



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, September 10, 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 August 13, 2024, Regular Meeting
7. Written Communications:
8. 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
9. Standing Committee Reports for Discussion and Action:
 - a. District Policies & Procedures Committee: Director Massman
 - a. Appointment of new Committee member; President McDonald
 - b. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa
 - i. MWSP Budget SnapShot FY23/24
 - ii. MWSP Budget SnapShot FY24/25

iii. Receive Tuolumne County Financial Reports

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
- 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
- c. Discussion regarding a Cash-in-Lieu of Benefits Program; Chief Klyn
- 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
- e. PUBLIC HEARING on the 2024/2025 Final Budget for the Mi-Wuk Sugar Pine Fire Protection District; President McDonald
- f. Adoption of the 2024/2025 Final Budget; President McDonald
- 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; Chief Klyn
- 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; Chief Klyn
- i. Biennial review, as required by the Political Reform Act, and possible amendment to the District Conflict of Interest Code; President McDonald
- j. Proposed vehicle rental agreement between the District and Delfred Carol Dodrill; Chief Klyn
- k. Personnel Ad Hoc Committee Report; President McDonald
- l. Discussion regarding community questions about evacuation plans; Vice President Doss
- m. Update on District hosted BBQ for the Auxiliary; Treasurer Costa
- n. Discussion regarding an unaffiliated online company selling Mi-Wuk Sugar Pine Fire Protection District apparel; Chief Klyn
- o. Workplace Violence Prevention Training for board members; Treasurer Costa

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

- a. Staffing Levels and Recruitment
- b. Fleet

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.

13. Final audience comments:

14. 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 September 6, 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, August 13, 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 - Absent
 - b. Vice President Doss - Present
 - c. Treasurer Costa - Present
 - d. Director Massman - Present
 - e. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: There were none.
4. Vacancy on the Board of Directors. Board to review applications and possibly appoint and swear in a new Board Member; The board reviewed the application received from Kevin Pimentel. Treasurer Costa moved to appoint Kevin Pimentel to the board.
Seconded: Director Massman
Ayes: 3 Noes: 0 Absent: 1 Abstain: 0
Kevin Pimentel was sworn in by Board Clerk Dahlin.
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 July 9, 2024, Regular Meeting
Moved to Approve: Treasurer Costa Seconded: Director Pimentel
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0
7. Approval of the Minutes of the July 11, 2024, Special Meeting
Moved to Approve: Treasurer Costa Seconded: Director Pimentel
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0
8. Approval of the Minutes of the July 17, 2024, Special Meeting
Moved to Approve: Director Pimentel Seconded: Vice President Doss
Ayes: 4 Noes: 0 Absent: 1 Abstain: 0

9. Written Communications:

- a. Letter from AT&T Re: AT&T Data Incident

10. Reports:

- a. Auxiliary Report: Kathy Steinkamp, MWSPFPD Auxiliary Treasurer, was absent. Treasurer Costa reported that the Auxiliary will hold the Spaghetti Feed on August 31st and that there will be sign-ups at the Auxiliary meeting on the 14th.
- b. CAL FIRE Report: No report.
- c. Chief's Reports: James Klyn, Fire Chief, reported that E776 broke down on the way to the Boise Fire. It has a cracked head and blown turbo which will take about two weeks to repair at will cost about \$14,000. There are four AED batteries that need to be replaced which cost about \$2000. There was a bear attack which the District responded to and there is a news crew on their way to interview Captain Sedlmeyer. There will soon be four firefighters on every shift and a couple more waiting to fill positions. There is also a new Relief Captain currently out on assignment on E773.

11. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Massman reported that the committee did not meet.
- b. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa reported that the County has not finished closing out the fiscal year yet, so there are no financial reports. She reported that the committee is working on the FY25 budget.
- i. MWSP Budget SnapShot FY23/24
- ii. Receive Tuolumne County Financial Reports
1. Tuolumne County Trial Balance for Month Ending June 30, 2024
2. Tuolumne County Budget vs Actual for Month Ending June 30, 2024

12. Discussion and Action Items:

- a. Discussion regarding the option of seeking a biennial independent audit for the fiscal years ending June 30, 2023 and 2024, and potentially contracting through the Tuolumne County Auditor Controller; Treasurer Costa reported that the District can do a biennial audit through the County but they have not provided the information yet (due to yearend processing) as to whether they would do it or have it contracted out or the cost. She reported that the Budget Committee recommends extending this decision until the County provides the information and the RFP decision until next month.

Treasurer Costa moved to continue on the path to seeking a biennial audit for fiscal years 2023 and 2024 and continue to wait to hear from the Tuolumne County Auditor/Controller.

Seconded: Director Pimentel

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

- 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 August 14, 2024.

Treasurer Costa moved to extend the audit RFP 'Award of Contract' date until September 11, 2024.

