



## Mosquito Fire Protection District

**Board of Directors Meeting**  
Thursday, January 16, 2025 – 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 January 16, 2025</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> <p><b>Join Zoom Meeting</b> <a href="https://zoom.us/j/8685165316?pwd=Mkd3WEtjNFpaTUZLVmFic0Q3dmNNUT09">https://zoom.us/j/8685165316?pwd=Mkd3WEtjNFpaTUZLVmFic0Q3dmNNUT09</a> Meeting ID: 868 516 5316 Passcode: 223344</p> <p>One tap mobile MFPD &lt;&lt;01/13/2025&gt;&gt; Page 1 of 15 +16699006833,,8685165316#,,, *223344# US (San Jose)</p>	D. Stever

Dial by your location  
+1 669 900 6833 US (San Jose)  
Meeting ID: 868 516 5316  
Passcode: 223344

**CONSENT CALENDAR ITEMS**

- 5.1 Approval of Expenditures- Expenses 2024 December 30
- 5.2 Minutes: December 18, 2024 Special Meeting
- 5.3 Minutes: December 19, 2024

D. Stever

**6. Issue Items**

- 6.1 Approval of new Budget 2024-2025 and transfers.
- 6.2 Request Board Directors establish Board Officers; Board chair, Vice chair, Secretary, Treasurer, Ad hoc.
- 6.3 Hiring of Captain Position
- 6.4 Hiring of Grant Coordinator
- 6.5 Fire Chief Contract approval

D. Blain  
E. Dwyer  
D. Blain  
D. Blain  
L. Uggla

**7. Committee Reports**

- 7.1 Finance Committee
- 7.2 District Auxiliary Mosquito
- 7.3 El Dorado Regional Fire Authority (EDRFA)

D. Blain  
M. Blain  
L. Uggla

**8. Director's Comments.**

**9. Adjourn.**

**Next Meeting:** Thursday February 27, 2025

*Dedicated to Our Community*

Mosquito Fire Protection District  
Bills for All Vendors

December 30, 2024  
Split

Name	Num	Amount	Terms	Date	Name Address	Memo
1472	24352	491.00	MFPD12302024	12/30/2024	404180 · Maint Building & Improvements	24352 Plumbing Emergency repair
2810	12202024	6,000.00	MFPD12302024	12/30/2024	404300 · Professional & Specialized Serv	12202024 Driver Oper. 1A&1B R&R grant
10464	21922024	6,173.00	MFPD12302024	12/30/2024	404500 · Special Dept. Expense	21922024 Gatchel grant writer R&R
49	2024006	3,000.00	MFPD12302024	12/30/2024	404609 · Staff Development	2024006 October oversight
		<b>15,664.00</b>				

Dec 30, 24

Dec 30, 24



# Mosquito Fire Protection District

## Special Meeting

Wednesday December 18, 2024 – 11:30 AM  
 Mosquito FPD Station 75  
 8801 Rock Creek Road Placerville, Ca. 96557

### MINUTES

Item	Presenter
<p><b>1. Call to Order. 11:30 AM</b></p> <p>Topic/Date: MFPD Board Meeting December 18, 2024 Special Meeting</p> <p>Time: 11:30 AM 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 admin75@mfpd.us</p>	D. Blain
<p><b>2. Roll Call &amp; Quorum announced.</b> <i>Present Directors David Blain, Karryn Morris, Kirk Bronsord and Linnea Ugkla. Director Don Stever is present on the phone.</i></p>	D. Blain
<p><b>3. ADOPTION OF THE AGENDA.</b></p> <p>The Board may make any necessary additions, deletions, or corrections to the Agenda.</p> <p><i>Motion to Approve the agenda with amendments; move item 4.1 to open session after item 4.2 in closed session, by Director Ugkla, second by Director Stever. Ayes: Directors Blain, Morris, Bronsord, Ugkla and Stever. Noes: 0 Abstain:0</i></p>	D. Blain
<p><b>4. ADJOURN TO CLOSED SESSION</b></p> <p><b>4.2</b> Discuss Chief's position.</p>	D. Blain
<p><b>5 RETURN TO OPEN SESSION AND REPORT.</b></p> <p><i>Report of closed session; Board Directors will continue with efforts to find a new Fire Chief.</i></p> <p><b>4.1</b> Receive and discuss the EDFRA final consulting report.</p> <p>Motion to accept and discuss the report received from EDFRA, by Director Blain, second by Director Ugkla. <i>Ayes: Directors Blain, Morris, Bronsord, Ugkla and</i></p>	D. Blain

