



Mosquito Fire Protection District

Special Meeting

Tuesday July 1, 2025 – 6 PM

Mosquito FPD Station 75

8801 Rock Creek Road Placerville, Ca. 96557

AGENDA

Item	Presenter
1. CALL TO ORDER. Topic/Date: MFPD Board Meeting July 1, 2025 - Special Meeting Time: 6:00 PM Pacific Time (US and Canada) 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. Zoom: https://us06web.zoom.us/j/82631999457?pwd=HoQdIlkltjAXZj3UbisRm9wAPVOVST.1 Meeting 826 3199 9457 Meeting passcode 223344 One tap mobile +16699006833,,88473746957#,,, *223344# US (San Jose)	L. Uggla
2. ROLL CALL & QUORUM ANNOUNCED.	L. Uggla
3. ADOPTION OF THE AGENDA. The Board may make any necessary deletions, or corrections to the agenda.	L. Uggla
4. ISSUE ITEMS. 4.1 Resolution Response to outside District 4.2 Review of Annual Operating Agreement Documents i Operating Agreement with CalFire ii Operating Agreement with US Forest Service 4.3 Policy updates: i Policy 1052 Job Description Captain ii Policy Review and Revision Tracking 4.4 Ad Hoc Committee for Performance Review Process 4.5 EDRFA Additional Payment Financial Direction	L. Uggla L. Uggla W. Buhnerkempe T. Williams W. Buhnerkempe
5. ADJOURN Next Regular Board Meeting- Thursday July 24, 2025 7:00pm	



MOSQUITO FIRE PROTECTION DISTRICT
8801 ROCK CREEK ROAD
PLACERVILLE, CA 95667
(530) 626-9017
Fax (530) 626-3240

Resolution No: 2025- 02

Authorizing Overtime and Portal to Portal for Employees

WHEREAS, the Mosquito Fire Protection District is a public agency located in the County of El Dorado, State of California, and

WHEREAS, it is the Mosquito Fire Protection District's desire to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the Mosquito Fire Protection District has in its employ, Fire department response personnel include: Fire Chief, Battalion Chief, Fire Captain, Engineer, Apparatus Operator, Firefighter EMT, and Firefighter.

WHEREAS, Mosquito Fire Protection District will compensate its employee's portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, the Mosquito Fire Protection District will compensate its employee's overtime in accordance with District Policy 1048, while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

NOW THEREFORE BE IT RESOLVED that the conditions set forth in this resolution, as stated above, take effect upon adoption by the Mosquito Fire Protection Districts, Board of Directors.

PASSED, APPROVED AND ADOPTED this 26th day of June 2025

Board President – Linnea Ugglä

ATTEST:

I, Sharlyn Fields, Board Secretary/Clerk of the Mosquito Fire Protection District, Board of Directors, hereby certify that the foregoing resolution was duly passed at a regular meeting of the Board of Directors held on the day of the 26th of June 2025, by the following vote on roll call:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Exhibit A: FC-315 Incident Replacement Requisition
Exhibit B: CAL FIRE 297 Shift Ticket
Exhibit C: AEU/Local Government Activity Invoice
Exhibit D: CAL FIRE-20 Contractor Certification Clauses for Services
Attachment 1: AEU Radio Call Plan (current year)
Attachment 2: CAL FIRE Personnel Roster and Contacts List

**California Department of Forestry
And Fire Protection - AEU**

DocuSigned by:

Mike Blankenheim

3/20/2025

Mike Blankenheim
Unit Chief

Date

Mosquito Fire Protection District

Signed by:

Ed Dwyer

6/23/2025

354B52C31C5D43E

Ed Dwyer
Fire Chief

Date

F. Exclusions

CAL FIRE will **NOT** normally pay for resources and overhead from the local agency having jurisdiction (AHJ) when used on fires within their district performing their primary responsibilities of protecting life and property.

EXCEPTIONS:

When local resources and overhead are being used in lieu of CAL FIRE resources due to operational deficiencies (draw-down, etc.), assistance by hire may be considered. This agreement will be mutually established by the CAL FIRE Incident Commander and the local fire department agency administrator, and documented on the Shift Ticket.

District owned water tenders may become assistance by hire if they are used in lieu of the rental of private equipment. All provisions for such use will be made between the CAL FIRE Incident Commander and the local fire department agency administrator.

7. PAYMENT PROCEDURE

A. Local Fire Agency:

- 1) Be sure a current copy of your agency's Cal OES Salary Survey is on file with the CAL FIRE Administrative Officer at Camino (prior to the hiring of apparatus or personnel) if you are requesting rates other than the base Cal OES Rates.
- 2) Prior to release from an incident the Local Agency equipment/personnel shall obtain a Shift Ticket (CAL FIRE 297) (Exhibit B) signed by the IC or CAL FIRE Officer.
- 3) Supply a copy of the incident FC-34 with the resource's activity highlighted (particularly the start and end times of the resource's assignment).
- 4) Supply a completed CAL FIRE-20 Contractor Certification Clauses for Service (Exhibit D) to the invoice. Only one copy is needed for each season.
- 5) Supply the above documentation to the local CAL FIRE Battalion Chief. CAL FIRE will generate the Local Government Activity Invoice package for review and signature.
- 6) Please make a copy for your records.
- 7) Submit the signed invoice and all required attachments to the CAL FIRE Unit Headquarters at Camino **within 45 days of completion of the assignment.**

Payment normally takes sixty (60) days after receipt of invoice.

