



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

AGENDA

Item	Presenter
<p>1. Call to Order.</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 admin75@mfpd.us</p>	D. Blain
<p>2. Roll Call & Quorum announced</p>	D. Blain
<p>3. Pledge of Allegiance.</p>	D. Blain
<p>4. Public Comment 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>5. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR 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. Blain

<p>CONSENT CALENDAR ITEMS</p> <p>5.1 Approval of Expenditures- Expenses Nov 19, 2024 Approval of Expenditures- Expenses Dec 3, 2024 Approval of Expenditures- Expenses Dec 5, 2024</p> <p>5.2 Minutes: November 21, 2024</p> <p>6. <u>Issue Items</u></p> <p>6.1 Fire Chief recruitment status and finalist interviews 6.2 Presentation of 2024 Statistics by Support Group President Trent Williams 6.3 Adoption of Policy 213 Physical Asset Management 6.4 Request that the Board establish an official Finance Committee. 6.5 Revisit and revise use of impact fees 6.6 Request \$15,000. for rope rescue Cache 6.7 Request Board Directors establish Board Officers; Board chair, Vice chair, Secretary, Treasurer, Ad hoc. 6.8 Request transfer of \$50,000. For Engine and light duty vehicle repairs. 6.9 Discussion position of R&R Grant Coordinator</p> <p>7. <u>Committee Reports</u></p> <p>7.1 Finance Committee 7.2 Sustainability- Meeting Schedule & Report 7.3 District Auxiliary Mosquito 7.4 El Dorado Regional Fire Authority (EDRFA)</p>	<p>D. Blain</p> <p>D. Blain</p> <p>D. Stever E. Dwyer E. Dwyer E. Dwyer E. Dwyer D. Blain</p> <p>D. Blain D. Hunt M. Blain L. Uggla</p>
<p>8. Director's Comments.</p>	
<p>9. Adjourn. Next Meeting: Thursday December 19, 2024</p>	
<p><i>Dedicated to Our Community</i></p>	

**Mosquito Fire Protection District
Bills for U.S. Bank El Dorado Co
November 19, 2024 Split**

Nov 19, 24

Name	Num	Amount	Terms	Date	Split	Memo	Name Address
1080	494793024	120.00	MFPD09232024	11/19/2024	404539 · Software License	494793024 Starlink	U.S. Bank
1080	11348633	84.00	MFPD11192024	11/19/2024	404539 · Software License	11348633 Streamline website	U.S. Bank
1080	441151247	97.60	MFPD11192024	11/19/2024	404260 · Office Expense	441151247 Office supplies	U.S. Bank
1080	800527091	30.00	MFPD11192024	11/19/2024	404539 · Software License	800527091 Microsoft	U.S. Bank
1080	299800461	136.00	MFPD11192024	11/19/2024	404539 · Software License	299800461 Microsoft	U.S. Bank
1080	99808670	30.00	MFPD11192024	11/19/2024	404539 · Software License	99808670 Microsoft	U.S. Bank
1080	15998800	1500.00	MFPD11192024	11/19/2024	404700 · Utilities	15998800 PG&E	U.S. Bank
1080	39061022	200.01	MFPD11192024	11/19/2024	404700 · Utilities	39061022 ED Irrigation	U.S. Bank
1080	57746644	19.99	MFPD11192024	11/19/2024	404539 · Software License	57746644 Adobe	U.S. Bank
1080	14033344	4.31	MFPD11192024	11/19/2024	404539 · Software License	14033344 Aplus	U.S. Bank
1080	78102358	199.08	MFPD11192024	11/19/2024	404085 · Refuse Disposal	78102358 EDC Disposal	U.S. Bank
1080	87122519	86.26	MFPD11192024	11/19/2024	404700 · Utilities	87122519 PG&E	U.S. Bank
1080	310455	1415.57	MFPD11192024	11/19/2024	404161 · Veh Maint. Parts Direct Charge	310455 Country Lube Automotive repair	U.S. Bank
1080	98065840	104.89	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	98065840 Emgcy Serv Book r&r grant	U.S. Bank
1080	47793213	156.24	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	47793213 Hotel Strike team	U.S. Bank
1080	47812893	-156.24	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	47812893 Hotel Strike team	U.S. Bank
1080	68324885	145.13	MFPD11192024	11/19/2024	404606 · Fuel Purchases	68324885 Fuel Strike team	U.S. Bank
1080	69306360	30.86	MFPD11192024	11/19/2024	404606 · Fuel Purchases	69306360 Fuel Strike Team	U.S. Bank
1080	401644151	546.78	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	401644151 Supplies Strike team	U.S. Bank
1080	76874985	91.61	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	76874985 Supplies Strike team	U.S. Bank
1080	200577619	16.03	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	200577619 Supplies Strike team	U.S. Bank
1080	2453958	109.00	MFPD11192024	11/19/2024	404606 · Fuel Purchases	2453958 Fuel Strike team	U.S. Bank
1080	95156815	158.54	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	95156815 Hotel Strike team	U.S. Bank
1080	98580514	23.68	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	98580514 Supplies Strike team	U.S. Bank
1080	89250348	104.67	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	89250348 Fuel Strike Team	U.S. Bank
1080	26220611	59.02	MFPD11192024	11/19/2024	404060 · Food & Food Products	26220611 Food Strike team	U.S. Bank
1080	56903434	99.31	MFPD11192024	11/19/2024	404060 · Food & Food Products	56903434 Food Strike team	U.S. Bank
1080	20509979	18.28	MFPD11192024	11/19/2024	404060 · Food & Food Products	20509979 Supplies Strike Team	U.S. Bank
1080	4001020	178.08	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	4001020Hotel Strike Team	U.S. Bank
1080	9401584435	26.00	MFPD11192024	11/19/2024	404060 · Food & Food Products	9401584435 Food Strike Team	U.S. Bank
1080	4207146191	100.00	MFPD11192024	11/19/2024	404606 · Fuel Purchases	4207146191 Fuel Strike Team	U.S. Bank
1080	319394362	118.61	MFPD11192024	11/19/2024	404606 · Fuel Purchases	319394362 Fuel strike team	U.S. Bank
1080	7774431297	127.83	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	7774431297 hotel Strike team	U.S. Bank
1080	7774431305	127.83	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	7774431305 Hotel Strike team	U.S. Bank

