



Mosquito Fire Protection District

Board of Directors Meeting

Thursday, February 24, 2022 – 7:00 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 Meeting 2022 February 24 Time: February 24, 2022 07:00 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>	J. Young
<p>2. Roll Call & Quorum announced.</p> <p>MFPD <<02/24/2022>>Page 1 of 28</p>	J. Young

<p>10. Committee Reports.</p> <p>10.1 Finance committee 10.2 Strategic Planning & Policy Updates 10.3 Communication 10.4 Capital Improvement</p>	<p>M. Holmsky D. Stever W. Gregson J. Young</p>
<p>11. Director's Comments.</p>	
<p>12. Pending Agenda Items: Directors may propose agenda items for future Board meetings.</p>	
<p>13. Adjourn</p>	

Outside District Claim Form										PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:		PROCESSOR USE ONLY	
District:	Mosquito Fire Protection District			AUDITOR USE ONLY						US MAIL: Return to District:		BATCH:	
Date:	1/25/2022									Call/Email for pickup: Please Call			
Prepared By:	Sharlyn Fields									Date:		DOC:	
Contact Phone:	530-626-9017									Date:		DOC:	

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).

Authorizing signatures: Expenses 2022 Jan 25 Process as TRANSFERS!

ALWAYS 1	VENDOR	SUFFIX	Invoice Number (Limit 20)	AMOUNT	FILE NAME	DATE	ALWAYS 2	ORG	OBJECT	DESCRIPTION (LIMIT 50 CHARACTERS)	AMOUNT	VENDOR NAME	SINGLE CHECK	DOC:
1	674	0	2832022	7798.27	MFPD01252022	01/25/22	2	8554000	6040	2832022 Rescue Fire Dept Cardiac Monitors	7798.27	Rescue Fire Dept		
1		0	2021163	4704.34	MFPD01252022	01/25/22	2	8554000	4500	EDC Elections Dept	4704.34	EDC Elections Dept		

Mosquito Fire Protection District Bills for All Vendors

		January 31, 2022					
		Split					
Jan 31, 22	Name	Num	Amount	Terms	Date	Name Address	Memo
	1080	2014520	106.71	MFPD01312022	01/31/2022	404080 · Household Expense	U.S. Bank 2014520 Costco
	1080	89708754	22.16	MFPD01312022	01/31/2022	404080 · Household Expense	U.S. Bank 89708754 Homedep. Supplies
	1080	44307240	30.00	MFPD01312022	01/31/2022	404538 · Software	U.S. Bank 44307240 Microsoft
	1080	10103553	156.00	MFPD01312022	01/31/2022	404538 · Software	U.S. Bank 10103553 Microsoft
	1080	10131323	30.00	MFPD01312022	01/31/2022	404538 · Software	U.S. Bank 10131323 Microsoft
	1080	31568230	45.50	MFPD01312022	01/31/2022	404538 · Software	U.S. Bank 31568230 Getsling Scheduling program
	1080	79125520	55.32	MFPD01312022	01/31/2022	404022 · Uniforms	U.S. Bank 79125520 5Star Apparel Workshirts
	1080	82879439	7.00	MFPD01312022	01/31/2022	404040 · Telephone Co. Vendor Payments	U.S. Bank 82879439 FreeConf. call
	1080	87561875	13.93	MFPD01312022	01/31/2022	404220 · Memberships	U.S. Bank 87561875 Amzn prime
	1080	24294283	343.12	MFPD01312022	01/31/2022	404700 · Utilities	U.S. Bank 24294283 PG&E
	1080	59404897	49.99	MFPD01312022	01/31/2022	404040 · Telephone Co. Vendor Payments	U.S. Bank 59404897 ATT Wireless internet
	1080	24000035	158.64	MFPD01312022	01/31/2022	404145 · Maint. Equipment Parts	U.S. Bank 24000035 Foothill Divide Chainsaw Parts
	1080	27118565	23.25	MFPD01312022	01/31/2022	404161 · Veh Maint. Parts Direct Charge	U.S. Bank 27118565 Carpart Ford lens replacement
	1080	18563883	403.61	MFPD01312022	01/31/2022	404040 · Telephone Co. Vendor Payments	U.S. Bank 18563883 ATT Buss phone
	1080	80569301	55.67	MFPD01312022	01/31/2022	404161 · Veh Maint. Parts Direct Charge	U.S. Bank 80569301 Carparts Lift support hood
	1080	83343881	6.37	MFPD01312022	01/31/2022	404260 · Office Expense	U.S. Bank 83343881 Mousepad
	1080	37118915	14.99	MFPD01312022	01/31/2022	404040 · Telephone Co. Vendor Payments	U.S. Bank 37118915 Zoom
	1080	25406157	162.20	MFPD01312022	01/31/2022	404609 · Staff Development	U.S. Bank 25406157 CPR BLS instructor Hern
	1080	25406207	35.00	MFPD01312022	01/31/2022	404609 · Staff Development	U.S. Bank 25406207 CPR BLS essentials Hern
	1080	26678058	300.00	MFPD01312022	01/31/2022	404609 · Staff Development	U.S. Bank 26678058 Norcal Emergency training Hern
	1080	490000535	3.99	MFPD01312022	01/31/2022	404538 · Software	U.S. Bank 490000535 aplus Storage
	1080	21781139	7.00	MFPD01312022	01/31/2022	404040 · Telephone Co. Vendor Payments	U.S. Bank 21781139 Freeconf call
	1080	31218545	120.00	MFPD01312022	01/31/2022	404500 · Special Dept. Expense	U.S. Bank 31218545 Batteries SG Radios
	1080	54156641	137.41	MFPD01312022	01/31/2022	404085 · Refuse Disposal	U.S. Bank 54156641 ED Disposal
Jan 31, 22			<u>2287.86</u>				