If you have any questions, contact the Administrative Assistant Chief (530) 708-2702.

level per Wildland Fire Qualification NWCG 310-1 Sub System Guide, or the California Incident Command Certification System (CICCS).

Personnel filling overhead positions shall meet the training and experience requirements established for the ICS position to be filled (Reference: NWCG 310-1 Sub System Guide or CICCS).

E. PARAMETERS FOR REIMBURSEMENT

1. Move up and cover assignments behind CAL FIRE resources.
 - Meals will normally be provided using normal station provisions unless otherwise specified by a CAL FIRE officer.
 - Replacement fuel will be provided as needed.
2. Resources assigned to specific preplanned operations in the Unit such as lightning plans and special staffing plans.
3. Water tenders used on an incident or for coverage beyond the **2 hour** mutual aid period.
4. Engines used on an incident or for coverage beyond the **6 hour** mutual aid period.
5. Overhead working beyond the **12 hour** mutual aid period when requested by the IC.
6. Resources requested to respond outside the boundaries of the mutual aid agreement (normally outside the Unit).
7. Local resources being used in lieu of CAL FIRE resources due to draw-down or other operational deficiencies.
8. **Local Government Resources used beyond a 12 hour period for planned need should be converted over to CFAA and a Cal OES Agency Representative should be requested.**

D. CAL FIRE PAYMENT FOR LOCAL FIRE AGENCIES – RESOURCES AND PERSONNEL

GENERAL PROVISIONS

1. All fuel, lubricants, normal wear and tear will be the owning agencies' responsibility.
2. All assistance beyond the specified mutual aid period will be assistance by hire and will be reimbursed RETROACTIVELY for the full period from the time of initial dispatch until return to quarters. Reimbursement for Emergency Apparatus refurbishment and rehab may be approved by the Incident Commander, up to a maximum of 2 hours, as appropriate.
3. CAL FIRE will normally pay for one Company Officer and two Firefighters per engine unless ordered differently. During initial attack local staffing standards may be only one Company Officer and one Firefighter; this is the minimum staffing level CAL FIRE will pay for. CAL FIRE will pay the actual staffing level on the assigned apparatus, from two to four persons.
4. CAL FIRE will pay for the actual staffing level on assigned water tenders, up to two persons.
5. Emergency apparatus shall meet minimum FIREScope ICS type standards, when applicable and shall be outfitted with the minimum ICS complement.
6. CAL FIRE cannot hire equipment which was received through the Federal Excess program or from Cal OES. CAL FIRE can pay for staffing of these apparatus.
7. It shall be the responsibility of the jurisdiction sending emergency personnel to ensure that such personnel are provided protective clothing and equipment as required by the most current version of the rules found in California Code of Regulations, Title 8, Section 3410, Article 10.1, Section 3401, et seq
8. Personnel and apparatus time calculations are as follows:
 - Apparatus
 - Cal OES rates are used and there is a 16-hour maximum allowable charge per 24-hour period from time of dispatch
 - Personnel
 - Personnel time will be reimbursed at the Cal OES rate
 - If an agency has an approved Salary Survey on file with Cal OES, then those rates will be used. The Salary Survey must be on file prior to hire.
9. By providing personnel, apparatus, and equipment, the LOCAL AGENCY attests to their safety, training, competency, complement, and general readiness. Personnel filling engine company or tactical water tender positions shall be certified at the appropriate

5) The Incident Commander (IC) will be responsible for the report on conditions, resource ordering, deployment of resources, resource accountability, communication on the command and tactical frequencies, and the establishment of an incident command post (ICP).

NON-VEGETATION INCIDENTS OR LRA FIRES

- 1) The local fire agency has primary responsibility for these incidents.
- 2) If a CAL FIRE Company Officer or Chief Officer is first on scene they will normally assume the Incident Command responsibility.
- 3) The first local fire agency Company Officer or Chief Officer on scene will contact the IC and determine if a change of command is appropriate. If a change is made, the ECC will be notified and an announcement will be made on the Command and Tactical frequencies.
- 4) When appropriate, a Unified Command or any other organization that is best suited to mitigate the emergency will be used. The responsible local fire agency (AHJ) will continue to have primary responsibility for the incident.
- 5) The Incident Commander (IC) will be responsible for the report on conditions, resource ordering, deployment of resources, resource accountability, communication on the command and tactical frequencies, and the establishment of an incident command post (ICP).

C. EQUIPMENT ACCOUNTABILITY

Due to operational need, there may be occasions when local government resources will be asked to leave their equipment upon release from an incident. If equipment is left at an incident it will be documented on an Incident Replacement Requisition Form FC-315 (see Exhibit A).

The information that is most critical on the form is:

- 1) Incident number and name;
- 2) Unit name (i.e. Engine 85);
- 3) Authorization must be from a CAL FIRE officer (DIVS, OSC or IC)
- 4) Date/Time;
- 5) Quantity and item description (i.e. 5-100' lengths of 1 ½" hose, etc.).

A copy should be retained by the I.C. and the resource leaving the equipment.

Each respective district is encouraged to mark their equipment so CAL FIRE can return the exact equipment which was left on the incident. As an example, if a district leaves new hose on an incident, and it is not marked, they may not get new hose returned to them. CAL FIRE expects that non-traditional wildland suppression equipment not be left at an incident unless specifically requested by the IC or designee.

determination on a SRA incident. CAL FIRE welcomes the assistance of the local fire agency but will maintain primary investigatory responsibility.