Seconded: Vice President Doss

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

- c. Out-of-District Response Ad Hoc Committee Report; Vice President Doss reported that they have not met yet. They will have a meeting on August 23rd.
 - d. Personnel Ad Hoc Committee Report; Vice President Doss said that they did meet but that there is nothing to report at this time.
 - e. Discussion regarding the Special District Grant Accessibility Act (SDGAA) (S. 4673) which would codify a formal definition of “special district” and would require the White House Office of Management and Budget (OMB) to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations; Treasurer Costa explained the bill and the positive impact it would have on potential funding for the District if passed. She will continue to track this.
 - f. Discussion regarding the possibility of the District hosting a BBQ for the Auxiliary; Treasurer Costa and the board discussed potential dates and details. She will take the lead on planning and bring more information to the next meeting. Also, Chief Klyn agreed to have the firefighters provide dessert.
13. Continuing Business – Discussion Only. No Action Items:
- a. Staffing Levels and Recruitment – Chief Klyn returned to his Chiefs Report to inform the board that the District had 38 calls last month and five strike team assignments. He also informed the board that the District was awarded the grant for the app bay exhaust system. The cost to the District will be about \$3300. The District will soon be fully staffed and received 10 applications recently.
 - b. Fleet – Chief Klyn reported that E771 will be picked up from the shop on August 14th It had new brakes installed.
14. 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 the District has been awarded a grant for PPE from the California Fire Foundation. The Districts share of the cost will be about \$10,000. She also reported that Budget Committee will be bringing a Capital Improvement Plan to the board next month. Chief Klyn reported on the work that Tom Costa has been doing in the kitchen/living room with Auxiliary donations. He also picked up new swag which will be on sale at the Spaghetti Feed. Vice President Doss requested an agenda item for the next meeting to discuss community members questions and concerns about evacuation plans.
15. Final audience comments: There were none.
16. Adjournment: 6:40PM

Approved by the District Board of Directors in the meeting assembled September 10, 2024.

Jim McDonald, Board President

P.O. Box 530 • Mi Wuk Village • California 95346-0530
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Mi-Wuk/Sugar Pine Fire Protection District



**Capital Improvement Plan
FY 25-29**

**Mi Wuk/Sugar Pine Fire Protection District
 Capital Improvement Plan
 For Fiscal Years Ending June 30, 2025-2029**

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**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Introduction to Our Capital Improvement Plan

The Mi Wuk/Sugar Pine Fire Protection District is committed to ensuring the highest level of safety and emergency response for our community. To achieve this, we recognize the importance of strategic planning and investment in our infrastructure, equipment, and resources. The Five-Year Capital Improvement Plan (CIP) serves as a roadmap for addressing the current and future needs of our fire district, ensuring that we remain well-equipped to handle emergencies effectively and efficiently. The purpose of our CIP is to facilitate capital planning and coordinate financing and scheduling of major capital projects undertaken by the District. Please note our CIP does include funding requests for Personal Protective Equipment (PPE).

The focus of the 2025-2029 CIP is to meet the District's most critical capital needs. This comprehensive plan outlines our priorities for capital investments over the next five years, focusing on key areas such as facility upgrades, apparatus replacement, and personal protective equipment. By systematically planning these investments, we aim to enhance our operational capabilities, create an environment that is supportive of our firefighters, improve response times, and maintain a state of readiness that meets the growing demands of our community.

The development of this CIP involved a thorough assessment of our current assets, identification of critical needs, and consideration of future growth and challenges. Our goal is to ensure that each investment is aligned with our mission to protect lives and property, while also being fiscally responsible and sustainable.

Key highlights of the Five-Year Capital Improvement Plan include:

1. **Facility Upgrades:** Renovations and expansions of our fire station to accommodate modern firefighting equipment, provide better working conditions for our personnel, and ensure our facility doesn't put unnecessary stress on our engines and equipment.
2. **Apparatus Replacement:** Scheduled replacement of aging fire engines and other equipment to ensure reliability and efficiency in emergency response.
3. **Personal Protective Equipment:** Schedule replacement of PPE for our firefighters, specifically boots, helmets, and gloves.

Funding the ambitious initiatives outlined in the CIP will require a multi-faceted approach, as we will need an estimated \$287,014.00 to bring these projects to life. We will pursue multiple sources of revenue, in coordination with the Mi-Wuk/Sugar Pine Fire Protection District Auxiliary, to ensure the successful implementation of this plan, including:

- **Targeted Fundraising Campaigns:** Organizing community events and campaigns to raise funds and engage local residents in supporting their fire district.

**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

- **Grants:** Actively seeking federal, state, and private grants dedicated to public safety, emergency services, and community resilience.
- **Donations:** Encouraging contributions from individuals, businesses, and philanthropic organizations that share our commitment to public safety.

As we move forward with this plan, we remain committed to transparency and accountability. Regular updates and progress reports will be provided to keep the community informed and engaged in our efforts. The successful implementation of this CIP will ensure that the Mi Wuk Sugar Pine Fire Protection District continues to provide exceptional service and protection to our residents and visitors to our community, now and in the future.

We look forward to embarking on this journey and appreciate the ongoing support and collaboration of our community. Together, we can build a safer, stronger, and more resilient fire district.

Regards,

James Klyn
Fire Chief

Jim McDonald
President
Fire Board

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**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

About the Mi Wuk Sugar Pine Fire Protection District

The Mi-Wuk Fire Protection District was formed in 1959 as a volunteer fire department. In 1974, it consolidated with the Sugar Pine Fire Protection District to form the Mi-Wuk/Sugar Pine Fire Protection District and now employs four full-time paid firefighters (including its Fire Chief) and one Office Manager. The District is grateful for its volunteers, which are roughly 22 volunteer firefighters.

The District acts and operates under, and is governed by, the statutory authority known as the Health and Safety Code, State of California, Division 12, Part 2.7, Fire Protection District Law of 1961, currently the Fire District Law of 1987, Senate Bill 515, Chapter 1013, and the revisions of same as adopted by the State. The District is governed by a five-member Board of Directors.

The District covers approximately 1.2 square miles in Tuolumne County and serves approximately 1,500 residences within the communities of Mi-Wuk Village and Sugar Pine along the Highway 108 corridor. It provides additional fire protection and emergency services outside District boundaries through its automatic and mutual aid agreements with the Tuolumne County Fire Department and other surrounding fire districts.

District Mission Statement

The mission of the Mi-Wuk/Sugar Pine Fire Protection District is to serve the residents of and visitors to the communities we serve and to partner with them to provide protection from fire, medical emergencies, and other dangerous conditions.

