



## Mosquito Fire Protection District

**Board of Directors Meeting**  
Thursday, March 28, 2024 – 7:00 PM  
Mosquito FPD Station 75  
8801 Rock Creek Road Placerville, Ca. 96557

### AGENDA

Item	Presenter
<p><b>1. Call to Order.</b></p> <p>Topic/Date: MFPD Board Meeting March 28, 2024</p> <p>Time: 7:00 PM Pacific Time (US and Canada)</p> <p>If you have a disability and are requesting an accommodation pursuant to the Americans with Disabilities Act, please contact district at 530-626-9017 or <a href="mailto:admin75@mfpd.us">admin75@mfpd.us</a></p>	D. Stever
<p><b>2. Roll Call &amp; Quorum announced</b></p>	D. Stever
<p><b>3. Pledge of Allegiance.</b></p>	D. Stever
<p><b>4. Public Comment</b> Public may address the board on any District related item not included in this agenda. We ask that your comments remain civil and respectful. Any lack of decorum will result in the forfeiture of your time. Please limit your comments to no more than 3 minutes in duration.</p>	
<p><b>5. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR</b> The Board may make any necessary additions, deletions, or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda and the Consent Calendar with one single vote. A Board member may request an item be removed from the Consent Calendar for discussion and separate Board action. At the appropriate time as called by the Board Chair, members of the public may make a comment on matters on the Consent Calendar prior to Board action.</p>	D. Stever

**CONSENT CALENDAR ITEMS**

- 5.1 Approval of Expenditures- Expenses, February 29, 2024  
Approval of Expenditures- Expenses, March 6, 2024  
Approval of Expenditures- Expenses, March 11, 2024

D. Stever

- 5.2 Minutes: February 22, 2024 - Regular Board Meeting

- 5.3 Policy Adoption: All are Bi-Annual Review and Updates  
100 Fire Services Authority - Minor changes  
101 Chief Executive Officer- No changes  
102 Oath of Office - No changes  
1020 Grievance Procedure - Minor change  
1029 Uniform Regulations - Minor change  
1045 Member Speech - Minor changes  
1048 Compensation and Benefits- Minor changes  
1049 Disciplinary Procedures Employee - No changes  
1050 Disciplinary Procedures Volunteer - No changes  
1201 Distinct Board Meetings - No changes

**6. Chief's Report**

J. Rosevear

**7. Issue Items**

- 7.1 Authorization to sell surplus items: Washer/Dryer-Weight Set- Pressure Washer- Electric Stove.

J. Rosevear

- 7.2 Approval of Budget Transfers- Approval of updated 23-24 Final Budget

D. Blain

**8. Committee Reports**

- 8.1 Finance Committee
- 8.2 Strategic Planning & Policy Updates
- 8.3 Communication
- 8.4 Capital Improvement- CIP Plan
- 8.5 Sustainability- Meeting Schedule
- 8.6 District Auxiliary Mosquito
- 8.7 El Dorado Regional Fire Authority (EDRFA)

D. Blain  
D. Stever  
L. Uggl  
K. Bronsord  
D. Hunt  
M. Blain  
L. Uggl

**9. Director's Comments.**

**10. Adjourn.**

**Next Meeting:** Thursday April 23, 2024

*Dedicated to Our Community*

Mosquito Fire Protection District  
Bills for All Vendors  
July 2023 through June 2024  
Split

Name	Num	Amount	Terms	Date		Name Address	Memo
10938	4646	330.00	MFPD02292024	02/29/2024	404144 · Maint. Computer System/Software	Action computers	4646 Email maint.
10938	46472024	165.00	MFPD02292024	02/29/2024	404144 · Maint. Computer System/Software	Action computers	46472024 Computer Maint.
1965	11024	255.00	MFPD02292024	02/29/2024	404200 · Medical, Dental & Lab Supplies	ADM Advanced Drug	11024 Test
1965	11054	285.00	MFPD02292024	02/29/2024	404200 · Medical, Dental & Lab Supplies	ADM Advanced Drug	11054 Physical New Vol r&r grant
1965	11075	85.00	MFPD02292024	02/29/2024	404200 · Medical, Dental & Lab Supplies	ADM Advanced Drug	11075 Test
2425	715371	421.39	MFPD02292024	02/29/2024	404022 · Uniforms	Advantage Gear, Inc	715371 Uniform New explorer
1032	91611083	2229.34	MFPD02292024	02/29/2024	606020 · Buildings & Grounds	Air Exchange, Inc	91611083 Exhaust system repair
559	252327	61.34	MFPD02292024	02/29/2024	404021 · Fire Turnouts	ALLSTAR Fire Equipment	252327 Helmet Shields r&r grant
699	811910	11.98	MFPD02292024	02/29/2024	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	811910 Veh Maint supplies
699	1810412	188.87	MFPD02292024	02/29/2024	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	1810412 Battery C7500
699	1810544	334.04	MFPD02292024	02/29/2024	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	1810544 Parts repair E75
699	1810546	-19.48	MFPD02292024	02/29/2024	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	1810546 Credit Battery core
699	1811121	42.09	MFPD02292024	02/29/2024	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	1811121 Parts Engine 75
6894	12462024	700.00	MFPD02292024	02/29/2024	404500 · Special Dept. Expense	Cal Fire State Fire Training	12462024 Driver Train.1A Certs
10464	22382024	795.00	MFPD02292024	02/29/2024	404500 · Special Dept. Expense	Gatchell Grant Resources	22382024 Grant Prep
9447	339022023	71.00	MFPD02292024	02/29/2024	404200 · Medical, Dental & Lab Supplies	Gold Country Livescan	339022023 Livescan Vol r&r grant
4941	802270	1499.21	MFPD02292024	02/29/2024	404606 · Fuel Purchases	Hunt & Sons	802270 Hums Bulk Fuel
4941	851096	2028.25	MFPD02292024	02/29/2024	404606 · Fuel Purchases	Hunt & Sons	851096 Hums Bulk fuel
7859	12265	425.61	MFPD02292024	02/29/2024	404700 · Utilities	Hunts Propane Services	12265 Bulk Propane Jan 24
7859	41002024	280.26	MFPD02292024	02/29/2024	404700 · Utilities	Hunts Propane Services	41002024 Bulk Propane Feb 24
4951	3942772	494.52	MFPD02292024	02/29/2024	404260 · Office Expense	Inland Business Systems	3942772 Copier Qtr fee
10457	60680124	750.00	MFPD02292024	02/29/2024	303040 · Health Insurance	Jack Rosevear	60680124 Medical Reimb. JR
10457	60680224	750.00	MFPD02292024	02/29/2024	303040 · Health Insurance	Jack Rosevear	60680224 Medical Reimb JR
10457	882274	75.00	MFPD02292024	02/29/2024	404463 · Equip. Telephone & Radio	Jack Rosevear	882274 Reimb Support radio
514	794388	811.13	MFPD02292024	02/29/2024	404021 · Fire Turnouts	L. N. Curtis & Sons	794388 Turnouts r&r grant
514	790398	1664.47	MFPD02292024	02/29/2024	404021 · Fire Turnouts	L. N. Curtis & Sons	790398 Turnouts r&r grant
514	794111	595.85	MFPD02292024	02/29/2024	404021 · Fire Turnouts	L. N. Curtis & Sons	794111 Turnout tags r&r grant
14346	712281	421.39	MFPD02292024	02/29/2024	404022 · Uniforms	Tyler Carte	712281 Uniform new Vol
14346	246878	141.00	MFPD02292024	02/29/2024	404022 · Uniforms	Tyler Carte	246878 Reimb new hire
		<b>15892.26</b>					

