

# MOSQUITO FIRE PROTECTION DISTRICT

## Minutes Regular Meeting, Thursday, October 13, 2016 7:00 pm

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

1. **Call to Order** *Director Stuart 7:00 P.M.*
2. **Roll Call & Announcement of Quorum Directors** *Stuart, Mikel, Hern, Swystun, Snyder*  
*Also present: Chief Dwyer*
3. **Approval of Agenda.**  
*Motion for approval, Director Hern, Second Director Swystun*  
*Ayes: Director Stuart, Mikel, Hern, Swystun, Snyder*  
*Nos: 0*
4. **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.  
*Captain Stuart thanked Chief Dwyer for accepting the job as Fire Chief. Tuesday night Trainings are meaningful and the quality has improved with Firefighter Purves leading the trainings.*  
*Comment made from member of public thanking Chief Dwyer and staff for saving the life of her husband during a medical emergency.*
5. **Approval of Minutes**
  - 5.1. Regular Meeting September 8, 2016  
*Motion for approval: Director Hern, Second Director Snyder*  
*Ayes: Directors Stuart, Mikel, Hern, Swystun, Snyder*  
*Nos: 0*
  - 5.2. Special Meeting September 20, 2016  
*Motion for approval: Director Hern, Second Director Swystun*  
*Ayes: Directors Stuart, Mikel, Hern, Swystun, Snyder*  
*Nos: 0*
  - 5.3. Special Meeting September 27, 2016  
*Motion for Approval: Director Swystun, Second Director Hern*  
*Ayes: Directors Stuart, Mikel, Hern, Swystun, Snyder*  
*Nos: 0*
6. **Fiscal Items:**
  - 6.1 Approval of Treasurer's Report  
*Motion for Approval: Director Hern, Second Director Swystun*  
*Ayes: Directors Stuart, Mikel, Hern, Swystun, Snyder*  
*Nos: 0*
  - 6.2 Approval of Expenditures for 9-08-2016  
*Motion for Approval: Director Hern, Second Director Swystun*  
*Ayes: Directors Stuart, Mikel, Hern, Swystun, Snyder*  
*Nos: 0*
7. **Informational Items:**
  - 7.1 District Status Report Chief Dwyer  
*PERSONNEL:*

*Volunteer Recruitment has added three, more members to the department.*

*Spencer Fields  
Skyler Jester  
Tony Cobb*

*Support Group Members: 28*

*Part time Administrative Assistant and Board Clerk job interviews have been set for Monday October 10, 2016.*

*Firefighter Spivey has resigned his position as a fulltime Firefighter. He has been re-assigned to the Volunteer side, and has agreed to work as relief Firefighter.*

*New Hires:*

*Philip Southern Firefighter/EMT  
Dave Stetler Seasonal Firefighter  
Andrew Gregory Relief Firefighter Driver Operator/EMT.*

***EQUIPMENT:***

- A. Command Unit 75: Fair Condition Needs  
Replacement. Does not have panel lights for night driving.*
- B. Duty Unit 75: Fair condition  
Does not go into 4 Wheel Drive*
- D. Engine 75: Operable condition.  
Has electrical and valve issues*
- E. Engine 275: Operable condition.  
Has issues with transfer-case switch*
- F. Tender 75: Fair condition.*
- G. Tender 275: Poor condition.  
Should be replaced.*
- H. Pump 75: Fair condition*
- C. Utility Unit 75: Fair condition. Should be scheduled  
for replacement. Also consider converting to a lighting unit.*

***INCIDENTS:***

*(7) Medical Aids, with two Air Ambulance Transports (2) Public Assist. Two cardiac saves.*

*Year to date: 77*

***INFORMATION:***

*We are still working on setting a schedule for CPR training following the new year. Any Person interested or in immediate need of CPR Training contact the Fire Station.*

*We will be re-organizing the Fire Department Command Structure. My hope is to add a Battalion Chiefs position on the Volunteer side and a Lieutenants Position on the paid side. We will also be recruiting to fill the Captains position left vacant with the transition in Department leadership. Recruitment process will begin in mid-October 2016, with a target hiring date of November 10, 2016.*

