



# MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

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

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## Minutes

Mi-Wuk Sugar Pine Fire Protection District

Board of Directors

Regular Meeting, 6:00 PM, Tuesday, April 9, 2024

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order 6:03 PM
2. Pledge of Allegiance
3. Roll Call
  - a. President McDonald - Present
  - b. Vice President Doss - Present
  - c. Treasurer Costa - Present
  - d. Director Schwarz - Absent
  - e. Director Massman - 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. There were none.
5. Approval of the Minutes of the March 12, 2024, Regular Meeting.  
Moved to Approve: Vice President Doss    Seconded: Treasurer Costa  
Ayes:   4   Noes:   0   Absent:   1   Abstain:   0
6. Written Communications: There were none.
7. Reports:
  - a. Auxiliary Report: Val Colborn, MWSPFPD Auxiliary President. No report. Treasurer Costa informed the board that the Auxiliary Rummage Sale will be held on May 24 & 25.
  - b. CAL FIRE Report: No report.
  - c. Chief's Reports: James Klyn, Fire Chief, reported that there were 46 calls in March, 22 in District and 24 out of District. He informed the board that Engineer Rimmer has resigned his fulltime position, but will stay on as a Reserve Engineer, effective May 4<sup>th</sup>. Chief Klyn will fly the position and test candidates. He also reported that on April 20<sup>th</sup> there will be a Firewise meeting at the Mi Wuk library and he will see if there is interest in the home hardening assessment class that he would like to hold at the station. He recently attended the

State’s pilot program ‘train the trainer’ class and is certified to teach it. Chief McClintock and Chief Johnson would also help put on the two-day class if at least twenty people are interested.

8. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Doss reported that the committee met and is working on 7-8 policies that they plan to have some of them ready for the board in May. Once approved, they will go to Office Manager Dahlin to add to the digital manual. He added they will then start going through certain sections of the manual each month.
- a. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa reported that the County reports were not received until the morning of this meeting so there was not time to verify them or prepare the Budget Snapshot. The committee met and is working on capital reserve and capital asset policy recommendations and are gearing up for the next fiscal year budget.
  - i. MWSP Budget SnapShot FY23/24 - Tabled
  - ii. Receive Tuolumne County Financial Reports – Tabled
    - 1. Tuolumne County Trial Balance for Month Ending February 29, 2024
    - 2. Tuolumne County Budget vs Actual for Month Ending February 29, 2024

9. Discussion and Action Items:

- a. Draft Request for Proposal for an Independent Audit for the fiscal years ending June 30, 2023, 2024 and 2025; Office Manager Dahlin asked the board to review the dates that are highlighted and the language in ‘Scope of Work’ and ‘Fees’ regarding single audits which are required when receiving federal funds of over \$750,000. Chief Klyn explained that the engine grant request was for \$750,000 and he does not expect to receive over that amount. After discussion it was decided to remove #4 of ‘Scope of Work’ and to not include the alternate ‘E’ in Fees. It was also decided to change ‘Payment for the audit will be made upon receipt of the audit reports’ to ‘...upon board approval of the audit reports’ in ‘Contractual Arrangements.’ The timeline was discussed and it was decided that the RFP issue date would be determined by Chief Klyn and Office Manager Dahlin based upon the date it could be advertised in the Union Democrat. The due date will be noon on May 14, 2024. Review of proposals will be May 14 through June 7, 2024. Evaluation and award of contract by the board will be June 11, 2024, and the finalist will be notified on June 13, 2024.

Treasurer Costa moved to approve the RFP with the discussed changes.

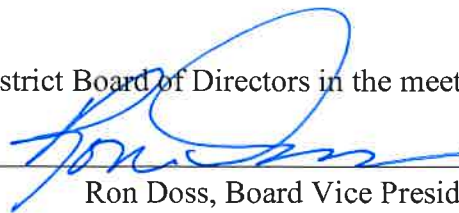
Seconded: Vice President Doss

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

- b. Update on the AT&T application to the California Public Utilities Commission (CPUC) which would remove AT&T’s obligation to provide land-line service in portions of California; President McDonald reported that they held web hearings in January through March and that the CPUC has received a large number of comments opposing this. The CPUC website has timelines and information. He also reported that the president of AT&T has stated that they will not leave people without service.
- c. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Fire - Chief - President McDonald adjourned the board to closed session at 6:48 PM.

- d. Return to Open Session – 7:34 PM
  - e. Report on Closed Session; President McDonald summarized the evaluation process and informed everyone that it was successfully completed and that he is pleased to say that Chief Klyn will still be here for the District.
10. Continuing Business – Discussion Only. No Action Items:
- a. Staffing Levels and Recruitment – Chief Klyn reported that there have been changes in volunteer staffing, Intern Engineer Colwell left for CalFire but there are two new applicants in process. He also reported that he considered hiring in-house for the upcoming Engineer position but several people are interested in it so he will advertise it.
  - b. Fleet – No comments.
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.
- Treasurer Costa shared that Tuolumne County Supervisor Anaiah Kirk has raised concerns about the impact to the fire services due to decreases in funding and that he thinks Tuolumne County will be in trouble. She would like to discuss the topic in the future. Director Doss suggested that Supervisor Kirk be invited to a future meeting. Treasurer Costa added that Debi Bautista will be invited to a future meeting.
12. Final audience comments: There were none.
13. Adjournment: 7:42 PM

Approved by the District Board of Directors in the meeting assembled May 14, 2024.



Ron Doss, Board Vice President