Mosquito Fire Protection District  
Bills for U.S. Bank El Dorado Co

March 3 - 9, 2024  
Split

Week of Mar 3, 24

Name	Num	Amount	Terms	Date		Memo	Name Address
1080	50617047	29.98	MFPD03062024	03/06/2024	404539 · Software License	50617047 Adobe	U.S. Bank
1080	8846860	68.35	MFPD03062024	03/06/2024	404161 · Veh Maint. Parts Direct Charge	8846860 Jumper Cables	U.S. Bank
1080	15000117	46.39	MFPD03062024	03/06/2024	404161 · Veh Maint. Parts Direct Charge	15000117 Valve Kit E75	U.S. Bank
1080	692248140	138.50	MFPD03062024	03/06/2024	404022 · Uniforms	692248140 Uniform shields r&r grant	U.S. Bank
1080	55687020	100.00	MFPD03062024	03/06/2024	404500 · Special Dept. Expense	55687020 Academy Books	U.S. Bank
1080	76951133	32.01	MFPD03062024	03/06/2024	404080 · Household Expense	76951133 Station cleaning supplies	U.S. Bank
1080	18040134	140.00	MFPD03062024	03/06/2024	404539 · Software License	18040134 Microsoft	U.S. Bank
1080	19001787	30.00	MFPD03062024	03/06/2024	404539 · Software License	19001787 Microsoft	U.S. Bank
1080	19038672	36.00	MFPD03062024	03/06/2024	404539 · Software License	19038672 Microsoft	U.S. Bank
1080	87585195	21.56	MFPD03062024	03/06/2024	404500 · Special Dept. Expense	87585195 Academy r&r grant	U.S. Bank
1080	39379238	50.40	MFPD03062024	03/06/2024	404021 · Fire Turnouts	39379238 Rain Gear r&r grant	U.S. Bank
1080	81354964	17.15	MFPD03062024	03/06/2024	404161 · Veh Maint. Parts Direct Charge	81354964 Pants	U.S. Bank
1080	91147942	21.56	MFPD03062024	03/06/2024	404500 · Special Dept. Expense	91147942 Academy r&r grant	U.S. Bank
1080	19410731	295.92	MFPD03062024	03/06/2024	404021 · Fire Turnouts	19410731 Rain Gear r&r grant	U.S. Bank
1080	31518006	49.32	MFPD03062024	03/06/2024	404021 · Fire Turnouts	31518006 Rain Gear r&r grant	U.S. Bank
1080	19811310	-18.22	MFPD03062024	03/06/2024	404021 · Fire Turnouts	19811310 Returned part	U.S. Bank
1080	5458935	120.00	MFPD03062024	03/06/2024	404700 · Utilities	5458935 Internet	U.S. Bank
1080	35373528	217.57	MFPD03062024	03/06/2024	404500 · Special Dept. Expense	35373528 Academy supplies r&r grant	U.S. Bank
1080	64714832	76.95	MFPD03062024	03/06/2024	404500 · Special Dept. Expense	64714832 Academy supplies r&r grant	U.S. Bank
1080	63708727	23.86	MFPD03062024	03/06/2024	404183 · Maint. Grounds	63708727 Shed pad lock	U.S. Bank
1080	96313575	33.36	MFPD03062024	03/06/2024	404500 · Special Dept. Expense	96313575 Academy supplies r&r grant	U.S. Bank
1080	23402418	38.51	MFPD03062024	03/06/2024	404500 · Special Dept. Expense	23402418 Academy supplies	U.S. Bank
1080	5300865	18.22	MFPD03062024	03/06/2024	606020 · Buildings & Grounds	5300865 Apparatus floor materials	U.S. Bank
1080	36567728	19.99	MFPD03062024	03/06/2024	404539 · Software License	36567728 Adobe	U.S. Bank
1080	42275537	50.40	MFPD03062024	03/06/2024	404021 · Fire Turnouts	42275537 Rain Gear r&r grant	U.S. Bank
1080	21781918	34.30	MFPD03062024	03/06/2024	404500 · Special Dept. Expense	21781918 Academy r&r grant	U.S. Bank
1080	10285690	103.75	MFPD03062024	03/06/2024	404500 · Special Dept. Expense	10285690 EMT fee r&r grant	U.S. Bank
1080	87867471	6.99	MFPD03062024	03/06/2024	404080 · Household Expense	87867471 Station supplies	U.S. Bank
1080	62676387	662.05	MFPD03062024	03/06/2024	404180 · Maint Building & Improvements	62676387 Ice machine repair	U.S. Bank
1080	47969360	36.75	MFPD03062024	03/06/2024	404539 · Software License	47969360 Scheduler	U.S. Bank
1080	52826689	109.65	MFPD03062024	03/06/2024	404460 · Equip. Small tools & Instrument	52826689 Support Radio charger	U.S. Bank
1080	2458898	199.99	MFPD03062024	03/06/2024	404539 · Software License	2458898 Godaddy	U.S. Bank
1080	7464578	11.36	MFPD03062024	03/06/2024	404080 · Household Expense	7464578 Station supplies	U.S. Bank
1080	46494177	139.00	MFPD03062024	03/06/2024	404500 · Special Dept. Expense	46494177 Academy supplies	U.S. Bank
1080	11396670	32.65	MFPD03062024	03/06/2024	404260 · Office Expense	11396670 Paper	U.S. Bank
1080	6348979	669.07	MFPD03062024	03/06/2024	404700 · Utilities	6348979 PG& E Electric bill	U.S. Bank
1080	29930383	678.65	MFPD03062024	03/06/2024	404040 · Telephone Co. Vendor Payments	29930383 ATT Station phone	U.S. Bank

Mosquito Fire Protection District  
Bills for U.S. Bank EI Dorado Co

March 3 - 9, 2024  
Split

Name	Num	Amount	Terms	Date	Memo	Name Address
1080	39207466	1645.00	MFPD03062024	03/06/2024	404500 · Special Dept. Expense	U.S. Bank
1080	4157739	84.25	MFPD03062024	03/06/2024	404180 · Maint Building & Improvements	U.S. Bank
1080	99983236	3.99	MFPD03062024	03/06/2024	404539 · Software License	U.S. Bank
1080	84648790	150.45	MFPD03062024	03/06/2024	404085 · Refuse Disposal	U.S. Bank

# Mosquito Fire Protection District Bills for All Vendors

Name	Num	Amount	Terms	Date	Name Address	Memo
14094	1072024	6,000.00	.	03/11/2024	404500 · Special Dept. Expense	1072024 Website & IT service
		<u><u>6,000.00</u></u>				

Mar 11, 24

Mar 11, 24



# Mosquito Fire Protection District

**Board of Directors Meeting**  
Thursday, February 22, 2024 – 7:00 PM  
Mosquito FPD Station 75  
8801 Rock Creek Road Placerville, Ca. 96557

## MINUTES

Item	Presenter
<p><b>1. Call to Order. 7:01 PM</b></p> <p>Topic/Date: MFPD Board Meeting February 22, 2024</p> <p>Time: 7:00 PM Pacific Time (US and Canada)</p> <p>If you have a disability and are requesting an accommodation pursuant to the Americans with Disabilities Act, please contact district at 530-626-9017 or <a href="mailto:admin75@mfpd.us">admin75@mfpd.us</a></p>	D. Stever
<p><b>2. Roll Call &amp; Quorum announced. Present Directors Don Stever, Dan Hunt, Linnea Ugglá and Kirk Bronsord. Absent: David Blain. We have quorum.</b></p>	D. Stever
<p><b>3. Pledge of Allegiance.</b></p>	D. Stever
<p><b>4. Public Comment</b> Public may address the board on any District related item not included in this agenda. We ask that your comments remain civil and respectful. Any lack of decorum will result in the forfeiture of your time. Please limit your comments to no more than 3 minutes in duration.</p>	
<p><b>5. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR</b> The Board may make any necessary additions, deletions, or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda and the Consent Calendar with one single vote. A Board member may request an item be removed from the Consent Calendar for discussion and separate Board action. At the appropriate time as called by the Board Chair, members of the public may make a comment on matters on the Consent Calendar prior to Board action.</p>	D. Stever

