



Mosquito Fire Protection District

Board of Directors Meeting

Thursday June 13, 2019 - 7:00 p.m.
 Mosquito Fire Station 75
 8801 Rock Creek Road, Placerville, Ca 95667

MINUTES

Item	Presenter
1. Call to Order. 7 PM	B. Mikel
2. Roll Call & Quorum announced. <i>Present Directors; Kathleen Pico, Taffy Warner, Barbara Mikel, Charles Schnell and William Buhnerkempe. We have quorum.</i>	B. Mikel
3. Pledge of Allegiance.	B. Mikel
4. Approval of Agenda. <i>Motion to approve with addition of 8.3 c. Long Range Planning/ Strategic Planning committee, by Director Schnell, second by Director Mikel. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Abstain: 0</i>	B. Mikel
5. Public Comment Public may address the board on any District related item not included in this agenda. Please limit your comments to no more than 3 minutes in duration. <i>County Assessor Karl Weiland explained the current Dam Inspection Fee increases per Legislature for Finnon Lake. He suggested MFPD write a letter of support (re: Finnon Lake) to inform the Legislature of the necessity to make amendments that restructure the fee increases, because the lake is a necessity in firefighting efforts. The State has a goal of having firefighting resources and Finnon Lake might be one of them.</i>	
6. Approval of Meeting Minutes 6.1 Regular Board of Directors Meeting May 9 th , 2019. <i>Motion to approve with amendments to issue item 9.9, including the description of the items approved and the item rejected, Amended Minutes May 9, 2019 are attached, by Director Warner, second by Director Buhnerkempe. Ayes: Directors Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Abstain: Director Pico.</i>	B. Mikel
7. Fiscal Items 7.1 Approval of Treasurer's Report 2019 June 03. <i>Motion to approve by Director Schnell, second by Director Pico. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Abstain: 0</i>	T. Warner

<p>7.2 Approval of Expenditures; Expenses 2019 May 24. Motion to approve by <i>Director Pico, second by Director Schnell. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Abstain: 0</i></p> <p>7.3 Approval of Expenditures; Expenses 2019 May 28. Motion to approve by <i>Director Schnell, second by Director Pico. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Abstain: 0</i></p>	<p>T. Warner</p> <p>T. Warner</p>
<p>8. Informational items: Correspondence and Communication</p> <p>8.1 Chiefs' Report. <i>The chiefs' report is attached.</i></p> <p>8.2 Correspondence & Communication.</p> <p>8.3 Ad Hoc Committee Reports</p> <p>a. Consolidation Committee. <i>Defer comments to Action Item 9.6.</i></p> <p>b. Grant Coordination Committee. <i>Per Director Schnell, there are 2 open Fema Grants and the 50/50 Grant is in process.</i></p> <p>c. Long Range/Strategic Planning Committee.</p> <p>Report of Long Range Planning Committee for June 2019 <i>Efforts have been focused on getting the strategic planning process started. Consultation with board members led to identifying a working group of seven, including MFPD board members Warner and Schnell. The others are Leo Chaloux, Connell Perisco, Heidi Weiland, Karl Weiland, and Trent Williams. In two preliminary meetings last week we introduced ourselves and discussed possible approaches and methods, assumptions, the institutional framework at the county and district levels, and initial information needed.</i></p> <p><i>Key points included</i></p> <ul style="list-style-type: none"> • <i>the importance of ensuring a close, hand in glove relationship with the MFPD Board, which is the actual planning body (the working group will merely provide drafts and other inputs), with regular reports, consultation, and feedback opportunities.</i> • <i>the need to develop a structured process and appropriate terms of reference for the working group, based on existing experience on strategic planning for similar bodies (we plan to report on this when ready). At least three of the members have some familiarity with this.</i> • <i>The distinction between planning at the District level, having to do with levels of service and financing to which the District aspires, whether through the Fire Department or by other means, and at the Department level having to do with implementation strategies and operational measures to carry out the goals set by the District. The former would be the focus of the group.</i> • <i>The desirability of setting up electronic communications tools to facilitate the working group process, like Zoom meetings and Google docs.</i> • <i>Background information on the MFPD to be shared.</i> <p><i>Due to time constraints these comments have not been shared with the committee members, who may wish to comment further at the Board meeting.</i></p>	<p>E. Dwyer B. Mikel</p> <p>B Mikel C Schnell</p> <p>C. Schnell</p>
<p>9. Action items:</p> <p>9.1 Approve or reject Resolution 19-02 setting the Proposition 4 spending limitation at \$288,916.07 for FY 2019-2020. Motion to approve by <i>Director Pico, second by Director Schnell. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Abstain: 0</i></p>	<p>B. Mikel</p>

