



# Mosquito Fire Protection District

**Board of Directors Meeting**  
Thursday, December 28, 2023 – 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: MFPD Board Meeting December 28, 2023</p> <p>Time: December 28, 2023 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, September 30, 2023
- Approval of Expenditures- Expenses, October 31, 2023
- Approval of Expenditures- Expenses, November 29, 2023
- Approval of Expenditures- Expenses, December 6, 2023
- Approval of Expenditures- Expenses, December 7, 2023

- 5.2 Policy 603- CPR and First Aid Training
- Policy 601- Automated External Defibrillator Training
- Policy 1043- Driver License Requirements
- Procedure 212- District Credit Card

- 5.3 Minutes: November 16, 2023 - Regular Board Meeting

D. Stever

**6. Chief's Report**

J. Rosevear

**7. Issue Items**

- 7.1 Update: Complaint to El Dorado Fire Safe Council- Follow-Up with EDCR Fire Authority
- 7.2 Approval of Budget Transfers- Approval of updated 23-24 Final Budget
- 7.3 Approval of Audit Report for Fiscal Year 2022-2023. Copies available at the Meeting.

D. Hunt

D. Blain

D. Stever

**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. Stever

D. Stever

L. Uggl

D. Stever

D. Hunt

M. Blain

L. Uggl

**8. Director's Comments.**

**9. Adjourn.**

**Next Meeting:** Thursday January 25, 2024

*Dedicated to Our Community*

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

Name	Num	Amount	Terms	Date	September 30, 2023 Split	Memo	Name Address
1080	94937496	36.74	MFPD09302023	09/30/2023	404080 · Household Expense	94937496 station supplies	U.S. Bank
1080	19001578	67.70	MFPD09302023	09/30/2023	404180 · Maint Building & Improvements	19001578 Washer Parts	U.S. Bank
1080	5867604	475.00	MFPD09302023	09/30/2023	404500 · Special Dept. Expense	5867604 Officer training	U.S. Bank
1080	5748373	400.00	MFPD09302023	09/30/2023	404500 · Special Dept. Expense	5748373 Officer training	U.S. Bank
1080	84409655	49.38	MFPD09302023	09/30/2023	404080 · Household Expense	84409655 Hardware	U.S. Bank
1080	6781247	120.00	MFPD09302023	09/30/2023	404040 · Telephone Co. Vendor Payments	6781247 Starlink	U.S. Bank
1080	19836823	36.00	MFPD09302023	09/30/2023	404539 · Software License	19836823 Microsoft	U.S. Bank
1080	7593361	63.78	MFPD09302023	09/30/2023	404197 · Maint. Building Supplies	7593361 Washer Parts	U.S. Bank
1080	136167733	30.00	MFPD09302023	09/30/2023	404539 · Software License	136167733 Microsoft	U.S. Bank
1080	13187350	140.00	MFPD09302023	09/30/2023	404539 · Software License	13187350 Microsoft	U.S. Bank
1080	85014693	-49.38		09/30/2023	404080 · Household Expense	85014693 Returned Item	U.S. Bank
1080	49666709	19.99	MFPD09302023	09/30/2023	404539 · Software License	49666709 Adobe	U.S. Bank
1080	55998730	297.50	MFPD09302023	09/30/2023	404500 · Special Dept. Expense	55998730 CPR cards	U.S. Bank
1080	43304315	41.51	MFPD09302023	09/30/2023	404539 · Software License	43304315 Sling scheduler	U.S. Bank
1080	93343728	72.00	MFPD09302023	09/30/2023	404500 · Special Dept. Expense	93343728 Indeed Recruiting Ad	U.S. Bank
1080	46941000	200.96	MFPD09302023	09/30/2023	404500 · Special Dept. Expense	46941000 Course books TC	U.S. Bank
1080	46993840	200.96	MFPD09302023	09/30/2023	404500 · Special Dept. Expense	46993840 Course books KD	U.S. Bank
1080	17624674	1088.30	MFPD09302023	09/30/2023	404700 · Utilities	17624674 Electric bill	U.S. Bank
1080	40240480	204.29	MFPD09302023	09/30/2023	404700 · Utilities	40240480 ED irrigation water bill	U.S. Bank
1080	43786927	671.51	MFPD09302023	09/30/2023	404040 · Telephone Co. Vendor Payments	43786927 ATT phone bill	U.S. Bank
1080	94015028	200.96	MFPD09302023	09/30/2023	404500 · Special Dept. Expense	94015028 Course books TD	U.S. Bank
1080	31753558	3.99	MFPD09302023	09/30/2023	404539 · Software License	31753558 Aplus	U.S. Bank
1080	31503390	150.45	MFPD09302023	09/30/2023	404085 · Refuse Disposal	31503390 ED disposal	U.S. Bank
1080	922231244	99.11	MFPD09302023	09/30/2023	404260 · Office Expense	922231244 Bank fee	U.S. Bank
		<b>4620.75</b>					