F. TRAINING

Parties will advise and attempt to share training opportunities with one another as they apply to each party's mission to further foster good working relations and effectiveness.

G. PRESCRIBED FIRE AND FUELS MANAGEMENT

Parties will advise one another of planned prescribed fire or other fuels management within their respective jurisdictions.

H. MODIFICATIONS TO AOP

Any changes, agreed upon during the annual review will result in a letter from CAL FIRE to the LOCAL AGENCY memorializing that agreement and any changes therein. A copy of the letter will be retained in the official agreement file at AEU.

I. DURATION OF AGREEMENT

This Annual Operating Plan will be renewed and updated each year. Both parties retain the right to terminate their participation by providing 15 days written notice to the other party.

6. OPERATING PROCEDURES

A. DISPATCH

Please refer to the AEU Radio Call Plan for the current year as issued by the AEU ECC (See Attachment 1).

B. INCIDENT COMMAND

VEGETATION FIRES ON SRA

- 1) CAL FIRE has statutory responsibility for managing vegetation fires in the area defined as State Responsibility Area (SRA) regardless of local fire agency boundaries.
- 2) When a local fire agency Company Officer or Chief Officer is first on scene they will normally assume the position of Incident Commander.
- 3) The first CAL FIRE Company Officer or Chief Officer will contact the IC and determine if a change of command is appropriate. If a change is made, the ECC will be notified and an announcement will be made on the Command and Tactical frequencies.
- 4) When appropriate, a Unified Command or any other organization that is best suited to contain and control the fire will be used. CAL FIRE will continue to have primary responsibility for the fire and expenditures against the Emergency Fund.

with responsibility for the incident share incident management, by establishing a common set of incident objectives and strategies.

5. GENERAL PROVISIONS

A. ANNUAL OPERATING PLAN (AOP)

The parties to this agreement will meet annually, prior to summer preparedness levels, to review the AOP. The AOP will include protection area maps for all parties, lists of principal personnel, updated contact information, and the current year Radio Call Plan as issued by the AEU Emergency Command Center (Attachment 1).

B. JURISDICTIONAL RESPONSIBILITIES

The LOCAL AGENCY has primary responsibility for the protection of life and improvements. CAL FIRE has the statutory responsibility for the prevention, suppression, and investigation of wildland fires on lands deemed SRA.

C. NOTIFICATIONS

Each party will notify the other party of fires burning in or on or threatening lands or property for which the other party has protection responsibility.

D. COMMUNICATIONS

RADIO – communications shall be according to the current year Radio Call Plan as issued by the AEU ECC.

CORRESPONDENCE – via USPS or common carrier shall be to the following addresses for each of the parties:

CAL FIRE - AEU	Mosquito Fire Protection District
2840 Mt. Danaher Rd.	8801 Rock Creek Rd.
Camino, CA 95709	Placerville, CA. 95667

TELEPHONE – Please refer to attached contact lists (Attachment 2) for agency personnel or functions.

EMAIL – Please refer to attached contact lists (Attachment 2) for agency personnel or functions

E. CAUSE AND ORIGIN DETERMINATION AND PRESERVATION OF EVIDENCE

Parties will demonstrate diligence in protecting the point and/or area of origin of a fire and any and all evidence or potential evidence which may pertain to fire cause. The CAL FIRE Incident Commander or Prevention Bureau has the primary responsibility for origin and cause

D. COOPERATING AGENCY:

An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, telephone company, etc.).

E. LOCAL RESPONSIBILITY AREA (LRA)

Lands on which neither the State nor the Federal Government has any legal responsibility for providing fire protection.

F. MUTUAL AID

Mutual aid is a reciprocal agreement between two or more fire agencies wherein each agrees to assist the other under certain conditions without cost to the requesting agency. Providing mutual aid is permissible on the part of the responding agency, based on its ability at the time the aid is requested.

The purpose of mutual aid is to ensure rapid attack strength via the nearest available forces regardless of source or agency in the interest of economy, to avoid duplication, and to minimize the number of large fires, and because no agency can afford an organization that will meet all needs.

G. MUTUAL AID AGREEMENT:

Written agreement between agencies and/or jurisdictions in which they agree to assist one another with like resources and without cost. The mutual aid period, as defined by this agreement, shall extend **six hours** from time of request for fire apparatus, **two hours** for water tenders, and **12 hours** for overhead personnel. Eligible resources utilized beyond the mutual aid period will become assistance by hire retroactive to the time of the request.

H. MUTUAL DISPATCH AREAS (MDAs)

Protection units shall coordinate their initial attack response by identifying the "closest forces" and agreeing which resources will be automatically dispatched. All resources in the initial attack dispatch will be Mutual Aid.

I. STATE RESPONSIBILITY AREA (SRA)

The California Board of Forestry and Fire Protection classify areas in which the primary financial responsibility for preventing and suppressing fires is that of the State. CAL FIRE has SRA responsibility for the protection of over 31 million acres of California's privately-owned wildlands.

J. UNIFIED COMMAND

Unified Command is an authority structure in which the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency. Unified command is one way to carry out command in which responding agencies and/or jurisdictions

1. IDENTIFICATION

This Operating Plan is an addendum to the Agreement for Mutual Aid Fire Protection by and between CAL FIRE Amador - El Dorado Unit hereinafter called AEU, and the Mosquito Fire Protection District, hereinafter called LOCAL AGENCY, through its duly appointed officers.

2. AUTHORITY

This Annual Operating Plan (AOP) is authorized by CA Health and Safety Code Section 13863 and CAL FIRE Handbook Section 8515.

