



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

Minutes

Mi-Wuk Sugar Pine Fire Protection District

Board of Directors

Regular Meeting, **6:00 PM**, Tuesday, September 13, 2022

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order – 6:01 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Present
 - b. Vice President Afshar - Present
 - c. Treasurer Massman - Present
 - d. Director Doss - Present
 - e. Director Schwarz - Present
 - f. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: There were none
4. Oral Communications: This is the time for the public to address the Board of Directors on any matter not on the agenda, but within the jurisdiction of the Board of Directors. Each person shall be permitted to speak for no more than 5 minutes; persons speaking on the behalf of an organization may speak for no more than 15 minutes. Those wishing to speak on a matter that is on the agenda may do so at the time the item is taken up by the Board of Directors.
5. Approval of the Minutes of the July 12, 2022, Regular Meeting.
Moved to Approve: Vice President Afshar Seconded: President McDonald
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
6. Written Communications:
 - a. Email and documents from Tuolumne Public Power Agency Re: TPPA Rate FY22-23
7. Reports:
 - a. Auxiliary Report: Paula Massman, MWSPFPD Auxiliary President, read and elaborated on the written report that is in the meeting record.
 - b. CAL FIRE Report: No report.
 - c. Chief's Report: James Klyn, Fire Chief, read and elaborated on the written report that is in the meeting record.

8. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Doss reported that the committee met and talked about Lexipol and the EIC program. He and Chief Klyn reported that the EIC Program has begun and explained how it will work. Director Doss reported that he is still waiting on the water company to begin the hydrant testing. Chief Klyn reported that the details of the County Regional Intern Program have not been finalized.
- b. Treasurers Report on Budget Committee, Month End Cash on Hand History and Financial Reports; Treasurer Massman read and elaborated on his written reports that are in the meeting record.
 - i. Receive Financial Reports for Month Ending June 30, 2022:
 1. Tuolumne County Trial Balance
 2. Tuolumne County Budget vs Actual
 - ii. Receive Financial Reports for Month Ending July 31, 2022:
 1. Tuolumne County Trial Balance
 2. Tuolumne County Budget vs Actual

Moved to Receive: Director Doss Seconded: Vice President Afshar

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

9. Discussion and Action Items:

- a. Possible addition of an MOU to Fire Chief employment contract regarding deployment reimbursements; Tabled
- b. Possible pass through of a portion of CFAA strike team admin fee reimbursements to Office Manager; Chief Klyn explained that at other agencies the administrative fee that is reimbursed under the CFAA agreements is paid to the fire chief, he also noted that many agencies have an admin fee as high as 24% and he plans to pursue requesting a higher admin fee also. The District currently receives the default admin fee of 10% and Chief Klyn proposed that it should be paid to the office manager. It was discussed that the District should use a portion of the fee to cover the cost of FICA on strike team wages, which is 7.65%, and pay the remainder to the office manager. Office Manager Dahlin noted that there are three drafts of the FY23 budget to consider later in the meeting and that draft 2 includes \$8499 as 'Salaries-Emergency Admin'. This is the amount of admin fee, less FICA, that the District has earned, this fiscal year to date, on strike teams. The board directed the Policy Committee to write a policy addressing this to bring to the board for approval at the next meeting.
- c. Possible repair of FEPP F350 for a cost between \$9,400 and \$26,000 (currently not included in draft budget); Chief Klyn explained that the new Ford F350 was acquired at no cost to the District, other than transportation, through the Federal Excess Property Program. The District does not own it but can keep it indefinitely. To date, about \$5000 has been spent on outfitting it. It now needs a new motor. Sonora Ford and Sonora Diesel gave quotes of \$26,000 and \$21,000. Chief Krussow obtained a quote from Performance Brake and Muffler, in Oakdale, for about \$9500. Chief Klyn explained the available options, including returning it to the FEPP.

Director Schwarz moved to approve the repair at the lower estimate and add \$10,000 to the FY23 budget.