*As we re-organize, we will be working on building a Combination Paid Staff, Stipend Reserve and Volunteer work force that will include paramedics and 24/7 Station Coverage. My goal is to have Paramedic Equipment in the Station and ready for use by myself in the near future and our Reserve Personnel as we build this department*

*MVFA held its annual Spaghetti feed and has Bingo night on the last Thursday of the month, the Support Group had their mixer.*

*MVFA Crafters and MS75 will be in the station on October 15, 2016 to help us recognize the end of Fire Prevention Week. Please come by the Fire Station for our Open House.*

*I will be teaching at the National Fire Academy the week following Thanksgiving through the first week of December. My travel dates will be November 25 through December 6, 2016.*

*I did attend the NFA/CSFM Course for Small Department Training. New contacts made will allow us to receive free IFSTA Firefighter Manuals. These Manuals cost on average \$100 each. They will be donated to us by Michael S. Williams Director of the Fire Service Institute located in Santa Barbara.*

*I will be working with Marty Hackett of the JPA to have an El Dorado County Reserve Ambulance placed here for future Paramedic response and transport. We may be able to obtain this Ambulance without cost to the district.*

*We have a long way to go but the wheels have started turning. I look forward to the future as we see the MFPD evolve.*

#### Firefighter Safety Diesel Exhaust System

*Director Swystun volunteered to work with Chief Dwyer and add an agenda item for this subject on next month's agenda.*

#### 7.2 Correspondence & Communication

Atwood Insurance Claims Adjuster

### 8. Agenda Items:

#### 8.1 Review, amend and adopt 1-03 Use of District Buildings and Grounds

*Motion for Approval with the following changes, Director Mikel*

*Amend wording for "District Buildings and grounds" to say "Facilities and Grounds"*

*Amend 1-03-01, c to say "The District Board of Directors retains the authority upon appeal to approve or reject any use request on its merits."*

*Amend 1-03-03, a, to say "A paid staff member or active, district volunteer licensed to drive District Fire apparatus and vehicles must be on the premises or immediately available during any activity or function at the Districts facilities and grounds which requires or could require the moving of District fire apparatus or vehicles."*

*Amend 1-03-09 to include the Title "Vehicle Storage and Repair"*

*Second, Director Swystun*

*Ayes: Director Stuart, Mikel, Hern, Swystun, Snyder*

*Nos: 0*

#### 8.2 Review, amend and incorporate 5-09 Using Facilities for Personal Vehicle Repair or Maintenance into 1-03-08

*Motion for Approval: Director Swystun, Second Director Snyder*

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

*Nos: 0*

#### 8.3 Review, amend and adopt 3-00 Hiring Guidelines & Job Description

*Motion for Approval: Director Swystun*

*No Second, Agenda item fails*

#### 8.4 Review, amend and adopt Resolution 16-08 2016 California Fire Code

*Motion for Approval, Director Hern, Second Director Snyder*

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

*Nos: 0*

#### 8.5 Second Reading, amend and Adopt Ordinance 16-01 2016 Edition of The California Fire Code

*Motion for Approval: Director Swystun, Second Director Snyder*

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

*Nos: 0*

**8.6** Review, amend and adopt Request to Change the Uniform Fabric Emblem

*Motion for Approval with the following changes, Director Stuart*

*Accept new Uniform Fabric Emblem as the only Emblem of the District and amend Policy 3-08-03 to describe new emblem.*

*Second Director Mikel*

*Ayes: Directors Stuart, Mikel, Hern, Swystun*

*Nos: Director Snyder*

**8.7** Review, amend and adopt Satellite system for commercial television

*Item tabled for further review*

**9. Adjourn to closed session 9:15**

A. Conference with Labor Negotiator Agency designated representatives: Board of Directors Employee: Fire Chief, Eddie Dwyer (Cal. Govt. Code Section 54957.6)

B. Personnel Matter Public Employee Appointment, Employment, Evaluation of Performance, Discipline or Dismissal (Cal. Govt. Code Section 54957)