Mosquito Fire Protection District Bills for All Vendors

February 15, 2022
Split

Name	Num	Amount	Terms	Date	Name Address	Memo
Feb 15, 22						
3267	20220734	7448.00	MFPD02152022	02/15/2022	303060 · Workers' Compensation Employer	FASIS 20220734 Workmans comp 2022 Q3
0024	3783402022	364.00	MFPD02152022	02/15/2022	404100 · Insurance Premium	ISU Insurance 3783402022 Insurance Increased building
1006	9012033	513.73	MFPD02152022	02/15/2022	404043 · Central Radio Dispatch	JPA 9012033 JPA Dispatch 20/21 Q4
Feb 15, 22		<u>8325.73</u>				

Mosquito Fire Protection District Bills for All Vendors

February 16, 2022

Name	Num	Amount	Terms	Date	Split	Name Address	Memo	
Feb 16, 22								
2425	489861	181.11	MFPD02162022	02/16/2022	404022 · Uniforms	Advantage Gear, Inc	489861 Adv. Gear Job shirts	
2425	495491	23.18	MFPD02162022	02/16/2022	404022 · Uniforms	Advantage Gear, Inc	495491 Adv. Gear Clutch Pin Holmsky	
3400	325296	154.19	MFPD02162022	02/16/2022	404180 · Maint Building & Improvements	Aramark	325296 Aramark shop towels	
341	55469	954.72	MFPD02162022	02/16/2022	404161 · Veh Maint. Parts Direct Charge	Burton's Fire Inc.	55469 Burtons E75 PM control	
341	55612	449.28	MFPD02162022	02/16/2022	404161 · Veh Maint. Parts Direct Charge	Burton's Fire Inc.	55612 Burtons Seal replacement	
544	120541	143.31	MFPD02162022	02/16/2022	404021 · Fire Turnouts	Cascade Fire Equipment	120541 Cascade Patch/Letters	
4660	38942022	85.50	MFPD02162022	02/16/2022	404313 · Legal Services	Girard & Edwards Attorneys at L	38942022 Girards Legal counsel.	
4660	38952022	5667.50	MFPD02162022	02/16/2022	404313 · Legal Services	Girard & Edwards Attorneys at L	38952022 Girards Legal counsel	
4941	291846	1863.32	MFPD02162022	02/16/2022	404606 · Fuel Purchases	Hunt & Sons	291846 Hunt & sons Bulk fuel	
4951	2408091	286.63	MFPD02162022	02/16/2022	404260 · Office Expense	Inland Business Systems	2408091 Inland Printer	
10457	6068012022	750.00	MFPD02162022	02/16/2022	303040 · Health Insurance	Jack Rosevear	6068012022 Jack R. Medical Reimb.	
514	547559	4948.52	MFPD02162022	02/16/2022	606040 · Equipment	L. N. Curtis & Sons	547559 LNCurtis Hoses	
9676	42889676	42.88	MFPD02162022	02/16/2022	404507 · Fire & Safety Supplies	Morgan Lugo	42889676 Reimb. Lugo Axe Handle	
10709	47802182022	578.65	MFPD02162022	02/16/2022	404600 Transportation & Travel	Sam Marouk	MilePost 21 SSD S Marouk Travel Reimb	
3994	100312022	100.31	MFPD02162022	02/16/2022	404609 · Staff Development	Todd Hern	Reimb Todd EMT Recertification	
Feb 16, 22		<u>16229.10</u>						

Compensation and Benefits

1048.1 PURPOSE

To define employee compensation and benefits for positions of the Mosquito Fire Protection District. ("MFPD" or "District")

1048.2 POLICY

This policy supersedes any benefit or compensation policy, or practice previously adopted by the Board. All of the following benefits are included in the compensation for full-time, salaried, fully benefited positions. Select benefits for all other positions are described under the position description sections in this policy. Applicable benefits will begin on the first full pay period of the budget year or the first full pay period following an employee's hiring or promotion.

