



# Mosquito Fire Protection District

**Public Finance Committee Meeting**  
Tuesday February 25, 2025 – 1:30 PM  
Mosquito FPD Station 75  
8801 Rock Creek Road Placerville, Ca. 96557

## MINUTES

Item
<p><b>1. Call to Order. 13:50</b> <b>Members present: E. Dwyer; D. Blain; T. Warner; B. Buhnerkempe; M. Blain; D. Hunt (via Zoom).</b></p> <p>Topic/Date: MFPD Finance Committee Meeting February 25, 2025</p> <p>Time: 1:30 PM Pacific Time (US and Canada)</p> <p>If you have a disability and are requesting an accommodation pursuant to the Americans with Disabilities Act, please contact district at 530-626-9017 or <a href="mailto:admin75@mfpd.us">admin75@mfpd.us</a></p> <p><b>Join Zoom Meeting</b> <a href="https://zoom.us/j/8685165316?pwd=Mkd3WEtjNFpaTUZLVmFic0Q3dmNNUT09">https://zoom.us/j/8685165316?pwd=Mkd3WEtjNFpaTUZLVmFic0Q3dmNNUT09</a> Meeting ID: 868 516 5316 Passcode: 223344 One tap mobile +16699006833,,8685165316#,, *223344# US (San Jose) Dial by your location +1 669 900 6833 US (San Jose) Meeting ID: 868 516 5316 Passcode: 223344</p>
<p><b>2. MFPD Chief Updates</b></p> <p><b>Chief provided committee with report titled ‘Amendment to SAFER Grant’ to provide summary of activity.</b> <b>Chief asked to report on 3 primary areas: Staffing, Stipend, &amp; Equipment.</b></p> <ol style="list-style-type: none"><li>1. R&amp;R Grant Performance progress report - pending. Estimated completion within 2 days.</li><li>2. OPS report – report provided synopsis of Staffing (volunteer and MFPD salaried), Stipend staffing, and Weather/Fire projections.</li><li>3. Stipend run still critical due to level of spending. Report details proposed reductions.</li></ol>

4. Equipment inventory: One fleet car to be 'retired'. Recommending to Board at next meeting. Other vehicles & Engines status: 2 fleet vehicles repaired. 2 engines still being assessed and repaired. Functional at present but not recommended for Strike Team deployment.
5. MFPD Staffing updates
  - Captain position. posted on 4-5 FF recruitment 'Boards'. Position to be 40 hrs./wk. Projected Start Date: 4/1/25 – 4/15/2025
  - Admin Assistant. Looking at defining needs for P/T Admin Assistant. Salary to be extracted from MFPD budget.

Discussion of Fire Weather projections through year & periods where staff augmentation may be indicated.

#### **REQUESTED BY COMMITTEE**

- Proposed **detailed** staffing plan requested by next meeting to allow for calculation of Stipend. Report narrative too broad.
- **Specific** training plan also requested by next meeting. (Proposed guesstimate)

### **3. OLD BUSINESS**

Audit update. MFPD has received final Audit report.

#### **NEW BUSINESS.**

1. Input/thoughts on Board having a treasurer – D. Blain will make recommendation at MFPD Board meeting 2/27/2025.
2. Preparation for 2025-2026 Annual Budget. Chief Dwyer provided draft baseline. 2025-2026 Budget preparation will be primary focus of March 21, 2025 FC meeting.
3. Staffing needs – Chief identified volunteer to assist (J. Masko)
4. Office Equipment - computer updates and assessment of office computers (4)/monitors and programs. Note: 2024-25 Budget did contain funds for new computer for Board Clerk/Admin Assistant.. B. Buhnerkempe to assess computers.
5. Other - none

#### **STANDING UPDATES**

- **GRANTS**

- R & R Grant

- ✓ Reimbursements – nothing to report.
    - ✓ Submissions – Stipends/Salary through December 2024 submitted. Expenditure data through December 2024 pending.
    - ✓ Amendment – Didi establishing relationship with new Regional FEMA representative and may have more guidance. Chief is planning to leave the R&R Coordinator funds in category and draw them down so unable to move to Stipend. Limited funds. Stipend category draw @ \$176,000. Waiting for FEMA review and payment.
    - ✓ Grant Coordinator position – Chief will be integrating the responsibilities and duties of this position into his role. Salary to be drawn by Chief. Admin work will be assigned to new position when hired and performed by Volunteers in the interim.

- 50/50 Grant

- Regional Grant – Compressors. Submitted in December 2024

- Type 6 Fire Engine Grant. Submitted in December 2024

MFPD Financial Review of Monthly Receivables/Expenditures

- Review of MFPD Finance Budget 24/25 – difficult to align with County reporting systems. MFPD Spreadsheet is most accurate and should be document that is used as reference.
- Review Receivables and expenses  
Receivables: Received reimbursement from Crozier Fire.  
Expenses: Microsoft Licenses (# and assignment) to be reviewed by D. Blain  
Monitor Expenditure Categories.

Transfers – none this meeting

Multi-Columns adjustments – none this meeting

Single Column prep – none this meeting

Status of Strike Team submissions

Crozier Fire – submitted and received

Prepositioning funds – need to submit

Bridge Fire - pending

**Adjustments identified for Board Action (if needed) - none**

Ad Hoc Committee Update on Special Projects

Development Fee – will resume activity once purpose identified. New ideas discussed (water pumps, etc).

Fiscal Operations Guide – work in Progress. Low priority.

**Next Meeting:**

MFPD Finance Committee Meeting

Friday March 21, 2025 – 1:30 PM

Mosquito FPD Station 75

**4. ADJOURN 15:49**