



Mosquito Fire Protection District

Board of Directors Special Meeting
Thursday November 18, 2021 – 6:00 PM
Mosquito FPD Station 75
8801 Rock Creek Road Placerville, Ca. 96557

AGENDA

| Item | Presenter |
|---|------------|
| <p>1. Call to Order.</p> <p>In order to ensure compliance with federal and state guidance regarding large gatherings and in accordance with State of California Executive Order N-29-20, to provide the public with the opportunity to provide comments to the Board, the Board is providing a call in number (please see below). The chair will call for public comment. When you hear the item called that you wish to comment on, please indicate your wish to comment, await the notification that you may comment. You may speak for three minutes or as otherwise provided by the Board Chair. While speaking, please reduce any background noise to ensure that your comments can be heard.</p> <p>Topic: MFPD Board Special Meeting 2021 November 18 Time: November 18, 2021 6:00 PM Pacific Time (US and Canada)</p> <p>Join Zoom Meeting https://zoom.us/j/8685165316?pwd=Mkd3WEtjNFpaTUZLVmFic0Q3dmNNUT09</p> <p>Meeting ID: 868 516 5316 Passcode: 223344 One tap mobile +16699006833,,8685165316#,,,,*223344# US (San Jose) +12532158782,,8685165316#,,,,*223344# US (Tacoma)</p> <p>Dial by your location +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 929 205 6099 US (New York) +1 301 715 8592 US (Washington DC) +1 312 626 6799 US (Chicago)</p> <p>Meeting ID: 868 516 5316 Passcode: 223344 Find your local number: https://zoom.us/u/abBOFN2Go</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> | C. Persico |
| <p>2. Roll Call & Quorum announced.</p> <p>MFPD <<11/18/2021>> Page 1 of 7</p> | C. Persico |

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|---|---|
| 3. Pledge of Allegiance. | C. Persico |
| 4. 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. | |
| 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. | C. Persico |
| 6. <u>Issue Items</u> 6.1 Resolution 21-05 Acknowledging Chief Leo Chaloux’s Dedicated Service 6.2 Resolution 21-06 Approve 21/22 Rural Fire Capacity Program (50-50 Grant) 6.3 Director Vacancy Selection Process. 6.4 Steps To Balance Base Budget *Budget transfers will be proposed* 6.5 YTD OES Deployment Anticipated Reimbursements 6.6 MFA Fundraising Plan 6.7 R&R Grant Coordinator Update | J. Rosevear J. Rosevear C. Persico C. Persico J. Rosevear S. Reiman J. Rosevear |
| 7. Director’s Comments. | |
| 8. Pending Agenda Items: Directors may propose agenda items for future Board meetings. | |
| 9. Adjourn Next Regular Board Meeting- Thursday December 23, 2021 7:00pm | |

**BEFORE THE BOARD OF DIRECTORS OF THE
MOSQUITO FIRE PROTECTION DISTRICT
COUNTY OF EL DORADO, STATE OF CALIFORNIA**

IN THE MATTER OF:

Resolution Number: 21-06

Approving the Department of Forestry and Fire Protection Agreement # 7GF21085 for services from the date of last signatory on page 1 of the Agreement to June 30, 2022 under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the MOSQUITO FIRE PROTECTION DISTRICT, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Rural Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2021-22 up to and no more than the amount of \$ 9940.00.

BE IT FURTHER RESOLVED that Connell Persico, President of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the MOSQUITO FIRE PROTECTION DISTRICT.

The foregoing resolution was duly passed and adopted by the Board of Directors of the MOSQUITO FIRE PROTECTION DISTRICT, at a regular meeting thereof, held on the 18th day of November 2021, by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

ABSENT:

Printed Name and Title

Signature, Board of Directors Member

Printed Name and Title

-----**CERTIFICATION OF RESOLUTION**-----

ATTEST:

I, Sharlyn Fields, District Board Clerk of the MOSQUITO FIRE PROTECTION DISTRICT, County of El Dorado, California do hereby certify that this is a true and correct copy of the original Resolution Number 21-06.

WITNESS MY HAND OR THE SEAL OF THE _____, on this 18th day of November, 2021.

**OFFICIAL SEAL
OR NOTARY CERTIFICATON**

Signature

Title and Name of Local Agency

MFPD Board of Directors

Director Appointment Process

The Board of Directors has 60 days from the date of resignation of a Board member to select a new Director. To accomplish this appointment the Board clarifies the position description and the time frame for selection.

