



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, June 11, 2024

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order - 6:00 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Present
 - b. Vice President Doss - Present
 - c. Treasurer Costa - Present
 - d. Director Schwarz - Present
 - e. Director Massman - Present
 - f. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: Chris Coulter, of SCI, Debi Bautista and Donny McNair, of Tuolumne County Auditor's Office
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.

Joan Walton thanked everyone for their help with the Rummage Sale and reported that almost \$9000 was raised.
5. PUBLIC HEARING: Benefit Assessment for FY24/25 and Engineer's Report
 - a. Open Public Hearing regarding Benefit Assessment for FY24/25 – President McDonald opened the Public Hearing at 6:01 PM
 - b. Review of Engineer's Report for Fire Protection and Emergency Response Services Assessment dated June 2024 – Chris Coulter reviewed the engineers report and answered questions.
 - c. Public Comment – There were no comments from the public
 - d. Close Public Hearing – President McDonald closed the Public Hearing at 6:08 PM
6. Resolution No. 2024.06.11.1 Approving Engineer's Report, Confirming Diagram And Assessment, And Ordering The Levy Of Assessments For Fiscal Year 2024/25 For The Mi-Wuk/Sugar Pine Fire Protection District Fire Suppression And Protection Services Assessment.

Moved to Adopt: Treasurer Costa Seconded: Vice President Doss

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

7. Questions and answers with Debi Bautista, Clerk & Auditor-Controller, County of Tuolumne and Donny McNair, CPA, Deputy Auditor Controller, County of Tuolumne, regarding District finances. In response to questions, Ms. Bautista confirmed that she is retiring as of June 30th after almost 34 years, but hopes to be available for a couple of months as an annuitant to help with year end, the new budget and the November elections. She gave an overview of the county budget and personnel status and potential changes due to budget constraints. She explained the county ‘pool’ where the District’s funds are held and how it is invested, mostly locally and restricted by government code. There was 3% earnings last quarter. The District is not required to be in the pool and can hold funds both in and outside of the pool. The District can hold other investments but would need to provide supporting documents to the county so that they are recorded on the financial statements. She also explained the ‘Teeter Plan’ whereby the District receives 100% of its property taxes due and in return the county keeps the penalties and interest on delinquent taxes. Mr. McNair, who will be the new Auditor/Controller, briefly shared his background and experience.

8. Approval of the Minutes of the May 14, 2024, Regular Meeting.

Moved to Approve: Director Schwarz Seconded: Director Massman

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

9. Approval of the Minutes of the May 16, 2024, Special Meeting.

Moved to Approve: Director Schwarz Seconded: Director Massman

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

10. Written Communications: There were none.

11. Reports:

- a. Auxiliary Report: Kathy Steinkamp, MWSPFPD Auxiliary Treasurer, added to Joans report about the Rummage Sale by reporting that there was also \$450 in donations. She reported that they are preliminarily considering holding the Spaghetti Dinner this year. Treasurer Costa added that the Pancake Breakfast is on July 6th and they are looking for volunteers.
- b. CAL FIRE Report: No report
- c. Chief’s Reports: James Klyn, Fire Chief, reported that he, Captain Sedlmeyer and Engineer Trine toured the new Chicken Ranch Casino. The company officers also attended a ‘Train the Trainers’ on the new SCBA’s and they will fit test soon. E771 is back in service with a new radiator that cost approximately \$9000. E772 has a cracked sleeve in a cylinder in addition to the needed head gasket repair estimated to be \$12000. He will be receiving quotes soon. He has a couple of people interested in being relief officers, one also teaches classes. There were 35 calls, 17 in District and 18 out.

12. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Doss reported that they are still working to finalize six policies and will be starting on a couple of new ones.
- b. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa reviewed the financial reports and that the committee is working on a capital improvement plan. They finalized the capital asset management system.

Next year they will work on Debt Management, Reserve and Investment plans. The committee is in the midst of budget planning.

- i. MWSP Budget SnapShot FY23/24
- ii. Receive Tuolumne County Financial Reports

1. Tuolumne County Trial Balance for Month Ending April 30, 2024

2. Tuolumne County Budget vs Actual for Month Ending April 30, 2024

Moved to Receive: Vice President Doss Seconded: Director Schwarz

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

13. Discussion and Action Items:

- a. Review and adoption of the Preliminary Budget for FY 24/25 pursuant to Health & Safety Code section 13890 and directing the Fire Chief to post a notice pursuant to section 13893; At Treasurer Costa’s request, Office Manager Dahlin informed the board that taxes were updated based on last year’s recommendations from the county and will be adjusted again in September after receiving the new recommendations from the county. Items that are known to have changed from the FY24 budget were adjusted such as the Benefit Assessment, Workers Comp., health benefits and major one-time expenses. Everything else was carried forward and will be adjusted for the final budget in September after the final June reports are received. She added that the Fund Balance is the current fund balance from FY24 and will be updated by the county in September also.

Moved to Adopt: Treasurer Costa Seconded: Director Schwarz

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

- b. Discussion of the current and future financial status for the fire service in Tuolumne County; President McDonald suggested that the board formulate the questions that they would like to ask CalFire and Supervisor Kirk. Chief Klyn reported that CalFire will be at the meeting in July to answer their questions, but that Supervisor Kirk has not replied. After some discussion the consensus of the board was that they wait on their questions for CalFire and Supervisor Kirk and instead form a committee to explore the topic. President McDonald appointed the Out-of-District Response Ad Hoc Committee with Vice President Doss as Chair and Treasurer Costa and Chief Klyn as members.

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

- a. Staffing Levels and Recruitment – Chief Klyn reported that there are currently three volunteers per shift and there are three more on the way.
b. Fleet

15. Director’s Comments and Requests:

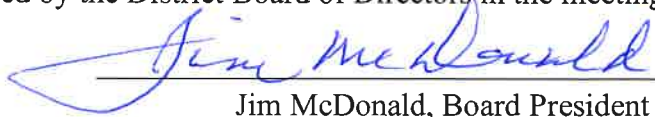
- Directors may report about various matters involving the District.
- Directors may request matters to be included on subsequent meeting agenda(s) for discussion and/or action. The Director may be asked to make a **brief** clarification.
- No discussion will be allowed.
- No action will be taken.

It was requested that the Policy Committee Chair position be on the next agenda.

16. Final audience comments: There were none.

17. Adjournment – 7:35 PM

Approved by the District Board of Directors in the meeting assembled July 9, 2024.



Jim McDonald, Board President