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

Name	Num	Amount	Terms	Date	November 19, 2024 Split	Memo	Name Address
1080	7555860942	174.99	MFPD11192024	11/19/2024	404606 · Fuel Purchases	7555860942 Fuel Strike Team	U.S. Bank
1080	7555861031	174.99	MFPD11192024	11/19/2024	404606 · Fuel Purchases	7555861031 Fuel Strike team	U.S. Bank
1080	3072491135	22.94	MFPD11192024	11/19/2024	404060 · Food & Food Products	3072491135 Food Strike team	U.S. Bank
1080	5611090428	158.54	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	5611090428 Hotel Strike team	U.S. Bank
1080	6804001038	163.86	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	6804001038 Hotel Strike team	U.S. Bank
1080	6804001046	163.86	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	6804001046 Hotel strike team	U.S. Bank
1080	14912522	64.83	MFPD11192024	11/19/2024	404539 · Software License	14912522 Getsling scheduler	U.S. Bank
1080	96197491	158.54	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	96197491 Hotel Strike team	U.S. Bank
1080	96197517	158.54	MFPD11192024	11/19/2024	404500 · Special Dept. Expense	96197517 Hotel Strike team	U.S. Bank
1080	69343515	175.00	MFPD11192024	11/19/2024	404606 · Fuel Purchases	69343515 Fuel strike team	U.S. Bank
1080	12440924	70.19	MFPD11192024	11/19/2024	404260 · Office Expense	12440924 Cc fee	U.S. Bank
1080	24643411	29.57	MFPD11192024	11/19/2024	404060 · Food & Food Products	24643411 Food strike team	U.S. Bank
		7624.82					

Nov 19, 24

Mosquito Fire Protection District Bills for All Vendors

December 3, 2024
Split

Name	Num	Amount	Terms	Date	Name Address	Memo
2810	6069122024	4,000.00	.	12/03/2024	Engine Co. Training Services	6069122024 Training R&R Grant
		<u>4,000.00</u>				