<p>9.2 Approve or Reject Budget Thoughts. <i>The Board thanked Director Buhnerkempe for all his work on the budget. No action taken.</i></p>	<p>W. Buhnerkempe</p>
<p>9.3 Approve or reject Policy 2-02 June approval for Fiscal Year 2019-2020. <i>Motion to approve with verbiage corrections to Policy 2-02, page 3 of 8, remove 2-02-06 c2, page 4 of 8 2-02-07 f, add memo for a one time option for staff to choose CTO disbursement in June or December, page 6 of 8, 2-02-10 f, remove text: 'section c', by Director Schnell, second by Director Pico. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Abstain: 0</i></p>	<p>W. Buhnerkempe</p>
<p>9.4 Approve or reject Preliminary Budget Fiscal Year 2019 – 2020. Motion to approve by <i>Director Pico, second by Director Schnell. Ayes: Directors Pico, Warner, Mikel and Schnell. Noes: 0 Abstain: Buhnerkempe.</i></p>	<p>T. Warner</p>
<p>9.5 Approve or Reject authorization to join with Garden Valley and Georgetown Fire Districts seeking a regional grant for the replacement of Self-Contained Breathing Apparatus. Motion to approve by <i>Director Schnell, second by Director Pico. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Abstain: 0</i></p>	<p>B. Mikel</p>
<p>9.6 Approve or reject Share Services Mutual Aid Agreement- Consolidation Workshop with Garden Valley Fire Protection District. <i>Motion to approve renewal of the Shared Services by Director Pico, second by Director Schnell. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Abstain: 0</i> <i>Motion to approve Workshop on June 25th, 2019 7 PM by Director Pico, second by Director Schnell. Ayes: Directors Pico, Warner, Mikel, Schnell. Noes: Buhnerkempe Abstain: 0</i></p>	<p>B. Mikel</p>
<p>9.7 Approve or Reject Explorer Program. <i>This is a continued tabled item since the January Board meeting. Will continue developing the policy for this item. Director Buhnerkempe will work on the Policy with Firefighter Dillender.</i></p>	<p>T. Warner</p>
<p>9.8 Approve or reject P&P Items to Review. <i>Motion to approve Policy 1-03, 1-04, 1-05 and 1-07, by Director Schnell, second by Director Pico. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Abstain: 0</i></p>	<p>W. Buhnerkempe</p>
<p>9.9 Approve or reject creation of Incident Fire Fighter, Policy 3-01-14. <i>Policy number tentative. Item tabled until further discussions with Chief Dwyer. Motion to table item by Director Schnell, second by Director Warner. Ayes: Directors Pico, Warner, Mikel and Schnell. Noes: 0 Abstain: Buhnerkempe.</i></p>	<p>W. Buhnerkempe</p>
<p>9.10 Accept or reject removal of requirement for delayed monetary reimbursement to volunteers deploying on Strike Teams. <i>Motion to approve subject to changes, Director Schnell, second by Director Pico.</i></p>	<p>C. Schnell</p>