*Steuer. Noes: 0 Abstain:0*

**6 ADJOURN. 1:32 PM**

**Next Regular Board Meeting- Thursday December 19, 2024 7:00pm**



# Mosquito Fire Protection District

**Board of Directors Meeting**  
 Thursday, December 19, 2024 – 7:00 PM  
 Mosquito FPD Station 75  
 8801 Rock Creek Road Placerville, Ca. 96557

## MINUTES

Item	Presenter
<p><b>1. Call to Order. 7:05 PM</b></p> <p>Topic/Date: MFPD Board Meeting December 19, 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. Blain
<p><b>2. Roll Call &amp; Quorum announced.</b> <i>Present Directors David Blain, Linnea Ugkla, Karryn Morris and Kirk Bronsord. Absent Don Stevers. We have quorum.</i></p>	D. Blain
<p><b>3. Pledge of Allegiance.</b></p>	D. Blain
<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> <p><i>Motion to approve agenda with amendments; Table Agenda item 6.7 until January 16<sup>th</sup> meeting, Delete item 7.2 , change date of next meeting to January 16, 2025, Item 6.2 "Support group president, change to Support group Lead" , motion made by Director Blain, second by Director Ugkla. Ayes: Directors Blain, Ugkla, Bronsord and Morris. Noes: 0 Absent: Director Stever</i></p>	D. Blain

## CONSENT CALENDAR ITEMS

- 5.1 Approval of Expenditures- Expenses Nov 19, 2024  
Approval of Expenditures- Expenses Dec 3, 2024  
Approval of Expenditures- Expenses Dec 5, 2024

D. Blain

- 5.2 Minutes: November 21, 2024

*Motion to approve Consent Calendar by Director Blain, second by Director Bronsord.  
Ayes: Directors Blain, Ugkla, Bronsord and Morris. Noes: 0 Absent: Director Stever*

## 6. Issue Items

- 6.1 Fire Chief recruitment status and finalist interviews. *Motion to halt Fire Chief search process pending clarification of new information, with return to the board on Jan 16<sup>th</sup>, 2025, by Director Ugkla, second by Director Bronsord.*

D. Blain

*Ayes: Directors Blain, Ugkla, Bronsord and Morris. Noes: 0 Absent: Director Stever*

- 6.2 Presentation of 2024 Statistics by Support Group President Trent Williams.

- 6.3 Adoption of Policy 213 Physical Asset Management. *Motion to approve Policy 213 by Director Ugkla, second by Director Blain. Ayes: Directors Blain, Ugkla, Bronsord and Morris. Noes: 0 Absent: Director Stever*

D. Stever

- 6.4 Request that the Board establish an official Finance Committee. *Motion to formalize Finance Committee meetings to include Public Notice of meeting location, time and date, Agenda and Minutes, by Director Ugkla, second by Director Blain. Ayes: Directors Blain, Ugkla, Bronsord and Morris. Noes: 0 Absent: Director Stever*

D. Blain

- 6.5 Revisit and revise use of impact fees. *Motion to Revisit and Review Use of Development fees when plan is better developed, by Director Ugkla, second by director Blain. Ayes: Directors Blain, Ugkla, Bronsord and Morris. Noes: 0 Absent: Director Stever.*

E. Dwyer

- 6.6 Request \$15,000. For rope rescue Cache. *Motion to Move \$15,000.00 from Equipment reserve to Equipment category on the Budget, by Director Blain second by Director Bronsord. Ayes: Directors Blain, Ugkla, Bronsord and Morris. Noes: 0 Absent: Director Stever.*

E. Dwyer

- 6.7 Request Board Directors establish Board Officers; Board chair, Vice chair, Secretary, Treasurer, Ad hoc. *Moved to Jan 16, 2025 meeting.*