1048.3 RETIREMENT PLAN CONTRIBUTION

Every month, the District will pay 0.75% of the employee's previous month's salary into an approved retirement plan on behalf of the employee. The employee may take up to one (1) year to transfer accrued contributions to said fund, after which, the benefit will be paused and the accrued contributions paid directly to the employee.

1048.4 MEDICAL INSURANCE CONTRIBUTION

Every month, the District will pay the employee \$750.00 to offset the cost of the employee's own health insurance and medical expenses. This contribution will be in lieu of the District providing a health insurance benefit, and will be proportionally included in each payroll.

1048.5 SICK LEAVE

1048.5.1 SICK LEAVE ACCRUAL

Employees shall accrue sick leave at the rate of 2.67 work hours for every pay period of continuous employment until a maximum of 40 hours are accrued.

1048.5.2 SICK LEAVE USAGE

Sick leave must only be used by the employee during times that their physical or mental health is impacted by illness or injury. All approvals for sick leave are at the discretion of the Chief or his/her designee.

A request to use sick leave must be made at least 12 hours before the start of an employee's shift or when they are aware of a progressing medical condition. Emergency sick leave may be granted with a sudden onset of injury or illness that does not allow the employee to meet the 12 hour notification rule.

Sick Leave shall not be used in place of or to extend Vacation or Compensatory Time Off.

Mosquito Fire Protection District

Policy Manual

Compensation and Benefits

Should Sick Leave be needed for more than three (3) continuous work days, the employee will furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work.

1048.5.3 SICK LEAVE ACCOUNTING

District Administration shall accurately maintain a record of employee sick leave balances to ensure that they do not exceed the maximum accrual or usage limits.

1048.6 LONG TERM DISABILITY

If an employee cannot perform their duties because of incapacity due to an incident NOT associated with District employment for a period exceeding all available paid leaves which the employee has accrued, the District will continue to make normal contributions to the medical and retirement benefits specified by this policy for one calendar month, following the exhaustion of said paid leaves. After that month, the District is no longer bound to make contributions to any employee benefits. The Employee's full compensation and benefits will be reinstated upon their return to work.

1048.7 HOLIDAY LEAVE

Employees shall receive one (1) day off from work with pay on each of the following "Holidays"; Christmas Eve, Christmas Day, New Year's Day, Thanksgiving Day, and the Friday immediately following Thanksgiving, Easter, President's Day, and Memorial Day.

If the holiday falls on the employee's scheduled day off, the employee shall be granted Compensatory Time Off (CTO) or payment equivalent to one workday.

1048.8 VACATION LEAVE

1048.8.1 VACATION LEAVE ACCRUAL

Year One - Probationary Employee - No vacation leave shall accrue during the probationary period. However, at the completion of probation, the employee shall be awarded vacation leave equivalent to 1.5 hours for each pay period worked.

Year Two through Year Four - After completing 26 pay periods of continuous employment, the employee shall accrue vacation leave at the rate of 3.0 hours for each pay period worked.

Year Five and Thereafter - After completing 130 pay periods of continuous employment, the employee shall accrue vacation leave at the rate of 4.5 hours for each pay period worked.

Maximum - The maximum accrual balance of vacation leave is 240 hours. Employees are encouraged to use vacation leave in the year earned. At employment termination, accrued vacation balances will be paid to the employee at their current, regular pay rate.

Mosquito Fire Protection District

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Compensation and Benefits

1048.8.2 VACATION LEAVE USAGE

All requests to use vacation leave must be pre-approved by the Chief or his/her designee to ensure reliable staffing and operations.

1048.8.3 VACATION LEAVE ACCOUNTING

District Administration shall accurately maintain a record of employee vacation leave balances to ensure that they do not exceed the maximum accrual or usage limits.

1048.9 OVERTIME (OT) AND COMPENSATORY TIME OFF (CTO)

As is inherent when providing emergency services, additional work time may occasionally be necessary to satisfy the staffing needed for emergency service calls and to ensure the continued readiness of fire personnel, apparatus, and equipment.

1048.9.1 OT & CTO ACCRUAL

Rate - Employees shall accrue OT and CTO leave at the rate of one and one-half (1.5) hours for each full hour worked in excess of their normal duty hours.

Approval and Maximum - The Chief or his/her designee must pre-approve all non-emergency OT and CTO accruals. The maximum accrual balance for CTO is 480 hours.

Off Duty Exception - In recognition of the Board's desire that trained, salaried staff respond to emergency service calls whenever available, OT or CTO leave is granted without the condition of pre-approval.

1048.9.2 CTO ACCOUNTING

District Administration shall accurately maintain a record of employee CTO leave balances to ensure that they do not exceed the maximum accrual or usage limits. Employees shall ensure that their CTO leave balance does not exceed the specified maximum by expeditiously using earned leaves throughout the year.

1048.9.3 CTO USAGE

All requests to use CTO leave must be pre-approved by the Chief or his/her designee to ensure reliable staffing and operations. The District may require an employee to use accrued CTO leave at any time.