Vision Statement

While carrying out the mission of the Mi-Wuk/Sugar Pine Fire Protection District, we will seek to:

- Be there to help when asked, to enhance the quality of life for the Mi-Wuk and Sugar Pine residents
- Provide the highest level of service possible to optimize safety
- Develop and maintain effective internal and external relationships in a transparent, responsible, and proactive manner
- Promote an effective work environment through respect, honesty, and integrity
- Set attainable goals that can be achieved through shared responsibility and accountability

Our future depends on shared leadership, employee empowerment, and responsiveness to the community.

**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Five Year CIP Program Summary

Below is a summary of the CIP request levels by fiscal year.

Year 1	Year 2	Year 3	Year 4	Year 5	Grand Total
FY25	FY26	FY27	FY28	FY29	
\$27,514.00	\$9,500.00	\$0.00	\$20,000.00	\$230,000.00	\$287,014.00

CIP Financing Plan

Below we identify the source of funds we will pursue to fund each project. This helps to determine the viability of each year’s requests and serves as a critical planning tool for current and future operating budgets. The sources below have not been secured; however, it is our intention to do our best to secure funding from some combination of the sources below.

Mi Wuk/Sugar Pine Fire Protection District Capital Improvement Plan FY 25-29								
Capital Improvement Project	Targeted Timeline	Cost Estimate	Proposed Funding Source(s)					
			Grant	Aux Targeted Fundraiser	Donation	Auxiliary Contribution	Operating Plan	Strike Team Revenue
Remodel of Kitchen/Dining area	FY 25	\$5,000			X	X		
PPE Helmets, Boot, & Gloves	FY 25	\$10,212	X			X		
Exhaust extraction system for app bay	FY 25	\$3,302	X			X	X	
Storage building	FY 25	\$15,000			X	X		
Rebuild awning that connects two buildings	FY 26	\$3,000			X	X		
Repaint outside of station	FY 26	\$6,500			X	X		
New Engine	FY 28*	\$20,000	X	X		X		X
Regrade & Repave Driveway	FY 29	\$200,000	X	X		X		X
Major vehicle repairs (unanticipated)	FY 29	\$20,000		X		X	X	X
Carport/garage 20x24	FY 29	\$10,000		X	X	X		X

* = Targeted timeline is contingent upon funding from grant.

**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Detailed Projects

Project Fiscal Year: FY25*

Project Title #1: Exhaust Extraction System for Apparatus Bay

Project Category: Equipment

Anticipated Project Cost: \$20,000.00 (our cost share portion \$3,302.00)

Project Description: The District has applied for a FEMA grant to purchase a new exhaust extraction system for the apparatus bay. If this grant is awarded, the District would be responsible for \$3,302.00

Project Justification and/or Need: Our current exhaust extraction system is outdated and is not optimally effective, leaving potentially dangerous exhaust fumes in our apparatus bay and exposing our firefighters and other District members to these fumes.

Project Benefit: The need for a new exhaust extraction system for our apparatus bay is a safety issue and an important retrofit to our apparatus bay.

Funding Source(s) for this Project: The primary source of funding for this project is a FEMA grant. We will cover our cost share through either our operating budget or an Auxiliary contribution.

Operating Budget Impact: This project could impact the operating budget if we are unable to secure a contribution from the Auxiliary.

* = Targeted timeline is contingent upon funding from grant.

**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Project Fiscal Year: FY25

Project Title #2: Remodel of Kitchen and Dining room (including flooring)

Project Category: Structure

Anticipated Project Cost: \$5,000.00

Project Description: This project would fund the remodeling of our kitchen and dining room. It would include fixing the current structure (walls and ceiling) and replacing some of the flooring.

Project Justification and/or Need: Our current kitchen and dining area is in poor condition with flooring missing in places, creating a potential safety hazard to our District members.

Project Benefit: This project would provide our firefighters with an environment that is safer, more conducive to various activities, and more inviting.

Funding Source(s) for this Project: The primary source will be donations and an Auxiliary contribution, which was approved in 2024.

Operating Budget Impact: This project would not impact our operating budget as we have secured a donation from the Auxiliary.

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**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Project Fiscal Year: FY25

Project Title #3: PPE: Helmets, Boots, and Gloves

Project Category: PPE

Anticipated Project Cost: \$24,602.39 (our cost share portion is \$10,212.00)

Project Description: We have applied for a grant with the California Fire Foundation for replacement PPE (Helmets, Boots, and Gloves) for our firefighters in order to maintain NFPA compliance.

Project Justification and/or Need: NFPA requires helmets be replaced every 10 years from date of manufacture. In addition, our firefighters are in need of new boots and gloves. Most fire departments either provide a stipend to firefighters for this type of equipment and/or purchase it for them. We, unfortunately, have not had the budget to provide this level of commitment on an on-going basis.

Project Benefit: Without new PPE, our firefighters would be unable to serve, significantly impacting our district and neighboring communities. We would also be unable to provide mutual aid or assist with wildland fire strike teams in California. Most importantly, the health and safety of our firefighters would be compromised.

Funding Source(s) for this Project: The primary source of funding will be a grant. We will also request an Auxiliary contribution.

Operating Budget Impact: This project would not impact our operating budget.

**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Project Fiscal Year: FY25

Project Title #4: Remodel of Storage Building

Project Category: Structure

Anticipated Project Cost: \$15,000.00

Project Description: Our current storage building is in need of a major overhaul. This project would “rebuild” our storage building.

Project Justification and/or Need: Our current storage building is not only an eyesore in our community but it is literally falling apart. The walls are collapsing and the room is not secure. This room could turn into a state-of-the-art exercise room for our firefighters, but we would like to start small and simply remodel this room by “rebuilding” the structure.