<i>Ayes: Directors Pico, Mikel, and Schnell. Noes: 0 Abstain: Directors Buhnerkempe and Warner.</i>	
10. Adjourn to Closed Session Pursuant to Government Code 54957, the Board will meet in closed session to discuss and finalize the annual Personnel Performance Audit of Chief Dwyer as required by District Policy 13-12.	B. Mikel
11. Reconvene to open session and report out of closed session. <i>President Mikel reported the required Personnel Performance Audit of Chief Dwyer was conducted by the entire board. Directors Barbara Mikel and Taffy Warner will schedule a meeting with Chief Dwyer to deliver the review.</i>	B. Mikel
12. Director's Comments.	
13. Adjourn 10:07 PM	



Mosquito Fire Protection District

Board of Directors Meeting

Thursday May 9, 2019 - 7:00 p.m.
 Mosquito Fire Station 75
 8801 Rock Creek Road, Placerville, Ca 95667

MINUTES

Item	Presenter
1. Call to Order. 7:01 PM	B. Mikel
2. Roll Call & Quorum announced. <i>Present Directors; Charles Schnell, Kathleen Pico, Barbara Mikel, Taffy Warner and William Buhnerkempe. We have Quorum.</i>	B. Mikel
3. Pledge of Allegiance.	B. Mikel
4. Approval of Agenda. <i>Motion to approve by Director Schnell with addition of; Fire Marshall Dion Nugent will make a presentation and answer questions regarding the new website after 7.3, followed by Resolution 19-04 for approval or</i>	B. Mikel

<p><i>rejection, removal of Item 9.12, Items 9.8 and 9.9 to include the verbiage 'To approve or reject' in the title, move Item 9.11 before Item 9.10, and under Item 9.6 discuss all points in Policy 2-02. Second by Director Mikel. Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe. Noes:0 Abstain: 0</i></p>	
<p>5. Public Comment Public may address the board on any District related item not included in this agenda. Please limit your comments to no more than 3 minutes in duration. <i>Mosquito Fire Safe Council thanked Director Schnell and Fire Marshall Nugent for their assistance in securing a New SCBA Grant award. Please go to www.edcfiresafe.org for information and forms.</i></p>	
<p>6. Approval of Meeting Minutes 6.1 Regular Board of Directors Meeting. <i>Motion to approve Minutes of April 11th, 2019 meeting by Director Schnell, second by Director Warner. Ayes: Directors Schnell, Warner and Mikel. Noes: 0 Abstain: Directors Pico and Buhnerkempe.</i></p>	<p>B. Mikel</p>
<p>7. Fiscal Items 7.1 Approval of Treasurer's Report 05-06-2019. <i>Motion to approve by Director Pico, second by Director Schnell. Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe. Noes:0 Abstain: 0</i> 7.2 Approval of Expenditures; Expenses 04-23-2019. <i>Motion to approve by Director Buhnerkempe, second by Director Schnell. Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe. Noes:0 Abstain: 0</i> 7.3 Approval of Expenditures; Expenses 04-30-2019. <i>Motion to approve by Director Schnell, second by Director Pico. Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe. Noes:0 Abstain: 0</i></p>	<p>T. Warner T. Warner T. Warner</p>
<p>8. Informational items: Correspondence and Communication</p> <ul style="list-style-type: none"> • <i>Fire Marshall Nugent with a presentation on Incident Management and Prevention. Has been working with Chief Dwyer and Director Mikel on the new Website Policy. Networking through friends for referrals to find good applicants; now at 10 applicants. Working with OES for requirements for employees. IMT personnel will need Red Cards. Also working on Salary Survey and administrative rates regarding OES. New Website should be up and running in 30 to 60 days. For Prevention: Working with the local Fire Safe Council to establish understanding of our vegetation management and fuel reduction programs. Construction development has increased which has increased to 1-2 requests per week for Fire Marshall approval. So far the MFPD doesn't charge a fee, but my recommendation is that we develop a fee structure. The approval process takes a lot of time and if personnel needs training, there will a related expense. I will create a fee schedule to present at next months' meeting.</i> • <i>AGENDA ITEM: Resolution 19-04 A Resolution identifying the terms and conditions for fire department response to incidents outside of the jurisdiction when the Mosquito Fire Protection District is compensated or</i> 	