1048.9.4 CTO PAYOUT

Each year, during the last pay period in June, all employees will be compensated for unused CTO leave balance hours at their current regular pay rate and their CTO leave balance will be reset to zero (0). At employment termination, both accrued leave balances will be paid to the employee at their regular pay rate.

1048.10 FIRE CAPTAIN (STAFF)

Position –This is a full-time, salaried, and fully benefited position.

Salary - The annual salary is specified in the District's Classification and Wage Table document.

Mosquito Fire Protection District

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Work Hours - Regular duty hours shall consist of eight (8) hours per day, five (5) days per week. The Chief shall establish the duty schedule for this position.

Scheduled Training – When the employee attends an approved training session after having worked a normal shift that day, they shall be granted OT or CTO leave for those training hours.

1048.11 FIREFIGHTER, ENGINEER/EQUIPMENT OPERATOR (STAFF)

Position – These are full-time, salaried, and fully benefited positions.

Salary – The annual salary is specified in the District's Classification and Wage Table document.

Work Hours - Regular duty time shall consist of eight (8) hours per day, five (5) days per week. The Chief shall establish the duty schedule for this position.

Scheduled Training - When the employee attends an approved training session after having worked a normal shift that day, he/she shall be granted OT or CTO leave for those training hours.

1048.12 FIREFIGHTER, ENGINEER/EQUIPMENT OPERATOR, CAPTAIN (PART-TIME)

Position - These are part-time positions and are not fully benefited.

Salary – These are hourly positions. Hourly rates for these positions are specified in the District's Classification and Wage Table document.

Work Hours - The Chief shall establish the duty schedule for these positions.

Scheduled Training - When the employee attends an approved training session after having worked a normal shift that day, they shall be granted OT leave for those training hours.

Benefits -

- Overtime benefit 1048.9 applies to this position.
- Sick Leave benefit 1048.5 applies to this position.

1048.13 DISTRICT BOARD CLERK (PART-TIME)

Position - This is a part-time position and is not fully benefited.

Work Hours – The Chief shall establish the duty schedule for this position.

Compensation – This is an hourly position. The hourly rate for this position is specified in the District's Classification and Wage Table document.

Benefits -

- Overtime and Compensatory Time Off benefit 1048.9 applies to this position.
- Holiday Leave benefit 1048.7 applies to this position.
- Sick Leave benefit 1048.5 applies to this position.

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Compensation and Benefits

1048.14 ADMINISTRATIVE ASSISTANT (PART-TIME)

Position – This is a part-time position and is not fully benefited.

Work Hours – The Chief shall establish the duty schedule for this position.

Compensation – This is an hourly position. The hourly rate for this position is specified in the District's Classification and Wage Table document.

Benefits -

- Overtime and Compensatory Time Off benefit 1048.9 applies to this position.
- Holiday Leave benefit 1048.7 applies to this position.
- Sick Leave benefit 1048.5 applies to this position.

1048.15 BATTALION CHIEF & ASSISTANT CHIEF (VOLUNTEER)

Position – This is an at will, volunteer position and is not fully benefited.

Compensation – Nominal stipends for these positions are specified in the District's Classification and Wage Table document.

Work Hours – The Chief shall establish the duty schedule for this position.

1048.16 FIREFIGHTER, ENGINEER/EQUIPMENT OPERATOR, LIEUTENANT, CAPTAIN (VOLUNTEER)

Position – These are at will, volunteer positions and are not fully benefited.

Compensation – Nominal stipends for these positions are specified in the District's Classification and Wage Table document.

Work Hours – The Chief shall establish the duty schedule for these positions.

Benefits - Sick Leave benefit 1048.5 applies to this position.

Mosquito Fire Protection District
 Classification and Wage Table
 Revised 12-23-2021

	CLASSIFICATION STEPS (Hourly)				
JOB CLASSIFICATION	1	2	3	4	5
Fire Chief	Contract Position \$80,000/Yr				
Captain	23.65	24.73	25.80	26.88	27.95
Engineer/Equipment Operator	18.28	19.35	20.43	21.50	22.58
Firefighter	15.05	16.13	17.20	18.28	19.35
Administrative Assistant	16.00	17.00	18.00	19.00	20.00
Administrative Clerk	16.00	17.00	18.00	19.00	20.00

Based on experience and training certification, nominal stipends are available as follows:

- 1) 24 hour overnight shift: \$100
- 2) Per call based on qualifications and experience: \$30-\$50

Disciplinary Procedures - Employee

1049.1 PURPOSE

To define responsibility and establish procedures for administering disciplinary action for the Mosquito Fire Protection District ("District"). Actions taken under this Section shall comply with the Firefighter Procedural Bill of Rights Act (**FFPBOR**), Government Code, Title 1, Division 4, Chapter 9.6. Firefighters [3250-3262]