Description

Candidates must be and remain members of the Mosquito Fire Protection District. The Board seeks candidates who believe in the mission of the District, are committed to the preservation of the district as an autonomous entity, and are prepared to work tirelessly to help build a strong community volunteer staff, a strong community education and communication system, and a fiscally viable and healthy organization. Board members formulate and evaluate policy, oversee our fiscal well-being, and select and retain the Fire Chief. Board members place their trust in their Chief and provide support while resisting involvement in operations. Key skills required are a desire to learn, a willingness to question, and a commitment to teamwork. Board members must come prepared to regular monthly meetings and special meetings, and should attend social events and activities. Board members are the District's cheerleaders.

Process

Assuming approval of this process at the November 18, 2021 Board meeting the following selection process will be in place:

November 19 – Posting of the position opening and description of the process (on the District website, Next Door, and the MFPD Facebook page, and by request, other organizations newsletters and websites).

December 9 – Applications due to the Office by 5:00 pm. Can be submitted in person, by mail or by e-mail. Applications are addressed to the Board Clerk and include name, address, phone number, email address (if available) and preferred means of communication. Candidates must submit a statement of interest describing why they have chosen to apply and what they hope to see the District accomplish (please limit to 500 words or about two pages). If candidates feel they have special qualifications please add a separate description.

December 10-17 – Candidate Interviews. The Brown Act prohibits more than two Directors conducting Board business outside of meetings. Depending on the number of candidates, there may be two to four interviews per candidate. Directors will submit their top three recommendations to the Board Clerk, who will summarize the results and present them to the Board President. Depending on those results the Board President may call for a second round of interviews to generate consensus on finalists.

December 23 – Selection. At its regularly scheduled Board meeting, the Board of Directors will select the new Director from the list of finalists and the new Director will be sworn in.

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road

Placerville, Ca 95667

| | <u>Jul '21 - Jun 22-Approved</u> | <u>Base Budget</u> |
|---|----------------------------------|--------------------|
| Income | | |
| 0001 Carry Over | 39,506.00 | |
| 0001R Carry Over headed to Reserves | | |
| 0100 · Prop Tax Curr Secured | 162,684.00 | 162,684.00 |
| 0110 · Prop Tax Curr Unsecured | 2,772.00 | 2,772.00 |
| 0120 · Prop Tax Prior Unsecured | | |
| 0130 · Unsecured Prop Tax Prior | 100.00 | 100.00 |
| 0140- Supplemental Taxes | 4,500.00 | 4,500.00 |
| 0150- Supplemental Prior | 300.00 | 300.00 |
| 1175 · Special Tax Direct Assessments | 188,700.00 | 188,700.00 |
| 0360- Penalties | 3,000.00 | 3,000.00 |
| 0430 · Development Fee | | |
| 4400 · Rev Intrest | 6,000.00 | 6,000.00 |
| 0820 · ST Homeowner Prop Tax relief | 1,220.00 | 1,220.00 |
| 0880 ST Other | 6,000.00 | 6,000.00 |
| 1060- FEMA Grants | 198,660.00 | |
| 1128 Federal: USDA | 180,000.00 | |
| 1200 Revenue Other Govt. | | |
| 1321 Transfer from Reserves (Allocated) | | |
| 1350 Transfer from Reserves (Unallocated) | | |
| 1744 Misc Inspections or Services | 325.00 | 325.00 |
| 1942 Misc Reimbursement | 4,409 | |
| 1942 Misc Reimbursement | 14,922.00 | |
| Total Income | <u>813,098.00</u> | <u>375,601.00</u> |
| Gross Profit | 813,098.00 | |
| Expense | | |
| 300000 · Salaries and Employee Benefit | | |
| 303000 · Perm Employees/Elect Official | 154,561.00 | 154,561.00 |
| 303001 · Temporary Employees | 78,015.00 | 63,015.00 |
| 303002 · Overtime | 70,000.00 | 10,000.00 |
| 303004 · Strike team | 85,450.00 | |
| 303020 · Retirement | 4,867.00 | 4,867.00 |
| 303021 · O.A.S.D.I. | 21,468.00 | 16,268.00 |
| 303022 · Medi Care | 5,575.00 | 3,805.00 |
| 303030 · Vacation, Sick, Holiday | 0.00 | |
| 303040 · Health Insurance | 18,000.00 | 18,000.00 |
| 303041 · Unemployment Insurance Employer | 12,986.00 | 8,606.00 |
| 303060 · Workers' Compensation Employer | 28,000.00 | 28,000.00 |
| Total 300000 · Salaries and Employee Benefit | <u>478,922.00</u> | <u>307,122.00</u> |
| 400000 · Services and Supplies | | |
| 404021 · Fire Turnouts | 50,000.00 | 10,000.00 |
| 404022 · Uniforms | 9,500.00 | 2,000.00 |
| 404040 · Telephone Co. Vendor Payments | 4,500.00 | 3,000.00 |