Project Benefit: This project would provide us with a space for our firefighters to workout as well as provide a modest amount of storage space.

Funding Source(s) for this Project: The primary source will be a grant.

Operating Budget Impact: This project would not impact our operating budget, as we intend to pursue a grant to cover the costs of this project.

**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Project Fiscal Year: FY26

Project Title #5: Paint Fire Station

Project Category: Structure

Anticipated Project Cost: \$6,500.00

Project Description: Our fire station is in desperate need of painting. Some parts of the building are chipped and the paint is peeling. We anticipate using volunteers to do the repair work and painting.

Project Justification and/or Need: If we don't fix the walls that need fixing and paint them, the elements will continue to do damage to the structure of our fire station.

Project Benefit: This project would prevent further deterioration and repair costs to the external structure of our fire station.

Funding Source(s) for this Project: The primary source will be donations and/or grants.

Operating Budget Impact: This project would **not** impact our operating fund, as we intend to pursue donations and/or grants to cover the costs of this project.

**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Project Fiscal Year: FY26

Project Title #6: Build New Awning To Join Two Buildings

Project Category: Structure

Anticipated Project Cost: \$3,000.00

Project Description: Our current awning between the main building and the apparatus bay is not built for an excessive snow load, and it a safety hazard should heavy snow loads fall.

Project Justification and/or Need: If we don't fix the walls that need fixing and paint them, the elements will continue to do damage to the structure of our fire station.

Project Benefit: This project would prevent further deterioration and repair costs to the external structure of our fire station.

Funding Source(s) for this Project: The primary source will be donations and/or grants.

Operating Budget Impact: This project would not impact our operating fund, as we intend to pursue donations and/or grants to cover the costs of this project.

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**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Project Fiscal Year: FY28*

Project Title #7: New Engine

Project Category: Equipment

Anticipated Project Cost: \$20,000.00 (rough estimate of our cost sharing portion)

Project Description: The District has applied for a FEMA grant to purchase a new-to-us 4-wheel drive fire engine. The grant stipulates the District would pay 20% of the total cost of the Engine (with FEMA covering the remaining 80%), assuming the District's grant is approved and funded. This project is focused on raising funds for the 20% we would be responsible for if our request for a grant is approved.

Project Justification and/or Need: We only have one 4-wheel drive engine that is aging. With age, comes increased repair costs. In addition, NFPA recommends rebuilding an engine after 15 years and retiring engines after 20 years.

Project Benefit: A 4-wheel drive engine is essential in this area, especially during winter conditions. In addition, a 4-wheel drive engine allows us to reach remote conditions that may otherwise not be reachable.

Funding Source(s) for this Project: Mi Wuk Sugar Pine Fire Protection District Operating Budget, Mi Wuk Sugar Pine Fire Protection District Auxiliary Engine Fund, and other grant sources.

Operating Budget Impact: There will be a negligible impact on our operating budget. We anticipate using a portion of strike team money from each deployment from FY 25 through FY28 to raise funds, which means some of the items we usually use strike team revenue from could impact our operating budget. In addition, we are requesting Auxiliary support in raising these funds over the next six years as well through the Auxiliary's Engine Fund (and possible some dedicated fundraising). The Auxiliary's Engine Fund is currently around \$5,000.

* = Targeted timeline is contingent upon funding from grant.

**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Project Fiscal Year: FY29

Project Title #8: Regrade and Repave Driveway of Fire House

Project Category: Structure

Anticipated Project Cost: \$200,000.00

Project Description: This project would result in a massive overhaul of our driveway, replacing known hazards and revitalizing it for the future. Our desire is to regrade and repave our driveway.

Project Justification and/or Need: The grading of our current driveway puts additional stress on our engines and it's difficult to plow during winter conditions. In addition, it is a potential hazard during icy conditions.

Project Benefit: The current condition of our driveway is a safety issue and poses potential hazards.

Funding Source(s) for this Project: Fundraising, Auxiliary Contributions, and Donations

Operating Budget Impact: There will be no anticipated impact on our operating budget.

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**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Project Fiscal Year: FY29

Project Title #9: Unanticipated Major Vehicle Repairs

Project Category: Equipment

Anticipated Project Cost: \$20,000.00

Project Description: Unanticipated major vehicle repairs cause a significant challenge to our already tight operating budget. This project would establish a small fund to cover those unanticipated costs, without causing a major disruption to vehicles in service or our ability to respond to various service calls (including strike teams).

Project Justification and/or Need: Our current budget provides little room to create a reserve for unanticipated major vehicle repairs and yet we do encounter the need for such repairs.

Project Benefit: This project would help us ensure our entire fleet is always available for the variety of service calls we receive.

Funding Source(s) for this Project: The primary source will be our operating budget; however, we will also pursue fundraising efforts, Auxiliary contributions, and local grant opportunities, if possible.

Operating Budget Impact: This project would impact our operating budget, as we will carve out a fixed amount of money from each year's budget and reassign these funds for these major, unanticipated vehicle repairs.

**Mi Wuk/Sugar Pine Fire Protection District
Capital Improvement Plan
For Fiscal Years Ending June 30, 2025-2029**

Project Fiscal Year: FY29

Project Title #10: Carport/Garage

Project Category: Structure

Anticipated Project Cost: \$10,000.00

Project Description: This project would fund the building of a carport/garage to house our equipment that does not fit in our apparatus bay.

Project Justification and/or Need: A good amount of our equipment (e.g., tractor, snow plow, etc.) do not fit in our apparatus bay. As such, they are stored outside in the elements, making them vulnerable to both theft and degradation from weather conditions (e.g., water in the fuel line of our tractor), and thereby creating repairs costs on a regular basis.