E. Dwyer

- 6.7 Request transfer of \$50,000. For Engine and light duty vehicle repairs. *Motion to Move \$50,000.00 from Equipment reserve to Equipment Maintenance on the Budget, by Director Blain second by Director Bronsord. Ayes: Directors Blain, Ugkla, Bronsord and Morris. Noes: 0 Absent: Director Stever.*

D. Blain

- 6.9 Discussion position of R&R Grant Coordinator. *Item tabled.*

## 7. Committee Reports

- 7.1 Finance Committee

- 7.2 ~~Sustainability Meeting Schedule & Report~~

<p><b>7.3</b> District Auxiliary Mosquito  <b>7.4</b> El Dorado Regional Fire Authority (EDRFA)</p>	<p>D. Blain   M. Blain  L. Uggla</p>
<p><b>8. Director's Comments.</b></p>	
<p><b>9. Adjourn.</b> 9:15 PM  <b>Next Meeting:</b> Thursday January 16, 2025</p>	
<p><i>Dedicated to Our Community</i></p>	



Mosquito Fire Protection District  
Prelim Budget 2024-2025  
July 2024 through June 2025

<i>Final Budget 24-25 V-#23</i>		July 2024 -
<i>Jan 2025 Single column for County</i>		June 2025
<b>Revenue</b>		
0001R	Real Carry not previously in budget	(109,992.50)
0100	· Prop Tax Curr Secured	184,763.00
0110	· Prop Tax Curr Unsecured	3,637.00
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	3,008.44
0430	· Development Fee	0.00
4400	· Rev Interest	0.00
0820	· ST Homeowner Prop Tax relief	1,134.00
0880	ST Other	0.00
1060	Grants	219,250.50
1128	Federal: USDA (Strike teams)	160,000.00
1200	Revenue Other Govt.	0.00
1321	Transfer from Reserves (Allocated)	74,530.10
1350	Transfer from Reserves (Unallocated)	0.00
1744	Misc Inspections or Services	0.00
1940	Misc Revenue	224,249.01
1942	Misc Reimbursement	4,805.60
<b>Total Revenue</b>		<b>960,785.15</b>
<b>Expense</b>		
300000 · Salaries and Employee Benefit		
303000	· Perm Employees/Elect Official	85,781.00
303001	· Temporary Employees	41,859.75
303002	· Overtime	89,032.00
303004	· Stipends	242,539.00
303020	· Retirement	2,097.00
303021	· O.A.S.D.I.	25,432.48
303022	· Medi Care	5,948.70
303030	· Vacation, Sick, Holiday	8,211.00
303040	· Health Insurance	9,000.00
303041	· Unemployment Insurance Employer	9,424.00
303060	· Workers' Compensation Employer	62,747.00
<b>Total 300000 · Salaries and Employee Benefit</b>		<b>582,071.93</b>
400000 · Services and Supplies		
404021	· Fire Turnouts	22,875.00
404022	· Uniforms	6,000.00
404040	· Telephone Co. Vendor Payments	5,360.00
404042	· Radio Vendor Payments	0.00
404043	· Dispatch Fees-Contract	2,000.00
404060	· Food & Food Products	1,775.75
404080	· Household Expense-Station Supplies	125.00
404083	- Laundry	100.00
404084	- Expendable Equipment	50.00
404085	· Refuse Disposal	2,000.00
404087	· Exterm / Fumgn Services	1,200.00
404100	· Insurance Premium	52,530.10
404140	· Manut. Equipment	1,900.00
404142	* Maint. Comm Equipment	0.00
404144	· Maint. Computer System/Software	1,500.00

Mosquito Fire Protection District  
Prelim Budget 2024-2025  
July 2024 through June 2025