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

October 31, 2023  
Split

Name	Num	Amount	Terms	Date	Memo	Name Address
1080	52055440	268.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	5940477	8.60	MFPD10312023	10/31/2023	404260 · Office Expense	U.S. Bank
1080	36759768	24.76	MFPD10312023	10/31/2023	404197 · Maint. Building Supplies	U.S. Bank
1080	27404074	64.75	MFPD10312023	10/31/2023	404022 · Uniforms	U.S. Bank
1080	9198819	-14.06		10/31/2023	404161 · Veh Maint. Parts Direct Charge	U.S. Bank
1080	9833379	72.91	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	4602629	120.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	14159591	140.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	14167792	36.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	63943144	30.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	35674541	78.78	MFPD10312023	10/31/2023	404197 · Maint. Building Supplies	U.S. Bank
1080	74667708	179.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	74667716	179.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	74667732	179.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	83290617	19.99	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	43189377	179.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	45038730	80.75	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	2020464	53.29	MFPD10312023	10/31/2023	404460 · Equip. Small tools & Instrument	U.S. Bank
1080	44937091	36.13	MFPD10312023	10/31/2023	404539 · Software License	U.S. Bank
1080	89900035	111.67	MFPD10312023	10/31/2023	404021 · Fire Turnouts	U.S. Bank
1080	41869727	860.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	7346559	19.99	MFPD10312023	10/31/2023	404539 · Software License	U.S. Bank
1080	4060870	67.28	MFPD10312023	10/31/2023	404160 · Veh. Maint. Service Contract	U.S. Bank
1080	800140938	136.32	MFPD10312023	10/31/2023	404161 · Veh Maint. Parts Direct Charge	U.S. Bank
1080	16484718	430.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	16280628	475.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	16654525	480.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	22472645	1107.54	MFPD10312023	10/31/2023	404700 · Utilities	U.S. Bank
1080	70914588	670.77	MFPD10312023	10/31/2023	404040 · Telephone Co. Vendor Payments	U.S. Bank
1080	66423544	201.78	MFPD10312023	10/31/2023	404180 · Maint Building & Improvements	U.S. Bank
1080	72389175	3.99	MFPD10312023	10/31/2023	404539 · Software License	U.S. Bank
1080	27959954	475.00	MFPD10312023	10/31/2023	404500 · Special Dept. Expense	U.S. Bank
1080	63295295	150.45	MFPD10312023	10/31/2023	404085 · Refuse Disposal	U.S. Bank
1080	34757133	107.40	MFPD10312023	10/31/2023	404539 · Software License	U.S. Bank
1080	60559443	405.00	MFPD10312023	10/31/2023	404180 · Maint Building & Improvements	U.S. Bank
						<b>7438.09</b>

### Mosquito Fire Protection District Bills for All Vendors

November 29, 2023  
Split

Name	Num	Amount	Terms	Date		Name Address	Memo
559	171562	391.46	MFPD11292023	11/29/2023	404021 · Fire Turnouts	ALLSTAR Fire Equipment	171562 All Star Helmet&hood r&r grant
559	171563	356.07	MFPD11292023	11/29/2023	404021 · Fire Turnouts	ALLSTAR Fire Equipment	171563 Helmet r&r grant
559	171564	356.07	MFPD11292023	11/29/2023	404021 · Fire Turnouts	ALLSTAR Fire Equipment	171564 Helmet r&r grant
14094	11132301	3925.00	MFPD11292023	11/29/2023	404500 · Special Dept Expense	Entropy Productions	11132301 Website improvements
		<b><u>5028.60</u></b>					