**10. Reconvene to open session 10:20 P.M.**

**11. Directors Informational Only None**

**9. Adjournment Motion to adjourn, Director Hern, Second Director Swystun**

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

*Nos: 0*

## Mosquito Fire Protection District Profit & Loss Budget vs. Actual July 1 through November 4, 2016

	<u>Jul 1 - Nov 4, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
1940 Misc. Income	13,418.02	0.00	13,418.02	100.0%
0175 Direct Assessments	2,346.00	185,000.00	-182,654.00	1.27%
0110 Unsecured Property Taxes	2,057.86	2,000.00	57.86	102.89%
0400 Interest	627.64	1,000.00	-372.36	62.76%
0360 Penalties	511.94	2,748.00	-2,236.06	18.63%
0150 Supplemental Taxes-Prior	220.81	100.00	120.81	220.81%
0100 Secured Property Taxes	77.51	120,117.00	-120,039.49	0.07%
0130 Unsecured Prop Tax-Prior	22.09	200.00	-177.91	11.05%
0140 Supplemental Taxes	0.56	100.00	-99.44	0.56%
1200 Intergovernmental Transfer	0.00	2,000.00	-2,000.00	0.0%
0820 St Homewnr Prop Tax Relief	0.00	1,000.00	-1,000.00	0.0%
0001 Budget Carry Over	0.00	43,613.00	-43,613.00	0.0%
0002 Trans Reserves	0.00	37,414.00	-37,414.00	0.0%
0120 Secured Prop Tax - Prior	-19.35	1,011.00	-1,030.35	-1.91%
<b>Total Income</b>	<u>19,263.08</u>	<u>396,303.00</u>	<u>-377,039.92</u>	<u>4.86%</u>
<b>Gross Profit</b>	19,263.08	396,303.00	-377,039.92	4.86%
<b>Expense</b>				
<b>3000 Permanent Employees</b>				
3000 Permanent Employees - Other	35,845.99	194,116.00	-158,270.01	18.47%
3001 Temporary Employees	14,670.17	14,386.00	284.17	101.98%
<b>Total 3000 Permanent Employees</b>	<u>50,516.16</u>	<u>208,502.00</u>	<u>-157,985.84</u>	<u>24.23%</u>
4100 Insurance - Liability	10,280.00	12,000.00	-1,720.00	85.67%
4507 Fire & Safety	7,964.22	8,070.00	-105.78	98.69%
3060 Workers Compensation	7,334.00	17,639.00	-10,305.00	41.58%
4313 Legal Services	4,036.63	2,500.00	1,536.63	161.47%
3040 Health Ins.	3,398.71	27,000.00	-23,601.29	12.59%
4620 Utilities	3,397.30	10,000.00	-6,602.70	33.97%
3021 OASDI	3,132.00	12,927.00	-9,795.00	24.23%
4022 Uniforms	2,289.31	2,000.00	289.31	114.47%
4606 Fuel Bulk	1,606.43	11,000.00	-9,393.57	14.6%
<b>4160 Maint. Vehicle</b>				
4160 Maint. Vehicle - Other	694.20	6,300.00	-5,605.80	11.02%
4161 Maint. Vehicle Parts	548.79	0.00	548.79	100.0%
4164 Maint. Vehicle-Tires & Tub	45.00	2,500.00	-2,455.00	1.8%
4162 Maint. Vehicle Supplies	32.23	0.00	32.23	100.0%
4165 Maint. Vehicle-Oil Grease	27.62	0.00	27.62	100.0%
<b>Total 4160 Maint. Vehicle</b>	<u>1,347.84</u>	<u>8,800.00</u>	<u>-7,452.16</u>	<u>15.32%</u>
4144 Maint. Computer	1,255.51	0.00	1,255.51	100.0%
6040 Equipment Fixed Assets	1,137.98	0.00	1,137.98	100.0%

