



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, July 9, 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 - 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.

President McDonald moved up agenda items 8 through 11 as there was time before the scheduled Zoom meeting.

5. 6:15 PM Zoom meeting with Chad Halliday, of Halliday and Company, regarding the firms Proposal for an Independent Audit for the fiscal years ending June 30, 2023, 2024 and 2025; In response to questions from the board, Mr. Haliday explained that the Suralink document exchange portal the firm uses is secure and efficient in documenting the workflow and can accommodate all file types; that the discount is reflected in the first year's pricing; that they are legally required to contact the Districts legal counsel and prior auditor during the audit process, that there may be a potential slight cost savings by doing a biennial audit (although he said it's unusual, may not be allowed and he does not recommend it); that the audit would primarily, if not entirely, be conducted remotely.

Regarding the cost difference between his proposal and the cost of the District’s prior audits he explained that there is not a big difference in the amount of work based on the size of the entity being audited and that his proposed fees are in line with his current lowest fee charged to others. Regarding two stipulations in the RFP, a ‘not to exceed’ amount to include all travel and out-of-pocket costs, and the payment for services to be paid in full upon board approval of the audit report, which the proposal did not adhere to. He said the first year fee of \$15,750 is a not-to-exceed amount for the base audit and does not include the possible out-of-pocket expenses listed in the proposal, and that paying after the audit is extremely uncommon and that it is typical to have a 25% deposit and monthly billing due to the need to have the cash flow for payroll.

6. 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; Agenda items 6 and 7 were combined for discussion.
7. Discussion regarding options for an independent audit and possible award of contract; The several options discussed were to accept the proposal from Halliday and Company, pursue more information from the County Auditor’s Office regarding having them perform or outsource the audit, try to determine the reason that only one firm responded to the RFP and revise and reissue it, to resume working with the prior auditor. The board, by consensus, decided to delay a decision and scheduled a Special Meeting for Thursday, July 11, 2024, at 4:00, the ‘Award of Contract’ date in the Audit RFP, to allow more time to get more information from the County Auditor’s Office.
8. Approval of the Minutes of the June 11, 2024, Regular Meeting
Moved to Approve: Treasurer Costa Seconded: Vice President Doss
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0
9. Approval of the Minutes of the June 28, 2024, Special Meeting
Moved to Approve: Treasurer Costa Seconded: Vice President Doss
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0
10. Written Communications:
 - a. Email from CSDA: “BREAKING NEWS: Taxpayer Deception Act Pulled from November Ballot by Supreme Court”
11. Reports:
 - a. Auxiliary Report: Kathy Steinkamp, MWSPFPD Auxiliary Treasurer, reported that the net for the Pancake Breakfast, from all sources, was about \$5,000. She said that many volunteers stepped up to make it a success. She added that the Auxiliary will have a Spaghetti Dinner this year. Treasurer Costa thanked Tim Wallace for his efforts in the Pancake Breakfast.
 - b. CAL FIRE Report: No report
 - c. Chief’s Reports: James Klyn, Fire Chief, reported on the District calls for June, which is in the meeting record. He informed the board that the District sent crews out on strike team deployments in the last couple of weeks: E774 - Sites & Thompson Fires, E776 – Aero Fire & station coverage for CalFire, WT777 - Cobbs Fire and Royal Fire, E771 – Fresno June Lightning Complex. E774 is in the shop for brake repairs, it will be ready in a day or two. E772 will be out of the shop in about two weeks and then E771 will need to have work done on the brakes.

At this time, President McDonald returned to agenda items 5 through 7, after which the agenda was followed in the correct order.

12. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Vice President Doss
 - i. Resignation of Vice President Doss from Committee
 - ii. President McDonald to appoint new Committee Chair; President McDonald appointed Director Massman as the new committee Chair.
- b. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa reviewed the reports. Vice President Doss asked if the committee had discussed the cost of the audit proposal. It was discussed that while the benefit assessment is increasing by approximately \$12,000 and property taxes will go up slightly, it is not enough to cover the audit proposal of over \$15,000, the increases in the Districts insurance policies, and the recent engine repairs so it will be a tight budget.
 - iii. MWSP Budget SnapShot FY23/24
 - iv. Receive Tuolumne County Financial Reports
 1. Tuolumne County Trial Balance for Month Ending May 31, 2024
 2. Tuolumne County Budget vs Actual for Month Ending May 31, 2024Moved to Receive: Vice President Doss Seconded: Treasurer Costa
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0