3. PURPOSE

This document provides operational and administrative guidelines for AEU and the LOCAL AGENCY in providing Mutual Aid. Additionally, this document addresses Assistance by Hire resources within AEU by:

- A. Defining the parameters for reimbursement of local government fire personnel and apparatus for incidents within the purview of AEU, including exclusions and exceptions
- B. Establishing the procedure for payment of local fire agency equipment and personnel
- C. Providing a point of contact for payment issues on incidents within AEU.

This agreement does not include resource or overhead orders placed under the California Fire Assistance Agreement (CFAA).

4. DEFINITIONS

A. AGENCY REPRESENTATIVE

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. The Agency Representative is not on direct tactical assignment, but is there to assist in coordination efforts

B. ASSISTING AGENCY

An agency directly contributing tactical or service resources to another agency.

C. ASSISTANCE BY HIRE

Assistance by hire is the provision of fire suppression resources, by one agency to another, on a reimbursement basis. All requests to hire fire protection assistance must be clear and precise and shall be recorded by the single ordering point.

Addendum to the Agreement for Mutual Aid Fire Protection

**CAL FIRE
Amador-El Dorado Unit
and
Mosquito Fire Protection District
2025 LOCAL OPERATING PLAN**

**MIKE BLANKENHEIM
UNIT CHIEF**

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

Agenda Item Issue Paper

Meeting Date: June 26,2025

Title: Policy 1052 Job Description Captain

Author: W. Buhnerkempe

Discussion Item ☐ or **Action Item** ☒

Summary:

Modifying Policy 1052 Job Description Captain, with minor grammar changes

Recommendations:

1. Approved the modified policy and republish.

Job Description - Captain

1052.1 PURPOSE AND SCOPE

To establish the position of Captain and define the Board's performance expectations of the person occupying that position.

1052.2 POLICY

The position of Captain is established by the Mosquito Fire Protection District (MFPD) Board of Directors as an Hourly Position. The Captain shall operate under the general direction of the Fire Chief. Although there are other duties as described below, the primary responsibility of the position is to ~~insure~~ ensure a continuing state of readiness of all responding fire apparatus and equipment.

The Captain shall function as a staff member to the Chief by providing input regarding daily operations, shift scheduling, evaluating and correcting safety violations, enforcing District policy and procedures, assisting with the training and support of volunteers. The Captain is responsible for the supervision of the on-duty engineer and firefighters.

1052.3 MINIMUM REQUIREMENTS

The Captain must meet the following requirements. The Probationary Period shall be one year. Continuation in the position requires completion of below listed requirements and quarterly satisfactory personnel evaluation.

- (a) Be physically capable ~~to~~ of functioning as a firefighter.
- (b) Possess a current certification to the level of an Emergency Medical Technician 1B or, obtain within one year of appointment.
- (c) Maintain a valid California Driver's license with Firefighter endorsement.
- (d) Possess a Firefighter 2 certification or equivalent.
- (e) Qualified to operate all District apparatus.
- (f) Reside in the District or within 60 miles of the district.
- (g) Held paid position of firefighter for 2 years or volunteer firefighter for 3 years.
- (h) Complete all apparatus task books within one year after appointment.

1052.4 UNIVERSAL STANDARDS

The Board of Directors of the Mosquito Fire Protection District expects the Captain to adhere to the following universal performance standards:

- (a) Serve citizens of the District with courtesy and impartiality.
- (b) Comply with Standard Operating Procedures, Board Policy and law.
- (c) Decide issues without undue delay.

Mosquito Fire Protection District

Policy Manual

Job Description – Captain

- (d) Build and maintain productive relationships with the volunteers, the support group and the Board of Directors.
- (e) Comply with and enforce safety rules.
- (f) Display vision and creativity when making recommendations to the Chief.
- (g) Assure efficiency and effectiveness in operations.
- (h) Maintain normal office hours at the Fire Station within the limitations imposed by other duties and/or functions.
- (i) Maintain off-duty conduct in a manner that does not bring embarrassment, criticism or other negative impacts upon the District or the Department.
- (j) Submit, when directed by the Chief to a standard D.O.T. drug test.

1052.5 SPECIFIC STANDARDS

- (a) Respond immediately, when on duty, to all dispatched incidents. Perform in a professional manner to bring the incident to its final conclusion.
- (b) Inspect, maintain, and repair as necessary all fire apparatus and related equipment to ~~assure~~ ensure that it is safe, functioning properly and ready to respond.
- (c) Possess the following certifications:
 - (a) A NFPA Pump Testing Certification (desirable)
 - (b) CFSM Driver/Operator Certification.
 - (c) Red Card Certification.
 - (d) Command 1A & 1B Certification or equivalent.
 - (e) ICS-100, ICS-200, ICS-300 and ICS-700 Classes (f) Maintain EMT 1B (upon completion).
 - (g) Held position of Engineer for 1 year – Requires verification of prior employment and experience
 - (h) Basic Wildland and Engine Boss Certifications
- (d) Inspect, maintain, and repair as necessary the fire station itself and other related MFPD assets.
- (e) Maintain driver training program that assures safe, legal and proper use of all fire apparatus.

Mosquito Fire Protection District

Policy Manual

Job Description – Captain

- (f) Effectively represent the Department with state and county agencies, other fire departments, and especially the members of the community that this department serves.
- (g) Develop and maintain a high morale and efficiency among all volunteer fire fighters and support group members.
- (h) Maintain inventory control on equipment and parts.
- (i) Organize and fill monthly shift schedule for fire station staffing.
- (j) Perform other related duties as needed or directed by the Chief.
- (k) Ability to train or demonstrate to staff, volunteers, and community the proper safety and operations of all department emergency response equipment.