Project Benefit: This project would provide us with a space to store our equipment, thereby minimizing repair costs and extending the life of them.

Funding Source(s) for this Project: The primary source will be donations or grants.

Operating Budget Impact: This project would not impact our operating budget, as we intend to pursue donations and grants to cover the cost of this project.



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

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

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.**

WHEREAS, the Mi Wuk/Sugar Pine Fire Protection District provides emergency medical and rescue services to individuals in the Mi Wuk/Sugar Pine Fire Protection District and surrounding areas; and

WHEREAS, the Mi Wuk/Sugar Pine Fire Protection District firefighters need a dedicated wellness facility to maintain their physical fitness, mental health, and overall well-being, which are critical for performing their duties effectively and safely and is crucial for maintaining the strength, stamina, and mental resilience needed in emergency situations; and

WHEREAS, the Mi Wuk/Sugar Pine Fire Protection District is requesting a grant from the Sonora Area Foundation; and

WHEREAS, by November 15th, 2024 the Sonora Area Foundation may issue a Notice of Application Acceptance to said Mi Wuk/Sugar Pine Fire Protection District committing grant funding for a remodel of the District's storage room into a dedicated wellness facility; and

WHEREAS, the Mi Wuk/Sugar Pine Fire Protection District wants to provide its firefighters with a space for them to support their wellness; therefore

BE IT RESOLVED by the Mi Wuk/Sugar Pine Fire Protection District Board of Directors that, pursuant and subject to of the terms and provisions of the Sonora Area Foundation grant program, application be made to the Sonora Area Foundation for funding,

BE IT FURTHER RESOLVED that James Klyn of said Mi Wuk/Sugar Pine Fire Protection District is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the Sonora Area Foundation.

BE IT FURTHER RESOLVED, the Mi Wuk/Sugar Pine Fire Protection District will accept the award, if it is granted by the Sonora Area Foundation, and

BE IT FURTHER RESOLVED that James Klyn of said Mi Wuk/Sugar Pine Fire Protection District is hereby authorized and directed to accept the award, if it is awarded, by the Sonora Area Foundation.

Passed and adopted at a Regular District meeting by the Mi Wuk/Sugar Pine Fire Protection District Board of Directors on the 10th 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



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

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

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 THE CALIFORNIA STATE AND LOCAL CYBERSECURITY GRANT PROGRAM

WHEREAS, the Mi Wuk/Sugar Pine Fire Protection District provides emergency medical and rescue services to individuals in the Mi Wuk/Sugar Pine Fire Protection District and surrounding areas; and

WHEREAS, the Mi Wuk/Sugar Pine Fire Protection District gathers and is exposed to personally identifiable data and information as part of its operation; and

WHEREAS, the Mi Wuk/Sugar Pine Fire Protection District acknowledges cybersecurity incidents are a real threat to all organizations; and

WHEREAS, the Mi Wuk/Sugar Pine Fire Protection District is currently working on evaluating its cybersecurity maturity and developing a cybersecurity strategy with subsequent programs in order to safeguard all data and systems the District possesses; and

WHEREAS, the Mi Wuk/Sugar Pine Fire Protection District is requesting a grant from the California State and Local Cybersecurity Grant Program; and

WHEREAS, by March 15th, 2025 the California State and Local Cybersecurity Grant program may issue a Notice of Application Acceptance to said Mi Wuk/Sugar Pine Fire Protection District committing grant funding for District's cybersecurity efforts; therefore

BE IT RESOLVED by the Mi Wuk/Sugar Pine Fire Protection District Board of Directors that, pursuant and subject to of the terms and provisions of the California State and Local Cybersecurity Grant Program, application be made to the California State and Local Cybersecurity Grant Program for funding,

BE IT FURTHER RESOLVED that James Klyn of said Mi Wuk/Sugar Pine Fire Protection District is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the California State and Local Cybersecurity Grant Program.

BE IT FURTHER RESOLVED, the Mi Wuk/Sugar Pine Fire Protection District will accept the award, if it is granted by the California State and Local Cybersecurity Grant Program, and

BE IT FURTHER RESOLVED that James Klyn of said Mi Wuk/Sugar Pine Fire Protection District is hereby authorized and directed to accept the award, if it is awarded, by the California State and Local Cybersecurity Grant Program.

Passed and adopted at a Regular District meeting by the Mi Wuk/Sugar Pine Fire Protection District Board of Directors on the 10th 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

2024 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By July 1, 2024: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By October 1, 2024: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2024 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

DRAFT

CONFLICT OF INTEREST CODE

for

Mi Wuk/Sugar Pine Fire Protection District

Section 1. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal.Adm. Code Sections 18100, et seq.) and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

Section 2. Designated Employees.

The persons holding positions listed in Appendix "A" are designated employees. It has been determined that these officers and employees make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 3. Disclosure Categories.

Those designated employees, if any, specified in Government Code Section 87200 shall file statements of economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.¹ With respect to all other designated employees, they shall disclose all those types of economic interests set forth in the latest adopted standard form for statements of economic interests as adopted by the Fair Political Practices Commission. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of

¹ Designated employees who are required to file statements of economic interests under any other Conflict of Interest Code and those Article 2 filers who are designated in this code in a capacity which is in addition to their Article 2 capabilities may file identical expanded statements of economic interests with both entities in lieu of filing separate and distinct statements. Each expanded statement shall be originally signed by the designated employee, and shall include interests made reportable by virtue of both positions.

financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

Section 4. Statements of Economic Interests - Place of Filing.

The Clerk of the Board of Supervisors shall be the official filing officer. However, all designated employees shall file statements of economic interests with the County Clerk's Office.

