



# MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

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

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## Minutes

Mi-Wuk Sugar Pine Fire Protection District

Board of Directors

Regular Meeting, 6:00 PM, Tuesday, May 14, 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 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.
5. Approval of the Minutes of the April 9, 2024, Regular Meeting.  
Moved to Approve: Director Massman    Seconded: Treasurer Costa  
Ayes:   3   Noes:   0   Absent:   2   Abstain:   0
6. Written Communications: There were none.
7. Reports:
  - a. Auxiliary Report: Kathy Steinkamp, MWSPFPD Auxiliary Treasurer, reported that they are getting ready for the Rummage Sale and working on staffing and plans for the Pancake Breakfast in July.
  - b. CAL FIRE Report: No report

- c. Chief's Reports: James Klyn, Fire Chief, reported that he and the company officers will be going to Sonora City Fire on May 15<sup>th</sup> to attend a 'Train the Trainers' for the new SCBA's. Company officers will then train the volunteers. There were 28 calls in March, 11 in District and 17 out-of-District, which he listed by number and type.
8. Standing Committee Reports for Discussion and Action:
- a. District Policies & Procedures Committee: Director Doss stated that he will be presenting new policies later in the meeting.
- b. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa went over the Budget Snapshots for February and March. She reported that the committee is working on a Capital Improvement Plan and Capital Asset Management System. They have started work on the preliminary budget.
- i. MWSP Budget SnapShot FY23/24
- ii. Receive Tuolumne County Financial Reports
1. Tuolumne County Trial Balance for Month Ending February 29, 2024
  2. Tuolumne County Budget vs Actual for Month Ending February 29, 2024
  3. Tuolumne County Trial Balance for Month Ending March 31, 2024
  4. Tuolumne County Budget vs Actual for Month Ending March 31, 2024
- Moved to Receive: Treasurer Costa    Seconded: Vice President Doss  
Ayes:   3   Noes:   0   Absent:   2   Abstain:   0
9. Discussion and Action Items:
- a. Resolution 2024.05.14.1 Intention To Levy Assessments For FY 2024/25, Preliminarily Approving Engineer's Report, And Providing For Notice Of Hearing on June 11, 2024, For The Mi-Wuk/Sugar Pine Fire Protection District Fire Suppression And Protection Services Assessment; Vice President Doss explained the rate increase in the report.  
Moved to Approve: Treasurer Costa    Seconded: Vice President Doss  
Ayes:   3   Noes:   0   Absent:   2   Abstain:   0
- b. Review Proposals for an Independent Audit for the fiscal years ending June 30, 2023, 2024 and 2025 and determine if any firms should address the board at the June board meeting; Treasurer Costa reported that no RFP's were received and reported that the Budget Committee recommends extending the deadline 6 weeks and expanding the area to include Modesto and Oakdale. After some discussion, Treasurer Costa moved to extend the RFP timeline as follows:
- RFP Issued – May 30, 2024
  - Proposals Due – June 28, 2024 at noon
  - Review and Evaluation of Proposals – June 28, 2024 Special Meeting
  - Finalist Notified to Present to Board at July 9 BOD Meeting – July 1, 2024
  - Award of Contract – July 11, 2024
- Seconded: Vice President Doss  
Ayes:   3   Noes:   0   Absent:   2   Abstain:   0

- c. Board consideration for approval of new and revised policies for the Mi-Wuk/Sugar Pine Fire Protection 2024 District Manual; Vice President Doss reported that they are still working on i. and ii.
    - i. New - Reproductive Loss (policy number to be determined) – No action taken
    - ii. New - Chapter 2.03: Compensation And Benefits - 2.03.140 Benefits – Health Insurance – No action taken
    - iii. Revised - Chapter 2.08: Member Activities - 2.08.030 Workplace Violence Prevention  
Moved to Approve: Treasurer Costa    Seconded: Vice President Doss  
Ayes:   3   Noes:   0   Absent:   2   Abstain:   0
    - iv. Revised - Chapter 2.01: General Administration - 2.01.145 Records Retention Schedules  
Moved to Approve: Treasurer Costa    Seconded: Director Massman  
Ayes:   3   Noes:   0   Absent:   2   Abstain:   0
  - d. Discussion regarding letter from Vertical Bridge Re: Option and Lease Agreement (“Lease”) by and between Mi-Wuk Sugar Pine Fire Protection District (“Landlord”) and VB BTS II, LLC (“Tenant”) dated June 29th, 2023; Revenue Share Fee (Parcel ID # 047-060-023) Site Name and Number: Mi-Wuk Village / US-CA-5423; Chief Klyn informed the board that the letter is in response to a request by the District to have something in writing to document cell tower revenue and the portion payable to the District.
  - e. Discussion regarding a community alert system; Chief Klyn gave a brief update on the status of community alert systems in use in the county and the county’s requirements. He stated that although it was put on hold when the District had to replace the generator a few years ago, it is still a high priority. When he previously looked into it, it would have cost around \$30,000 and it may have doubled now. The District could look for a grant for it. Other means of contacting the community were also discussed.
  - f. Discussion regarding “New closest resource” publications by Tuolumne County Fire; Chief Klyn informed the board that the dispatching described in the article is how the District has already been operating.
  - g. Update on AT&T application to California Public Utilities Commission (CPUC) which would remove AT&T’s obligation to provide land-line service in portions of California - Letter from AT&T “The facts about your business phone service”; Vice President Doss gave a brief update and said it is unlikely that the CPUC will approve AT&T’s request. Treasurer Costa added that the CPUC plans to update their rule making process related to COLR.
10. Continuing Business – Discussion Only. No Action Items:
- a. Staffing Levels and Recruitment – Chief Klyn and Engineer Swanson informed the board that there will soon be three volunteers on each shift. Intern Firefighter Corn left, but is returning. IFF Zenger has left. IFF Massey is leaving soon. There are two new Intern Firefighters. In response to a question from Treasurer Costa, Chief Klyn informed the board that most new recruits are currently from word of mouth and social media. They do participate in local job fairs. Chief Klyn added that former Intern

Engineer Trine has been temporarily appointed to Interim Engineer to replace Engineer Rimmer.

- b. Fleet – Chief Klyn reported that everything is in service except E772. It is having warranty work done on it from the last repair. Tim has installed radios in WT777 and E774.

11. Director’s Comments and Requests:

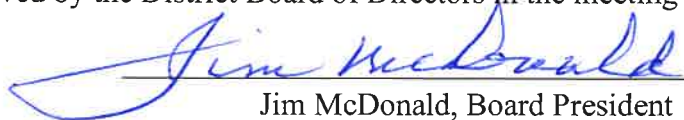
- Directors may report about various matters involving the District.
- Directors may request matters to be included on subsequent meeting agenda(s) for discussion and/or action. The Director may be asked to make a **brief** clarification.
- No discussion will be allowed.
- No action will be taken.

Treasurer Costa asked who she should direct people to if someone wants to help do CalFire inspections. She was told to have them contact David Straub, who will coordinate volunteers with CalFire. Vice President Doss commented that he would like to have Supervisor Kirk come to a board meeting to answer questions about the financial status of the fire service in Tuolumne County. Chief Klyn will contact him and asked the board to send him questions / topics that they would like Supervisor Kirk to address. Treasurer Costa commented that she would like to have Debi Bautista come to a meeting also. Office Manager Dahlin said she had contacted her but had not yet received a response.

12. Final audience comments:

13. Adjournment – 7:35 PM

Approved by the District Board of Directors in the meeting assembled June 11, 2024.

  
Jim McDonald, Board President