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

Agenda Item Issue Paper

Meeting Date: June 26,2025

Title: Update of Tracking Sheet for Policies not needing changes.

Author: W. Buhnerkempe

Discussion Item ☐ or **Action Item** ☒

Summary:

The update of the tracking sheet to reflect the REVIEW of the thirteen (13) Policies not noticed as being in any need of changes.

Recommendations:

1. Update the Reviewed/Modified Table with today's date.

Mosquito Fire Protection District

Policy Manual

POLICY REVIEW AND REVISION TRACKING

Policy	Title	Revision Date	Reviewed Date
Chapter 1 Fire Service Role and Authority			
100	Fire Service Authority	3/28/24	3/28/24
101	Chief Executive Officer	3/28/24	3/28/24
102	Oath of Office	3/28/24	3/28/24
103	Policy Manual	11/17/22 06/26/2025	6/23/22 6/26/2025
Chapter 2 Organization and Administration			
204	California Fair Political Practices Commission Filings	6/23/22	6/23/22 6/26/2025?
211	Solicitation of Funds	6/23/22	6/23/22 6/26/2025
215 214	Purchasing and Procurement	6/23/22	6/23/22
Chapter 3 General Operations			
319	Abandoned Infants/Children	10/26/23	10/26/23
323	Child Abuse Reporting	10/26/23	10/26/23
326	Adult Abuse	1/25/24	1/25/24
Chapter 4 Fire Prevention			
Chapter 5 Emergency Medical Services			
Chapter 6 Training			
600	Fire Equipment Driver/Operator Training	10/26/23	10/26/23

601	Automated External Defibrillator Training	12/28/23 6/26/2025	12/28/23 6/26/2025
602	Bloodborne Pathogen Training	9/28/23	9/28/23
603	CPR and First Aid Training	12/28/23	12/28/23
609	Health Insurance Portability and Accountability Act (HIPAA)	5/2/22 6/26/2025	5/2/22 6/26/2025

Mosquito Fire Protection District

Policy Manual

Policy Review and Revision Tracking

612	Respiratory Protection Training	9/28/23	9/28/23
614	Training Records	7/28/22	7/28/22 6/26/2025
Chapter 7 Equipment and Technology			
700	Use of District Owned and Personal Property	7/28/22 6/26/2025	7/28/22 6/26/2025
709	Photography and Electronic Imaging	7/25/22	7/25/22
710	Non Official Use of District Property	7/28/22 6/26/2025	7/28/22 6/26/2025
Chapter 8 Records Management			
803	Patient Medical Record Security and Privacy	5/2/22 6/26/2025	5/2/22 6/26/2025
804	Record Retention	6/23/22 6/26/2025	6/23/22 6/26/2025
Chapter 9 Safety			
902	Cal/OSHA Notification of Injury, Illness or Death	1/25/24	1/25/24

914	Automated External Defibrillators	6/26/2025	6/26/2025
Chapter 10 Personnel			
1012	Discriminatory Harassment	11/17/22 6/26/2025	9/27/22 6/26/2025
1013	Conduct and Behavior	6/23/22	6/23/22
1020	Grievance Procedure	3/28/24	3/28/24
1027	Drug and Alcohol Free Workplace	10/27/22	10/27/22 6/26/2025
1029	Uniform Regulations	3/28/24	3/28/24
1040	Family and Medical Leave	11/17/22 6/26/2025	11/17/22 6/26/2025
1043	Driver's License Requirements	12/28/23	12/28/23
1045	Member Speech, Expression and Social Networking	3/28/24	3/28/24
1047	Sick Leave	1/25/24	1/25/24
1048	Compensation and Benefits	5/23/25 6/26/2025	5/23/25 6/26/2025
1049	Disciplinary Procedures - Employee	3/28/24	3/28/24

Mosquito Fire Protection District

Policy Manual

Policy Review and Revision Tracking

1050	Disciplinary Procedures - Volunteer	3/28/24	3/28/24
1051	Attendance and Reporting Illness or Injury	10/27/22	10/27/22 6/26/2025
1052	Job Description - Captain	9/27/22 6/26/2025	9/27/22 6/26/2025

1053	Job Description - Firefighter Engineer	9/27/22	9/27/22
1054	Job Description - Board Clerk and Administrative Assistant	9/27/22	9/27/22 6/26/2025
1055	Job Description Support Services Volunteer	10/27/22	10/27/22
Chapter 11 Facility			
1108	Use of District Grounds	4/27/23	4/27/23 6/26/2025
Chapter 12 Board Policies			
1200	District Board Members	6/23/22 6/26/2025	6/23/22 6/26/2025
1201	District Board Meetings	3/28/24 6/26/2025	3/28/24 6/26/2025

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

Agenda Item Issue Paper

Meeting Date: July 1, 2025

Title: Board Clerk Performance Review Process Committee

Author: Trent Williams

Discussion Item ☐ or **Action Item** ☒

Summary:

An Ad Hoc Committee consisting of two Board members should be established to generate the process for conducting the Board Clerk's performance evaluation.

Recommendations:

Request that the Board identify membership for this committee, establish a deadline for presentation of recommendation to the Board, and initiate its engagement.

