

# MOSQUITO FIRE PROTECTION DISTRICT

## Minutes Regular Meeting, Thursday, September 8, 2016 7:00 pm

Mosquito Station #75, 8801 Rock Creek Road, Placerville, CA 95667

- **Call to Order 7:00** *Director Stuart*
- **Roll Call & Announcement of Quorum** *Stuart, Mikel, Hern, Swysten, Snyder*  
*Also present: Chief Hazlett*
- **Approval of Agenda.** *Director Stuart requested that Agenda Items 8.1, 8.2, 8.3 be removed from agenda because of lack of issue papers. Motion to approve agenda with removal of Items 8.1, 8.2, 8.3: Director Mikel, Second Director Stuart*  
*Ayes: Directors Stuart, Mikel, Swysten*  
*Nos: Directors, Hern, Snyder*
- **Public Comment.** Public may address the Board on any District related item not included in this agenda. Comments should be limited to three (3) minutes in duration. *None*
- **Approval of Minutes**
  - 5.1. Regular Meeting August 11, 2016  
*Motion for approval, Director Swysten, Second Director Snyder*  
*Ayes: Stuart, Mikel, Hern, Swysten, Snyder*  
*Nos: 0*
- 6. **Fiscal Items:**
  - 6.1 Approval of Treasurer's Report  
*Motion for approval: Director Hern, Second, Director Swysten*  
*Ayes: Directors Stuart, Mikel, Hern, Swysten, Snyder*  
*Nos: 0*
  - 6.2 Approval of Expenditures for 8-10-2016  
*Motion for approval: Director Snyder, Second Director Mikel*  
*Ayes: Directors Stuart, Mikel, Hern, Swysten, Snyder*  
*Nos: 0*
  - 6.3 Adopt Final Budget 2016-2017  
*Motion for approval: Director Hern, Second Director Snyder*  
*Ayes: Directors Stuart, Mikel, Hern, Swysten, Snyder*  
*Nos: 0*
- 7. **Informational Items:**
  - 7.1 *District Status Report Chief Hazlett*
    - I. **PERSONNEL:**
      - A. *Volunteer Fire Fighters: 7*
      - B. *Support Group Members: 28*

- C. *Part time Administrative Assistant and Board Clerk job announcements are open, applications have been received and the selection process is schedule for September 23, 2016.*
- D. *Firefighter/EMT Daron Baker has accepted a tentative job offer with EDC. Daron's last day with MQT has been extended to 9/18/16. I would like to thanks Daron for his service to the district and community and wish him well in his future fire service career opportunities.*
- E. *Firefighter/EMT and Seasonal Firefighter selection process has been completed and job offers are pending adoption of draft Policy 3-00.*

**II. EQUIPMENT:**

- A. *Command Unit 75: Good condition*
- B. *Duty Unit 75: Good condition*
- D. *Engine 75: Good condition.*
- E. *Engine 275: Good condition.*
- F. *Tender 75: Good condition.*
- G. *Tender 275: Poor condition.*
- H. *Pump 75: Fair condition*
- C. *Utility Unit 75: Fair condition.*

**III. INCIDENTS:**

- A. *(6) Medical Aids, (1) Vehicle Accident, (2) Wildfires (1 Mutual Aid to EDC), (2) Public Assist, (1) HazMat response*
- B. *Year to date: 68*

**IV. INFORMATION:**

- A. *Captain Hern and Dwyer will be working to schedule Community CPR courses. Schedule forthcoming.*
- B. *Thank you to the Support Group for providing a second maintenance trimming around the district fire hydrants.*
- C. *FF/EMT Purves has been successful in obtaining his DMV Class C endorsement. I would like to thank Volunteer Firefighter Joe Lima for his assistance with over the road driving skills.*
- D. *I have requested employment with Palo Verde College to be the Instructor of Record for IEC Fire Department In-Service Training Program. This program will provide additional funding for training and contract and more information is pending.*
- E. *Captain Dwyer will be attending a National Fire Academy course on Small Fire Department Training in Oxnard, CA on September 19<sup>th</sup> & 20<sup>th</sup>, 2016.*

**V. AGENDA:**

*Badge Pinning – Captain Dwyer*

**7.2 Correspondence & Communication**

El Dorado County Registrar of Elections Station Use Request

**8. Agenda Items:**

**8.1** Review, amend and adopt 1-03 Use of District Buildings and Grounds *Removed from Agenda*

**8.2** Review, amend and adopt 3-00 Hiring Guidelines & Job Description *Removed from Agenda*

**8.3** Review, amend and adopt 5-09 Using Facilities for Personal Vehicle Repair or Maintenance  
*Removed from Agenda*

**8.4** Issue Paper Draft Mosquito Fire Protection District Chief Performance Review document.  
*Motion by Director Mikel: Board will use the Evaluation Criteria that has been part of the Districts Policy and Evaluations*

*Second: Director Hern*

*Ayes: Directors Stuart, Mikel, Hern, Swysten, Snyder*

*Nos: 0*

**8.5** First Reading and Review Notice of Intent to Adopt the 2016 California Fire Code

**9. Director Items: (Informational Only)**

*Director Stuart informed to Board that the 2016 Policy Manuel is now up to date with all new additions added.*

**9. Adjournment:** *Motion to adjourn at 8:33, Director Hern, Second, Director Snyder*

*Ayes: Directors Stuart, Mikel, Hern, Swysten, Snyder*

*Nos: 0*