<p><i>reimbursed for such response.</i> <i>Motion to approve by Director Schnell, second by Director Pico. Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe.</i> <i>Noes:0 Abstain: 0</i></p> <p>8.1 Chiefs' Report. <i>Please see attached Chief' Report.</i></p> <p>8.2 Correspondence & Communication. <i>Invitation to the Mosquito Fire Safe Council on June 1st, 2019 from 4 to 8 PM.</i> <i>Communication from Garden Valley Fire Chief Savacool regarding consolidation. This whole article will appear in the Mountain Democrat next publication.</i></p> <p>8.3 Ad Hoc Committee Reports</p> <p>a. Consolidation Committee. <i>Director Pico, Mikel and Chief Dwyer attended the May 8th public meeting regarding Consolidation. The County staff was in attendance. It was announced that Georgetown will not be actively pursuing consolidation. There will be a meeting for consolidation between GVFD and MFPD on May 16th.</i></p> <p>b. Grant Coordination Committee. <i>The Cal Fire Fuel Reduction Grant application was denied</i> Current applications: FEMA AFG equipment and training FEMA SAFER volunteer recruitment and Retention.</p>	<p>E. Dwyer B. Mikel</p> <p>B Mikel</p> <p>C Schnell</p>
<p>9. Action items:</p> <p>9.1 Approve or reject Fiscal Year 2018-2019 Audit. <i>Motion to approve by Director Pico, second by Director Schnell. Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe. Noes:0 Abstain: 0</i></p> <p>9.2 Approve or reject Policy 2-07 District Credit Card. <i>Motion to approve with modification of the Revision date in the header being May 9th, 2019, Policy 2-07-02 removing 4., renumbering remaining points to 4 and 5, Policy 2-07-03 b. should say Any District employee or volunteer etc.... by Director Pico, second by Director Schnell. Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe. Noes:0 Abstain: 0</i></p> <p>9.3 Approve or reject new Website Policy. <i>Motion to approve on condition that committee make modifications and report back to the Board, by Director Buhnerkempe, second by Director Warner. Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe. Noes:0 Abstain: 0</i></p> <p>9.4 Review and comment on the FY 2019-20 "Working" Budget. <i>Motion to approve this Preliminary Budget by Director Pico, second by Director Schnell. Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe. Noes:0 Abstain: 0</i></p> <p>9.5 Approve or Reject authorization to seek grant monies from CALFIRE through the CALFIRE 50/50 Grant. <i>Motion to approve by</i></p>	<p>T. Warner</p> <p>T. Warner</p> <p>B. Mikel</p> <p>B. Mikel</p> <p>E. Dwyer</p>

