



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

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

Notice and Agenda
Mi-Wuk Sugar Pine Fire Protection District
Board of Directors

Regular Meeting, 6:00 PM, Tuesday, October 8, 2024

Mi-Wuk Sugar Pine Fire Protection District
24247 Highway 108, Mi Wuk Village, California

1. Call to Order _____
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald _____
 - b. Vice President Doss _____
 - c. Treasurer Costa _____
 - d. Director Massman _____
 - e. Director Pimentel _____
 - f. Also Present:
 - i. Chief Klyn _____
 - ii. Office Manager/Board Clerk Dahlin _____
 - iii. Guests: _____
4. Swearing in and badge pinning of Firefighters; Chief Klyn
5. 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.
6. Approval of the Minutes of the September 10, 2024, Regular Meeting
7. Approval of the Minutes of the September 25, 2024, Special Meeting
8. Written Communications: There were none.
9. Reports:
 - a. Auxiliary Report: Kathy Steinkamp, MWSPFPD Auxiliary Treasurer: No Action Required
 - b. CAL FIRE Report: No Action Required
 - c. Chief's Reports: James Klyn, Fire Chief. No Action Required
10. Standing Committee Reports for Discussion and Action:
 - a. District Policies & Procedures Committee: Director Massman
 - b. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa
 - i. MWSP Budget SnapShot FY24
 - ii. MWSP Budget SnapShot July 2025

iii. Receive Tuolumne County Financial Reports

1. Tuolumne County Trial Balance for Month Ending August 31, 2024
2. Tuolumne County Budget vs Actual for Month Ending August 31, 2024

11. Discussion and Action Items:

- a. Resolution No. 2024.10.08.1 A Resolution Of The Board Of Directors Of The Mi-Wuk / Sugar Pine Fire Protection District To Adopt A Biennial Audit Schedule In Lieu Of Annual Audits For The Mi-Wuk / Sugar Pine Fire Protection District; President McDonald
- b. Discussion regarding a Cash-in-Lieu of Benefits Program; Chief Klyn
- c. Possible donation of expired SCBAs which are surplus to the needs of the District; Chief Klyn
- d. Update on the biennial review and amendment to the District Conflict of Interest Code; President McDonald
- e. Update on grants; Treasurer Costa
- f. Update on District hosted BBQ for the Auxiliary; Treasurer Costa
- g. Update on a cease-and-desist letter to an unaffiliated online company selling Mi-Wuk Sugar Pine Fire Protection District apparel; Chief Klyn

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

- a. Staffing Levels and Recruitment
- b. Fleet

13. 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.

14. Final audience comments:

15. Adjournment: _____

In accordance with the Americans with Disabilities Act, if you need special assistance (i.e., auxiliary aids or services) in order to participate in this public meeting, please contact the District at (209) 586-5256. Notification 48 hours prior to the start of the meeting will enable the District to make reasonable accommodation to ensure accessibility to this public meeting. Pursuant to the California Government Code section 54957.5, public records, including writings relating to an agenda item for open session of a meeting and distributed less than 72 hours prior to the meeting, are available for public inspection at the Mi-Wuk Sugar Pine Fire Protection District office at 24247 Highway 108, Mi Wuk Village, California.

This Notice and Agenda was posted pursuant to District Policy on October 4, 2024



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 10, 2024

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 Doss - Present
 - c. Treasurer Costa - Present
 - d. Director Massman - Present
 - e. Director Pimentel - Present
 - f. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: Friends and family of Firefighters Corn and Radcliffe
4. Swearing in and badge pinning of Firefighters; Chief Klyn swore in Firefighters Corn and Radcliffe. Family members pinned their badges.
5. 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. There were none.
6. Approval of the Minutes of the August 13, 2024, Regular Meeting
Moved to Approve: Treasurer Costa Seconded: Director Pimentel
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
7. Written Communications: There were none.
8. Reports:
 - a. Auxiliary Report: Kathy Steinkamp, MWSPFPD Auxiliary Treasurer was not present. Treasurer Costa reported that the Spaghetti Dinner raised about \$7264, gross. Vice President Doss added that the owner of Reich's Outpost donated \$1500.
 - b. CAL FIRE Report: No report
 - c. Chief's Reports: James Klyn, Fire Chief, informed the board that he is hoping to send the company officers to Fire Shows West, but it will depend on strike team deployments. He is

planning to fill a recent vacancy by promoting Dale Pankey from a Volunteer Fire Fighter to the Provisional Engineer position. The District has a crew on the Line Fire. In August there were 45 calls, 11 in District and 34 out of District.

9. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Massman reported that the committee did not meet.
 - a. Appointment of new Committee member; President McDonald appointed Treasurer Costa to the committee.
- b. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa informed the board that the District has not received the June or July financial reports yet.
 - i. MWSP Budget SnapShot FY23/24 - Tabled
 - ii. MWSP Budget SnapShot FY24/25 - Tabled
 - iii. Receive Tuolumne County Financial Reports - Tabled
 1. Tuolumne County Trial Balance for Month Ending June 30, 2024
 2. Tuolumne County Budget vs Actual for Month Ending June 30, 2024
 3. Tuolumne County Trial Balance for Month Ending July 31, 2024
 4. Tuolumne County Budget vs Actual for Month Ending July 31, 2024

10. Discussion and Action Items:

- a. Update regarding seeking a biennial independent audit for the fiscal years ending June 30, 2023, and 2024, and potentially contracting through the Tuolumne County Auditor Controller; President McDonald reported that the District has still not received any information from the County yet due to their fiscal year end activities.
- b. Review and discussion of Proposal for an Independent Audit for the fiscal years ending June 30, 2023, 2024 and 2025, received from Halliday and Company, and the extended audit RFP 'Award of Contract' date of September 11, 2024; President McDonald Treasurer Costa moved to extend the audit RFP 'Award of Contract' date until November 13, 2024.

Seconded: Vice President Doss

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

- c. Discussion regarding a Cash-in-Lieu of Benefits Program; Chief Klyn informed the board that he had been hoping to have more information regarding paying employees who are eligible for medical benefits but do not want or need them a certain amount of money instead. He will continue working on it and needs to reach out to legal.
- d. Discussion and possible adoption of the Mi-Wuk/Sugar Pine Fire Protection District Capital Improvement Plan For Fiscal Years Ending June 30, 2025-2029; Treasurer Costa reviewed the plan consisting of ten projects. She noted that there are several corrections that need to be made. 1) on page 3 the correct estimated amount to fund all of the projects is \$293,014; 2) on page 6 the correct amount for Year 1 is \$33,514; 3) on page 7, the correct Anticipated Project Cost amount is \$69,352

President McDonald moved to adopt the Capital Improvement Plan with the noted corrections.

Seconded: Director Pimentel

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

- e. PUBLIC HEARING on the 2024/2025 Final Budget for the Mi-Wuk Sugar Pine Fire Protection District; President McDonald announced that the District is unable to hold the Public Hearing because it does not have the final budget yet.
- f. Adoption of the 2024/2025 Final Budget; President McDonald reported that the Budget Committee set some tentative dates to complete the final budget contingent on receiving the financial reports from the County. The Budget Committee will meet on September 24th at 2:00 PM and hope to have the board hold a Special Meeting on September 25th at 4:30 PM. The dates were confirmed by consensus of the board.
- g. Resolution No. 2024.09.10.1 A Resolution Of The Board Of Directors Of The Mi-Wuk/Sugar Pine Fire Protection District Authorizing The Application For, And Acceptance Of, A Potential Grant Award From The Sonora Area Foundation for the expansion, rebuilding, and remodeling of the storage room to an employee workout/wellness area;
Moved to Adopt: Treasurer Costa Seconded: Vice President Doss
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
- h. Resolution No. 2024.09.10.2 A Resolution Of The Board Of Directors Of The Mi-Wuk/Sugar Pine Fire Protection District Authorizing The Application For, And Acceptance Of, A Potential Grant Award From California State and Local Cybersecurity Grant Program for the reinforcement and protection of the District's cybersecurity;
Moved to Adopt: Director Pimentel Seconded: Vice President Doss
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
- i. Biennial review, as required by the Political Reform Act, and possible amendment to the District Conflict of Interest Code; President McDonald referred this to the Policy Committee to make a recommendation at the September 25th Special Meeting.
- j. Proposed vehicle rental agreement between the District and Delfred Carol Dodrill; Chief Klyn explained that this agreement is the same as a previous agreement that had been cancelled when the engine was sold. The sale fell through so they would like to reinstate the agreement.
Moved to Approve: President McDonald Seconded: Treasurer Costa
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
- k. Personnel Ad Hoc Committee Report; President McDonald reported that the committee met regarding a confidential subject.
- l. Discussion regarding community questions about evacuation plans; Vice President Doss reported on concerns, possible evacuation drills and possible road signs with arrows towards the highway. He also reported that he has contacted Supervisor Kirk. Chief Klyn recommended that Vice President Doss talk to Firewise as they have been discussing this and have applied for grants for road signs.
- m. Update on District hosted BBQ for the Auxiliary; Treasurer Costa reported that the date has been set for October 9th. She presented possible menu items and asked the board to consider donating personal funds rather than using District funds. The board, by consensus, decided that they would serve pizza and salad that they would all contribute to purchasing and the firefighters will provide the desert. The logistics were finalized.