Dec 3, 24

Dec 3, 24

Mosquito Fire Protection District
Bills for All Vendors

December 5, 2024

Name	Num	Amount	Terms	Date	Split	Name Address	Memo
10231	324567215	70.00	MFPD12052024	12/05/2024	404322 · Medical & Sobriety Exam	49er Livescan	324567215 Livescan r&r grant
10231	309542838	70.00	MFPD12052024	12/05/2024	404322 · Medical & Sobriety Exam	49er Livescan	309542838 Livescan r&r grant
10231	227422971	70.00	MFPD12052024	12/05/2024	404322 · Medical & Sobriety Exam	49er Livescan	227422971 Livescan r&r grant
10231	214645515	70.00	MFPD12052024	12/05/2024	404322 · Medical & Sobriety Exam	49er Livescan	214645515 Livescan r&r grant
10231	213738491	70.00	MFPD12052024	12/05/2024	404322 · Medical & Sobriety Exam	49er Livescan	213738491 Livescan r&r grant
10231	190782936	21.00	MFPD12052024	12/05/2024	404322 · Medical & Sobriety Exam	49er Livescan	190782936 Livescan r&r grant
10231	183725776	21.00	MFPD12052024	12/05/2024	404322 · Medical & Sobriety Exam	49er Livescan	183725776 Livescan r&r grant
10938	20244821	110.00	MFPD12052024	12/05/2024	404144 · Maint. Computer System/Software	Action computers	20244821 It Email fixes
1965	115342024	285.00	MFPD10012024	12/05/2024	404322 · Medical & Sobriety Exam	ADM Advanced Drug	115342024 Medical New Vol r&r grant
1965	115132024	85.00	MFPD12052024	12/05/2024	404322 · Medical & Sobriety Exam	ADM Advanced Drug	115132024 Med Screening
2425	769771	46.06	MFPD12052024	12/05/2024	404022 · Uniforms	Advantage Gear, Inc	769771 Uniform r&r grant
2425	769801	515.18	MFPD12052024	12/05/2024	404022 · Uniforms	Advantage Gear, Inc	769801 Uniforms r&r grant
2425	775361	167.20	MFPD12052024	12/05/2024	404022 · Uniforms	Advantage Gear, Inc	775361 Uniform r&r grant
2425	775371	485.79	MFPD12052024	12/05/2024	404022 · Uniforms	Advantage Gear, Inc	775371 Uniform r&r grant
2425	776011	526.22	MFPD12052024	12/05/2024	404022 · Uniforms	Advantage Gear, Inc	776011 Uniform r&r grant
2425	779481	500.80	MFPD12052024	12/05/2024	404022 · Uniforms	Advantage Gear, Inc	779481 Uniform r&r grant
2425	779501	17.11	MFPD12052024	12/05/2024	404022 · Uniforms	Advantage Gear, Inc	779501 Uniform r&r grant
2425	791401	438.49	MFPD12052024	12/05/2024	404022 · Uniforms	Advantage Gear, Inc	791401 Uniform r&r grant
2425	791411	475.06	MFPD12052024	12/05/2024	404022 · Uniforms	Advantage Gear, Inc	791411 Uniform r&r grant
2425	802361	375.38	MFPD12052024	12/05/2024	404022 · Uniforms	Advantage Gear, Inc	802361 Uniform r&r grant
61	22686328	171.33	MFPD12052024	12/05/2024	404040 · Telephone Co. Vendor Payments	AT&T 9391083657 Address 3	22686328 Oct & Nov AT&T
699	827648	14.09	MFPD12052024	12/05/2024	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	827648 Halogen bulb
699	829311	21.65	MFPD12052024	12/05/2024	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	829311 Ex Clamp E75
699	828926	8.66	MFPD12052024	12/05/2024	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	828926 Small red plug
699	834534	31.52	MFPD12052024	12/05/2024	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	834534 Windshield wipers
699	833248	29.13	MFPD12052024	12/05/2024	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	833248 Fittings
699	832153	483.22	MFPD12052024	12/05/2024	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	832153 WTT75 Parts
442	72073	452.60	MFPD12052024	12/05/2024	404022 · Uniforms	California Custom Tees	72073 SG shirts
442	72074	1984.12	MFPD12052024	12/05/2024	404022 · Uniforms	California Custom Tees	72074 Uniform shirts FF
804	19055	270.00	MFPD12052024	12/05/2024	404180 · Maint Building & Improvements	California Overhead Doors	19055 Roll door maintenance
11071	36053202	101.00	MFPD12052024	12/05/2024	404087 · Pest control	Clark Pest Control	36053202 Pest Control
4941	282990	2297.25	MFPD12052024	12/05/2024	404606 · Fuel Purchases	Hunt & Sons	282990 Bulk Fuel
7859	14415	244.16	MFPD12052024	12/05/2024	404700 · Utilities	Hunts Propane Services	14415 Hunt Propane
4951	4461153	501.86	MFPD12052024	12/05/2024	404260 · Office Expense	Inland Business Systems	4461153 Xerox QTR charge
514	875435	495.03	MFPD12052024	12/05/2024	404022 · Uniforms	L. N. Curtis & Sons	875435 Protective Gear
4974	13642	42.00	MFPD12052024	12/05/2024	404400 · Publications & Legal Notices	Mountain Democrat	13642 Legal Notice
15062	14961191	72.93	MFPD12052024	12/05/2024	404161 · Veh Maint. Parts Direct Charge	Randy Campo	14961191 Reimb R.C. Hood latches WTT75
		11639.84					