<p><i>Director Schnell, second by Director Buhnerkempe. Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe. Noes:0 Abstain: 0</i></p>	
<p>9.6 Approve or Reject changes to Policy 2-02-07d, to increase limit for Compensatory Time Off (CTO). <i>Motion to approve modifications to Policy 2-02 by Director Schnell, second by Director Mikel.</i> <i>Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe.</i> <i>Noes:0 Abstain: 0</i></p>	T. Warner
<p>9.7 Approve or reject proposal to remove requirement for delayed monetary reimbursement to volunteers deploying on Strike Teams. <i>Motion to table item until next meeting by Director Pico, second by Director Warner..</i> <i>Ayes: Directors Pico, Mikel, Warner and Buhnerkempe.</i> <i>Noes: Director Schnell Abstain: 0</i></p>	C. Schnell
<p>9.8 Approve or reject ‘Towards a Strategy for MFPD’. <i>Motion to accept by Director Schnell, Second by Director Pico, with amendment; Board to charge the Long-Range Committee (led by Directors Schnell and Warner) to engage interested community members and lead a process of development of a strategic plan.</i> <i>Ayes: Directors Schnell, Pico, Mikel, Warner and Buhnerkempe. Noes:0 Abstain: 0</i></p>	C. Schnell
<p>** 5 Minute Break. Director Pico took her leave.</p>	C. Schnell
<p>9.9 Approve or reject <i>Recommendations for Volunteer Recruitment and Retention. Motion to approve recommendation 1, “Commit MFPD to an attempt to improve volunteer recruitment and retention as a top priority and designate one or more persons responsible for leading this effort. Ask for monthly updates in the Chief’s report.” and 3, “Designate an individual to develop a list of marketing tools to apply for with the \$1,500 allotment to fire departments participating in the workshop from the CSFA SAFER grant for local FPD recruitment.” strike 2, “Budget a minimum of \$3,000 for 2019-2020 to make the commitment real: \$1,500 for marketing (recruitment); \$1,500 for pay per call or other incentive (retention).” with a committee of five headed up by Chief Dwyer, by Director Mikel, second by Director Buhnerkempe. Ayes: Directors Schnell, Mikel, Warner and Buhnerkempe. Noes:0 Absent: Director Pico.</i></p>	C. Schnell
<p>9.10 P&P Items to Review. <i>Policies 1-00, 1-01, 2-01, 2-02, 2-03, 3-01-00, 3-01-01, 3-01-02, 3-01-03, 3-01-03b, 3-01-04, 3-01-05, 3-01-06, 3-01-07,</i></p>	W. Buhnerkempe

<p>3-01-08, 3-01-09, 3-01-10, 3-01-11, 3-02, 3-04, 3-06, 3-07 appendix reviewed and corrected as of today, and will be available for review on our website www.mfpd.us and in print in the district's office. Motion to approve review and corrections of Policies presented in the issue paper as amended except Policy 3-06, by Director Schnell, second by Director Warner. Ayes: Directors Schnell, Mikel, Warner and Buhnerkempe. Noes:0 Absent: Director Pico.</p>	
<p>9.11 Prescribed Burns. No action taken. Director Mikel will contact the insurance with these concerns.</p>	<p>W. Buhnerkempe</p>
<p>9.12 Approve or Reject the formation of a new Group similar to PARC.</p>	<p>W. Buhnerkempe</p>
<p>10. Director's Comments. No comments.</p>	
<p>11. Adjourn . 11:45 PM</p>	

***Fire Chiefs Report
May 9, 2019***

I. The Department:

We are still in the process of developing the Budget for Fiscal Year 2019/20, which will be discussed tonight. Last year we worked at decreasing district costs keeping the budget to within 5% of the previous year, based on the fact we greatly underfunded budget lines last year we may not repeat the limit on cost growth for 2019/20. The new budget will be finalized in June and take effect July 1, 2019.

II. Personnel:

Our personnel continue to do well with their training at the Divide Fire Academy and EMT Training.

*The Divide Academy Graduates on May 10, at Georgetown Fire Station 62
7331 Wentworth Springs Road
Georgetown, CA 95634 at 6pm*

Our Recruits include:

Coleman Johns

Cole McGowan

Johnny Valenzuela

Please attend if you can.

Andrew Douglas and Shiralee Ries will complete EMT Training on May 21st. No word on any graduation ceremony.

Towards the end of this month, I will be taking a short medical leave of absence. Division Chief Todd Hern will have the helm of the Fire District, as other contingencies will ensure full District Overhead coverage. I will remain available during this time.

III. Information.

1. **The Board of Directors of the JPA** have voted to remove Marshal Hospital as a voting member. The motion put before the board for vote was unclear and convoluted. I abstained from the vote until such a time that a clear resolution could be put forth. Also, it is problematic as it requires 2/3rds of the voting members to pass, not a simple quorum.