- n. Discussion regarding an unaffiliated online company selling Mi-Wuk Sugar Pine Fire Protection District apparel; It was discussed that there is a website selling apparel with the Districts name, and the word ‘Firefighter’ on it which anyone could wear which would be misleading. Also, people may think that buying it helps to support the District when none of the money actually comes to the District. The apparel does not have the Districts logo but does show the Districts address on its webpage. Chief Klyn reported that he reached out to legal who said that it should not pose a problem, but that he could write a cease-and-desist letter to the company.

President McDonald moved to ask legal to write a letter to the company to cease-and-desist from using the District name and address to sell apparel.

Seconded: Director Pimentel

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

- o. Workplace Violence Prevention Training for board members; Treasurer Costa reported that they have started the training for the firefighters, as required by the new District policy. She then conducted the training for the board, Chief Klyn and Office Manager Dahlin.

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

- a. Staffing Levels and Recruitment – Chief Klyn reported that the District is fully staffed with 4 people on each shift with awesome people with great attitudes. One new firefighter started on September 10th and the new Relief Captain, Michael Keegan, will be covering a shift on Sunday. He is retired from Cal Fire and is still active with Columbia College. Vice President Doss asked about the staffing reports on Active 911 which reference some firefighters status as ‘after school’ and requested that the time be included.
- b. Fleet – Chief Klyn reported the fleet is doing great now, after all the money that has been put into it, and they will be picking up E776 from the shop soon.

12. 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.

Treasurer Costa reported that there will be a non-firefighter volunteer day on October 19th for administrative tasks and physical labor, which would include removing flooring and possibly cleaning out the storage room. She added that she is looking into the possibility of Columbia College interns for administrative and technology related tasks.

13. Final audience comments:

14. Adjournment – 8:10 PM

Approved by the District Board of Directors in the meeting assembled October 8, 2024.

Jim McDonald, Board President



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

Special Meeting, 4:30 PM, Wednesday, September 25, 2024

Mi-Wuk Sugar Pine Fire Protection District
24247 Highway 108, Mi Wuk Village, California

1. Call to Order – 4:30 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Present
 - b. Vice President Doss - Present
 - c. Treasurer Costa - Present
 - d. Director Massman - Present
 - e. Director Pimentel - Absent
 - 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. There were none.
5. Tuolumne County Financial Reports; Treasurer Costa reported that she will have the Budget Snapshots at the October meeting. Vice President Doss asked several questions regarding the format of the Trial Balance which were answered by Office Manager Dahlin. She offered to meet with him for more a detailed discussion.
 - a. Tuolumne County Trial Balance for Month Ending June 30, 2024
 - b. Tuolumne County Budget vs Actual for Month Ending June 30, 2024
 - c. Tuolumne County Trial Balance for Month Ending July 31, 2024
 - d. Tuolumne County Budget vs Actual for Month Ending July 31, 2024Treasurer Costa moved to receive all four Tuolumne County reports including the months ending June 30, 2024, and July 31, 2024.

Seconded: Vice President Doss

Ayes: 4 Noes: 0 Absent: 1 Abstain: 0

6. Discussion and Action Items:

- a. PUBLIC HEARING on the 2024/2025 Final Budget for the Mi-Wuk Sugar Pine Fire Protection District;
President McDonald opened the PUBLIC HEARING at 4:38 PM
Treasurer Costa explained that much of the revenue from the strike team deployments is already earmarked for a variety of things including next years' third officer position, health benefits, CIP and about \$10,000 towards hiring a new person to transition into the Office Manager position. She also highlighted that the budget includes the California Fire Foundation grant, the grant for the exhaust system and the potential Sonora Area Foundation grant along with funds for out-of-district research and explained the higher than usual amount for Maint-Equip Vehicles. Other line items reflect known and anticipated increases. The year-to-date revenue and expenses from strike teams was discussed and it was noted that the net of that is reflected in Appropriations-Contingencies but that the goal is to not spend it in FY25 so that it can be allocated to the appropriate budget line items in FY26 for the earmarked items Treasurer Costa noted earlier.