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
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Agenda Item Issue Paper

Meeting Date: July 1, 2025

Title: Need Direction as to where the Money for George Town is to be pulled from

Author: W. Buhnerkempe

Discussion Item ☒ or **Action Item** ☒

Summary:

The Preliminary Budget was passed based on numbers in Version #19

Version #20 was updated to reflect additional Expenses paid in June

Version #21 reflected the Large Change in Work Comp Charges from what was expected (based off of previous e-mails, and what was in the Bill that was sent.)

Version #22 has a \$3000 hole since the Board decided to pay George Town an additional \$3000.

Recommendations:

1. Direct me to do one of the following.
 - a. Used the entire \$3000 in 404300 as the way to pay George Town,
 - b. Modify the Line for Equipment Grant Matching Funds to reflect we will need to wait until Strike teams Deploys and earns money.
 - c. Use the last of the Contingency Monies \$1663.46, and \$1,336.54 from 404300 to cover the expense.
2. Since the County does not reflect our budget on ECAT for several months and really is too busy closing out previous year. Just to keep track of any/all changes so Budget can be modified in August or September

Mosquito Fire Protection District
Prelim Budget 2025-2026
July 2025 through June 2026

1									
		<u>Prelim Budget 25-26 V-#22</u>							
		<u>w/Pending Grant & Strike numbers</u>							
		<u>and new Work Comp Numbers</u>							
		<u>Finance Committee Reference</u>							
2			July 2025 - June 2026	R&R Grant Whole Year	Cal Fire 50/50 Grant Whole Year	OES Engine Deployment	ADD Backs paid from Strike team Admin Fees	Base Budget	Notes
3		Revenue							
4		0001R Real Carry not previously in budget	0.00						
5		0001 guess Carry over	(65,018.78)					(65,018.78)	ECAT total - May & June Bills
6		0100 · Prop Tax Curr Secured	184,763.00					188,190.00	
7		property Tax Admin Cost						(3,427.00)	Amount county is charging to administer property Tax
8		0110 · Prop Tax Curr Unsecured	3,637.00					3,637.00	
9		0120 · Prop Tax Prior Unsecured	0.00					0.00	
10		0130 · Unsecured Prop Tax Prior	100.00					100.00	
11		0140- Supplemental Taxes	2,000.00					2,000.00	Based off of 24-25
12		0150- Supplemental Prior	300.00					300.00	
13		1175 · Special Tax Direct Assessments	188,000.00					188,000.00	
14		Special Tax Admin Cost	(1,880.00)					(1,880.00)	Amount county is charging to administer Special Tax
15		0360- Penalties	3,000.00					3,000.00	
16		0400 - Rev Interest	3,000.00					3,000.00	Based off of 24-25
17		0430 · Development Fee	0.00					0.00	Not Listed since it is highly restricted
18		4400 · Rev Interest	0.00					0.00	
19		0820 · ST Homeowner Prop Tax relief	500.00					500.00	
20		0880 ST Other	0.00					0.00	
21		1060 Grants	119,250.50					0.00	
22		1060G- FED/Cal Fire (50/50 Grant)			10,000.00			0.00	
23		1060R1- FEMA RR		109,250.50				0.00	guess plugged in
24		1128 Federal: USDA (Strike teams)	250,000.00			250,000.00		0.00	Based off of 24-25
25		1200 Revenue Other Govt.	0.00					0.00	
26		1321 Transfer from Reserves (Allocated)	0.00						
27		1350 Transfer from Reserves (Unallocated)	0.00					0.00	
28		1744 Misc Inspections or Services	0.00					0.00	
29		1940 Misc Revenue	318,314.05					0.00	
30		1940c Misc Revenue (community)						0.00	In Past has been as much as \$2k before DAX.
31		1940s Misc Revenue (School)						0.00	How much we get back for training If we do more Training this number goes up. Was previously 4K-10K
32		1940r Misc Revenue (rebates)						1,000.00	Credit Card Rebates
33		1940st Misc Revenue (Strike Team Monies from 24-25)						126,592.53	Strike Team Reimbursements still expected for 24-25
34		1940g Misc Revenue (Grants 23-24 year still expected)						43,837.00	2023-2024 Reimbursements still expected
35		1940g Misc Revenue (Grants 24-25 year still expected)						127,905.92	2024-2025 Reimbursements still expected
36		1940g Misc Revenue Grant Pass through for Grant Manager		6,173.00					Pass through back to Grant Manger
37		1940f Misc Revenue (Fuel)						8,000.00	What SCPOA gives us for Fuel
38		Lexipol reimbursement from CIRA						1,805.60	\$1805.60 this year
39		Vector-Solutions reimburse from CIRA						3,000.00	.
40		1942 Misc Reimbursement	0.00					0.00	
41		Vertical Total	1,005,965.77						(Math Check Only)
42		Total Revenue	1,005,965.77	115,423.50	10,000.00	250,000.00	0.00	630,542.27	
43								281,854.36	Amount of Revenue from Previous Years
44								348,687.91	Amount of Base Budget from this year.
45		Expense							
46		300000 · Salaries and Employee Benefit							
47		303000 · Perm Employees/Elect Official	193,939.75						FT Chief, FT Captain (58,136+)
48		Perm Employee (Chief)		36,400.00				45,600.00	
49		Perm Employee (Bat Chief) 40 Hour						58,136.00	
50		Perm Employee (Captain 30 Hour)						36,894.00	