Another issue put forth was a change of voting weight. The Transporting Agencies have argued that the non-transporting agencies outnumber them and that the vote of non-transporting agencies could sway a vote that negatively impacts their ability to deliver services. Though technically this may be true, it is factually wrong, two of the non-transporting agencies fall under the auspices of Fire Chiefs who's departments transport. The May 22nd JPA Special Meeting was canceled.

2. **The El Dorado County Fire Chiefs' Association Meeting** was held immediately following the JPA Board Meeting. The biggest impacts to the Fire District is the new County Vegetative Management Ordinance. This ordinance sets requirements for fuel management on private property and created a mechanism for citation and penalties. I requested information on enforcement and inspections and who is responsible from the County.

Per Sue Hennike "Since it's a County ordinance, the County is the enforcement agency. We may contract with other agencies to do inspections but the entity that will take action to abate and place a lien on the property is he County."

It would be my recommendation that the MFPD, contract with the County to conduct such inspections. This way, we can work with our residents hopefully increase education on vegetation management and reduce the potential of financial penalties.

3. **Changing Weather Patterns**

We have seen a shift in weather patterns. Light Flashy fuels such as grass are quickly curing. The period in which control burns are allowed will be closing in a few short weeks. Please remember you must be present with open flames or glowing embers when conducting control burns. As the days become hotter, please restrict burning to night or early morning hours. If you must burn on a slope, dig an underslung trench below the burn pile to catch rollout. If you have any questions or concerns, please contact the fire station. Firefighters will come out and inspect the area and provide you with recommendations.

5. **The IMT**

The Salary Survey has been completed. The resolution will be presented for vote to the Board. Thank you, Teresa Wren, Director Mikel, Fire Marshal Dion Nugent. This has truly been a learning process.

6. **EMS Supplies**

The JPA voted to end all supply stipends. County Agencies can still order through the JPA Life Assist account to receive the bulk discount. Whenever an ambulance transports,

we should be restocked by the unit. If for some reason they cannot we will have to obtain restock of EMS Supplies by other means, which should include the district consider a fee for service supplies.

7. Consolidation

Director Mikel and I did attend the Consolidation Workshop at Garden Valley on May 8th. The Workshop was a Garden Valley Board Function. Also, in attendance were Chief Scott Lindgren from CALFIRE, Sue Hennike from El Dorado County CAO's Office, Jose Henriquez from LAFCO, Supervisor Parlin and a varied audience from Georgetown and Garden Valley. It provided information on what and how a consolidated District would operate, staffing and planning. I will discuss with the Board about scheduling Consolidation Workshops and Town Hall Meetings here in Mosquito.

8. Water Storage Tanks

EID has agreed to surplus without cost three 10,000-gallon water tanks to the Fire District. We will be seeking bids from contractors who will be able to relocate these tanks for emergency water storage for fire suppression. These tanks will be placed in areas of the Fire District that do not currently have fire hydrants. Areas being considered are the Buckboard, Gravel Road Mosquito Cutoff area, possibly upper Swansboro Road area.

IV. The Station

1. The vehicle Exhaust System has been installed. There is a punch list of issues that need to be addressed. We are currently working with the contractor to get the issues corrected. An exterior closet for the air compressor was fabricated and built on the west side exterior of the Station. This allowed the re-location of the air compressor to facilitate the installation of the Exhaust System and to reduce the overall cost, by not requiring the contractor to install and pipe air lines for the operational mechanisms of the system, it also allowed us to send back an air-compressor no longer required to support the new system.

V. Equipment.

- a. E 275 Will require new tires in the new budget year.*
- b. WT 75 No reported issues.*
- c. E 75 No reported problems.*
- d. SG 75 Exhaust issue being analyzed.*
- e. E 75 No reported issues.*
- f. U 75 No reported issues*
- g. SQ 75 No reported issues.*
- h. C7500 No reported issues*

VI. Calls for Service:

We received 8 calls for Emergency Service
-5 medicals
-2 alarms
-1 vehicle accident