13. Discussion and Action Items:

- a. First Amendment to Option and Lease Agreement between Mi-Wuk Sugar Pine Fire Protection District and VB BTS II, LLC (Vertical Bridge); Chief Klyn informed the board that PG&E requested the amendment to give them permission to do the required work for the cell tower. Director Doss will ask legal to review the amendment and the item will be added to the agenda for the Special Meeting on Thursday, July 11, 2024.
- b. Tuolumne County multi-jurisdictional hazard mitigation plan input from public; Chief Klyn informed the board that the District used to be included in the County's plan but there is a new process and it was sent back to the District by OES. The District now has new requirements from FEMA that they asked to have completed and submitted by July 12, 2024, such as reaching out individually to vulnerable communities, businesses, and various demographics for input. Although there isn't time to complete it by the 12th the District can still submit it at a later date. Until this is submitted, the District can still apply for assistance if something major were to happen, but it cannot apply for hazard mitigation grants. No action was taken.
- c. Board authorization for Chief Klyn to negotiate a MOU with the USFS for requests for mutual aid responses; The board and Chief Klyn discussed the history of being asked for assistance and being released prior to the 12-hour threshold and not being compensated. Recently the District agreed to assist and incurred 6 hours of overtime and fuel cost with the engine being sent back before arriving at the fire. Chief Klyn reported that he has reached out informally with no response. It was agreed that Chief Klyn will pursue an agreement to have the District be paid for assistance after a shorter amount of time and will bring any resulting agreement to the board for approval.

- d. Out-of-District Response Ad Hoc Committee Report; Vice President Doss reported that the committee met, via Zoom, with a former fire chief who has experience with pursuing compensation for out-of-District responses. Several of his suggestions were informing the public, figuring out the cost to operate each of the engines and working with LAFCO.
- e. Appointment of new Personnel Ad Hoc Committee; Chief Klyn requested a committee to discuss specific personnel issues. President McDonald appointed himself, Vice President Doss and Chief Klyn to the committee. The committee will first explore the legal and confidentiality issues and then make a recommendation for moving forward with the committee or alternative options.
- f. Discussion of board meetings and agendas per Mi-Wuk/Sugar Pine FPD 2024 District Manual, polices 1.05.010 through 1.05.080; The board discussed and clarified various parts of the policies. No action was taken.
- g. Board consideration for approval of revision to Chapter 2.08: Member Activities - 2.08.030 Workplace Violence Prevention; Treasurer Costa explained that after several training sessions, Chief Klyn asked to revise the way that employees can make anonymous reports so that they are more secure. Several other minor changes were made and are included in the marked-up draft in the meeting record.

Moved to Approve: Vice President Doss

Treasurer Costa seconded with an amendment to the motion to change the word ‘violence’ to ‘violent’ in paragraph one, and in Prohibited Acts, paragraph one, to change the word ‘again’ to ‘against’, and the word ‘accident’ to ‘incident.’

The vote to approve with the amendment was:

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

- h. Workplace Violence Prevention Training for board members; Tabled
14. Continuing Business – Discussion Only. No Action Items:
- a. Staffing Levels and Recruitment – Chief Klyn informed the board that a new relief officer has been hired, one other is in the hiring process. One wants to go out on the strike teams, the other only wants to do station coverage and teach.
 - b. Fleet

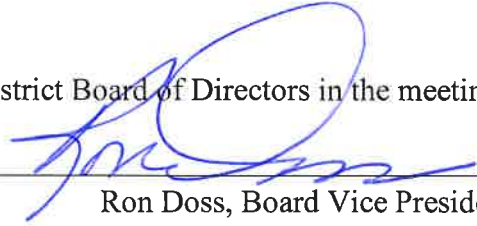
15. Director’s Comments and Requests:

- 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.

Chief Klyn gave an update on the condition of a family member of one of the Districts employees who is battling a serious medical condition. Treasurer Costa informed everyone that the auxiliary is collecting donations and has started a GoFundMe for the family. She reported that she will be posting a lot of the Districts history on its Facebook page for its 65th year. She also asked that there be an item on the next agenda to discuss the possibility of the District hosting a BBQ for the Auxiliary to thank them for their efforts.

- 16. Final audience comments: There were none.
- 17. Adjournment – 8:20 PM

Approved by the District Board of Directors in the meeting assembled August 13, 2024.



Ron Doss, Board Vice President