1049.2 DEFINITIONS

1. Disciplinary Action is considered any action affecting the compensation of the employee. These actions include but are not limited to termination, demotion and suspension without pay. Evaluations, reprimands, job assignments and suspension with pay are not subject to these disciplinary actions or the appeals procedure.
2. Volunteers - District volunteers provide their services without expectation of remuneration or compensation. Accordingly, a District volunteer is not considered a paid employee of the District and therefore the provisions of this policy do not apply. Volunteer disciplinary issues are resolved under Policy 1050 Disciplinary Procedures - Volunteer

1049.3 PROBATIONARY PERIOD

All paid employees of the District shall serve a one-year probationary period beginning from the date of hire. Employees who have been employed in excess of one year by the District and are promoted to a new position will also serve a one year probationary period in that new position.

During the probationary period, the employee may be relieved from their new position without cause and returned to the position they held prior to their promotion at the discretion of the District.

The District may terminate probationary employees without cause and without implementing the other disciplinary and appeal procedures contained in this policy.

1049.4 PERMANENT EMPLOYEES

Upon successful completion of the probationary period, the employee's position becomes "Permanent" and may be subject to disciplinary action utilizing the following procedures.

1049.5 DISCIPLINARY PROCEDURE

1. The District must provide the employee with a written notice of intent to discipline within one (1) year of discovery of the act, omission, or misconduct unless an exception in the FFPBOR applies. The notice will outline the specific policies, regulations, ordinance or any State or Federal law that the employee is alleged to have violated and include the District's contemplated action. The notice will also contain copies of all evidentiary materials pertaining to the violations, including but not limited to: audio/video recordings, reports, memorandums, transcripts, witness statements or any evidence relied upon by the District in preparing the notice of intent to discipline.

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Disciplinary Procedures - Employee

2. Within ten (10) days of being served with the formal notice of intent to discipline, the employee may submit a notice to request a pre-disciplinary or Skelly Hearing. Failure by the employee to submit said request within the time period prescribed shall constitute a waiver of the employee's right to a pre-disciplinary hearing unless otherwise agreed upon by all parties. All requirements of time in this section are subject to modification or waiver by mutual consent of the parties. All waivers shall be in writing.
3. If the employee waives their right to a pre-disciplinary hearing, the Chief or his designee will serve upon the employee a formal written notice of disciplinary action within 30 days of the notice of intent, but not less than 48 hours prior to imposing discipline.
4. Pre-Disciplinary Hearing
 - (a) Within ten working days of service of the notice of intent to discipline, the employee may schedule a pre-disciplinary or "Skelly Hearing" before the Chief or the Chief's designee. The employee has the right to be represented by an attorney, labor representative or other representative of their choosing in all stages of the disciplinary process. The cost of any such representation shall be borne by the employee.
 - (b) Due to the District's small size and the importance of objectivity and fairness to the employee, the Chief may elect to designate an officer from another fire district to oversee the pre-disciplinary hearing in place of the Chief. This decision is at the sole discretion of the Chief.
 - (c) Within 30 days from the conclusion of the pre-disciplinary hearing but not less than 48 hours prior to imposing the discipline, the Chief or his designee will serve upon the employee a formal written notice of disciplinary action.

1049.6 APPEAL PROCEDURE FOR FIREFIGHTERS

All references below to "employee" mean a "firefighter" as defined by FFPBOR. A firefighter may appeal a formal written notice of disciplinary action as follows:

1. Within ten (10) days of being served with the formal notice of disciplinary action, the employee may submit a notice of appeal to the Chief or the Chief's designee. Failure by the employee to submit a notice of appeal within the time period prescribed shall constitute a waiver of the employee's right to an administrative appeal, unless otherwise agreed upon by all parties. All requirements of time in this section are subject to modification or waiver by mutual consent of the parties. All waivers shall be in writing.
2. Upon receipt of the employee's notice of appeal, the Chief or Chief's designee and the employee shall, within 30 days, select a mutually agreeable arbitrator. In the event the parties are unable to agree, the parties shall request a list of seven (7) arbitrators from the California State Mediation and Conciliation Service. The parties shall alternate striking names from the list until only one arbitrator remains. The remaining arbitrator shall hear the appeal.

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Disciplinary Procedures - Employee

3. The District has the burden of proving by a preponderance of evidence that the facts support the charges against the employee and the penalty is appropriate under the circumstances.
4. Formal rules of evidence shall not apply. However, the arbitrator shall use their discretion to limit evidence based on reliability and relevancy.
5. Discovery shall be permitted according to Government Code section 11507.6
6. The hearing shall be scheduled and conducted at the earliest possible date taking into account all parties' schedules and each parties' requisite need or preparation and discovery.
7. The arbitrator shall issue a written, proposed decision supported by written findings of fact
8. The decision of the arbitrator shall become final and binding unless the employee, Chief, or Chief's designee appeals the proposed decision to the Board of Directors within fourteen (14) days of service by the arbitrator. A hearing in closed session shall be scheduled before the Board and the Board shall review the proposed decision and any record made of the hearing before the arbitrator, such as a transcript. The Board may, in its sole discretion, reopen the hearing and take additional evidence into consideration.
9. The Board of Directors shall render its independent decision on the proposed discipline and is not bound by the decision of the arbitrator. The Board shall issue findings of fact, informing the employee of their decision. The Board may employ a representative, such as legal counsel, to assist the Board in preparing findings of fact and its decision.