<p><b>CONSENT CALENDAR ITEMS</b></p> <p><b>5.1</b> Approval of Expenditures- Expenses, Feb 1, 2024 Approval of Expenditures- Expenses, Jan 30, 2024</p> <p><b>5.2</b> Minutes: January 25, 2024 - Regular Board Meeting</p> <p><i>Motion to approve Agenda by Director Ugkla, second by Director Hunt. Ayes: Director Bronsord, Ugkla, Hunt and Stever. Noes:0 Absent: Director Blain.</i></p> <p><i>Motion to approve Consent Calendar Items with an amendment to the minutes of January 25<sup>th</sup>, 2024 to 'add events to the calendar for the Swansboro Pilots Association', Director Stever, second by Director Ugkla. Ayes: Director Bronsord, Ugkla, Hunt and Stever. Noes:0 Absent: Director Blain.</i></p> <p><b>6. <u>Chief's Report</u></b></p> <p><b>7. <u>Issue Items</u></b></p> <p>7.1 Approval of Budget Transfers- Approval of updated 23-24 Final Budget. <i>Motion to approve Budget Transfers by Director Bronsord, second by Director Ugkla. Ayes: Director Bronsord, Ugkla, Hunt and Stever. Noes:0 Absent: Director Blain. Motion to approve Updated 23-24 Final Budget by Director Ugkla, second by Director Bronsord. Ayes: Director Bronsord, Ugkla, Hunt and Stever. Noes:0 Absent: Director Blain.</i></p> <p><b>8. <u>Committee Reports</u></b></p> <p><b>8.1</b> Finance Committee <b>8.2</b> Strategic Planning &amp; Policy Updates <b>8.3</b> Communication <b>8.4</b> Capital Improvement- CIP Plan <b>8.5</b> Sustainability- Meeting Schedule <b>8.6</b> District Auxiliary Mosquito <b>8.7</b> El Dorado Regional Fire Authority (EDRFA)</p>	<p>J. Rosevear</p> <p>D. Stever</p> <p>D. Blain D. Stever L. Ugkla K. Bronsord D. Hunt M. Blain L. Ugkla</p>
<p><b>8. Director's Comments.</b> <i>Director Don Stever has a Statement to add, please see attachment.</i></p>	
<p><b>9. Adjourn. 7:55 PM</b></p> <p><b>Next Meeting:</b> Thursday March 28, 2024</p>	
<p><i><b>Dedicated to Our Community</b></i></p>	



## **MFPD Committee Staffing**

During the last 2 years, this Board has strived to mature the organization by encouraging volunteers with specific backgrounds and passions to do the difficult work required of our committees. These good people meet separately, every month to tackle the business needs of our District. Because of their efforts, our monthly Board meetings and the progress we enjoy is significantly more streamlined and efficient. The dedication and the resultant productivity from these committees in the last year alone has been stellar, as evidenced by their monthly reporting and they should all be recognized and shown our sincere appreciation.

### **Finance (6)**

David Blain - Chair  
Dan Hunt  
Bill Buhnerkempp  
Taffy Warner  
Meredith Blain - Grant Management  
Christopher Buihner - Grant Management

### **Communications (6)**

Linnea Ugkla - Chair  
Don Stever  
Trent Williams  
Diane Brady  
Stanley Simons – Marketing & Social Networking  
Jess Simons – Marketing & Social Networking

### **Capital Improvement Projects (4)**

Kirk Bronsword - Chair  
Don Stever  
Trent Williams  
Ron Beesley

### **Sustainability (7)**

Dan Hunt - Chair  
Don Stever  
Karl Weiland  
Eileene Reisner  
Trent Williams  
David Dudley  
Devon Beesley

### **Policy (6)**

Don Stever - Chair  
Linnea Ugkla  
Chief Dwyer - Operations  
Trent Williams - Support Group  
Sharlyn Fields - Administrations  
Austin Eby - Fire Fighter

### **District Auxiliary (5)**

Meredith Blain  
Melissa Stever  
Diane Brady  
Devon Beesley  
Elisabeth Bingham

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## Fire Service Authority

### 100.1 PURPOSE AND SCOPE

This policy describes the legal authority of the District and the individual members.

### 100.2 POLICY

It is the policy of the Mosquito Fire Protection District to limit its members to only exercise the authority granted to them by law.

While the Mosquito Fire Protection District recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this district does not tolerate abuse of authority.

The operation of a public fire protection district is governed by State law, the Fire Protection Law of 1987-Health and Safety Code Sections 13801 through 13999. Most questions that are not covered by this law are governed by other California statutes or the California Administrative Code. Applicable provisions of the Health and Safety Code are hereby made a part of these Policies by the Board of Directors.

### 100.3 ORGANIZATIONAL POWERS

This district is authorized to perform the following:

- (a) Fire suppression
- (b) Provision of Emergency Medical Services (EMS)
- (c) Investigation of the cause and origin of fires (d) Enforcement of the Fire Code.

### 100.4 FIREFIGHTER POWERS

Firefighters are sworn members of this district and have the following authority [when directed by management](#):

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, wildland and other types of fires
- (c) Investigate causes of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Possess peace officer status when serving as a fire investigator or Fire Marshal (Penal Code § 830.37)
- (f) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (g) Provide fire code enforcement inspection and plan review services

# Mosquito Fire Protection District

## Policy Manual

### *Fire Service Authority*

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- (h) Provide public education and fire prevention activities and services

#### **100.5 CONSTITUTIONAL REQUIREMENTS**

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

#### **100.6 SUPERVISORY AUTHORITY**

Any chief officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the ~~appropriate~~ [Fire Chief](#), followed by written documentation of the charges, in accordance with district procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

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## Chief Executive Officer

### 101.1 PURPOSE AND SCOPE

This policy identifies the education, experience or certifications desired for the Fire Chief.

### 101.2 POLICY

It is the policy of the Mosquito Fire Protection District to have a highly qualified Chief Executive Officer.

### 101.3 CHIEF EXECUTIVE OFFICER

Higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO) and the Center for Public Safety Excellence Chief Fire Officer (CFO) programs as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire Chief.

### 101.4 CERTIFIED FIRE CHIEF

The Peer Assessment for Chief Executive (PACE IV) certification established by the OSFM is a desired qualification. Certified Fire Chief status may be achieved through the California Office of the State Fire Marshal (OSFM) by acquiring a PACE IV certification, holding a chief officer rank for a minimum of one year and completing the application process described in the training manual. The certification requirements are described in the State Fire Training Procedures Manual.

## **Oath of Office**

### **102.1 PURPOSE AND SCOPE**

This policy establishes the oath of office for all sworn personnel and select members of this district.

### **102.2 OATH OF OFFICE**

Upon employment, members shall be required to affirm the oath of office expressing commitment to support and defend the Constitution of the United States and the Constitution of the State of California (CA. Const. art. XX, § 3 and Government Code § 3102). The oath shall be as follows:

I, [member name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

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## Grievance Procedure

### 1020.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment or violations of District policy, procedures, rules or regulations.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law.

This grievance procedure shall not apply to any member for any discipline action or prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

#### 1020.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of District policy, procedures, rules or regulations.

Grievances may be brought by an individual member.

### 1020.2 POLICY

It is the policy of this district that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this district to promote free verbal communication between members and supervisors.

### 1020.3 RETALIATION PROHIBITED

No member may retaliate against any person for reporting or making a complaint under this policy or participating in any investigation pursuant to this policy or any other policy in this policy manual.