There were no public comments or questions.

President McDonald closed the PUBLIC HEARING at 4:58 PM

- b. Adoption of the 2024/2025 Final Budget;
Moved to Adopt: Treasurer Costa Seconded: Vice President Doss
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0
- c. Biennial review, as required by the Political Reform Act, and possible amendment to the District Conflict of Interest Code; Treasurer Costa provided a new draft, which is in the meeting record, and reviewed the changes made by the Policy Committee. She requested two more changes in section 1.04.099: changing 'Volunteer' to 'Volunteer Firefighter' in the title of the section and removing everything after 'firefighter' from the last sentence in the section.
Treasurer Costa moved to approve the Conflict of Interest Code as presented at this meeting with the additional revisions to 1.04.099.
Seconded: Director Massman
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0

7. 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.

Treasurer Costa gave an update on the October 9th luncheon being hosted by the District in appreciation of the Auxiliary.

8. Final audience comments: There were none.

9. Adjournment – 5:08 PM

Approved by the District Board of Directors in the meeting assembled October 8, 2024.

Jim McDonald, Board President



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

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

RESOLUTION NO. 2024.10.08.1

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MI-WUK / SUGAR PINE FIRE PROTECTION DISTRICT
TO ADOPT A BIENNIAL AUDIT SCHEDULE IN LIEU OF ANNUAL AUDITS FOR
THE MI-WUK / SUGAR PINE FIRE PROTECTION DISTRICT**

WHEREAS, the Board of Mi-Wuk / Sugar Pine Fire Protection District (hereinafter referred to as "BOARD") is responsible for ensuring the financial transparency, accuracy, and accountability of public funds; and

WHEREAS, California Government Code Section 26909 requires certain local government entities to conduct regular audits of their financial records to ensure compliance with state laws, internal controls, and sound fiscal practices; and

WHEREAS, the Mi Wuk / Sugar Pine Fire Protection District currently conducts annual financial audits as part of the overall oversight and fiduciary responsibility to the public and to ensure the efficient use of taxpayer dollars; and

WHEREAS, in accordance with Section 26909(b)(1), a special district may, by unanimous request of the BOARD and with unanimous approval of the Board of Supervisors of the County of Tuolumne, replace the annual audit required (by Section 26909) with a biennial audit covering a two-year period, performed in accordance with professional standards, as determined by the county auditor; and

WHEREAS, the BOARD is of the opinion that a biennial audit covering a two-year period would result in cost savings and operational efficiencies without sacrificing the quality or accuracy of financial oversight; and

WHEREAS, the BOARD finds that a biennial audit is consistent with state law, adequately protects public assets, and aligns with the District's long-term strategic financial goals;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mi-Wuk / Sugar Pine Fire Protection District hereby approves the transition from an annual financial audit to a biennial audit, and hereby unanimously requests that the Board of Supervisors of the County of Tuolumne approve the replacement of the annual audit of the Mi-Wuk / Sugar Pine Fire Protection District with a biennial audit covering a two year period. The initial biennial audit shall cover financial records and operations for FY23 and FY24,

BE IT FURTHER RESOLVED The BOARD, upon approval of the Board of Supervisors of the County of Tuolumne, directs appropriate staff to coordinate with auditors to ensure the implementation of this resolution and to initiate the next audit,

BE IT FURTHER RESOLVED The BOARD shall reevaluate the effectiveness of the biennial audit schedule after its first full cycle and determine if any adjustments are necessary.

PASSED AND ADOPTED by the Board of Directors of the Mi-Wuk / Sugar Pine Fire Protection District on this 10th of September, 2024:

AYES:

NOES:

ABSTAINED:

ABSENT:

Jim McDonald, President, Board of Directors
Mi-Wuk/Sugar Pine Fire Protection District

Date

Attest:

Bonnie Dahlin, Clerk, Board of Directors
Mi-Wuk Sugar Pine Fire Protection District

Date