Mosquito Fire Protection District
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		<u>Prelim Budget 25-26 V-#22</u> <u>w/Pending Grant & Strike numbers</u> <u>and new Work Comp Numbers</u> <u>Finance Committee Reference</u>					ADD Backs paid from Strike team Admin Fees		
2			July 2025 - June 2026	R&R Grant Whole Year	Cal Fire 50/50 Grant Whole Year	OES Engine Deployment		Base Budget	Notes
51		303000G · Percentage of Salary paid for R&R Coordinator						0.00	R&R Coordinator move to Chief.
52		30???? Percentage of benefits paid for Coordinator Benefits		5,200.00				0.00	
53		Other Insurance for Non- Coordinator postions Allowed \$11,875.50 - (OASDI, Medicare, Unemployment that is portioned out)		11,709.75				0.00	split out per category
54		303001 · Temporary Employees	49,920.00			0.00		49,920.00	PT Admin- Clerk 32 Hours per Week (\$20 per hour) 1.5 postions
55		303002 · Overtime	89,032.00			85,000.00		4,032.00	Shar's numbers are Cpt- \$4,032Chief - \$0/ Admin - \$0.
56		303004 · Stipends	219,250.00			90,000.00		73,000.00	stipends 1:0 Staffing \$200
57		Stipend over night						15,600.00	over night (about 14Hrs) 3 days per week \$100 per
58		Stipend non lead						31,200.00	Stipend non lead 24 hours 4 days a week (\$150)
59		Stipend Supplement						7,950.00	Additional Money needed to allow 2.0 Staffing (1@\$200 + 1@\$150) (\$54750 -two lines above = \$7950)
60		3004r · Stipends from Grant		0.00					\$0 left in Grant until revision
61		3004p pay per call		1,500.00					Is this still avail or part of revision
62		303020 · Retirement	4,193.00					4,193.00	Ft Cpt - \$4,193 # to Change
63		303021 · O.A.S.D.I.	28,795.98			10,850.00		9,932.48	Ft Cpt - \$3,466.44/ FT Chief- \$4,402.68/PT Admin - 2,063.36 # to Change
64		3021 OASDI from Stipend & pay per call		93.00				7,920.50	6.2% of Stipend in Base \$73k + \$15.6K + \$31.2K = \$119,800
65		303022 · Medi Care	6,620.05			2,537.50		2,323.70	FTCpt-\$810.70/FT Chief- \$1,030/PT Admin-483
66		3022 Medi Care from Stipend & pay per call		21.75				1,737.10	1.45 % of 119,800 Stipend in Base
67		303030 · Vacation, Sick, Holiday	9,111.00					9,111.00	FT Cpt-\$1866 + \$ 2,144/ FT Chief-\$2,370+\$2,731 Review
68		303040 · Health Insurance	9,000.00					9,000.00	FT Cpt-\$9,000/ FT Chief-\$0 Might need Review # to Change
69		303041 · Unemployment Insurance Employer	11,248.20			5,950.00		1,174.00	FT Cpt - \$308/ FT Chief- \$308/ PT Admin-\$308 PT Cap 250# to Change
70		3041 Unemp Ins from Stipend & pay per call		51.00				4,073.20	3.4 % of 119800 Stipend in Base
71		303060 · Workers' Compensation Employer	52,355.00					52,355.00	Amount of 25-26 Quote told was 20779 amount per 5-30-25 paper is \$52,355
72		Vertical Total	673,464.98						(Math Check Only)
73		Total 300000 · Salaries and Employee Benefit	673,464.98	54,975.50	0.00	194,337.50	0.00	424,151.98	
74									
75		400000 · Services and Supplies							
76		404021 · Fire Turnouts	36,875.00					14,000.00	(50/50 Grant Moved to Equipment 6040)
77		404021G2 · Fire Turnouts (R&R)		22,875.00				0.00	
78		404022 · Uniforms	8,000.00					2,000.00	
79		R&R FF Station Uniforms		4,000.00					
80		R&R Explorer Station Uniforms		2,000.00					
81		404040 · Telephone Co. Vendor Payments	1,200.00				0.00	0.00	