Members found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

### 1020.4 PROCEDURE

Grievances, as defined above, should be resolved using the following procedure.

# Mosquito Fire Protection District

## Policy Manual

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### *Grievance Procedure*

#### 1020.4.1 COMMUNICATING GRIEVANCES

Members are encouraged to communicate with command personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief ~~or~~ without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

#### 1020.4.2 GRIEVANCE RECEIPT

Upon receipt of a written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisors and the Fire Chief are notified.

The supervisor receiving the grievance shall explain to the grieving member how the matter will be handled.

#### 1020.4.3 RESOLVING GRIEVANCES

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with the member.
- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Captain or immediate next level of supervision.
- (c) If a successful resolution is not found with the Captain, the member may request a meeting with the Fire Chief.
- (d) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
  1. Deliver one copy of the grievance to the Fire Chief and another copy to the immediate supervisor and include the following information:
    - (a) The basis for the grievance, including what District policy, procedure, rules or regulations have allegedly been violated.
    - (b) What remedy or goal is being sought by this grievance
- (e) The Fire Chief or designee will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate.

#### 1020.4.4 APPEALING GRIEVANCES

# Mosquito Fire Protection District

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### *Grievance Procedure*

Within 7 calendar days of service of the written response from the Fire Chief or designee, the member may submit a written appeal to the Fire Chief stating why the member disagrees with the Fire Chief's response, including:

- (a) any reason why the member believes the Fire Chief has misapplied District policy, procedures, rules or regulations;
- (b) any reason why the member disagrees with the Fire Chief's factual conclusions;
- (c) any reason why the member believes that any corrective measures or other remedies are inappropriate or insufficient

The member's written statement of the grievance, the Fire Chief's written response, and the member's written appeal shall be presented to the Board of Directors.

The Board of Directors shall consider the member's appeal at an upcoming regular meeting of the Board, and in no event later than the second regular meeting after the member files his or her appeal with the Fire Chief unless the member agrees to an extension of time. The Board of Directors may, at its discretion, invite the member to address the Board. Once the Board has considered the member's appeal, the Board or designee will notify the member in writing of the Board's decision on the member's appeal within 14 calendar days. The Board of Director's decision is final and binding on all parties.

## **1020.5 RESPONSIBILITIES**

### **1020.5.1 MEMBER RESPONSIBILITIES**

This policy is intended to support efforts to identify and remediate when appropriate, workplace issues. Members are encouraged to identify workplace issues to bring about positive change in the District. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law or constitutional provision.

Any member who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command.

### **1020.5.2 SUPERVISORS**

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the District before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.



# Mosquito Fire Protection District

## Policy Manual

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### *Grievance Procedure*

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Fire Chief through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than any other member.

#### 1020.5.3 COMMAND STAFF

Command staff shall ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

#### **1020.6 MEMBER REPRESENTATION**

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other members or representatives in their presentation of a grievance.

#### **1020.7 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration.

#### **1020.8 GRIEVANCE AUDITS**

#### **1020.9 CONTINUOUS IMPROVEMENT**

In the event that the grievance identifies a problem in existing policies, procedures, rules or regulations, action should be taken as soon as practical to rectify any related process deficiencies.

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## Uniform Regulations

### 1029.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform regulations for members in order to enhance the district's overall professional and positive image.

### 1029.2 POLICY

It is the policy of the Mosquito Fire Protection District that members shall wear the proper uniform at all times when on-duty or engaged in district-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede district regulations regarding the use of any personal protective equipment (PPE).

Any variance to this policy should be at the direction of the Chief.

### 1029.3 STANDARD WORK UNIFORM

The standard work uniform for captains, engineers, and firefighters shall consist of a navy blue short- or long-sleeve shirt (with black buttons), navy blue trousers, district-issued badge, standard black belt and black leather or approved wildland boots.

The standard work uniform shall be worn as directed. Members are not required to wear the standard work uniform underneath personal protective equipment (PPE) in order to complete the PPE ensemble.

Officers shall wear appropriate rank insignia on the standard work uniform.

#### 1029.3.1 UNIFORM JACKETS

Uniform jackets may be worn as described in this subsection:

- At any time over the standard work uniform shirt
- For an emergency response, over an approved t-shirt
- In transit to and from a physical fitness location
- Uniform jackets that are not fire resistive, shall not be worn underneath PPE.
- Captains shall wear appropriate rank insignia on any uniform jacket.

#### 1029.3.2 T-SHIRTS

Official district on-duty t-shirts may be worn:

- Under the standard work uniform shirt.

- Uncovered and tucked into the trousers, at the company officer's discretion, while working at the fire station or while engaged in company level manipulative training that does not require PPE.

## Mosquito Fire Protection District

Policy Manual

### *Uniform Regulations*

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- Long-sleeve t-shirts, either official or plain, can be worn as a layering component under wildland PPE.

#### 1029.3.3 BASEBALL CAPS

Official district on-duty baseball caps (that have been approved by the Chief) may be worn, except:

- When a helmet is required.
- At formal or semi-formal events or occasions.

The baseball caps will be clean and serviceable. Any Insignias, logos or nicknames are not allowed to be affixed to the cap.

#### 1029.3.4 POLO SHIRTS

A dark navy blue Polo shirt may be worn in lieu of the Standard Work Uniform shirt described above, with the Chief's approval. The right side breast pocket area will at a minimum have the wearers last name. It is optional to include the wearers rank. The left side breast pocket area will have "Mosquito Fire District" on it.

#### 1029.3.5 OTHER

Official district "job shirts" (sweatshirt with denim collar and elbow patches or similar) may be worn:

- Only as directed and only in quarters.
- On emergency responses or in transit to and from a physical fitness location, if covered by PPE.

The right side breast pocket area will at a minimum have the wearers last name. It is optional to include the wearers rank. The left side breast pocket area will have "Mosquito Fire District" on it.

### **1029.4 PHYSICAL FITNESS UNIFORMS**

The physical fitness uniform shall primarily be worn when engaged in physical fitness. It may also be worn in quarters after normal work hours, ~~as long as there are no public event occurring at the Station.~~

The fitness uniform shall be covered with an appropriate work uniform or combination of PPE and work uniform while in transit to and from a physical fitness location.

Nylon or other synthetic material shorts and other fitness uniform items shall not be worn under PPE because those fabrics may melt.

## **1029.5 DRESS UNIFORMS**

Dress uniforms are optional and may be purchased by the employee at their own expense. Dress uniforms shall be worn as directed by the Fire Chief via bulletin or memo and when attending the following types of events:

- Funerals and memorials

# Mosquito Fire Protection District

Policy Manual

## *Uniform Regulations*

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- Formal district functions, such as graduations and badge ceremonies
- Formal District functions

## **1029.6 UNIFORM MAINTENANCE**

- Uniforms shall be clean, neat, in good condition and should fit well.
- Boots shall be clean and polished with black polish, as applicable.
- Metal badges shall be clean and free from excessive scratches.

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# Member Speech, Expression and Social Networking

## 1045.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### 1045.1.1 DEFINITIONS

**Member** - A member of the Mosquito Fire Protection District is defined as any employee or volunteer of the District.

**Volunteer** - This includes firefighting and non-firefighting volunteers

### 1045.1.2 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, ~~video~~ and other file-sharing sites.

## 1045.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of ~~this~~ [the District](#). Due to the nature of the work and influence associated with the fire profession, it is necessary that members of ~~this~~ [the District](#) be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Mosquito Fire Protection District will carefully balance the individual member's rights against the [District's](#) needs and interests when exercising a reasonable degree of control over its members' speech and expression.

## 1045.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Mosquito Fire Protection District members, such as posting personal information in a public forum,

# Mosquito Fire Protection District

## Policy Manual

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### *Member Speech, Expression and Social Networking*

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can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow District member.
- Otherwise disclosing where another District member can be located off-duty.

