

DRAFT MINUTES MI-WUK SUGAR PINE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

Regular Meeting, 6:00 PM, Tuesday, February 11, 2025

Mi-Wuk Sugar Pine Fire Protection District

CALL TO ORDER – 6:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

President McDonald - Present

Vice President Doss - Present

Treasurer Costa - Present

Director Massman – Present

Director Pimentel - Present

Also Present:

Chief Klyn - Present

Office Manager/Board Clerk Dahlin - Present

Guests: - There were none.

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. A member of the community addressed the Board to request that the Board place an item on the next agenda to discuss ideas to support firefighting and fire prevention including the potential use of drones, potential use of water from the Confidence Mine, clearing and the inspection of propane tanks.

APPROVAL OF THE MINUTES OF THE DECEMBER 10, 2024, REGULAR MEETING

Moved to Approve: Director Pimentel

Seconded: Vice President Doss

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

WRITTEN COMMUNICATIONS

There were none.

REPORTS

Auxiliary Report

Stacey Wheat, MWSPFPD Auxiliary President, reported on the Auxiliary Executive meeting which discussed the 16% response on the annual membership drive, data tracking on memberships, raffles, surveys, by-laws committer, the renaming of 'Swag' to 'Merch Sales', a new committee for the Auxiliary's 65th Anniversary on March 3. She announced that the February 12th meeting has been cancelled. She thanked Ann Coleman for the dessert provided for this Board meeting.

Chief's Reports

James Klyn, Fire Chief, read and elaborated on his written report, which is in the meeting record.

STANDING COMMITTEE REPORTS FOR DISCUSSION AND ACTION

District Policies & Procedures Committee

Treasurer Costa reviewed two documents; 2024 Policy and Procedure Committee Accomplishments and Job Aid for Committee Chairs

Treasurer's Report on Budget Committee and Financial Summary

Treasurer Costa informed the Board that there is not a Budget Snapshot due to website accessibility requirements. She provided an update on the CIP projects, reviewed the Budget Committee Summary of Accomplishments for 2024, which is in the meeting record. Vice President Doss suggested that the financial reports be presented to the Board quarterly.

President McDonald Moved to Receive the Tuolumne County Financial Reports, including Trial Balance for Month Ending October 31, 2024 and Budget vs Actual for Month Ending October 31, 2024

Seconded: Vice President Doss

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

DISCUSSION AND ACTION ITEMS:

1. 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

Office Manager Dahlin informed the Board that the County Board Clerk has not yet received an agenda item from the Auditors Office in support of the Districts Resolution requesting a biennial audit so it has not been placed on a Tuolumne County Board of Supervisors agenda yet.

2. 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 January 16, 2025

Treasurer Costa moved to accept the proposal from Halliday and Company to conduct the FY2023 audit.

Seconded: President McDonald

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

3. Budget Transfer to Increase Various Accounts for Unanticipated Expenses

and to recognize increased revenue and expense for accepting money from OES for Strike Team Deployments

A budget transfer prepared by the Budget Committee was presented recognizing increases to the revenue accounts Rents, by \$10,000, State Emergency Fire Fighting, by \$494,133 and Sonora Foundation Grant, by \$10,145. Numerous expense accounts related to strike team deployments were also increased.

Moved to Approve: Treasurer Costa

Seconded: Director Pimentel

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

4. Revision to Policy 2.15.184 Meal and Incidental Expenses

Moved to Approve: Vice President Doss

Seconded: President McDonald

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

5. Office Manager Position Transition Plan

Treasurer Costa informed the Board that there have been three applicants. One has been advanced to an interview panel scheduled for February 12, 2025. Following that will be an interview with Chief Klyn

6. Appointment of New Member to The Apparatus Ad Hoc Committee

Chief Klyn requested that David Straub, Gregory Baker and Dan Sedlmeyer be added to the committee

Moved to Approve: President McDonald

Seconded: President Treasurer Costa

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

7. Continuing Business – Discussion Only. Staffing Levels and Recruitment Fleet

Chief Klyn reported that the District is fully staffed. A couple of Intern Firefighter will be leaving for jobs with CalFire but there are new applicants waiting to be hired. He also reported that E772 is out-of-service due to water leaks and will be sent to the valley for repair. E776 is also out-of-service and that the District has the parts to repair it

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.

The March Board meeting will be a Special Meeting at 4:30 on March 11, 2025 so that firefighter who are currently enrolled in evening EMT classes can be sworn in.

Director Doss requested two items be placed on the March agenda: an evacuation signs project and a digital marque project.

FINAL AUDIENCE COMMENTS

There were none.

ADJOURNMENT: 7:07 PM

Approved by the District Board of Directors in the meeting assembled March 11, 2025.

Jim McDonald, Board President