| | | |
|---|-------------------|-------------------|
| 404042 Radio Vendor Payments | 500.00 | 500.00 |
| 404043 · Dispatch Fees-Contract | 3,000.00 | 3,000.00 |
| 404060 · Food & Food Products | 260.00 | 260.00 |
| 404080 · Household Expense-Station Supplies | 350.00 | 350.00 |
| 404083 Laundry | 600.00 | 600.00 |
| 404084 Expendable Equipment | 50.00 | 50.00 |
| 404085 · Refuse Disposal | 1,400.00 | 1,400.00 |
| 404100 · Insurance Premium | 16,775.00 | 16,775.00 |
| 404140 · Maint. Equipment | 2,800.00 | 2,800.00 |
| 404142 * Maint. Comm Equipment | 600.00 | 600.00 |
| 404144 · Maint. Computer System/Software | 500.00 | 500.00 |
| 404145 · Maint. Equipment Parts | 200.00 | 200.00 |
| 404160 · Veh. Maint. Service Contract | 20,000.00 | 7,200.00 |
| 404161 · Veh Maint. Parts Direct Charge | 2,000.00 | 2,000.00 |
| 404164 · Veh Maint. Tires & Tubes | 6,121.00 | 2,000.00 |
| 404180 · Maint Building & Improvements | 7,800.00 | 2,800.00 |
| 404183 · Maint. Grounds | 200.00 | 200.00 |
| 404197 Maint Building Supplies | 300.00 | 300.00 |
| 404200 · Medical, Dental & Lab Supplies | 11,500.00 | 6,500.00 |
| 404220 · Memberships | 2,250.00 | 2,250.00 |
| 404260 · Office Expense | 1,500.00 | 1,500.00 |
| 404261 · Postage | 390.00 | 390.00 |
| 404263 · Subscription Newspaper Journals | 200.00 | 200.00 |
| 404300 · Professional & Specialized Serv | 6,000.00 | |
| 404304 * Agency fee County/ Lafco | 300.00 | 300.00 |
| 404305 · Audit & Accounting Services | 7,000.00 | 7,000.00 |
| 404313 · Legal Services | 10,000.00 | 10,000.00 |
| 404324 · Medical Dental Lab | 2,000.00 | 2,000.00 |
| 404335 * Election Dept Services | 2,850.00 | 2,850.00 |
| 404400 · Publications & Legal Notices | 400.00 | 400.00 |
| 404460 · Equip. Small tools & Instrument | 12,912.00 | 2,000.00 |
| 404463 . Equipment Telephone Radio | 1,000.00 | 1,000.00 |
| 404500 · Special Dept. Expense | 33,864.00 | 1,124.00 |
| 404502 · Educational Materials | 5,510.00 | 500.00 |
| 404507 · Fire & Safety Supplies | 4,000.00 | 4,000.00 |
| 404538 · Software | 2,250.00 | 2,250.00 |
| 404539 Software License | 250.00 | 250.00 |
| 404600 * Transportation & Travel | 0.00 | 0.00 |
| 404602 * Mileage Employee Private auto | 3,112.00 | 250.00 |
| 404606 · Fuel Purchases | 12,394.00 | 11,000.00 |
| 404609 · Staff Development | 17,538.00 | 2,000.00 |
| 404700 · Utilities | 10,500.00 | 10,500.00 |
| Total 400000 · Services and Supplies | 275,176.00 | 124,799.00 |
| | | |
| 600000 · Fixed Assets | | |
| 606020 · Buildings & Grounds | 38,000.00 | |

| | | |
|--|--------------------|--------------------------|
| 606040 · 606040 Equipment | 21,000.00 | 0.00 |
| Total 600000 · Fixed Assets | <u>59,000.00</u> | <u>0.00</u> |
| Contingency & Reserves | | |
| 7700a Contin needed for other 6 months INS | | |
| 7700b Contin probably needed for Next Year | | |
| 7800 Transfer to Reserves | | |
| Total Expense | <u>813,098.00</u> | <u>431,921.00</u> |
| Admin Fee earned from Strike Team | | |
| Sub Total Admin - Add Backs | | |
| Net Income | <u><u>0.00</u></u> | <u><u>-56,320.00</u></u> |