Section 5. Statements of Economic Interests - Time of Filing.

(a) Initial Statements. All designated employees employed by the agency on the effective date of this Code shall file statements within thirty (30) days after the effective date of this Code, unless the employee has previously filed a statement pursuant to subdivision (b) or (c).

(b) Assuming Office Statements.

(1) All persons assuming designated positions after the effective date of this Code which are civil service or merit system positions, shall file statements within thirty (30) days after assuming the designated positions.

(2) All other persons appointed, promoted or transferred to designated positions after the effective date of the Code, shall file statements within ten (10) days after assuming office, or if subject to confirmation, ten (10) days after being nominated or appointed.

(c) Annual Statements. All designated employees shall file statements no later than April 1st.

(d) Leaving Office Statements. All persons who leave designated positions shall file statements within thirty (30) days after leaving office.

(e) Candidate Statement. All candidates for election to designated offices other than those specified in Government Code Section 87200 shall file statements within five (5) days after the final date for filing nomination petitions. This subsection shall not apply to candidates who have filed a statement of economic interests with the agency within the previous twelve (12) months.

Section 6. Contents of Statements of Economic Interests.

All statements shall disclose those reportable interests required by the applicable disclosure categories as set forth in Section 3.

Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information.

(a) Investment and Real Property Disclosure. When an investment or interest in real property² is required to be reported³ the statement shall contain the following:

- (1) A statement of the nature of the investment or interest;

² For the purposes of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

³ Investments and interests in real property which have a fair market value of less than \$1,000.00 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment of interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

(2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

(3) The address or other precise location of the real property;

(4) A statement whether the fair market value of the investment or interest in real property exceeds Two Thousand Dollars (\$2,000.00), exceeds Ten Thousand Dollars (\$10,000.00), or exceeds One Hundred Thousand Dollars (\$100,000.00), or exceeds One Million Dollars (\$1,000,000.00).

(b) Personal Income Disclosure. When personal income is required to be reported⁴, the statement shall contain:

(1) The name and address of each source of income aggregating Five Hundred Dollars (\$500.00) or more in value, or Fifty Dollars (\$50.00) or more in value if the income was a gift and a general description of the business activity, if any, of each source.

(2) A statement whether the aggregate value of income from each source was One Thousand Dollars (\$1,000.00) or less, greater than One Thousand Dollars (\$1,000.00), or greater than Ten Thousand Dollars (\$10,000.00), or greater than One Hundred Thousand Dollars (\$100,000.00);

(3) A description of the consideration, if any, for which the income was received;

⁴ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

(4) In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received.

(c) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported⁵, the statement shall contain:

(1) The name, address and a general description of the business activity of the business entity;

(2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than Ten Thousand Dollars (\$10,000.00).

(d) Management Position Disclosure. When management positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(e) Acquisition or Disposal During Reporting Period. In the case of an annual leaving office statement, if an investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

⁵ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Section 8. Disqualification.

Designated employees must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on:

(a) Any business entity in which the designated employee has a direct or indirect investment worth more than Two Thousand Dollars (\$2,000.00);

(b) Any real property in which the designated employee has a direct or indirect interest worth more than Two Thousand Dollars (\$2,000.00);

(c) Any source of income, other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating Five Hundred Dollars (\$500.00) or more in value received by or promised to the designated employee within twelve (12) months prior to the time when the decision is made; or

(d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

The effects on a designated employee's financial interests of a decision by a landowner voting district to set ad valorem property tax assessments is not distinguishable from the effects such a decision will have on the public generally within such a district. The effects on a designated employee's financial interests of a decision by a utility district to set rates is not distinguishable from the effects such a decision will have on the public generally unless the designated employee's financial interests constitute more than two percent (2%) of the users to whom the rate will be applicable.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participating legally required for purposes of this section.

Section 9. Manner of Disqualification.

When a designated employee determines that he or she should not make a government decision because he or she has a financial interest in it, the determination not to act must be accompanied by disclosure of the financial interest. In the case of a voting body, this determination and disclosure shall be made part of the agency's official record; in the case of a designated employee who is the head of an agency, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

Section 10. Opinions of the Commission and Counsel.

(a) Any designated employee who is unsure of his or her duties under this Code may request a formal opinion or written advice from the Fair Political Practices Commission pursuant to Government Code Section 83114, or an opinion from the attorney for the agency, provided however that nothing in this section requires the attorney for the agency to issue such an opinion.

(b) If the designated employee truthfully discloses all material facts, an opinion or written advice provided by the Commission protects the designated employee from administrative, civil and criminal penalties to the extent provided for in Government Code Section 83114. If the designated employee has truthfully disclosed all material facts to the attorney for his or her agency, and an opinion is rendered by the attorney stating in full

the facts and law upon which the opinion's based, compliance by the designated employee with such opinion may be evidence of good faith in any civil or criminal proceeding brought pursuant to the Political Reform Act, Government Code Sections 81000, et seq. In addition, the designated employee's good faith compliance with the opinion of the attorney for the agency shall act as a complete defense in any disciplinary action the agency may bring under Government Code Section 91003.5.

(c) Copies of any opinion rendered by the attorney for an agency pursuant to this section shall be delivered to the designated employee requesting the opinion and shall be maintained in the files of the agency. Such opinions may subsequently be modified by the attorney for the agency or by the Commission, but such modifications or revisions shall be prospective in effect and shall take effect only after notification has been given the designated employee who requested the opinion.

Section 11. Violations.

This Code has the force and effect of law. Designated employees violating any provision of this Code are subject to the administrative, penal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91014.

APPENDIX "A"

1. Board of Directors
2. Fire Chief

**BOARD OF SUPERVISORS
COUNTY OF TUOLUMNE**

February 21, 2017

9:00 a.m.