Disciplinary Procedures - Volunteer

1050.1 PURPOSE

To define the disciplinary procedure and conditions under which a District Volunteer can be removed from the active volunteer roster of the Mosquito Fire Protection District ("District").

1050.2 GENERAL

Volunteer Firefighters and Support Group members provide their services without expectation of remuneration or compensation but must still adhere to the same Firefighter Code of Conduct Policy as all firefighting staff.

1050.3 CONDITIONS FOR REMOVAL

A Volunteer can be removed from the District's active volunteer roster at any time for any reason that is not otherwise prohibited by law. Accordingly, any act, omission, or misconduct that could warrant more than a verbal reprimand will generally result in the Volunteer's removal from the active volunteer roster. Removal from the volunteer roster will generally be due to a violation of policy 1050.3 or any one of the violations, but is not limited to these grounds for removal:

1. **Conduct** – Violating any of the items specified in the District's Code and Conduct Policy.
2. **Protocols** - Repeated failure to adhere to recognized and reasonable firefighting tactics or Support Group protocols during an incident.
3. **Safety** - Repeated failure to adhere to safety standards or wear protective clothing during an incident or training.
4. **Direction** - Failure to obey lawful orders given by the Chief or Incident Commander (if at an emergency incident)
5. **Impairment** - Responding to an incident while impaired by alcohol or drugs or with the smell of alcohol on the breath or about the person. The volunteer will follow the requirements set forth in the District's Drug and Alcohol Policy.
6. **Training** - Failing to attend 6 consecutive scheduled training sessions or half of the scheduled training sessions in a twelve (12) month period. The Chief may excuse training absences due to sickness, personal reasons, or individual working schedules.
7. **Incapacity** - Inability of a volunteer to perform their duties due to long term illness or debilitating injury, may be cause for temporary removal from the active volunteer roster. Under these circumstances, a volunteer may then be permanently removed from the roster if it is determined that the illness or injury will permanently prevent the volunteer from resuming their duties. In the case of injury or illness the volunteer will follow the requirements set forth in the Attendance and Reporting Illness or Injury Policy.

Mosquito Fire Protection District

Policy Manual

Disciplinary Procedures - Volunteer

1050.4 REMOVAL PROCESS

The Chief shall conduct an inquiry of his/her own discretion to determine if a volunteer should be removed from the District's active volunteer roster. At the conclusion of the inquiry, the Chief will issue a written finding to the volunteer and will take action accordingly.

1050.5 APPEAL PROCESS

A volunteer who has been removed from the roster has the right to appeal to the District Board of Directors. Within ten (10) days of receiving the Chief's written finding, the Volunteer may initiate the appeal process by filing a written letter to the Clerk of the Board, requesting that the appeal be placed on the agenda for the next regularly scheduled or special Board of Directors meeting within thirty (30) days. The Board will consider the appeal from the volunteer in "closed" session where the Volunteer shall be permitted to address the Board. The Board or the Board's designee shall inform the Volunteer of the Board's decision within five (5) days of the closed session meeting.. The decision by the Board is final.



Mosquito Fire Protection District

Board of Directors Meeting
 Thursday, January 27, 2022 – 7:00 PM
 Mosquito FPD Station 75
 8801 Rock Creek Road Placerville, Ca. 96557

MINUTES

Item	Presenter
<p>1. Call to Order. 7 PM</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 Meeting 2022 January 27 Time: January 27, 2022 07:00 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>	<p>J. Young</p>
<p>2. Roll Call & Quorum announced. Present Board Directors Young, Gregson Stever, Holmsky and joined via Zoom Director Uggla.</p>	<p>J. Young</p>

<p>3. Pledge of Allegiance.</p>	<p>J. Young</p>
<p>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. <i>None.</i></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> <p><i>Motion to approve Agenda and Consent Calendar by Director Holmsky, second by Director Gregson.</i> <i>Ayes: Directors Holmsky, Gregson, Young, Stever and Ugkla.</i> <i>Noes: 0 Abstain: 0</i></p>	<p>J. Young</p>
<p>6. CONSENT CALENDAR</p> <p>6.1 Approval of Expenditures; Expenses Dec 1, 2021 6.2 Approval of Expenditures; Expenses Dec 22, 2021 6.3 Approval of Expenditures; Expenses Dec 30, 2021 6.4 Approval of Expenditures; Expenses Dec 31, 2021 6.5 Approval of Expenditures; Expenses Jan 12, 2022 6.6 Approval of Expenditures; Expenses Jan 18, 2022</p> <p>7. <u>Approval of Minutes:</u></p> <p>7.1 Minutes Dec 23, 2021 7.2 Minutes Jan 13, 2022 Special Meeting</p> <p><i>Motion to approve Minutes of Dec 23, 2021 and Jan 13, 2022 by Director Young, second by Director Gregson.</i> <i>Ayes: Directors Holmsky, Gregson, Young, Stever and Ugkla.</i> <i>Noes: 0 Abstain: 0</i></p> <p>8. <u>Chief's Report</u></p> <p>9. <u>Issue Items</u></p>	<p>J. Young</p> <p>J. Rosevear</p>