#### **1045.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

To meet the [District's](#) safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Mosquito Fire Protection District or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Mosquito Fire Protection District and tends to compromise or damage the mission, function, reputation or professionalism of the Mosquito Fire Protection District or its members. Examples may include:
  1. Statements that indicate disregard for the law of the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the Mosquito Fire Protection District.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of district logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Mosquito Fire

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Member Speech, Expression and Social

# Mosquito Fire Protection District

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### *Member Speech, Expression and Social Networking*

Protection District on any personal or social networking or other website or web page, without the express authorization of the Fire Chief.

- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or district owned, for personal purposes while on-duty, except in the following circumstances:
  1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
  2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

#### 1045.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Mosquito Fire Protection District or identify themselves in any way that could be reasonably perceived as representing the Mosquito Fire Protection District in order to do any of the following, unless specifically authorized by the Fire Chief (Government Code § 3206; Government Code § 3252):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Mosquito Fire Protection District.

Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

#### 1045.4.2 POLITICAL ACTIVITY

The following rights are retained by firefighters by statute and are extended to all other members by the Mosquito Fire Protection District (Government Code § 3252).

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Member Speech, Expression and Social

# Mosquito Fire Protection District

## Policy Manual

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### *Member Speech, Expression and Social Networking*

- (a) No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of district policy or any time a member is on-duty or in uniform.
- (b) Members shall not be coerced or required to engage in political activity.
- (c) A member can seek election to, or serve as a member of, the governing board of a school district or any local agency where he/she is not employed, including, but not limited to, any city, county, special district or political subdivision.

### **1045.5 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any Internet site that is accessed, transmitted, received, or reviewed on any [District](#) technology system (see the Information Technology Use Policy for additional guidance).

The District shall not require a member to disclose a personal username or password for accessing personal social media, or open a personal social website; however, the District may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

### **1045.6 CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the District or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the District.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the District.

### **1045.7 TRAINING**

Subject to available resources, the District should provide training regarding the limitations on speech, expression, and the use of social networking to all members and supervisors.



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## Disciplinary Procedures - Employee

### 1049.1 PURPOSE

To define responsibility and establish procedures for administering disciplinary action for the Mosquito Fire Protection District ("District"). Actions taken under this Section shall comply with the Firefighter Procedural Bill of Rights Act (**FFPBOR**), Government Code, Title 1, Division 4, Chapter

9.6.Firefighters [3250-3262]

### 1049.2 DEFINITIONS

1. Disciplinary Action is considered any action affecting the compensation of the employee. These actions include but are not limited to termination, demotion and suspension without pay. Evaluations, reprimands, job assignments and suspension with pay are not subject to these disciplinary actions or the appeals procedure.
2. Volunteers - District volunteers provide their services without expectation of remuneration or compensation. Accordingly, a District volunteer is not considered a paid employee of the District and therefore the provisions of this policy do not apply. Volunteer disciplinary issues are resolved under Policy 1050 Disciplinary Procedures - Volunteer

### 1049.3 PROBATIONARY PERIOD

All paid employees of the District shall serve a one-year probationary period beginning from the date of hire. Employees who have been employed in excess of one year by the District and are promoted to a new position will also serve a one year probationary period in that new position.

During the probationary period, the employee may be relieved from their new position without cause and returned to the position they held prior to their promotion at the discretion of the District.

The District may terminate probationary employees without cause and without implementing the other disciplinary and appeal procedures contained in this policy.

### 1049.4 PERMANENT EMPLOYEES

Upon successful completion of the probationary period, the employee's position becomes "Permanent" and may be subject to disciplinary action utilizing the following procedures.

### 1049.5 DISCIPLINARY PROCEDURE

1. The District must provide the employee with a written notice of intent to discipline within one (1) year of discovery of the act, omission, or misconduct unless an exception in the FFPBOR applies. The notice will outline the specific policies, regulations, ordinance or any State or Federal law that the employee is alleged to have violated and include the District's contemplated action. The notice will also contain copies of all evidentiary materials pertaining to the violations, including but not limited to:

audio/video recordings, reports, memorandums, transcripts, witness statements or any evidence relied upon by the District in preparing the notice of intent to discipline.

## Mosquito Fire Protection District

Policy Manual

### *Disciplinary Procedures - Employee*

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2. Within ten (10) days of being served with the formal notice of intent to discipline, the employee may submit a notice to request a pre-disciplinary or Skelly Hearing. Failure by the employee to submit said request within the time period prescribed shall constitute a waiver of the employee's right to a pre-disciplinary hearing unless otherwise agreed upon by all parties. All requirements of time in this section are subject to modification or waiver by mutual consent of the parties. All waivers shall be in writing.
3. If the employee waives their right to a pre-disciplinary hearing, the Chief or his designee will serve upon the employee a formal written notice of disciplinary action within 30 days of the notice of intent, but not less than 48 hours prior to imposing discipline.
4. Pre-Disciplinary Hearing
  - (a) Within ten working days of service of the notice of intent to discipline, the employee may schedule a pre-disciplinary or "Skelly Hearing" before the Chief or the Chief' designee. The employee has the right to be represented by an attorney, labor representative or other representative of their choosing in all stages of the disciplinary process. The cost of any such representation shall be borne by the employee.
  - (b) Due to the District's small size and the importance of objectivity and fairness to the employee, the Chief may elect to designate an officer from another fire district to oversee the pre-disciplinary hearing in place of the Chief. This decision is at the sole discretion of the Chief.
  - (c) Within 30 days from the conclusion of the pre-disciplinary hearing but not less than 48 hours prior to imposing the discipline, the Chief or his designee will serve upon the employee a formal written notice of disciplinary action.

#### **1049.6 APPEAL PROCEDURE FOR FIREFIGHTERS**

All references below to "employee" mean a "firefighter" as defined by FFPBOR. A firefighter may appeal a formal written notice of disciplinary action as follows:

1. Within ten (10) days of being served with the formal notice of disciplinary action, the employee may submit a notice of appeal to the Chief or the Chief' designee. Failure by the employee to submit a notice of appeal within the time period prescribed shall constitute a waiver of the employee's right to an administrative appeal, unless otherwise agreed upon by all parties. All requirements of time in this section are subject to modification or waiver by mutual consent of the parties. All waivers shall be in writing.

2. Upon receipt of the employee's notice of appeal, the Chief or Chief's designee and the employee shall, within 30 days, select a mutually agreeable arbitrator. In the event the parties are unable to agree, the parties shall request a list of seven (7) arbitrators from the California State Mediation and Conciliation Service. The parties shall alternate striking names from the list until only one arbitrator remains. The remaining arbitrator shall hear the appeal.

## Mosquito Fire Protection District

Policy Manual

### *Disciplinary Procedures - Employee*

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3. The District has the burden of proving by a preponderance of evidence that the facts support the charges against the employee and the penalty is appropriate under the circumstances.
4. Formal rules of evidence shall not apply. However, the arbitrator shall use their discretion to limit evidence based on reliability and relevancy.
5. Discovery shall be permitted according to Government Code section 11507.6
6. The hearing shall be scheduled and conducted at the earliest possible date taking into account all parties' schedules and each parties' requisite need or preparation and discovery.
7. The arbitrator shall issue a written, proposed decision supported by written findings of fact.
8. The decision of the arbitrator shall become final and binding unless the employee, Chief, or Chief's designee appeals the proposed decision to the Board of Directors within fourteen (14) days of service by the arbitrator. A hearing in closed session shall be scheduled before the Board and the Board shall review the proposed decision and any record made of the hearing before the arbitrator, such as a transcript. The Board may, in its sole discretion, reopen the hearing and take additional evidence into consideration.
9. The Board of Directors shall render its independent decision on the proposed discipline and is not bound by the decision of the arbitrator. The Board shall issue findings of fact, informing the employee of their decision. The Board may employ a representative, such as legal counsel, to assist the Board in preparing findings of fact and its decision.