The Board of Supervisors of the County of Tuolumne, State of California, met in regular session on the foregoing date with Supervisors: Sherri Brennan, Chair; Randy Hanvelt, Vice Chair; Evan Royce; John Gray and Karl Rodefer. Also present were Craig Pedro, County Administrator; Sarah Carrillo, County Counsel; and Alicia Jamar, Chief Deputy Clerk of the Board.

Absent: None.

Supervisor Evan Royce led the Pledge of Allegiance.

Linda Downey, Chief Probation Officer, addressed the Board and announced upcoming Mother Lode Juvenile Facility tours.

A member of the public thanked staff.

It was moved by Supervisor Rodefer, seconded by Supervisor Gray, and carried by unanimous vote, to approve Consent Calendar

1. Minutes of the meeting held February 7, 2017.
2. Approving out of State travel for Supervisor Randy Hanvelt to attend the following National Association of Counties (NACo) Events: A) Legislative Conference in Washington, DC., on February 24 through March 1, 2017; B) Western Interstate Region Conference, on May 24 through 26, 2017 in the State of Oregon; and C) Annual Conference on July 21 through 24, 2017 in the State of Ohio.
3. Approving the Amendment to the Conflict of Interest Code for Mi-Wuk Sugar Pine Fire Protection District.
4. Awarding a Contract to Myers and Sons, Hi-Way Safety, Inc., in the amount of \$315,460 to perform the work show in the plans, specifications and Bid Book for Contract No. 1706, "Retrofit of Regulatory and Warning Sign Project, authorizing the Chair to sign.
5. Approving a Database Information Agreement with CD-Data, Inc. to provide access to official records of the Recorder's Office.

2016 Local Agency Biennial Notice

Name of Agency: Mi-Wuk Sugar Pine Fire Protection District

Mailing Address: PO Box 530, Mi Wuk Village, CA

Contact Person: Larry Crabtree Phone No. (209) 586-5256

Email: LCrabtree@mwspfire.us Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)


- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) Code has been reformatted to match Policy standard formatting; Reformatted Code needs review by Code Reviewing Body.

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.


Digitally signed by Laurence R. Crabtree
DN: cn=Laurence R. Crabtree, o=Miwuk Sugar Pine Fire Protection District, ou,
email=L.Crabtree@mwspfire.us, c=US
Date: 2016.09.29 15:29:28 -0700
Adobe Acrobat version: 11.0.17

Signature of Chief Executive Officer

9/29/2016

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Out of date or inaccurate information is highlighted.

1.04.090 Conflict of Interest Code

1.04.091 Purpose

Pursuant to the provisions of Government Code sections 87303, 87306 and 87306.5, et.seq. the District hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974. (Government Code Section 81000). The provisions of this code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this code shall be interpreted in a manner consistent therewith.

1.04.092 Designated Positions

The positions listed in Section 1.04.097 are designated positions. Officers and employees holding those positions are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeably have material effect on a financial interest.

1.04.093 Disclosure Statements

Designated positions shall be assigned to one or more of the disclosure categories set forth on section 1.04.097. Each designated member shall file an annual statement disclosing that member's interest in investments, real property, and income, designated as reportable under the category to which the member's position is assigned in section 1.04.098.

1.04.094 Place and Time of Filing *Leaving office statement is not included.*

- a) All designated members required to submit a statement of financial interests shall file the original with the District, which shall make and retain a copy and forward the original to the County Clerk.
- b) A designated member required to submit a statement of financial interest shall submit an initial statement within 30 days after the effective date of this Code.
- c) Merit system employees appointed, promoted or transferred to designated positions shall file initial statements within 30 days after date of employment.
- d) All other employees appointed, promoted or transferred to designated positions shall file initial statements not less than 10 days before assuming office (or, if subject to confirmation, 10 days before being confirmed), unless an earlier assumption of office is required by emergency circumstances, in which case the statement shall be filed within 30 days thereafter.

- e) Annual statements shall be filed during the month of February by all designated members. This initial statement need not disclose income. Annual statements shall include holdings as of that date and income received and dates of acquisition and disposal of investments and real property which occurred since the filing of the previous statement.
- f) A designated member required to file a statement of financial interest with any other agency, which is within the same territorial jurisdiction, may comply with the provisions of this Code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate document.

1.04.095 Contents of Disclosure Statements

Disclosure statements shall be made on forms supplied by the Clerk of Tuolumne County, and shall contain the following information:

a) Contents of Investment and Real Property Reports:

When an investment, or an interest in real property, is required to be reported, the statement shall contain:

- 1) A statement of the nature of the investment or interest;
- 2) The name of the business entity in which each investment is held, and a general description of business activity in which the business entity is engaged.
- 3) The address or other precise location of the real property;
- 4) A statement whether the fair market value of the investment, or interest in real property, exceeds ten thousand dollars (\$10,000), and whether it exceeds one hundred thousand dollars (\$100,000). This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer.

b) Contents of Personal Income Reports:

When personal income is required to be reported, the statement shall contain:

- 1) The name and address of each source of income aggregating two hundred and fifty dollars (\$250) or more in value, or twenty-five dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
- 2) A statement whether the aggregate value of income from each source was greater than one thousand dollars (\$1,000), and whether it was greater than ten thousand dollars (\$10,000);

- 3) A description of the consideration, if any, for which the income was received;
- 4) In the case of a gift, the amount and the date on which the gift was received.

c) Contents of Business Entity Income Reports:

When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

- 1) The name, address, and general description of the business activity of the business entity;
- 2) In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's pro rate share of fees from such person was equal to or greater than one thousand dollars (\$1,000);
- 3) In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's pro rate share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

d) Contents of Management Positions Reports:

When management positions are required to be reported, designated employees shall list the name of each business entity not specified above in which they are a director, officer, partner, trustee, employee, or in which they hold any position of management.

e) Initial Statement:

The initial statement filed by a member appointed to a designated position shall disclose any reportable investments and interests in real property.

f) Acquisition or Disposal During Reporting Period:

In the case of a statement filed under Section 400 (e), if the investment, or interest in real property, was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

1.04.096 Disqualification

Designated members must disqualify themselves from making or participating in the making of any decision in which they have a reportable financial interest, when it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally on:

- a) Any reportable investment or interest in real property; *worth more than \$2000*

- b) Any reportable source of income, other than loans by a commercial lending institution in the regular course of business, aggregating two hundred fifty dollars (\$250) or more in value received within twelve months prior to the time the decision is made;
- c) Any business entity in which the designated member is a director, officer, partner, trustee, employee, or holds any position of management.

Nothing in this Section shall be construed to inhibit or prohibit a designated member from taking appropriate action when confronted with an emergent situation. Employees shall not defer critical decisions to higher authority on the basis of a possible conflict of interest. As soon as practicable following the action, the employee making such decisions shall notify his immediate supervisor in writing of the facts and circumstances surrounding the making of the decision.

1.04.097 Designated Positions

- a) CATEGORIES
 - 1) Members, Board of Directors 1 -2 - 3
 - 2) Fire Chief 1 - 2 - 3

1.04.098 Categories

- a) Category 1

Persons in this category shall disclose all interests in real property within the jurisdiction. "Real property" means any interest or option to purchase an interest in any real property, but does not include a home or property used by the owner primarily for personal or recreational purpose. Real property shall be deemed to be within the jurisdiction if the property or any part of it is within the unincorporated area of Tuolumne County or within the corporate boundaries of any city for which the Office of County Counsel provides primary services.

- b) Category 2

Persons in this category shall disclose all investments. Investments means:

Any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value exceeds one thousand dollars (\$1,000). The term

"investment" does not include a time or deemed deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency. Investments of any individual includes a pro rata share of investments of any business entity or trust in which the individual or spouse owns, directly or indirectly or beneficially, a ten percent interest or greater.

c) Category 3

Persons in this category shall disclose all income, or gifts received from any source located or doing business within Tuolumne County. Income received from a public agency need not be disclosed. For purposes of exemption, the term "income from a public agency" includes County salary and income derived from publically operated schools for teaching or consulting activities.



MI-WUK SUGAR PINE FIRE PROTECTION DISTRICT

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

VEHICLE RENTAL AGREEMENT

This Vehicle Rental Agreement ("AGREEMENT") is entered into this day, September 10, 2024 between Mi Wuk Sugar Pine Fire Protection District ("DISTRICT") and Delfred Carol Dodrill ("OWNER") and shall remain in place until either party terminates the AGREEMENT. This AGREEMENT may be immediately terminated by either party without cause by serving written notice.

Let it be known that this AGREEMENT pertains to one 2008 Ford F350, ICS Type VI, VIN# 1FDWX35R18EA79459, designated as E775 ("E775"), sole property of OWNER.

Let it be known that OWNER has agreed to allow DISTRICT use of E775 within the district for coverage and initial attack purposes on a gratis (no charge) basis except for replenishment of vehicle/fire pump fuels and foam concentrate.

Let it be known that OWNER has agreed to rent E775 to DISTRICT at a discounted daily rental rate (not available to other public agencies) on major incidents. The special DISTRICT rate will be \$75.00 per hour (16-hour daily max) with the understanding that DISTRICT is able to re-bill state and federal agencies at an approximate rate of \$130.00 per hour.

Let it be known that rental of E775 is conditioned on the following:

- (1) MWSP FD Chief Klyn or Assistant Chief Krussow will accompany E775 on assignments as primary operator, and
- (2) operator will receive wages based on the ABH or CFAA agreement in place at that time, as a DISTRICT employee during any assignments.

Let it be known that ABH or CFAS activations would be formally requested and authorized on each occasion by the Fire Chief, or board member designee, of DISTRICT.

Let it be known that, due to an obvious conflict of interest, OWNER will not be able to authorize compensable deployments or other activities personally.

Let it be known that a signed conflict of interest statement form declaring the interest(s) of OWNER is required to be on file and publicly available.

Let it be known that the AGREEMENT does not obligate either party to perform:

- (1) Each opportunity to utilize (i.e. rent) E775 will be conditioned on the best interest of DISTRICT as determined by the Fire Chief, or designee, and
- (2) OWNER may not always be able to make E775 available on short notice and in such a case OWNER may decline an opportunity without penalty or loss of DISTRICT good will.

Let it be known that the DISTRICT will have the responsibility of all insurance accrued on such known vehicle without charge to OWNER.

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

Delfred Carol Dodrill

**Thank You Lunch for Auxiliary
Proposed Date: October 9, 2024**

Menu Options:

1. Teriyaki Chicken and Potato Salad
2. Chili and Cornbread
3. Enchiladas and Spanish Rice
4. Pizza and Salad
5. Soup and Salad Bar

Dessert:

1. Cookies or Cake

Drinks?

Items Will Need:

1. Food
2. Plates
3. Plastic ware
4. Napkins

Decorations

1. Invitation
2. Autumn/Halloween Theme
3. Balloons
4. Thank you note or cards

Roles:

1. Set up
2. Cooks
3. Servers
4. Clean up

Anticipated Cost: ~\$175.00

1. Projected attendance: 35 Auxiliary members, 5 Fire Board Members, and 7 Fire District personnel/volunteers