<p>9.1 Adoption of updated Strategic Plan 2019-2023. <i>Motion to approve by Director Young, second by Director Gregson.</i> <i>Ayes: Directors Holmsky, Gregson, Young, Stever and Ugkla.</i> <i>Noes: 0 Abstain: 0</i></p> <p>9.2 Budget Review and Transfers. <i>Motion to approve adjusted Budget by Director Young, second by Director Stever.</i> <i>Motion to approve the Budget transfer list by Director Young, second by Director Gregson.</i> <i>Ayes: Directors Holmsky, Gregson, Young, Stever and Ugkla.</i> <i>Noes: 0 Abstain: 0</i></p>	<p>J. Rosevear</p> <p>J. Rosevear</p>
<p>10. Committee Reports. <i>Policy Committee: Working on Policy 2-02 Compensation and will soon send an update to the Chief and Stakeholders to review. Will present Policy draft at the next Board meeting.</i> <i>Communication Committee: In the process of setting up meetings.</i> <i>Finance committee: The committee members are in the education process and are planning a meeting for the second Thursday of the month at 6 PM.</i> <i>Capital Improvement Committee: Lights and labor donation.</i></p>	
<p>11. Director's Comments. <i>Director Young praised the Awards dinner events and stressed that it is a very important event for the Fire department.</i></p>	
<p>12. Pending Agenda Items: <i>Directors may propose agenda items for future Board meetings. Per Fire Chief Rosevear; a special meeting may be necessary to approve the agreement with Eco Green.</i></p>	
<p>13. Adjourn. 7:33 PM</p>	



Mosquito Fire Protection District

Board of Directors Special Meeting (ZOOM)
Monday February 14, 2022 – 6:00 PM
Mosquito FPD Station 75
8801 Rock Creek Road Placerville, Ca. 96557

MINUTES

Item	Presenter
<p>1. Call to Order. 6 PM 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>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>	J. Young
<p>2. Roll Call & Quorum announced. <i>Present Directors Young, Gregson, Uggla, Stever and Holmsky.</i></p>	J. Young
<p>3. Pledge of Allegiance.</p>	J. Young

<p>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. <i>None.</i></p>	
<p>5. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR (NONE) Motion to approve agenda by Director Young, second by Director Gregson. Ayes: Directors Young, Uggla, Stever, Holmsky and Gregson. Noes:0 Absent: 0</p>	J. Young
<p>6. <u>Issue Item</u></p> <p>6.1 Approval to enter into loan agreement with Pacific Gas & Electric Company for replacing Station 75 light fixtures to LED. <i>Motion to approve agreement by Director Young, second by Director Gregson.</i> <i>Ayes: Directors Young, Uggla, Stever, Holmsky and Gregson. Noes:0</i> <i>Absent: 0</i></p>	J. Rosevear
<p>7. Director's Comments. <i>None.</i></p>	
<p>8. Pending Agenda Items: Directors may propose agenda items for future Board meetings.</p>	
<p>9. Adjourn.</p> <p>Next Regular Board Meeting- Thursday February 24, 2022 7:00 PM.</p>	