Nov 29, 23

FPD

<<12/28/2023>>

Nov 29, 23

# Mosquito Fire Protection District Bills for All Vendors

December 6, 2023

Name	Num	Amount	Terms	Date	Split	Name Address	Memo
13972	12012023	1,465.00	MFPD12062023	12/06/2023	404500 · Special Dept. Expense	Sierra College	12012023 Firetech 1 TC r&r
13972	12022023	1,465.00	MFPD12062023	12/06/2023	404500 · Special Dept. Expense	Sierra College	12022023 Firetech 1 TD r&r
13972	12032023	1,465.00	MFPD12062023	12/06/2023	404500 · Special Dept. Expense	Sierra College	12032023 Firetech 1 AR r&r
		<b><u>4,395.00</u></b>					

Mosquito Fire Protection District  
Bills for All Vendors

December 7, 2023

Name	Num	Amount	Terms	Date	Split	Name Address	Memo
10938	46112023	100.00	MFPD12072023	12/07/2023	404144 · Maint. Computer System/Software	Action computers	46112023 It on email Accts
2425	681081	29.11	MFPD12072023	12/07/2023	404022 · Uniforms	Advantage Gear, Inc	681081 Name tags r&r
2425	687531	172.15	MFPD12072023	12/07/2023	404022 · Uniforms	Advantage Gear, Inc	687531 Job shirts r&r grant
2425	690901	421.39	MFPD12072023	12/07/2023	404022 · Uniforms	Advantage Gear, Inc	690901 Uniform r&r grant new vol.
4660	53132023	155.00	MFPD12072023	12/07/2023	404313 · Legal Services	Edwards, Stevens Attorneys at Law	53132023 Attorney Assist Auditor
4941	693273	2015.30	MFPD12072023	12/07/2023	404606 · Fuel Purchases	Hunt & Sons	693273 Hunts Bulk fuel Oct
4941	718255	1273.77	MFPD12072023	12/07/2023	404606 · Fuel Purchases	Hunt & Sons	718255 Hunt s Bulk fuel Nov
7859	11678	262.28	MFPD12072023	12/07/2023	404700 · Utilities	Hunts Propane Services	11678 Propane
7859	11278	278.69	MFPD12072023	12/07/2023	404700 · Utilities	Hunts Propane Services	11278 Propane
4951	3768904	357.01	MFPD12072023	12/07/2023	404260 · Office Expense	Inland Business Systems	3768904 Copier Qtr fee
10457	60651123	750.00	MFPD12072023	12/07/2023	303040 · Health Insurance	Jack Rosevear	60651123 Reimb Med Insur JR
10457	150065	300.00	MFPD12072023	12/07/2023	404160 · Veh. Maint. Service Contract	Jack Rosevear	150065 Reimb Seat repair C7500
514	718186	107.25	MFPD12072023	12/07/2023	404021 · Fire Turnouts	L. N. Curtis & Sons	718186 Helmet r&r grant
514	728132	1286.87	MFPD12072023	12/07/2023	404022 · Uniforms	L. N. Curtis & Sons	728132 Pants AArpa grant
514	744100	214.07	MFPD12072023	12/07/2023	404022 · Uniforms	L. N. Curtis & Sons	744100 Pants AArpa Grant
514	750115	406.83	MFPD12072023	12/07/2023	404022 · Uniforms	L. N. Curtis & Sons	750115 Pants AArpa Grant
514	751251	111.15	MFPD12072023	12/07/2023	404460 · Equip. Small tools & Instrument	L. N. Curtis & Sons	751251 Rescue throw bags
514	767971	412.39	MFPD12072023	12/07/2023	404022 · Uniforms	L. N. Curtis & Sons	767971 Uniform AArpa Grant
514	7501152	222.97	MFPD12072023	12/07/2023	606040 · 606040 Equipment	L. N. Curtis & Sons	7501152 Engine Flexlite hose
7811	85182	171.67	MFPD12072023	12/07/2023	404161 · Veh Maint. Parts Direct Charge	Minuteman Press Cynergy LLC	85182 Truck decals
4366	555019	80.58	MFPD12072023	12/07/2023	404161 · Veh Maint. Parts Direct Charge	NAPA Auto Parts 43	555019 Batt. chargers E275
477	177341	146.43	MFPD12072023	12/07/2023	404180 · Maint Building & Improvements	Paint Spot Inc.	177341 Paint App room floor
1098	9157784	72.68	MFPD12072023	12/07/2023	404500 · Special Dept Expense	Sacramento Truck Center	9157784 Parts E75
		<b>9347.59</b>					

## CPR and First Aid Training

### 603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training program to ensure district members have the skills and knowledge to perform CPR [and First Aid](#) when necessary (Health and Safety Code § 1797.182).