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1									
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2			July 2025 - June 2026	R&R Grant Whole Year	Cal Fire 50/50 Grant Whole Year	OES Engine Deployment		Base Budget	Notes
82		404040a · Telephone Buss phone						1,200.00	Current Quote \$100 per month
83		404042 Radio Vendor Payments	0.00					0.00	
84		404043 · Dispatch Fees-Contract	2,000.00					2,000.00	
85		404060 · Food & Food Products	1,775.75			1,025.75		750.00	
86		404080 · Household Expense-Station Supplies	400.00					400.00	
87		404083 - Laundry	100.00					100.00	Dry Cleaning
88		404084 - Expendable Equipment	0.00						
89		404085 · Refuse Disposal	2,500.00					2,500.00	
90		404087 · Exterm / Fumgn Services	600.00					600.00	Appears to be about \$100 every other month
91		404100 · Insurance Premium	42,277.09					42,277.09	Was at \$52,530.10 New quote \$42277.09
92		404140 · Manitt. Equipment	0.00						
93		404142 * Maint. Comm Equipment	0.00						
94		404144 · Maint. Computer System/Software	2,000.00					2,000.00	Hope is to put all computer related charges here. Past split between 4140 and 4144
95		404145 · Maint. Equipment Parts	500.00					500.00	
96		404160 · Veh. Maint. Outside labor	5,000.00					5,000.00	
97		404161 · Veh Maint. Parts Direct Charge	5,500.00					5,500.00	
98		404164 · Veh Maint. Tires & Tubes	3,300.00					3,300.00	
99		404180 · Maint Building & Improvements	2,750.00					2,750.00	
100		404183 · Maint. Grounds	0.00					0.00	
101		404197 - Maint Building Supplies	700.00					700.00	
102		404200 · Medical, Dental & Lab Supplies	350.00					350.00	Grant money moved to 4322
103		404220 · Memberships	1,700.00					1,700.00	
104		404260 · Office Expense	1,500.00					1,500.00	Last year \$2500, Laser Printer subscription now gone
105		404261 · Postage	250.00					250.00	
106		404263 · Subscription Newspaper Journals	100.00					100.00	
107		404300 · Professional & Specialized Serv	12,750.00	9,750.00				3,000.00	Training Funds split between 4300 and 4500
107b		404300 Specialized Services George Tn						3,000.00	GEO 4 (4th \$3,000 payment to George Town
108		404304 * Agency fee County/ Lafco	548.92					548.92	Based off of 24-25
109		404305 · Audit & Accounting Services	8,700.00					8,700.00	Amount of Quote for Year
110		404313 · Legal Services	5,000.00					5,000.00	
111		404322-Medical Exams	5,000.00	4,000.00				1,000.00	R&R Entry Medical Exams
112		404324 · Medical Dental Lab Supplies	500.00					500.00	? JPA pay for meds or do we?
113		404335 - Election Dept Services	0.00					0.00	? Do we plan a balot messure?
114		404400 · Publications & Legal Notices	200.00					200.00	
115		404420 - Rent & Lease Equipment	1,000.00					1,000.00	O2 Bottle Refill
116		404460 · Equip. Small tools & Instrument	500.00					500.00	
117		404463 - Equipment Telephone Radio	150.00					150.00	
118		404500 · Special Dept. Expense	24,596.00			0.00	0.00	2,500.00	
119		404500G · Special Dept. Expense(R&R)		9,750.00					Training Funds split between 4300 and 4500
120		404500g · Spec Dept. Exp(R&R Manage)		6,173.00					
121		404500g · Spec Dept. Exp(R&R Manage from 24-25)						6,173.00	\$6173 owed from 24-25 expected funds listed in 1940
122		404502 · Educational Materials	200.00					200.00	
123		404507 · Fire & Safety Supplies	500.00					500.00	
124		404538 - Software	0.00					0.00	
125		404539 - Software License	15,365.60					6,400.00	They tend to hit late in Fiscal year. Microsoft increase
126		404539s · Starlink wireless internet						1,440.00	120 per month
127		404539G · Streamline Web service Payments		0.00				1,020.00	We apparantly still have this. Unsure if Grant Covers any?
128		404539g · Media Marketing		1,200.00				0.00	Being used to cover GoDady and streamline both?
129		404539p · Print Marketing		500.00				0.00	1 Year only - Probably wont be used first year

Mosquito Fire Protection District
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130		Lexipol reimbursement from CIRA						1,805.60	These get reimbursed via 1940
131		Vector-Solutions reimbursment from CIRA						3,000.00	These get reimbursed via 1940
132		404600 - Transportation & Travel	175.00					175.00	
133		404602 - Mileage Employee Private auto	500.00					500.00	Added since contract with Chief allows for it if Vehicle is disabled.
134		404606 · Fuel Purchases	27,600.00	200.00				27,400.00	SCPOA will probably give us \$8000 this year
135		404609 · Staff Development	5,136.75			4,636.75		500.00	
136		404617 Staff Development Non 1099	0.00					0.00	
137		404700 · Utilities	15,000.00					15,000.00	
138		Vertical Total	242,800.11						(Math Check Only)
139		Total 400000 · Services and Supplies	245,800.11	60,448.00	0.00	5,662.50	0.00	179,689.61	
140									
141		600000 · Fixed Assets							
142		606020 · Buildings & Grounds	50,200.00					200.00	
143		Admin Fee Earned					0.00		Part of 50k not approved until earned.
144		Admin Fee Not Earned					50,000.00		Part of 50k not approved until earned.
145		606040 · 606040 Equipment	29,515.00					3,000.00	from baseline for Co-pay for potential Capital Equip Part of 50k not approved until earned.
146		6040g Applied for Grants Matching funds						6,515.00	Possible Compressor & Radio Grant Part of 50k not approved until earned.
147		6040t Fire Turnout or Equipment (50/50)			10,000.00			10,000.00	Matching funds for Grants
148		Vertical Total	79,715.00						(Math Check Only)
149		Total 600000 · Fixed Assets	79,715.00	0.00	10,000.00	0.00	50,000.00	19,715.00	
150									
151		Contingency & Reserves							
152		7700 Contingency	9,985.68					1,663.46	Left over if all Expected \$281,854.36 actually comes in.
153		7700h Contingency Held to go to Reserves						8,322.22	Equipment Cost from Strike Team Reimbursements still expected from 24-25 To be transferred to reserves per policy once we get the monies=28322.22 -20K for new engine=\$8,322.22
154		7800 Transfer to Reserves	0.00						
155									
156		Vertical Total	1,008,965.77						(Math Check Only)
157		Total Expense	1,008,965.77	115,423.50	10,000.00	200,000.00	50,000.00	633,542.27	
158		income - expence				50,000.00			
159		Admin Fee earned from Strike Team				50,000.00	50,000.00		
160		Sub Total Admin minus Add Backs				0.00	0.00		
161		Vertical Total	-3,000.00			0.00			
162			-3,000.00	0.00	0.00	0.00		(3,000.00)	