Mosquito Fire Protection District
Budget 2021 -2022
July 2021 through June 2022

	Approved Budget Jan	Adjusted Budget Feb	Notes
Income			
0001 Carry Over	139,506.00	139,506.00	
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	0.00	0.00	
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	0.00	0.00	
4400 · Rev Intrest	6,000.00	6,000.00	
0820 · ST Homeowner Prop Tax relief	1,220.00	1,220.00	
0880 Other	6,000.00	6,000.00	
1060- FEMA Grants	198,660.00	198,660.00	
1128 Federal: USDA (Strike Team)	209,000.00	209,000.00	
1321 Transfer from Reserves (Allocated)	0.00	0.00	
1350 Transfer from Reserves (Unallocated)	0.00	0.00	
1744 Misc Inspections or Services	325.00	325.00	
1940 Misc Revenue	7,364.00	8,079.00	\$715 Fuel Reimbursement
1942 Misc Reimbursement	35,428.00	41,096.00	\$5668 Legal Fee Reimbursement
Total Income	965,559.00	971,942.00	
Gross Profit	965,559.00	971,942.00	
Expense			
300000 · Salaries and Employee Benefit			
303000 · Perm Employees/Elect Official	154,561.00	163,561.00	\$9000 from Health Insurance
303001 · Temporary Employees	78,015.00	78,015.00	
303002 · Overtime	70,000.00	70,000.00	
303004 · Strike team	114,450.00	114,450.00	
303020 · Retirement	4,867.00	4,867.00	
303021 · O.A.S.D.I.	21,468.00	21,468.00	
303022 · Medi Care	5,575.00	5,575.00	
303030 · Vacation, Sick, Holiday			
303040 · Health Insurance	18,000.00	9,000.00	\$9000 to Perm Employees
303041 · Unemployment Insurance Employer	12,986.00	12,986.00	
303060 · Workers' Compensation Employer	28,000.00	80,542.00	\$52542 from Contingency for 2020 Fire Season (SSD)
Total 300000 · Salaries and Employee Benefit	507,922.00	560,464.00	
400000 · Services and Supplies			
404021 · Fire Turnouts	50,000.00	50,000.00	
404022 · Uniforms	9,500.00	9,500.00	

Mosquito Fire Protection District
Budget 2021 -2022
July 2021 through June 2022

	Approved Budget Jan	Adjusted Budget Feb	Notes
404040 · Telephone Co. Vendor Payments	4,500.00	4,500.00	
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	17,139.00	17,139.00	
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	15,000.00	15,000.00	
404161 · Veh Maint. Parts Direct Charge	7,000.00	7,000.00	
404164 · Veh Maint. Tires & Tubes	6,121.00	6,121.00	
404180 · Maint Building & Improvements	7,800.00	7,800.00	
404183 · Maint. Grounds	200.00	200.00	
404197 Maint Building Supplies	300.00	300.00	
404200 · Medical, Dental & Lab Supplies	11,500.00	11,500.00	
404220 · Memberships	2,250.00	2,250.00	
404260 · Office Expense	1,500.00	2,500.00	\$1000 from Small Tools
404261 · Postage	390.00	390.00	
404263 · Subscription Newspaper Journals	200.00	200.00	
404300 · Professional & Specialized Serv	6,000.00	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	30,819.00	38,987.00	\$2500 from Contingency/\$5668 Insurance Reimbursement
404324 · Medical Dental Lab	2,000.00	2,000.00	
404335 * Election Dept Services	4,705.00	4,705.00	
404400 · Publications & Legal Notices	400.00	400.00	
404460 · Equip. Small tools & Instrument	12,912.00	11,912.00	\$1000 to Office Expense
404463 . Equipment Telephone Radio	1,000.00	1,000.00	
404500 · Special Dept. Expense	33,864.00	33,864.00	
404502 · Educational Materials	5,510.00	5,510.00	
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	3,112.00	
404606 · Fuel Purchases	12,817.00	13,532.00	\$715 SCPOA reimbursement

Mosquito Fire Protection District
Budget 2021 -2022
July 2021 through June 2022

	Approved Budget Jan	Adjusted Budget Feb	Notes
404609 · Staff Development	17,538.00	17,538.00	
404700 · Utilities	10,500.00	10,500.00	
Total 400000 · Services and Supplies	298,637.00	307,520.00	
600000 · Fixed Assets			
606020 · Buildings & Grounds	38,000.00	38,000.00	
606040 · 606040 Equipment	21,000.00	21,000.00	
Total 600000 · Fixed Assets	59,000.00	59,000.00	
7700 · Contingency	100,000.00	44,958.00	\$52542 to Work Comp- \$2500 to Legal Services
Total Expense	965,559.00	971,942.00	
Net Income	0.00	0.00	

FY 2021-2022 MQT Budget Adjustments/Transfer Summary- 1/27/22

From Sub-Object	Amount		To Sub-Object	Revenue Source or Realign
7700 Contingency	\$52,542.00	➤	3060 Workers Comp	2020 Fire Season Work Comp
4460 Small Tools	\$1,000	➤	4260 Office Supplies	Transfer between categories
7700 Contingency	\$2,500	➤	4313 Legal Services	Additional service needs
1940 Misc Revenue	\$715	➤	4606 Fuel	SCPOA reimbursement
1942 Misc Reimburse	\$ 5,668.00	➤	4313 Legal Services	Insurance Claim-Anticipated
3040 Health Ins	\$ 9,000.00	➤	3000 Perm Employees	Transfer between categories
		➤		
		➤		
		➤		

POLICY COMMITTEE

Compensation & Benefit Policy - After a month of review and coordination with Stakeholders in our department, we are pleased to report that this policy has been vetted appropriately and is now ready for Board approval.

Disciplinary Policies for Staff & Volunteers - These policies are now out of committee and on the Chief's desk awaiting his approval to send them to our attorney for legal review. From there, they will be sent to our Stakeholders as per our procedure.

Grievance Policy - Our committee will begin working on this policy next.