### 603.2 POLICY

It is the policy of the Mosquito Fire Protection District that all [personnel identified as Firefighters or CERT/Support Group members, be trained to provide first aid and CPR to the standards established in the California Health and Safety Code Title 22 Section 1797.182](#) - ~~except those whose duties are primarily clerical or administrative, shall be trained to administer first aid and CPR~~ as soon as practicable after hire but in all cases within the first year of employment. Recurrent CPR training shall occur at least once every ~~three~~ two years (Health and Safety Code § 1797.182).

### 603.3 TRAINING REQUIREMENTS

The [CPR and F first A aid training will be in accordance with acceptable standards established in the current adopted California EMSA, Cardiac Care, Medical Care and Trauma Care sciences. All training and required recertification intervals will be conducted in accordance with acceptable training providers, or intervals established by the District](#) . ~~curriculum shall meet the standards prescribed by the county Emergency Medical Services (EMS) authority. The EMS authority may designate a public agency or private non-profit agency to provide training that meets the standards.~~ Examples of such [agencies training providers](#) include, but are not limited to, the American Red Cross and the American Heart Association (Health and Safety Code § 1797.182).

[Except in the presence of acceptable extenuating circumstances, First aid and CPR training shall be provided to members by the District at no cost to the member within one year of appointment. It remains the responsibility of personnel to ensure that this training has been completed in the timeframe established by this policy.](#)

### 603.4 TRAINING RECORDS

The [Fire Chief](#) shall be responsible for maintaining records of all CPR training provided to members. Records ~~shall~~ should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of topics or a summary of the content of the training sessions
- (c) The names or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training
- (e) The name of the [training](#) ~~CPR~~ program or nationally recognized authority that provided the curriculum



# Mosquito Fire Protection District

## Policy Manual

### *CPR and First Aid Training*

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- (f) Copies of the certification documents ~~cards~~ issued to members upon completion of the ~~CPR~~ training

The Fire Chief shall ~~should~~ maintain the training records in accordance with established records retention schedules.

# Automated External Defibrillator Training

## 601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to utilize a ~~an~~ District owned Automated External Defibrillator (AED) (22 CCR 100017 et seq.).

### 601.1.1 DEFINITIONS

Definitions related to this policy include:

**Automated External Defibrillator (AED)** - An external defibrillator capable of cardiac rhythm analysis that will charge and deliver a shock either automatically or by user interaction after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia (22 CCR 100005).

**Public Safety AED Service Provider** - An agency or organization that is responsible for, and is approved to operate, an AED (22 CCR 100006 & 100018).

## 601.2 POLICY

It is the policy of the Mosquito Fire Protection District that all members identified as Firefighters or Support Group/CERT, whose duties include the use of an AED shall receive training and certification within one year of appointment, ~~and R~~ recertification training will be completed in two-year intervals in accordance with instructional providers requirements to maintain the current and valid certificate that is required to utilize an AED.

All personnel will be properly trained and successfully demonstrate knowledge of the Manufacture's recommendations for use and maintenance of all District owned AEDs.

## 601.3 GUIDELINES

AED training shall be included in the initial F first A aid and CPR course and comply with the training standards set forth in 22 CCR 100017 & 100018.

In order to be authorized to utilize a District owned the defibrillator, ~~an individual~~ members shall pass a written and manipulative skills examination monitored by the Fire Chief or his/her designee, who shall also approve all training programs and instructors required for course completion. ~~with a pre-established standard~~. The skills test measures the ability to evaluate and manage the conditions presented during incidents where an AED may be used.

All AED training provided by the District shall be approved and monitored by the District EMS authority, which shall also approve any written and skills examinations required for course completion. It shall also approve AED instructors and designate Public Safety AED Service Providers.

# Mosquito Fire Protection District

## Policy Manual

### *Automated External Defibrillator Training*

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#### **601.4 TRAINING RECORDS**

The [Fire Chief or his designee](#), shall be responsible for maintaining records of all AED training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of the persons conducting the training.

The [Fire Chief or his designee](#), should maintain the training records in accordance with established records retention schedules.

## Driver License Requirements

### 1043.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Mosquito Fire Protection District members who drive as a part of their duties have and maintain required [driver's driving](#) licenses.