Seconded: Director Doss

Ayes: __5__ Noes: __0__ Absent: __0__ Abstain: __0__

- d. PUBLIC HEARING on the 2022/2023 Final Budget for the Mi-Wuk Sugar Pine Fire Protection District;

President McDonald opened the Public Hearing at 8:20 PM

The board discussed Draft 2 of the budget developed by the Budget Committee, which includes a line item for the 10% admin fee, less FICA. Office Manager noted that several changes were made after the committee met. These included increases to the tax revenues to reflect the estimates received from the County after the meeting. Also increased were the State Emergency Firefighting revenues and associated payroll expenses to reflect strike team activity since the meeting. Changes were made, in coordination with Joan Walton, to the Auxiliary Donations and the expenses funded by those donations. One final change was made to include a reimbursement just received from Anthem Blue Cross in the amount of \$659 and the associated refund to employees.

There were no further comments or questions.

President McDonald closed the Public Hearing at 8:27 PM

- e. Adoption of the 2022/2023 Final Budget:

President McDonald moved to adopt Draft 2 with the changes to include \$10,000 in Maint-Equip Vehicles for the truck repair and to decrease Appropriation-Contingencies to \$189,135.

Seconded: Director Schwarz

Ayes: __5__ Noes: __0__ Absent: __0__ Abstain: __0__

- f. Proposed agreement between the District and Jim Krussow for the use of a Type VI; Chief Klyn described the Type V1 that Chief Krussow built and the option to rent it from him, with him as the operator, when needed for OES assignments. He detailed the financial benefits for both parties.

Moved to Approve: Vice President Afshar Seconded: President McDonald

Ayes: __5__ Noes: __0__ Absent: __0__ Abstain: __0__

- g. Report on meeting with Tuolumne County officials; Chief Klyn reported that in the course of exploring the option of an annex, as directed by the board, he contacted many people which resulted in a meeting at the District with County Administrator Tracie Riggs and District 3 Supervisor Anaiah Kirk which he attended along with President McDonald, Director Doss and Office Manager Dahlin. The County representatives presented the option of the District becoming a Cal Fire Schedule A station, but they did not have all of the numbers needed to evaluate it. He is still exploring all options but does not have the data for an annex yet either. He has been in contact with Columbia Fire who is currently working through the process to annex with LAFCO.

- h. Outreach and public education regarding services rendered outside of the District; Tabled

- i. Possible appointment of committee to begin development of a local ordinance for a District cost recovery program; Director Doss reported that the program would allow the District to bill insurance companies for responses to calls for service by non-District citizens. He explained that there is a legal process that the District will need to follow beginning with the presentation of the idea to the board and the creation of a committee to draft a resolution. Following a lengthy discussion, President McDonald made a motion to form a committee to draft a resolution for a local ordinance for cost recovery.

Seconded: Treasurer Massman

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

President McDonald then appointed Director Doss, Director Schwarz and David Straub to the Local Ordinance for Cost Recovery Committee.

- j. Use of District social media accounts; Director Schwarz described a recent incident which was brought to his attention, and which he had no knowledge of, regarding a Facebook post which led him to ask if the District has policies in place for the use of social media and who oversees the District's accounts. Chief Klyn stated that Provisional Engineer Swanson runs the Facebook page and that he oversees him. He explained in depth the incident in question and the outcome. It was confirmed that there are policies in place but that they were written in 2012. The Policies and Procedures Committee was directed to review them and Chief Klyn is looking into sending Provisional Engineer Swanson to PIO training.

- k. Possible contract for archiving social media accounts; Chief Klyn explained the need for this service and presented proposals from two companies, ArchiveSocial and Pagefreezer, which are in the meeting record.

Director Schwarz moved to approve the proposal from Pagefreezer, for \$100.00 per month.

Seconded: President McDonald

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

It was added that the term and addition to the budget would be addressed at a later date.

10. Continuing Business – Discussion Only. No Action Items:

- a. Staffing Levels and Recruitment – Chief Klyn reported we will soon have full staffing.
- b. Fleet

11. Director's Comments and Requests:

- Directors may report about various matters involving the District.
- Directors may request matters to be included on subsequent meeting agenda(s) for discussion and/or action. The Director may be asked to make a **brief** clarification.
- No discussion will be allowed.
- No action will be taken.

12. Final audience comments – there were none.

13. Adjournment – 8:33 PM

Approved by the District Board of Directors in the meeting assembled November 16, 2022.

Jim McDonald, Board President