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## Disciplinary Procedures - Volunteer

### 1050.1 PURPOSE

To define the disciplinary procedure and conditions under which a District Volunteer can be removed from the active volunteer roster of the Mosquito Fire Protection District ("District").

### 1050.2 GENERAL

Volunteer Firefighters and Support Group members provide their services without expectation of remuneration or compensation but must still adhere to the same Firefighter Code of Conduct Policy as all firefighting staff.

### 1050.3 CONDITIONS FOR REMOVAL

A Volunteer can be removed from the District's active volunteer roster at any time for any reason that is not otherwise prohibited by law. Accordingly, any act, omission, or misconduct that could warrant more than a verbal reprimand will generally result in the Volunteer's removal from the active volunteer roster. Removal from the volunteer roster will generally be due to a violation of policy 1050.3 or any one of the violations, but is not limited to these grounds for removal:

1. **Conduct** – Violating any of the items specified in the District's Code and Conduct Policy.
2. **Protocols** - Repeated failure to adhere to recognized and reasonable firefighting tactics or Support Group protocols during an incident.
3. **Safety** - Repeated failure to adhere to safety standards or wear protective clothing during an incident or training.
4. **Direction** - Failure to obey lawful orders given by the Chief or Incident Commander (if at an emergency incident).
5. **Impairment** - Responding to an incident while impaired by alcohol or drugs or with the smell of alcohol on the breath or about the person. The volunteer will follow the requirements set forth in the District's Drug and Alcohol Policy.
6. **Training** - Failing to attend 6 consecutive scheduled training sessions or half of the scheduled training sessions in a twelve (12) month period. The Chief may excuse training absences due to sickness, personal reasons, or individual working schedules.
7. **Incapacity** - Inability of a volunteer to perform their duties -due to long term illness or debilitating injury, may be cause for temporary removal from the active volunteer roster. Under these circumstances, a volunteer may then be permanently removed from the roster if it is determined that the illness or injury will permanently prevent the volunteer from resuming their duties. In the case of injury or illness the volunteer will follow the requirements set forth in the Attendance and Reporting Illness or Injury Policy.

# Mosquito Fire Protection District

## Policy Manual

### *Disciplinary Procedures - Volunteer*

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#### **1050.4 REMOVAL PROCESS**

The Chief shall conduct an inquiry of his/her own discretion to determine if a volunteer should be removed from the District's active volunteer roster. At the conclusion of the inquiry, the Chief will issue a written finding to the volunteer and will take action accordingly.

#### **1050.5 APPEAL PROCESS**

A volunteer who has been removed from the roster has the right to appeal to the District Board of Directors. Within ten (10) days of receiving the Chief's written finding, the Volunteer may initiate the appeal process by filing a written letter to the Clerk of the Board, requesting that the appeal be placed on the agenda for the next regularly scheduled or special Board of Directors meeting within thirty (30) days. The Board will consider the appeal from the volunteer in "closed" session where the Volunteer shall be permitted to address the Board. The Board or the Board's designee shall inform the Volunteer of the Board's decision within five (5) days of the closed session meeting.

The decision by the Board is final.

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## District Board Meetings

### 1201.1 PURPOSE AND SCOPE

To define as policy, the process of governing the Mosquito Fire Protection District.

### 1201.2 POLICY

The policy of the Mosquito Fire Protection District to adhere to the following Fire Board of Directors Policies regarding Board meetings.

#### 1201.2.1 BOARD MEETINGS

Regular Board of Director meetings are held at the Mosquito Fire Station, 8801 Rock Creek Road, and are open to the public. The meeting date and time is generally the fourth Thursday of each month at 7:00 PM. Emergency, special and committee meetings may be held within District boundaries at a date and time as necessary.

#### 1201.2.2 MEETING ATTENDANCE

The basic manner in which board members fulfill their elected responsibilities is through attendance and active participation at regular, special, and emergency meetings. Members of the Board are encouraged to attend all scheduled meetings.

#### 1201.2.3 MEETING AGENDA (BROWN ACT REQUIREMENT)

- (a) An agenda for each meeting held by the Board of Directors shall be developed and posted in accordance with the provisions of the Brown Act.
- (b) To assure Board familiarity with Brown Act provisions, the Board President, through District's legal counsel or other satisfactory means, shall schedule a workshop covering relevant portions of the Act. The workshop will be scheduled within the first quarter of each odd-numbered calendar year

#### 1201.2.4 AGENDA ITEMS

A Director or Chief may place on the agenda an item for the Board's consideration by submitting it to the Board Clerk in a timely manner (at least 7 days before the regularly scheduled meeting). The item should include a designation as a discussion item or action item.

#### 1201.2.5 BOARD MEMBER PACKAGE

Except in exigent circumstances, the Board Clerk shall compile a Board Member Package for each scheduled meeting and shall provide a copy of that package to all Board Members and the Chief at least three (3) calendar days prior to the scheduled meeting date.

The Board Package shall contain all data pertinent to the meeting including issue papers for each "Action Item" if applicable. At least three (3) additional Board Packages shall be printed and be available for the public's use during the scheduled meeting.

# Mosquito Fire Protection District

## Policy Manual

### *District Board Meetings*

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#### 1201.2.6 CORRESPONDENCE

Any correspondence delivered to Station 75 pertaining to District business addressed to the President, Board Members, or other correspondence as determined by the Chief to be pertinent, shall be delivered to the Board Clerk time and date stamped (so it can be later determined when it arrived), and placed on file in the administrative office when received. If there exists a condition where some or all Board members can not access the station to review the Board correspondence, then the correspondence shall be scanned and e-mailed to the affected board members. The communication shall be referenced in the Board packet for the next regular board meeting. It shall be the individual Board member's responsibility to become familiar with that correspondence prior to each regular board meeting. On occasion, individual Directors may be recipients of correspondence that pertain to the District that they feel needs to be relayed to other Board members. These items should be forwarded to the Board Clerk for distribution.

## Compensation and Benefits

### 1048.1 PURPOSE

To define employee compensation and benefits for positions of the Mosquito Fire Protection District. ("MFPD" or "District")

### 1048.2 POLICY

This policy supersedes any benefit or compensation policy, or practice previously adopted by the Board. All of the following benefits are included in the compensation for full-time, salaried, fully benefited positions. Select benefits for all other positions are described under the position description sections in this policy. Applicable benefits will begin on the first full pay period of the budget year or the first full pay period following an employee's hiring or promotion.

### 1048.3 RETIREMENT PLAN CONTRIBUTION

Every month, the District will pay 0.75% of the employee's previous month's salary into an approved retirement plan on behalf of the employee. The employee may take up to three (3) months to identify said fund. ~~one (1) year to transfer accrued contributions to said fund,~~ after which, the benefit will be paused and only restarted after said fund is identified. ~~and the accrued contributions paid directly to the employee.~~

### 1048.4 MEDICAL INSURANCE CONTRIBUTION

Every month, the District will pay the employee \$750.00 to offset the cost of the employee's own health insurance and medical expenses. This contribution will be in lieu of the District providing a health insurance benefit, and will be proportionally included in each payroll.

### 1048.5 SICK LEAVE

#### 1048.5.1 SICK LEAVE ACCRUAL

Employees shall accrue sick leave at the rate of 2.67 work hours for every pay period of continuous employment until a maximum of 40 hours are accrued.

#### 1048.5.2 SICK LEAVE USAGE

Sick leave must only be used by the employee during times that their physical or mental health is impacted by illness or injury. All approvals for sick leave are at the discretion of the Chief or his/her designee.