### 1043.2 POLICY

In order to promote driver safety, it is the policy of the Mosquito Fire Protection District that any member who is assigned duties that require [them him /her](#) to drive district vehicles or equipment, or drive a privately owned vehicle while conducting district business, has and maintains driving privileges and licenses consistent with their duties.

### 1043.3 REQUIREMENTS

Any member who is assigned duties that require [them him /her](#) to drive district vehicles, [or](#) equipment ~~or private vehicles~~ shall be required to obtain and maintain a valid driver license and complete and sign a Department of Motor Vehicles (DMV) Authorization to Release Driver Record (Form INF 1101) (Vehicle Code § 12500(a); Vehicle Code § 12500(d)).

The [Fire Chief or his designee](#), will ensure that the ~~both the form and a~~ Government Employer Pull Notice Form (INF 1103) to enroll the member in the DMV Employer Pull Notice (EPN) Program are submitted to the DMV.

Enrollment in the EPN program will result in the DMV generating a driver license report for the District for each member annually and any time one of the following occurs:

- Conviction
- Failure to appear
- Collision
- Driver license suspension or revocation
- Any other action taken against the driving privilege
- Expiration of medical certification for a commercial driver license

Any member who is assigned duties that require [them him /her](#) to operate firefighting equipment, including a tiller operator, is also required to obtain and maintain a Class A or B license appropriate for the size and configuration of the firefighting equipment or a firefighter endorsement issued by the DMV in addition to obtaining and maintaining a class C license, a restricted class A license, or a non-commercial class B license (Vehicle Code § 12804.11).

#### 1043.3.1 REVIEW OF RECORDS

The [Fire Chief or his designee](#), shall ~~appoint an officer to~~ monitor the driving records of all members who are assigned duties that require driving while conducting district business, to

# Mosquito Fire Protection District

## Policy Manual

### *Driver License Requirements*

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confirm each driver has a valid driver's license and to monitor driving records for potential problem behavior.

The ~~employee appointed Fire Chief, will to monitor driving records shall be responsible for~~ reviewing the driver license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

~~Whenever the employee appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the employee should notify the affected member, the member's immediate supervisor and the Health and Safety Officer.~~

When a member leaves employment, the ~~Fire Chief employee appointed to monitor driving records~~ shall complete and submit to the DMV the appropriate form to delete the member from the EPN program.

#### 1043.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver license and to review the type and number of traffic violations and collisions on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting district business shall be required to present a valid [driver's](#) license.

#### 1043.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that the member has a valid driver's license and to review any traffic violations and collisions.

Any member who drives a [district](#) vehicle while conducting district business must immediately notify ~~the Fire Chief his /her supervisor~~ of any suspension, revocation or other change in the status of the driver's license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid license shall not drive any vehicle while conducting district business.

If a member's driver's license is suspended, revoked or becomes invalid, the District may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the DMV report, to allow the member an opportunity to seek the reinstatement of his/her driver's license, provided:
  1. The member can still perform the majority of his/her job duties.
  2. There is minimal impact on the district work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the DMV report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

# Mosquito Fire Protection District

Policy Manual

## *Driver License Requirements*

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Any member who is unable to obtain reinstatement of ~~their~~ ~~his~~ ~~her~~ driver's license may be subject to disciplinary action, up to and including termination.

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## District Credit Card

### 212.1 PURPOSE AND SCOPE

To authorize staff to acquire a credit card in the District's name and specify the conditions under which it is to be used. The Board recognizes that District operations in today's world do not always lend themselves to traditional purchasing methods. As such, staff are directed to acquire a credit card (Visa or Master Card) in the District's name to be used for MFPD business only.

### 212.2 APPROVED CARD USES

The credit card is not intended for routine purchases nor to circumvent the standard purchasing processes established by the Board. Purchase authorization by use of a signed District purchase order or specific prior authorization by the Fire Chief is required. District credit cards may not be used for cash advances.

The following are some examples of typical credit card uses.

1. Supplies and expenses needed to support an OES engine deployment
2. Educational course registration
3. District related travel including transportation, lodging and meals
4. District operations where traditional methods of payment are not accepted
5. Internet purchases

### 212.3 AUTHORIZED SIGNATURES

The following designated staff are authorized to have/use a District credit card.

1. The Chief, ~~Captain (full time)~~ and Administrative Assistant
2. District member in charge of the OES engine deployment as [authorized](#) ~~directed~~ by the Chief

### 212.4 CREDIT CARD SECURITY

It is the credit card holder's responsibility to safeguard the credit card and card account number at all times.