Mosquito Fire Protection District

Board of Directors Meeting
Thursday, November 21, 2024 – 7:00 PM
Mosquito FPD Station 75
8801 Rock Creek Road Placerville, Ca. 96557

MINUTES

Item	Presenter
<p>1. Call to Order. 7:01</p> <p>Topic/Date: MFPD Board Meeting November 21, 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 admin75@mfpd.us</p>	D. Stever
<p>2. Roll Call & Quorum announced. Director Don Stever, David Blain, Dan Hunt and Linnea Uggl. Director Kirk Bronsord present at 7:15 PM. We have quorum.</p>	D. Stever
<p>3. Pledge of Allegiance.</p>	D. Stever
<p>4. Public Comment 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>5. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR 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 Oct 30, 2024

D. Stever

5.2 Minutes: October 24, 2024. *Verbiage amended to: 6.2 Trent and Don reviewed inventory & Trent to work with Chief Dwyer regarding status of hoses.
6.4information flow to Chief Brown to 'greenlight' final report.*

*Motion to approve Agenda and Consent calendar with amended verbiage in the minutes of October 24, 2024, by Director Stever, second by Director Hunt.
Ayes: Directors Stever, Hunt, Blain, Bronsord and Ugkla. Noes:0
Abstain: 0*

6. Issue Items

6.1 Resolution 2024-05 RFC Grant. *Motion to approve Resolution 2024-05 by Director Hunt, second by Director Stever. Ayes: Directors Stever, Hunt, Blain, Bronsord and Ugkla. Noes:0 Abstain: 0*

D. Stever

6.2 December Meeting Date change Reminder
December's Meeting was changed to 12/19/24 at last Board Meeting.

D. Stever

6.3 Budget Transfers and updated Budget FY 24-25. *Motion to approve by Director Hunt, second by Director Stever. Ayes: Directors Stever, Hunt, Blain, Bronsord and Ugkla. Noes:0 Abstain: 0*

D. Blain

6.4 New Policy – 213 Physical Asset Management. *Motion to approve by Director Hunt, second by Director Stever. Ayes: Directors Stever, Hunt, Blain, Bronsord and Ugkla. Noes:0 Abstain: 0*

D. Stever

6.5 Nomination and Appointment of new Board Member – Karyn Morris. *Motion to approve by Director Stever, second by Director Ugkla. Ayes: Directors Stever, Hunt, Blain, Bronsord and Ugkla. Noes:0 Abstain: 0*

D. Stever

7. Committee Reports

7.1 Finance Committee

D. Blain

7.2 Sustainability- Meeting Schedule & Report

D. Hunt

7.3 District Auxiliary Mosquito

M. Blain

7.4 El Dorado Regional Fire Authority (EDRFA)

L. Ugkla

7.5 Ad Hoc Chief's position committee

D. Hunt

8. Director's Comments. 8:51 PM

9. Adjourn. Next Meeting: Thursday December 19, 2024	
<i>Dedicated to Our Community</i>	

Physical Asset Management

213.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the district's physical assets.

213.1.1 DEFINITIONS

Definitions related to this policy include:

Physical assets – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ~~ambulances, and command and support vehicles.~~
- [District vehicles.](#)
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

Physical asset management – The process of tracking and [accounting for](#) ~~maintaining~~ the district's physical assets.

