



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, March 12, 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 - Absent
 - d. Director Schwarz – Present
 - e. Director Massman – Present
 - f. Also Present:
 - i. Chief Klyn – Present
 - ii. Office Manager/Board Clerk Dahlin – Present
 - iii. Guests: _____
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 February 13, 2024, Regular Meeting.
Moved to Approve: Director Schwarz Seconded: Vice President Doss
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0
6. Approval of the Minutes of the March 6, 2024, Special Meeting
Moved to Approve: Director Schwarz Seconded: Vice President Doss
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0
7. Reconsideration of Vacancy on the Board of Directors. Board to review applications and possibly appoint and swear in new Board Member to cure a Brown Act violation at the February 13, 2024, board meeting; President McDonald
Vice President Doss moved to appoint Mark Massman to the vacant seat on the board nunc pro tunc to February 13, 2024.
Seconded: President McDonald
Ayes: 3 Noes: 0 Absent: 1 Abstain: 0

8. Written Communications: There were none.
9. Reports:
 - a. Auxiliary Report: Val Colborn, MWSPFPD Auxiliary President: No report
President McDonald reminded everyone of the Auxiliary meeting on March 13 at 11:30 at Pappa's Roost.
 - b. CAL FIRE Report: Andy Murphy, Assistant Fire Chief, TCU/CalFire, gave an update on County and CalFire stations, staffing and grants.
 - c. Chief's Reports: James Klyn, Fire Chief, did not have a written report. He gave an update on the Wildland Fire Assessment Program class in Utah and informed the board that he will teach the class at the District soon.
10. Standing Committee Reports for Discussion and Action:
 - a. District Policies & Procedures Committee: Director Doss opted to give his report as part of agenda item 11c.
 - a. Treasurers Report on Budget Committee and Financial Summary; President McDonald reported on the committee meeting held earlier in the day, including the recommendation of the budget transfer in 11c.
 - i. MWSP Budget SnapShot FY23/24 – no SnapShot was provided
 - ii. Receive Tuolumne County Financial Reports
 1. Tuolumne County Trial Balance for Month Ending January 31, 2024
 2. Tuolumne County Budget vs Actual for Month Ending January 31, 2024Moved to Receive: Vice President Doss Seconded: Director Schwarz
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0
11. Discussion and Action Items:
 - a. Discussion of Standards of Coverage; Tracie Riggs, CAO, Tuolumne County /Andy Murphy, Assistant Chief, TCU. Tracie Riggs was unable to attend the meeting. Liz Petersen, Deputy County Administrator, attended in her place. She and Andy Murphy explained, and answered questions about, the Standards of Coverage final draft report which will be presented to the County Board of Supervisors for adoption on Tuesday, March 19, 2024.
 - b. Budget Transfer to increase various accounts for unanticipated expenses; Appropriations-Contingencies was decreased by \$20,500.00 to cover the total of the increased expenses. Moved to Approve: Vice President Doss Seconded: Director Schwarz
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0
 - c. Adoption of the Mi-Wuk/Sugar Pine Fire Protection 2024 District Manual, including the changes noted in the Minutes of the March 6, 2024, Special Meeting and the following policies which contain substantive changes. Vice President Doss explained and the individual policies listed, which have been reviewed by legal when necessary. He also, explained that a digital copy will be available on the District website and one hard copy in the District office.
 - i. Revision to District Policies 2.03.120 through 2.03.125 Sick Leave Benefits effective March 10, 2024
 - ii. Revision to District Policies 2.16.101 District Credit Cards
 - iii. Revocation and removal of SOG 4.04.024 Mutual and Automatic Aid - Tuolumne Fire District
 - iv. Revision to 5.01.017 Engineer Job Description
 - v. Revision to 5.01.014 Captain Job Description

Director Schwarz moved to approve the MWSP 2024 District Manual as stated above and items 11c i.- 11 c v.

Seconded: President McDonald

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

- d. Draft Request for Proposal for an Independent Audit for the fiscal years ending June 30, 2023, 2024 and 2025 - Tabled
- e. Vertical Bridge request to change of cell tower plan to replace faux tree with monopole; Chief Klyn reported on his discussions with Vertical Bridge regarding their request. In exchange for the District's agreement to accept a monopole cell tower they have agreed to pave part of the parking lot near the end of the apparatus bay, which would provide a place to move plowed snow to. He also informed the board that an asset manager will be assigned to report to the District the profits on the cell tower and that the process can be included in the written agreement.

President McDonald moved to accept the monopole in place of the faux tree with the stipulation that Vertical Bridge will provide the pavement of a 30' x 70' area.

Seconded: Director Schwarz

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

- f. Letter to AT&T regarding an 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 read aloud a letter he wrote to the CPUC regarding his concerns about the impacts if AT&T's application is approved. He also reported that he found a letter online from the president of AT&T that refutes that they will take away land lines. He was unable to print a clear copy but will try again.
- g. District participation in a CSDA survey regarding ballot initiative #1935; The board's consensus was that Treasurer Costa and Office Manager Dahlin will complete the survey and more information on the initiative will be provided at the next meeting.
- h. CSDA Board of Board of Directors Call For Nominations Seat A; No action was taken.
- i. CSDA Virtual Workshop: Policy and Procedure Writing. March 13 & 14, from 9:00 a.m. - 12:00 p.m. each day. \$230 for CSDA members; No action was taken.
- j. Approval of Auxiliary 2024 Calendar;
Moved to Approve: Vice President Doss Seconded: President McDonald
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0
- k. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Fire Chief - Tabled
- l. Return to Open Session
- m. Report on Closed Session; President McDonald

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

- a. Staffing Levels and Recruitment – Chief Klyn reported that the District is fully staffed, that Intern Engineer Colwell has taken a job with CalFire and will be leaving soon, and there are several new applicants. Vice President Doss asked about the status of the volunteer diesel mechanic. Chief Klyn let him know that he has been doing minor work on the apparatus and is also a volunteer firefighter.
- b. Fleet – Chief Klyn reported that E772 is out of service which caused the District to be unable to accept an ABH assignment.

13. Director's Comments and Requests:

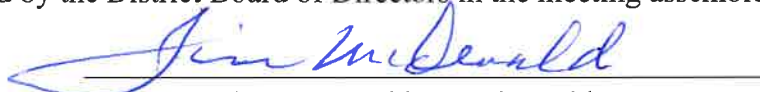
- Directors may report about various matters involving the District.
- Directors may request matters to be included on subsequent meeting agenda(s) for discussion and/or action. The Director may be asked to make a **brief** clarification.
- No discussion will be allowed.
- No action will be taken.

There were none.

14. Final audience comments: Chief Krussow reported that he was able to get 7 truck mount radios, at no cost, and has programmed them.

15. Adjournment: 7:54 PM

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



Jim McDonald, Board President