### 212.5 LOST OR STOLEN CARDS

Personnel shall notify the Chief or Administrative Assistant and the credit card company immediately in the event a card is lost or stolen.

### 212.6 DOCUMENTATION

The cardholder will submit the original receipts supporting all charges to the Administrative Assistant as soon as practicable following the credit card's use.

The following information must be included on every receipt.

# Mosquito Fire Protection District

## Procedure Manual

### *District Credit Card*

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1. Vendor name and place of purchase
2. Date of purchase
3. Item(s) purchased
4. Total amount charged





## Mosquito Fire Protection District

**Board of Directors Meeting**  
 Thursday, November 16, 2023 – 7:00 PM  
 Mosquito FPD Station 75  
 8801 Rock Creek Road Placerville, Ca. 96557

### MINUTES

Item	Presenter
<p><b>1. Call to Order.</b> 7:05 PM</p> <p>Topic: MFPD Board Meeting November 16, 2023</p> <p>Time: November 16, 2023 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> <i>Present Directors; Don Stever, David Blain, Linnea Uggla, Dan Hunt and Kirk Bronsord.</i></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. <i>None</i></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

<b>CONSENT CALENDAR ITEMS</b>	
<p><b>5.1</b> Approval of Expenditures- Expenses, October 23, 2023 Approval of Expenditures- Expenses, October 26, 2023</p>	
<p><b>5.2</b> Minutes: October 26, 2023 - Regular Board Meeting</p>	D. Stever
<p><i>Motion to approve Agenda with addition of presentation by Trent Williams with Support Group Annual statistics, and approve Consent Calendar, by Director Stever, second by Director Ugгла. Ayes: Directors Stevers, Ugгла, Blain, Bronsord and Hunt. Noes: 0</i></p>	
<p><b>6. <u>Chief’s Report</u></b></p>	J. Rosevear
<p><b>7. <u>Issue Items</u></b></p>	
<p>7.1 Resolution 2023-04 Approving California Dept. of Forestry and Fire Protection Agreement for “50-50” grant funding for 2023-2024 budget year .<i>Motion to approve Resolution 2023-04 by Director Stever, second by Director Hunt. Ayes: Directors Stevers, Ugгла, Blain, Bronsord and Hunt. Noes: 0</i></p>	J. Rosevear
<p>7.2 Election of Board Vice President.</p>	D. Stever
<p><b>8. <u>Committee Reports</u></b></p>	
<p><b>8.1</b> Finance Committee</p>	D. Stever
<p><b>8.2</b> Strategic Planning &amp; Policy Updates</p>	D. Stever
<p><b>8.3</b> Communication</p>	L. Ugгла
<p><b>8.4</b> Capital Improvement- CIP Plan</p>	D. Stever
<p><b>8.5</b> Sustainability- Meeting Schedule</p>	D. Hunt
<p><b>8.6</b> District Auxiliary Mosquito- Next Event Nov 11 Pancake Breakfast</p>	M. Blain
<p><b>8.7</b> El Dorado Regional Fire Authority (EDRFA)</p>	L. Ugгла
<p><b>8. Director’s Comments.</b></p>	
<p><b>9. Adjourn.</b> <b>Next Meeting:</b> Thursday December 28, 2023</p>	
<p><i>Dedicated to Our Community</i></p>	

# Final Budget w/Dec

## Mods

July 23 - June 24

### Revenue

0001 Carry Over	38,770.75
0001R Real Carry not previously in budget	
0001C Carry Over Known	
0100 · Prop Tax Curr Secured	163,000.00
0110 · Prop Tax Curr Unsecured	2,800.00
0120 · Prop Tax Prior Unsecured	0.00
0130 · Unsecured Prop Tax Prior	100.00
0140- Supplemental Taxes	4,000.00
0150- Supplemental Prior	300.00
1175 · Special Tax Direct Assessments	188,000.00
0360- Penalties	3,000.00
0400 - Rev Interest	
0430 · Development Fee	0.00
4400 · Rev Interest	2,000.00
0820 · ST Homeowner Prop Tax relief	1,220.00
0880 ST Other	0.00
1060 Grants	304,586.00
1128 Federal: USDA (Strike teams)	110,000.00
1200 Revenue Other Govt.	0.00
1321 Transfer from Reserves (Allocated)	0.00
1350 Transfer from Reserves (Unallocated)	0.00
1744 Misc Inspections or Services	0.00
1940 Misc Revenue	154,318.74
1942 Misc Reimbursement	7,000.00
	<hr/>
	979,095.49