<i>Final Budget 24-25 V-#23</i>		July 2024 -
<i>Jan 2025 Single column for County</i>		June 2025
404145	Maint. Equipment Parts	200.00
404160	Veh. Maint. Outside labor	3,313.08
404161	Veh Maint. Parts Direct Charge	57,600.00
404164	Veh Maint. Tires & Tubes	6,000.00
404180	Maint Building & Improvements	3,250.00
404183	Maint. Grounds	200.00
404197	Maint Building Supplies	1,300.00
404200	Medical, Dental & Lab Supplies	1,000.00
404220	Memberships	4,200.00
404260	Office Expense	2,000.00
404261	Postage	250.00
404263	Subscription Newspaper Journals	100.00
404300	Professional & Specialized Serv	23,950.00
404304	* Agency fee County/ Lafco	410.00
404305	Audit & Accounting Services	8,400.00
404313	Legal Services	5,000.00
404322	Medical Exams	4,000.00
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	18,423.00
404502	Educational Materials	200.00
404507	Fire & Safety Supplies	500.00
404538	Software	0.00
404539	Software License	10,805.60
404600	Transportation & Travel	0.00
404602	Mileage Employee Private auto	0.00
404606	Fuel Purchases	27,600.00
404609	Staff Development	3,224.25
404617	Staff Development Non 1099	0.00
404700	Utilities	15,000.00
<b>Total 400000 · Services and Supplies</b>		<b>297,141.78</b>
600000 · Fixed Assets		
606020	Buildings & Grounds	24,473.25
606040	606040 Equipment	44,515.00
<b>Total 600000 · Fixed Assets</b>		<b>68,988.25</b>
Contingency & Reserves		
7700	Contingency	12,583.19
7800	Transfer to Reserves	0.00
<b>Total Expense</b>		<b>960,785.15</b>
Balance		0.00

Transfers From	To	Amount	Reason	Notes
	0400 Rev	\$2,000.00	Noticed Increase in amount collected	Change based on Reports from County Off set by 0400 Rev
	4609 Staff Development	\$2,000.00	To Cover unexpected expense	Change
	1321 Trans from Reserves	\$65,000.00	Transfers from Reserves approved last month, not on transfer sheet	\$15k Ropes \$50K Vehicle Maintenance
	4161 Veh Maint Parts	\$50,000.00	Amount Pulled From Reserves for Vehicle Repairs	\$50K from Reserves to Fix Vehicles
	6040 Equipment	\$15,000.00	Moved from Reserves to cover Needed Equipment for REMS Training	\$15K from Reserves for Ropes & Equipment
3000 Perm Emp Salaried	3004 Stipends	\$65,543.00	Moving non-used Chief and Cap Pay to Stipened	6 Months of Chief pay, and 9 months Captain Pay to Stipends as has been discussed for Many Meetings
3001 Temporary Employees	3004 Stipends	\$28,500.00	Transferred Monies for Strike team to where county is paying them from.	Transfer in Purple Column of Multi
3020 Retirement	3004 Stipends	\$2,096.00	Reallocate non used Retirement from Captains position for 9 months	Captains Retirement for 9 months to Stipend
3030 Vacation Sick Holiday	3004 Stipends	\$900.00	Moving non-used Cap Vac to Stipened	Captains Vacation for 9 months to Stipend
3040 Health Insurance	3004 Stipends	\$9,000.00	Moving half of the non-used Health Ins to Stipends	Moving 1/2 of Chief & Cap Health to Stipend

4600 Transport	4060 Food	Moving Unused Transport money for Strike Teams to Strike team Food Budget which has been hit hard	Purple Column (Strike Team)
		\$825.75	
		We have already earned the amount previously desitinated, need to increase potential income	Possible Income. Only counts as income when we get it.
	1128 Strike Team	\$50,000.00	
		To add \$50k to Strike Teams it splits out	
	3002 Overtime	\$35,000.00	\$35,000 to Overtime
	3021 OASDI	\$2,170.00	\$2170 to OASDI
	3022 Medicare	\$507.50	\$507.50 to Medicare
	3041 Unemploy Insur	\$1,190.00	\$1,190 to Unemp Ins
	4609 Staff Development	\$1,224.25	\$1224,.25 to Staff Dev
	6020 Buildings & Grounds	\$9,908.25	\$9,909 to possible additional admin fees



**Mosquito Fire Protection District**  
**8801 Rock Creek Road**  
**Placerville, California 95667**  
**(5300 626-9017)**

## **Agenda Item**

**Meeting Date:** January 16, 2025

**Title:** Board Establishment of Officers

**Summary:** To increase the efficiency and administration of Board Functions, I am requesting that the MFPD Board of Directors, adopt Officers of the Board. Each position will have a specific title and function, to ensure for a more cohesive and organized management of Board Functions and oversight, including greater communications with the Fire Chief.

