

Outside District Claim Form

District: MOSQUITO FIRE PROTECTION DISTRICT		AUDITOR USE ONLY		PROCESSOR USE ONLY									
Date: 1/10/2024	Prepared By: Shariyn Fields	DEPT: _____		BATCH: _____									
Contact Phone: 530-626-9017	FILE NAME: _____	Date: _____		Entered by: _____									
<p>THE ARTICLES FOR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE APPROVED AND ARE INCLUDED IN THE DISTRICT BUDGET THAT HAS BEEN ADOPTED BY THE BOARD OF DIRECTORS AND 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. I FURTHER CERTIFY I AM AUTHORIZED BY THE BOARD OF DIRECTORS TO APPROVE PAYMENT REQUESTS TO THE AUDITOR-CONTROLLER FOR THE ATTACHED INVOICE(S).</p>		<p>\$1,750.00</p>		<p>Call/Email for pickup: X 707-496-2139</p> <p>Document Total:</p>									
<p>Authorizing signatures: Expenses 2024 Jan 10</p>		<p>RUSH</p>		<p>PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:</p>									
ALWAYS	VENDOR	SUFFIX	INVOICE NUMBER (LIMIT 20)	AMOUNT	FILE NAME	DATE	ALWAYS	ORG	OBJECT	DESCRIPTION (LIMIT 60 CHARACTERS)	AMOUNT	VENDOR NAME	SINGLE CHECK
0	2810	0	122323	1750.00	mipad01102024	01/10/24	2	8554000	4300	122323 Operator la Instruction	1750.00	Engine Co. training Services	

Mosquito Fire Protection District

Policy Manual

Cal/OSHA Notification of Injury, Illness or Death

For incident-related responses not involving members of the Mosquito Fire Protection District and requiring telephonic notification to Cal/OSHA, the company officer shall be responsible for the notification.



Mosquito Fire Protection District

Board of Directors Meeting
 Thursday, December 28, 2023 – 7:00 PM
 Mosquito FPD Station 75
 8801 Rock Creek Road Placerville, Ca. 96557

MINUTES

Item	Presenter
<p>1. Call to Order. 7:06 PM</p> <p>Topic: MFPD Board Meeting December 28, 2023</p> <p>Time: December 28, 2023 7:00 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 admin75@mfpd.us</p>	D. Stever
<p>2. Roll Call & Quorum announced. <i>Present Directors Don Stever, David Blain, Kirk Bronsord, Dan Hunt and Linea Uggl.</i></p>	D. Stever
<p>3. Pledge of Allegiance.</p>	D. Stever
<p>4. Public Comment Public may address the board on any District related item not included in this agenda. We ask that your comments remain civil and respectful. Any lack of decorum will result in the forfeiture of your time. Please limit your comments to no more than 3 minutes in duration.</p>	
<p>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.</p>	D. Stever

CONSENT CALENDAR ITEMS

- 5.1 Approval of Expenditures- Expenses, September 30, 2023
- Approval of Expenditures- Expenses, October 31, 2023
- Approval of Expenditures- Expenses, November 29, 2023
- Approval of Expenditures- Expenses, December 6, 2023
- Approval of Expenditures- Expenses, December 7, 2023

- 5.2 Policy 603- CPR and First Aid Training
- Policy 601- Automated External Defibrillator Training
- Policy 1043- Driver License Requirements
- Procedure 212- District Credit Card

- 5.3 Minutes: November 16, 2023 - Regular Board Meeting

Motion to approve Agenda and consent Calendar by Director Hunt, second by Director Bronsord. Ayes: Directors Stever, Blain, Bronsord, Hunt and Ugkla. Noes: 0 Absent: 0

D. Stever

6. Chief's Report

J. Rosevear

7. Issue Items

- 7.1 Update: Complaint to El Dorado Fire Safe Council- Follow-Up with EDCR Fire Authority.

D. Hunt

- 7.2 Approval of Budget Transfers- Approval of updated 23-24 Final Budget.

D. Blain

Motion to approve Budget Transfers by Director Blain, second by Director Hunt. Ayes: Directors Stever, Blain, Bronsord, Hunt and Ugkla. Noes: 0 Absent: 0

Motion to approve Updated 23-24 Final Budget by Director Ugkla, second by Director Hunt. Ayes: Directors Stever, Blain, Bronsord, Hunt and Ugkla. Noes: 0 Absent: 0

- 7.3 Approval of Audit Report for Fiscal Year 2022-2023. Copies available at the Meeting. *Motion to approve Audit Report for Fiscal Year 2022-2023 by Director Stever, second by Director Bronsord. Ayes: Directors Stever, Blain, Bronsord, Hunt and Ugkla. Noes: 0 Absent: 0*

D. Stever

<p>8. <u>Committee Reports</u></p> <ul style="list-style-type: none"> 8.1 Finance Committee 8.2 Strategic Planning & Policy Updates 8.3 Communication 8.4 Capital Improvement- CIP Plan 8.5 Sustainability- Meeting Schedule 8.6 District Auxiliary Mosquito 8.7 El Dorado Regional Fire Authority (EDRFA) 	<p>D. Stever D. Stever L. Ugгла D. Stever D. Hunt M. Blain L. Ugгла</p>
<p>8. Director's Comments.</p>	
<p>9. Adjourn. 8:07 PM Next Meeting: Thursday January 25, 2024</p>	
<p><i>Dedicated to Our Community</i></p>	