A request to use sick leave must be made at least 12 hours before the start of an employee's shift or when they are aware of a progressing medical condition. Emergency sick leave may be granted with a sudden onset of injury or illness that does not allow the employee to meet the 12 hour notification rule.



# Mosquito Fire Protection District

## Policy Manual

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### *Compensation and Benefits*

Sick Leave shall not be used in place of or to extend Vacation or Compensatory Time Off.

Should Sick Leave be needed for more than three (3) continuous work days, the employee will furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work.

#### 1048.5.3 SICK LEAVE ACCOUNTING

District Administration shall accurately maintain a record of employee sick leave balances to ensure that they do not exceed the maximum accrual or usage limits.

#### **1048.6 LONG TERM DISABILITY**

If an employee cannot perform their duties because of incapacity due to an incident NOT associated with District employment for a period exceeding all available paid leaves which the employee has accrued, the District will continue to make normal contributions to the medical and retirement benefits specified by this policy for one calendar month, following the exhaustion of said paid leaves. After that month, the District is no longer bound to make contributions to any employee benefits. The Employee's full compensation and benefits will be reinstated upon their return to work.

#### **1048.7 HOLIDAY LEAVE**

Employees shall receive one (1) day off from work with pay on each of the following [eight \(8\)](#) "Holidays"; Christmas Eve, Christmas Day, New Year's Day, Thanksgiving Day, [President's Day](#), [Memorial Day](#), [the Friday preceding Easter](#) and the Friday ~~immediately~~ following Thanksgiving, ~~Easter, President's Day, and Memorial Day~~.

If the holiday falls on the employee's scheduled day off, the employee shall be granted Compensatory Time Off (CTO) or payment equivalent to one workday.

#### **1048.8 VACATION LEAVE**

##### 1048.8.1 VACATION LEAVE ACCRUAL

**Year One - Probationary Employee** - No vacation leave shall accrue during the probationary period. However, at the completion of probation, the employee shall be awarded vacation leave equivalent to 1.5 hours for each pay period worked.

**Year Two through Year Four** - After completing 26 pay periods of continuous employment, the employee shall accrue vacation leave at the rate of 3.0 hours for each pay period worked.

**Year Five and Thereafter** - After completing 130 pay periods of continuous employment, the employee shall accrue vacation leave at the rate of 4.5 hours for each pay period worked.

**Maximum** - The maximum accrual balance of vacation leave is 240 hours. Employees are encouraged to use vacation leave in the year earned. At employment termination, accrued vacation balances will be paid to the employee at their current, regular pay rate.

##### 1048.8.2 VACATION LEAVE USAGE

# Mosquito Fire Protection District

## Policy Manual

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### *Compensation and Benefits*

All requests to use vacation leave must be pre-approved by the Chief or his/her designee to ensure reliable staffing and operations.

#### 1048.8.3 VACATION LEAVE ACCOUNTING

District Administration shall accurately maintain a record of employee vacation leave balances to ensure that they do not exceed the maximum accrual or usage limits.

### **1048.9 OVERTIME (OT) AND COMPENSATORY TIME OFF (CTO)**

As is inherent when providing emergency services, additional work time may occasionally be necessary to satisfy the staffing needed for emergency service calls and to ensure the continued readiness of fire personnel, apparatus, and equipment.

#### 1048.9.1 OT & CTO ACCRUAL

**Rate** - Employees shall accrue OT and CTO leave at the rate of one and one-half (1.5) hours for each full hour worked in excess of their normal duty hours.

**Approval and Maximum** - The Chief or his/her designee must pre-approve all non-emergency OT and CTO accruals. The maximum accrual balance for CTO is 480 hours.

**Off Duty Exception** - In recognition of the Board's desire that trained, salaried staff respond to emergency service calls whenever available, [emergency](#) OT or CTO leave is granted without the condition of pre-approval.

#### 1048.9.2 CTO ACCOUNTING

District Administration shall accurately maintain a record of employee CTO leave balances to ensure that they do not exceed the maximum accrual or usage limits. Employees shall ensure that their CTO leave balance does not exceed the specified maximum by expeditiously using earned leaves throughout the year.

#### 1048.9.3 CTO USAGE

All requests to use CTO leave must be pre-approved by the Chief or his/her designee to ensure reliable staffing and operations. The District may require an employee to use accrued CTO leave at any time.

#### 1048.9.4 CTO PAYOUT

Each year, during the last pay period in June, all employees will be compensated for unused CTO leave balance hours at their current regular pay rate and their CTO leave balance will be reset to zero (0). At employment termination, ~~both~~ accrued leave balances will be paid to the employee at their regular pay rate.

### **1048.10 FIRE CAPTAIN (STAFF)**

**Position** –This is a full-time, salaried, and fully benefited position.

**Salary** - The annual salary is specified in the District's Classification and Wage Table document.

**Work Hours** - Regular duty hours shall consist of eight (8) hours per day, five (5) days per week. The Chief shall establish the duty schedule for this position.

# Mosquito Fire Protection District

## Policy Manual

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### *Compensation and Benefits*

**Scheduled Training** – When the employee attends an approved training session after having worked a normal shift that day, they shall be granted OT or CTO leave for those training hours.

#### **1048.11 FIREFIGHTER, ENGINEER/EQUIPMENT OPERATOR (STAFF)**

**Position** – These are full-time, salaried, and fully benefited positions.

**Salary** – The annual salary is specified in the District's Classification and Wage Table document.

**Work Hours** - Regular duty time shall consist of eight (8) hours per day, five (5) days per week. The Chief shall establish the duty schedule for this position.

**Scheduled Training** - When the employee attends an approved training session after having worked a normal shift that day, he/she shall be granted OT or CTO leave for those training hours.

#### **1048.12 FIREFIGHTER, ENGINEER/EQUIPMENT OPERATOR, CAPTAIN (PART-TIME)**

**Position** - These are part-time positions and are not fully benefited.

**Salary** – These are hourly positions. Hourly rates for these positions are specified in the District's Classification and Wage Table document.

**Work Hours** - The Chief shall establish the duty schedule for these positions.

**Scheduled Training** - When the employee attends an approved training session after having worked a normal shift that day, they shall be granted OT leave for those training hours.

#### **Benefits -**

- Overtime benefit 1048.9 applies to this position.
- Sick Leave benefit 1048.5 applies to this position.

#### **1048.13 DISTRICT BOARD CLERK (PART-TIME)**

**Position** - This is a part-time position and is not fully benefited.

**Work Hours** – The Chief shall establish the duty schedule for this position.

**Compensation** – This is an hourly position. The hourly rate for this position is specified in the District's Classification and Wage Table document.

#### **Benefits -**

- Overtime and Compensatory Time Off benefit 1048.9 applies to this position.
- Holiday Leave benefit 1048.7 applies to this position.
- Sick Leave benefit 1048.5 applies to this position.

#### **1048.14 ADMINISTRATIVE ASSISTANT (PART-TIME)**

**Position** – This is a part-time position and is not fully benefited.

# Mosquito Fire Protection District

## Policy Manual

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### *Compensation and Benefits*

**Work Hours** – The Chief shall establish the duty schedule for this position.

**Compensation** – This is an hourly position. The hourly rate for this position is specified in the District's Classification and Wage Table document.

**Benefits -**

- Overtime and Compensatory Time Off benefit 1048.9 applies to this position.
- Holiday Leave benefit 1048.7 applies to this position.
- Sick Leave benefit 1048.5 applies to this position.

### **1048.15 BATTALION CHIEF & ASSISTANT CHIEF (VOLUNTEER)**

**Position** – This is an at will, volunteer position and is not fully benefited.

**Compensation** – Nominal stipends for these positions are specified in the District's Classification and Wage Table document.