### Total Revenue

**979,095.49**

### Expense

300000 · Salaries and Employee Benefit	0.00
303000 · Perm Employees/Elect Official	181,973.80
303001 · Temporary Employees	69,280.00
303002 · Overtime	51,000.00
303004 · Stipends	195,000.00
303020 · Retirement	7,380.00
303021 · O.A.S.D.I.	12,567.13
303022 · Medi Care	2,939.87
303030 · Vacation, Sick, Holiday	10,679.00
303040 · Health Insurance	27,000.00
303041 · Unemployment Insurance Employer (SUI)	1,629.00

303060 · Workers' Compensation Employer	69,627.00
	629,075.80
<b>Total 300000 · Salaries and Employee Benefit</b>	<b><u>629,075.80</u></b>

400000 · Services and Supplies	
404021 · Fire Turnouts	40,000.00
404022 · Uniforms	8,000.00
404040 · Telephone Co. Vendor Payments	6,940.00
404042 Radio Vendor Payments	0.00
404043 · Dispatch Fees-Contract	2,000.00
404060 · Food & Food Products	1,700.00
404080 · Household Expense-Station Supplies	250.00
404083 - Laundry	200.00
404084 - Expendable Equipment	50.00
404085 · Refuse Disposal	2,000.00
404100 · Insurance Premium	57,109.88
404140 · Manitt. Equipment	1,000.00
404142 * Maint. Comm Equipment	0.00
404144 · Maint. Computer System/Software	1,000.00
404145 · Maint. Equipment Parts	200.00
404160 · Veh. Maint. Outside labor	15,000.00
404161 · Veh Maint. Parts Direct Charge	6,000.00
404164 · Veh Maint. Tires & Tubes	4,000.00
404180 · Maint Building & Improvements	1,270.00
404183 · Maint. Grounds	200.00
404197 - Maint Building Supplies	1,150.00
404200 · Medical, Dental & Lab Supplies	4,000.00
404220 · Memberships	4,200.00
404260 · Office Expense	1,951.14
404261 · Postage	250.00
404263 · Subscription Newspaper Journals	100.00
404300 · Professional & Specialized Serv	1,000.00
404304 * Agency fee County/ Lafco	350.00
404305 · Audit & Accounting Services	8,750.00
404313 · Legal Services	5,000.00
404322-Medical Exams	5,000.00
404324 · Medical Dental Lab Supplies	500.00
404335 - Election Dept Services	0.00
404400 · Publications & Legal Notices	500.00
404460 · Equip. Small tools & Instrument	1,650.00
404463 - Equipment Telephone Radio	150.00
404500 · Special Dept. Expense	32,000.00
404502 · Educational Materials	1,700.00
404507 · Fire & Safety Supplies	500.00
404538 - Software	0.00
404539 - Software License	13,000.00

404600 - Transportation & Travel	1,000.00
404602 - Mileage Employee Private auto	0.00
404606 - Fuel Purchases	27,400.00
404609 - Staff Development	0.00
404617 Staff Development Non 1099	0.00
404700 - Utilities	15,000.00
	<u>272,071.02</u>

**Total 400000 - Services and Supplies** **272,071.02**

600000 - Fixed Assets	
606020 - Buildings & Grounds	31,850.00
606040 - 606040 Equipment	8,506.00
	<u>40,356.00</u>

**Total 600000 - Fixed Assets** **40,356.00**

<b>Contingency &amp; Reserves</b>	
7700 Contingency	37,592.67
7800 Transfer to Reserves	0.00

**Total Expense** **37,592.67**  
**979,095.49**

0.00

**FY 2023-2024 MQT Budget Adjustments/Transfer Summary- 12/28/23**

From Sub-Object	Amount		To Sub-Object	Revenue Source or Realign
7700-Contingency	\$1,000.00	➤	4144- Maint. Computer System/Software	Contingency
7700-Contingency	\$1,500	➤	4460- Small Tools	Contingency
4200- Medical-Dental	\$5,000	➤	4322- Medical Exams	Transfer Between Categories
Revenue	\$10,000	➤	1060- FEMA Grant Revenue	Additional Funding from RR Grant
1060-FEMA Revenue	\$10,000	➤	6020- Capital Building Improvement	Air Conditioner Installation
		➤		
		➤		
		➤		
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