FY 2023-2024 MQT Budget Adjustments/Transfer Summary- 1/25/24

From Sub-Object	Amount		To Sub-Object	Revenue Source or Realign
7700-Contingency	\$877.28	➤	3041- Unemployment Insurance	Contingency
7700-Contingency	\$60	➤	4304- Agency Fees- County/LAFCO	Contingency
7700-Contingency	\$100	➤	6020- Building & Grounds	Contingency
		➤		
		➤		

Final Budget w/ Mods January

July 23 - June 24

Revenue

0001 Carry Over	38,770.75
0001R Real Carry not previously in budget	
0001C Carry Over Known	
0100 · Prop Tax Curr Secured	163,000.00
0110 · Prop Tax Curr Unsecured	2,800.00
0120 · Prop Tax Prior Unsecured	0.00
0130 · Unsecured Prop Tax Prior	100.00
0140- Supplemental Taxes	4,000.00
0150- Supplemental Prior	300.00
1175 · Special Tax Direct Assessments	188,000.00
0360- Penalties	3,000.00
0400 - Rev Interest	
0430 · Development Fee	0.00
4400 · Rev Interest	2,000.00
0820 · ST Homeowner Prop Tax relief	1,220.00
0880 ST Other	0.00
1060 Grants	304,586.00
1128 Federal: USDA (Strike teams)	110,000.00
1200 Revenue Other Govt.	0.00
1321 Transfer from Reserves (Allocated)	0.00
1350 Transfer from Reserves (Unallocated)	0.00
1744 Misc Inspections or Services	0.00
1940 Misc Revenue	154,318.74
1942 Misc Reimbursement	7,000.00
	<hr/>
	979,095.49

Total Revenue

979,095.49

Expense

300000 · Salaries and Employee Benefit	0.00
303000 · Perm Employees/Elect Official	181,973.80
303001 · Temporary Employees	69,280.00
303002 · Overtime	51,000.00
303004 · Stipends	195,000.00
303020 · Retirement	7,380.00
303021 · O.A.S.D.I.	12,567.13
303022 · Medi Care	2,939.87
303030 · Vacation, Sick, Holiday	10,679.00
303040 · Health Insurance	27,000.00
303041 · Unemployment Insurance Employer (SUI)	2,506.28

303060 · Workers' Compensation Employer	69,627.00
	629,953.08
Total 300000 · Salaries and Employee Benefit	<u>629,075.80</u>

400000 · Services and Supplies	
404021 · Fire Turnouts	40,000.00
404022 · Uniforms	8,000.00
404040 · Telephone Co. Vendor Payments	6,940.00
404042 Radio Vendor Payments	0.00
404043 · Dispatch Fees-Contract	2,000.00
404060 · Food & Food Products	1,700.00
404080 · Household Expense-Station Supplies	250.00
404083 - Laundry	200.00
404084 - Expendable Equipment	50.00
404085 · Refuse Disposal	2,000.00
404100 · Insurance Premium	57,109.88
404140 · Manitt. Equipment	1,000.00
404142 * Maint. Comm Equipment	0.00
404144 · Maint. Computer System/Software	1,000.00
404145 · Maint. Equipment Parts	200.00
404160 · Veh. Maint. Outside labor	15,000.00
404161 · Veh Maint. Parts Direct Charge	6,000.00
404164 · Veh Maint. Tires & Tubes	4,000.00
404180 · Maint Building & Improvements	1,270.00
404183 · Maint. Grounds	200.00
404197 - Maint Building Supplies	1,150.00
404200 · Medical, Dental & Lab Supplies	4,000.00
404220 · Memberships	4,200.00
404260 · Office Expense	1,951.14
404261 · Postage	250.00
404263 · Subscription Newspaper Journals	100.00
404300 · Professional & Specialized Serv	1,000.00
404304 * Agency fee County/ Lafco	410.00
404305 · Audit & Accounting Services	8,750.00
404313 · Legal Services	5,000.00
404322-Medical Exams	5,000.00
404324 · Medical Dental Lab Supplies	500.00
404335 - Election Dept Services	0.00
404400 · Publications & Legal Notices	500.00
404460 · Equip. Small tools & Instrument	1,650.00
404463 - Equipment Telephone Radio	150.00
404500 · Special Dept. Expense	32,000.00
404502 · Educational Materials	1,700.00
404507 · Fire & Safety Supplies	500.00
404538 - Software	0.00
404539 - Software License	13,000.00

404600 - Transportation & Travel	1,000.00
404602 - Mileage Employee Private auto	0.00
404606 - Fuel Purchases	27,400.00
404609 - Staff Development	0.00
404617 Staff Development Non 1099	0.00
404700 - Utilities	15,000.00
	<u>272,131.02</u>

Total 400000 - Services and Supplies **272,071.02**

600000 - Fixed Assets	
606020 - Buildings & Grounds	31,950.00
606040 - 606040 Equipment	8,506.00
	<u>40,456.00</u>

Total 600000 - Fixed Assets **40,356.00**

Contingency & Reserves	
7700 Contingency	36,555.39
7800 Transfer to Reserves	0.00

Total Expense **36,555.39**
979,095.49