



## Mosquito Fire Protection District

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### Public Finance Committee Meeting

Tuesday April 18, 2025 – 1:30 PM

Mosquito FPD Station 75

8801 Rock Creek Road Placerville, Ca. 96557

### MINUTES

**Call to Order:** 2:06 p.m. – Delayed start due to incident at Airport requiring MFPD emergency response. FC members in Support Group were part of response team.

**Committee Members:** David Blain\* as fill-in lead/Board liaison for this meeting pending assignment of Board representative at MFPD meeting 4/24/25; Bill Buhnerkempe, Taffy Warner, and Meredith Blain.

Acknowledgement of Linnea Ugglä\* present at meeting as well as several community members.

\*Denotes Board Member.

### **ANNOUNCEMENTS:**

David Blain stated that due to the late request for hosting the Finance Committee meeting, he did not have adequate time to review all the materials. His previous committee leadership provided solid foundation for topic awareness as he participated as committee Chair through March 2025. All members agreed that his leadership and participation at this meeting was a positive solution to absence of Board representation Rescheduling was not an option due to end of year time constraints imposed by County.

Note: recently appointed FC Chair was unable to attend.

A Board Member is expected to be appointed at the next MFPD meeting to Chair the FC.

ZOOM – Due to the delayed start of the meeting, the ZOOM feature was not activated until 2:15p.m. There were issues in accessing the ZOOM meeting for HOST. Admin Assistant came to the Station on her day off to assist in reconnecting. Per ZOOM tracking, no viewers were in Attendance. Sincere apologies for the inconvenience and frustration.

**Review of Minutes of Prior Meeting:** No changes. New format accepted for Agenda and Minutes.

**Chief Update:** Chief was in Southern Calif for mandatory training but was able to answer questions by phone. Talking points shared in preparation for the meeting:

- Stipend: Full report of balance under Grant reporting.
  - High run rate has resulted in realignment with staffing reductions per shift with increased staffing expected during Red Alert periods.
  - Current Budget has sufficient funds to continue staffing at 1.5 – 2 per shift.
  - Rebalancing through determination of salary costs and offset by using R&R Grant Coordinator funds. IN PROGRESS.
- Spending on equipment repair/maintenance:
  - Station fleet vehicles have been repaired. Came in under budget.
  - One Engine in shop (StretchLab) with second one in queue.

Chief's Report provided to Committee.

## **GRANT UPDATES**

- Update from Didi per Meredith
  - FEMA has a new Regional Representative, D Scott Law.. Didi will be working with new representative going forward. She has already been in communication with him.
  - CLOSE OUT status: MFPD's Close Out for R&R grant ending in December 2023 is still pending with renewed activity due to new information. When granted, MFPD should receive @ \$43,000. Per Didi, prior FEMA individuals provided inaccurate information to FEMA resulting in the change in status from Pending to Not Eligible-Returned to FEMA. There is a comprehensive paper trail of communication documenting MFPD's submissions and compliance. Didi is actively pursuing resolution on multiple fronts.
- Submissions for Reimbursement: Meredith submitting Grant expenditures from 12/2023 – 12/2024 to Didi. Stipend documentation to be submitted as well from close of QR2 through March 21, 2025. Didi will review and submit for reimbursement.
- David informally calculated @ \$205,685 expended in Year 1.
- Amendment: Chief to work on projection of costs (onboarding, uniforms/PPE, training, and personnel) for next 3 years. Prepare data necessary for amendment to realign R&R Grant. Preliminary information is reflected in attached Chief's Report.

- **Action:** Need to schedule meeting with Chief and Mark to define roles, salary draws, and review of Grant categories for funds. Cost Analysis of R&R Grant with updated projections for Year 2. Calculation of Grant Funding with adjusted 'completion' date.

## **STAFFING**

- Chief to offset MFPD salary with R&R Grant Coordinator Salary... subject to realignment.
- Staffing (FF) at station has been implemented to reduce Stipend draw.  
Committee focus:
  - Stipend category in R&R grant projected to be depleted by April 2025.
  - Stipends will be paid from MFPD budget.
  - Realignment/Amendment critical. Supplement from MFPD budget from savings realized from Chief offsetting MFPD salary with R&R Coordinator funds.
  - Station staffing currently being reduced through scheduling fewer Fire Fighters. Projecting 1.5 per day when Captain on board.
- Recruitment of P/T Battalion Chief completed: Mark Foley. Confirm MFPD updates following: Policy; payment methodology; and hours to be worked need clarification and possible updating. Onboarding process to be completed with Shar.

## **STATUS OF STRIKE TEAM SUBMISSIONS**

- Bridge Fire submission was received with notation expenses not allowed without an amendment. Amendment in progress (Chief/Admin).
- One pre-positioning reimbursement in progress.

## **MFPD Financial Review**

### **Monthly receivables/expenditures – 2024-25 Budget**

- Reviewed Financial
- Transfers per prepared sheet discussed
- Transfers with Single Column Budget to be presented at MFPD Meeting for Approval.

## **Work on Preliminary Budget 2025/26**

- Bill provided Budget Multi-Column. Discussion regarding need for accurate figures from Grant spending and how R&R Grant Coordinator Salary and Stipend will be used. To be re-visited at May meeting.

- Meredith ready to submit Expenditures and Payroll through 12/2024 to Didi next week. Those will complete itemization of expenditures for Year 1 of the R&R Grant. Payroll from Jan 2025 – March 21, 2025 was completed and will be submitted. This will provide the Committee with better numbers for Budget preparation.
- May meeting will focus on 2025-26 Budget preparation.
- **Action Items:** Committee acknowledged David's limited participation pending designation of Board Member as Finance Committee Chair (4/24/2025?)
  - Prepare 2025-26 Budget for May meeting.
  - Meredith to supply reimbursement submission expenditures to Committee when available.
  - Evaluate R&R Grant expenditures for Year #1.
  - David to confirm requirements. (notification; public notice) for new Budget.
  - FC Committee to proceed pending identification of Board member as Committee lead. MFPD Board meeting calendared for 4/24/2025.

**Meeting Adjourned:** 4:45 p.m.

**NEXT FC PUBLIC MEETING:**

**APRIL 16, 2025 at Mosquito Fire Station at 1:30 p.m.  
2025-26 Budget**