**Mosquito Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
 July 1 through November 4, 2016

	<u>Jul 1 - Nov 4, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4080 Station-General Supplies	1,004.00	500.00	504.00	200.8%
4180 Maint. Buildings	933.01	2,000.00	-1,066.99	46.65%
3041 Unemployment	877.42	2,604.00	-1,726.58	33.7%
4300 Prof Services	843.50	0.00	843.50	100.0%
3022 Medicare	742.47	3,023.00	-2,280.53	24.56%
4262 Software	542.25	4,000.00	-3,457.75	13.56%
4140 Maint. Equipment	540.35	1,500.00	-959.65	36.02%
4260 Office Expense	524.85	1,000.00	-475.15	52.49%
4021 Protective Clothing	503.16	7,500.00	-6,996.84	6.71%
4183 Maint.-Grounds	356.33	0.00	356.33	100.0%
4503 Staff Development	353.00	4,000.00	-3,647.00	8.83%
4304 Agency Fee County/LAFCO	341.35	300.00	41.35	113.78%
4220 Memberships	295.00	1,100.00	-805.00	26.82%
4040 Comm.-Telephone	282.81	3,150.00	-2,867.19	8.98%
4081 Station-Paper Goods	224.60	0.00	224.60	100.0%
4420 Rents & Leases	181.49	250.00	-68.51	72.6%
4261 Postage	173.57	150.00	23.57	115.71%
4263 Subscriptions	112.32	500.00	-387.68	22.46%
4085 Refuse Disposal	103.58	1,300.00	-1,196.42	7.97%
4540 Staff Dev NOT 1099	88.00	0.00	88.00	100.0%
4500 Spec Dept Expense	75.24	2,000.00	-1,924.76	3.76%
4335 Election Dept Services	48.20	650.00	-601.80	7.42%
4400 Publ & Legal Notices	42.50	420.00	-377.50	10.12%
4460 Equip. Small tools	17.30	500.00	-482.70	3.46%
4060 Emerg. Food Supplies	0.00	240.00	-240.00	0.0%
4600 Trans & Travel	0.00	1,000.00	-1,000.00	0.0%
4602 Private Auto Mileage	0.00	1,500.00	-1,500.00	0.0%
4042 Comm.-Dispatch	0.00	2,770.00	-2,770.00	0.0%
3020 Retirement	0.00	10,792.00	-10,792.00	0.0%
6020 Buildings & Grounds	0.00	1,000.00	-1,000.00	0.0%
3004	0.00	2,955.00	-2,955.00	0.0%
7700 Contingency	0.00	10,000.00	-10,000.00	0.0%
4463 Equip Telephone/Radio	0.00	2,500.00	-2,500.00	0.0%
4142 Maint. Comm. Equipment	0.00	500.00	-500.00	0.0%
4200 Medical Supplies	0.00	500.00	-500.00	0.0%
4308 External Link FAMIS	0.00	150.00	-150.00	0.0%
4305 Auditing & Acctg Services	0.00	3,000.00	-3,000.00	0.0%
4266 Printing/Duplicating Svc.	0.00	100.00	-100.00	0.0%
4502 Education Materials	-1,265.26	1,500.00	-2,765.26	-84.35%
<b>Total Expense</b>	<u>105,637.13</u>	<u>395,392.00</u>	<u>-289,754.87</u>	<u>26.72%</u>
<b>Net Income</b>	<u><u>-86,374.05</u></u>	<u><u>911.00</u></u>	<u><u>-87,285.05</u></u>	<u><u>-9,481.24%</u></u>

<b>Vouchers #1 Payables Interface CV1</b> (Permanent Vendors) - Outside District		Record:		<b>PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:</b>	
<b>District Name:</b> Mosquito Fire Protection District		Number	Interfaced By		
<b>Date:</b> 11/3/2016		Copy:		US Mail: <input checked="" type="checkbox"/>	
<b>Prepared By:</b> Barbara Mikel		Copied By		Return to District: <input type="checkbox"/>	
<b>Contact Phone (ext):</b>		Scan:		Call for pickup: _____	
<b>File Name:</b> Expenses 10-10-2016		Scanned By		Scan Date	
		Audit:		<b>Document Total: \$17,692.87</b>	
		Audited By			