The Board shall hold annual elections at its December meeting for Board Officers. The terms for all Board Officers shall commence on first day of January and end on the thirty first day of December. The President and Vice President shall be elected for a one-year term with no officer serving more than two consecutive terms in any one position. The Vice President shall become president upon the death, incapacitation, resignation, or removal of the President. In the case that the Vice President succeeds to the Presidency, the Board shall elect a new Vice President at its next meeting. In extraordinary situations, the Board may extend the limit on consecutive terms for an officer from two years to three years by a “super- majority” vote of the Board. Greater than 79 percent of the current Board members must approve such an extension.

**Recommendation:** Positions:

**Board Chair:** President Duties The President shall be the presiding officer of the Board, shall collaborate with the Fire Chief to establish the agenda for the meeting, shall sign all documents on behalf of the Board and District that may be required, and shall have the same rights and responsibilities as other Directors to participate in and vote at Board meetings. The President-elect, with the approval of the Board, shall designate, no later than the January regular Board meeting, Directors who will serve on the various committees, boards, liaison positions for the upcoming year.



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**(5300 626-9017)**

**Vice President:** Duties The Vice President shall serve as acting president in the absence or temporary disability of the President. The Vice President shall become president upon the death, resignation, or removal of the President.

**Board Secretary:** The Board Secretary is responsible for all communications received or distributed. The Secretary will ensure that all information released fully represents decisions and intent of the Board of Directors. The Secretary will ensure that all Agendas and business items be memorialized in properly formatted Agenda Item Templates, submitted no less than one week prior to regularly scheduled board meetings and will ensure that agendas are posted in a timely fashion no less than 72 hours prior to regularly scheduled board meetings or 24 hours prior to special meetings. The Board

The Secretary is also responsible to work with the Board Clerk to ensure that Board Agendas and Closed Sessions are in accordance with the Brown Act and Roberts Rules of Order.

*Board Treasurer:* **Duties and Responsibilities of the Treasurer:**

**Financial management and/or oversight.** A Treasurer may manage or oversee the management of the financial affairs of the organization, often including such basic tasks as selecting a bank, reconciling bank statements, and managing cash flow. In some organizations, the Treasurer may also be responsible for investing funds consistent with applicable laws. The Treasurer should be knowledgeable about who has access to the organization's funds and any outstanding bills or debts owed. The Treasurer should create and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies. Helpful policies to consider include check signing authority, expense reimbursement, credit card usage, and petty cash policies, if applicable.

**Budgets.** The Treasurer may be responsible for preparing, or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget. The development of a budget that supports the organization's goals and drives decision-making is an important part of an organization's success in effectuating its mission. The budget should be reviewed and approved by the board, however, the Treasurer should be prepared to explain and justify the document.



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**(5300 626-9017)**

**Reports.** The Treasurer should have thorough knowledge and understanding of the organization's financial reports and important financial ratios. The Treasurer should keep the board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health. The Treasurer is also generally responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the board's review.

**Financial Liaison.** A skilled Treasurer should be able to translate financial concepts and information for board members who do not have financial backgrounds or substantial financial experience. The Treasurer should spend time learning the particulars of the organization's finances and the applicable laws, which may include laws related to earned income, the unrelated business income tax, appropriate expenditures, and prudent investments. The Treasurer can be most effective to the board when she is facilitating and encouraging the board's strategic thinking about the short and long term financial vitality of the organization in relation to its advancement of the organization's mission.

The Treasurer must also be cognizant of California law, which requires Special Districts to properly submit accurate financial reports in compliance to California Transparency Statutes. The board Treasurer's duties and responsibilities may be more focused on broader policies and oversight. Where an organization has a Treasurer but has not designated a CFO in its bylaws, the Treasurer will be considered the CFO by operation of law.

Ultimately, while financial management is the primary focus of the Treasurer, the entire board shares the responsibility of financial oversight and accountability.

**Liaison:** The Liaison, will coordinate with the Fire Chief, Communications to and from Operational Staff, paid/volunteer fire Personnel, and

Thank you for your consideration.

Edward Dwyer  
Fire Chief  
Mosquito Fire Protection District