**Work Hours** – The Chief shall establish the duty schedule for this position.

**Benefits - Sick Leave benefit 1048.5 applies to this position**

### **1048.16 FIREFIGHTER, ENGINEER/EQUIPMENT OPERATOR, LIEUTENANT, CAPTAIN (VOLUNTEER)**

**Position** – These are at will, volunteer positions and are not fully benefited.

**Compensation** – Nominal stipends for these positions are specified in the District's Classification and Wage Table document.

**Work Hours** – The Chief shall establish the duty schedule for these positions.

**Benefits - Sick Leave benefit 1048.5 applies to this position.**

### **1048.17 CLASSIFICATION AND WAGES**

See attachment: Classification and Wage Table - Attachment A.pdf

# Classification and Wage Table - Attachment A.pdf

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 District

Classification and Wage Table - Attachment A.pdf  
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Mosquito Fire Protection District  
 Classification and Wage Table  
 Revised 12-23-2021

JOB CLASSIFICATION	CLASSIFICATION STEPS (Hourly)				
	1	2	3	4	5
Fire Chief	Contract Position \$80,000/Yr				

Captain	23.65	24.73	25.80	26.88	27.95
Engineer/Equipment Operator	18.28	19.35	20.43	21.50	22.58
Firefighter	15.05	16.13	17.20	18.28	19.35
Administrative Assistant	16.00	17.00	18.00	19.00	20.00
Administrative Clerk	16.00	17.00	18.00	19.00	20.00

Based on experience and training certification, nominal stipends are available as follows:

- 1) 24 hour overnight shift: \$100
- 2) Per call based on qualifications and experience: \$30-\$50

**\*\*\*DRAFT\*\*\***



## MOSQUITO FIRE PROTECTION DISTRICT

8801 ROCK CREEK ROAD

PLACERVILLE, CA 95667

(530) 626-9017

Fax (530) 626-3240

[www.mfpd.us](http://www.mfpd.us)

### *Chief's Report February-March 2024*

Calls for Service: February 22- March 25

Medical Aid- 5

Assist Citizen stranded in Forest- 1

Lift Assist- 1

Water Main Break- 1

Check Burn Pile- 1

Public Assist- 3

Congratulations to Firefighter Scott Montgomery, who recently completed EMT academy through Sacramento State University. Scott will complete his National Registration Test and El Dorado County certification within the next few weeks. Scott is a local resident, a professional plumber with previous firefighting experience, out of state. He started his first shift at Station 75 on Saturday March 23<sup>rd</sup>. Scott's son, Mecklin, has joined the Department as an Explorer Scout.

Fourteen members of the Support Group are participating in Title 22 Public Safety First Aid, which involves 24 hours of hands on training, in addition to ongoing training. The training certifies participants in the administration of Narcan, Glucose, Epinephrine (anaphylaxis) and advanced bleeding control. The class was certified by the County of El Dorado EMS Agency and delivered by El Dorado Hills Fire Department Training Division. There will be on-going training of the group by our EMTs and Paramedics, which forms a basic Medical Response Group, to assist duty firefighters, as needed. The added personnel having certified medical skills training will be a tremendous benefit to our community, to compensate for the long response times paramedics have to get to our incidents. For critical patients, the Support Group will continue to meet the dispatched air ambulance and transport the flight crew to the patient (when the medic ambulance is not yet in the area).

We are currently onboarding a new firefighter, who is a current EMT. He will complete his physical and background check, which will include his El Dorado County EMT certification. Upon successful completion he will begin orientation shifts within three weeks. There is another firefighter candidate which will start the onboarding process in the next 30 days.

Austin Eby, Tony Christensen, Trevor Dillender and Angel Rosevear continue each day in Firefighter 1 academy at Sierra and American River Colleges. They will graduate in June. This is a very intense program, requiring the firefighters to attend academy and related training (or physical training), seven days a week. Both EMT and Firefighter 1 training are funded by our FEMA SAFER Grant.

We are currently preparing wildland firefighter training for Fire Season 2024 and in the process of recruiting additional firefighters and part-time supervisors for the upcoming fire season.

We have submitted grant applications to FEMA Assistance to Firefighters (AFG) program, which we have had past success for training and equipment. The new applications request a replacement Type 6 Fire Engine (\$327,380), updated portable radios (\$60,569), and breathing air compressor (\$76,213). Awards will be announced beginning April 30. We are currently working on the application for the FEMA SAFER staffing program to request three full time positions to staff the Station. The deadline for that application is April 12<sup>th</sup>. We are currently being considered for a grant extension of residual funding from our previous volunteer Recruitment and Retention Grant (\$117,000). This will purchase a number of items and services for marketing to recruit new volunteers.

We have completed purchasing for the Cal Fire 50/50 grant (\$20,000). Items purchased included 5 Bendix King portable radios, training fire shelters, forceable entry tools, wildland hose, nozzles and fittings. We will apply again for the next open application period in May for 2025 purchasing.

In the Fall of 2023, our District was awarded \$666,320 from the FEMA SAFER (Staffing for Adequate Fire and Emergency Response) program. The grant was applied for in February 2023 and we were successful in the first round of awards. This gives us another four years of grant funding for our productive volunteer program, which has resulted in the fire station being staffed 24/7 for over two years. The funding covers volunteers' stipend pay for shift coverage and response to emergencies, training classes, new volunteer expenses including physicals, background checks, uniforms and safety gear, support of the Explorer program, salary and benefits for a volunteer coordinator (Fire Captain), and more. Residual money from the current grant ending in December 2023 can be used for enhanced marketing and other volunteer support needs. Many thanks for grant writing efforts by Meredith Blain and Didi Everhart (Gatchell Grant Resources-Canton, OH). We are currently awaiting the results of a parallel SAFER grant application for full time station staffing (3 positions- 1 firefighter/supervisor 24/7/365). I have posted a success story about our grant experiences on the US Congressional website for SAFER and AFG staffing. The District has also been awarded \$10,000 from Cal Fire for wildland PPE and equipment to be spent in the Spring 2024 (50/50 grant- \$10,000 matching from District- \$20,000 purchase total).

Our Fire District staff is fully committed to our Community. We stand ready to assist our residents with any needs they may have, to prepare, support and provide the most up to date information. We are happy to conduct an interior or exterior fire safety inspection upon your request. Please call us at 530-626-9017 or stop by the station.

This concludes my report. I will continue to update our projects and report progress. We appreciate the great support we receive from the Community and its commitment to being prepared. If you have any questions or suggestions, please call me at the fire station (626-9017) or email [jrosevear@mfpd.us](mailto:jrosevear@mfpd.us).



Upcoming Events:

Thursday March 28 – District Auxiliary Meeting - 5:30 pm - Station 75

Thursday March 28 - Fire Board Meeting - 7pm - Station 75

Thursday April 4 - MVFA Board Meeting - 3pm - Station 75

Saturday April 6 - Support Group Monthly Training - 9am - Station 75

Tuesday April 2, 16 & 30 - Fire Training- 6pm - Station 75 (Public Welcome)

Saturday April 13 - D'Ax/Firefighter Pancake Breakfast - 9-11am - Station 75

Friday April 12 - Finance Committee Meeting - 5pm - Station 75

Respectfully Submitted,  
Jack Rosevear, Chief

**FY 2023-2024 MQT Budget Adjustments/Transfer Summary- 3/28/24**

<b>From Sub-Object</b>	<b>Amount</b>		<b>To Sub-Object</b>	<b>Revenue Source or Realign</b>
<b>3001- Temp Empl</b>	\$10,752.00	➤	3000- Perm Employees	Realign
<b>4500- Spec Dept Exp</b>	\$2,000	➤	4300- Professional Services	Realign
		➤		
		➤		