213.2 POLICY

It is the policy of the district to accurately inventory, [and](#) track, ~~maintain, and the~~ [dispose](#) ~~- disposition of the~~ its physical assets owned by the District in a manner that controls costs, avoids waste, and promotes the district's mission.

213.3 RESPONSIBILITIES

The [Fire Chief](#) or the authorized designee [shall](#) ~~should~~ be responsible for the inventory, ~~maintenance~~, and ~~disposal~~ [disposition](#) of district physical assets, including:

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:
 1. Procedures for disposal of all district-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.

Mosquito Fire Protection District

Policy Manual

Physical Asset Management

3. Procedures for handling surplus and obsolete physical assets.
 4. Procedures to inventory assets according to internal reporting [requirements](#).
~~deadlines (e.g., quarterly, annually).~~
- (d) Developing a physical asset management plan to track the district's physical assets and maintain accurate and complete records related to these assets. The plan should include:
1. A minimum value of the physical assets that are subject to this policy, ~~the plan,~~ and the implementing procedures.
 2. An inventory control and recordkeeping system to account for the ~~movement,~~ storage, ~~maintenance,~~ ~~use,~~ loss, damage, destruction, and disposal of the district's physical assets.
 3. Routine internal and external audit practices.
 4. Procedures to access physical assets for reuse, transfer, recycling, [sale](#) or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) ~~Annual physical asset acquisition planning.~~

213.4 IDENTIFICATION AND TAGGING

Physical assets [with a minimum value of \\$5,000 and life expectancy of at least 1 year](#), should be tagged using a bar code or other system to identify ~~and locate~~ the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system ~~and~~ method of recordkeeping ~~established in the physical asset management plan~~:

- (a) A description of the item, including but not limited to [make, model, and serial number](#).
 1. ~~Make, model, and serial number~~
 2. ~~Physical dimensions and weight~~
 3. ~~Color, material, and other physically distinct qualities~~
 4. ~~Warranty and/or recall information, if any~~
- (b) The specific location where the item can be found.
- (c) The acquisition date ~~of the item, as well as the amount and funding source for the acquisition~~
- (d) [The purchase value.](#)
- (e) ~~The intended and actual use of the item~~
- (f) ~~The expiration of an item's lease or loan terms~~

Mosquito Fire Protection District

Policy Manual

Physical Asset Management

213.5 SURPLUS OR OBSOLETE ASSETS

When the district no longer utilizes a physical asset, the asset should be [dispositioned via transfer, sale or disposal](#). ~~identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.~~

213.5.1 STORAGE

~~When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the should pursue disposal of the item in accordance with this policy.~~

213.5.2 TRANSFERS

When a physical asset is transferred from one district to another, the value of the physical asset should transfer with the asset. Interdistrict transfers shall be documented through the inventory control and recordkeeping system. ~~implemented by the physical asset management plan.~~

213.6 LOSS, DAMAGE, OR DESTRUCTION

~~Loss, damage, or destruction of physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of -Owned and Personal Property Policy, as applicable.~~

213.7 USAGE MONITORING

~~Physical asset performance should be regularly monitored for functionality, utility, wear and tear, and cost-effectiveness. Usage monitoring of the 's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.~~

213.8 CONDITION

~~Routine maintenance of physical assets should be proactive to limit interruption of the 's daily operations.~~ Employees [Individuals performing an asset inventory](#) should report any physical asset performance issues to ~~a supervisor~~ [the Fire Chief](#).

~~Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The -or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.~~

213.9 DISPOSAL

Physical assets slated for disposal, [transfer or sale](#) should be evaluated for salvage value [and be dispositioned appropriately](#). ~~(e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy~~

Mosquito Fire Protection District

Policy Manual

Physical Asset Management

~~If a physical asset retains the minimum value required for asset management, the Board must approve final disposal. Otherwise, the Fire Chief may direct appropriate disposal as needed.~~

213.10 INVENTORY AND REPORTS

~~A physical Routine inventory of physical district assets should be conducted at least every two years for purposes of loss control, revaluation, retagging ; documenting asset movement and condition. ; disposition and acquisition planning, and obtaining adequate insurance coverage ;~~

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

213.11 TRAINING

~~Personnel Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all district physical assets shall be familiar with and carry out the requirements of this policy. should receive training regarding their responsibilities under the physical asset management plan.~~