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

**Authorizing signatures:** \_\_\_\_\_ **Date: 9-7-2016**

LINE NO.	TRANS CODE	INDEX CODE	SUB OBJECT	USER CODE NUMBER	AMOUNT	DESCRIPTION (LIMIT 50 CHARACTERS)	VENDOR NUMBER	VENDOR SUFFIX	SINGLE CHECK	VENDOR NAME
1	210	855400	4100		10,280.00	MFPV INV MOSQU-2 INSURANCE RENEWAL	000148	01		Atwood Ins.
2	210	855400	4022		0.00	MVPD INV 2474455 BOOTS	NEW	NEW		DAVID STETLER
3	210	855400	3060		3,667.00	MFPD INV FASIS 2017-0323 W C 2RD QTR	026221	01		FASIS
4	210	855400	4420		181.49	MFPD INV 421671 150.9 PROPANE	002125	01		Kamps Propane
5	210	855400	4400		17.50	MFPD INV 2715 FIRE CODE 2016	501079	01		Mountain Democrat
6	210	855400	4503		0.00	MFPD INV 645734 P SOUTHERN SECURITY	NEW	NEW		Philip Southern
7	210	855400	4507		28.96	MFPD INV 5695399 NOMEX HOOD	009780	01		Public Safety Center
8	210	855400	4507		404.75	MFPD INV 5690824 (4) Survivor LED Alkaline	009780	01		Public Safety Center
9	210	855400	4507		45.27	MFPD INV 5693024 NOMEX HOOD	009780	01		Public Safety Center
10	210	855400	4507		61.29	MFPD INV 5692043 NOMEX WILDLAND	009780	01		Public Safety Center
11	210	855400	3040		668.00	MVPF MED/ REIM 8/31/- 09/15/2016	026309	01		Ryan Purves
12	210	855400	4503		10.00	MFPD INV 825240 AHA CPR CARD STETLER	027247	01		Todd Hern
13	210	855400	4620		597.77	MFPD INV 5225490171-1 PGE 8-11-2016	003264	01		U.S. Bank
14	210	855400	4262		29.99	MFPD INV CS1773187305-1 MCAFEE (2)	003264	01		U.S. Bank
15	210	855400	4502		100.03	MFPD INV 6793168Y BOOKS HEALTH	003264	01		U.S. Bank
16	210	855400	4180		107.99	MFPD INV 14585257 EUREKA	003264	01		U.S. Bank
17	210	855400	4502		(1,775.00)	MFPD 8640159457 EMT ONLINE TRAINING	003264	01		U.S. Bank
18	210	855400	4261		105.82	MFPD INV 1ZB2DT960321958428 UPS	003264	01		U.S. Bank
19	210	855400	4261		105.82	MFPD INV 1ZB2DT960320005413 UPS	003264	01		U.S. Bank
20	210	855400	4261		5.65	MFPD INV 2948101648 UPS SHIPPING	003264	01		U.S. Bank

21	210	855400	4183		4.31	MFPD INV 14585257 EUREKA PARTS	003264	01		U.S. Bank
22	210	855400	3040		103.07	MVPD INV P822J11 D BAKER HEALTH SEPT	003264	01		U.S. Bank
23	210	855400	4080		118.65	MFPD INV 577961 OFFICE DEPOT CLEANING	003264	01		U.S. Bank
24	210	855400	4080		334.83	MFPD INV 577961 OFFICE DEPOT CLEANING	003264	01		U.S. Bank
25	210	855400	4260		85.99	MFPD INV 577961 OFFICE DEPOT CHAIR	003264	01		U.S. Bank
26	210	855400	4502		409.71	MFPD INV 297096 TRAINING BOOKS (3 SETS)	003264	01		U.S. Bank
27	210	855400	4262		12.99	MFPD INV 9354665 APLUS WEB RENEWAL	003264	01		U.S. Bank
28	210	855400	4262		99.00	MFPD INV 5G2CTGCP DROPBOX RENEWAL	003264	01		U.S. Bank
29	210	855400	4022		276.87	MFPD INV 6758466 GALLS P SOUTHERN	003264	01		U.S. Bank
30	210	855400	4022		235.45	MFPD INV 6758466 GALLS BOOTS	003264	01		U.S. Bank
31	210	855400	3040		206.14	MFPD INV P7W287 D BAKER HEALTH AUG	003264	01		U.S. Bank
32	210	855400	4620		598.37	MFPD INV 5306269014839 Aug/Sept ATT	003264	01		U.S. Bank
33	210	855400	4620		12.24	MFPD INV 5306269014839 ATT Trek2 Tablet	003264	01		U.S. Bank
34	210	855400	3040		27.98	MFPD INV 115375964701 BAKER DENTL SEP	003264	01		U.S. Bank
35	210	855400	4080		79.82	MFPD INV 485426 Office Dep Station supplies	003264	01		U.S. Bank
36	210	855400	3040		445.12	MFPD INV 107481 SUB A000 T SPIVEY MEDICA	001509	01		Western Health Advantage