



Mosquito Fire Protection District

Special Meeting
 Monday May 12, 2025 – 6 PM
 Mosquito FPD Station 75
 8801 Rock Creek Road Placerville, Ca. 96557

AGENDA

Item	Presenter
<p>1. Call to Order.</p> <p>Topic/Date: MFPD Board Meeting May 12, 2025 Special Meeting</p> <p>Time: 6:00 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> <p>Zoom:</p> <p>https://us06web.zoom.us/j/88473746957?pwd=KKqteAlbhdp7oZdMWFRXnaCjlq83V.1</p> <p>Meeting 884 7374 6957</p> <p>Meeting passcode 223344</p> <p>One tap mobile +16699006833,,88473746957#,,,,*223344# US (San Jose)</p>	L. Uggla
<p>2. Roll Call & Quorum announced.</p>	L. Uggla
<p>3. ADOPTION OF THE AGENDA. The Board may make any necessary additions, deletions, or corrections to the Agenda.</p>	L. Uggla
<p>4. Issue Items.</p> <p>4.1 MFPD Board Roles</p> <p>4.2 MFPD Board Minutes Update</p> <p>4.3 MFPD Policy Committee establish</p> <p>4.4 MFPD Policies 1048 Compensation and Benefits</p>	L. Uggla L. Uggla L. Uggla W. Buhnerkempe W. Buhnerkempe

5. ADJOURN

L. Uggla

Next Regular Board Meeting- Thursday May 22, 2025 7:00pm

MOSQUITO FIRE PROTECTION DISTRICT

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

Agenda Item Issue Paper

Meeting Date: May 12, 2025

Title: MFPD Board Roles

Summary:

At Present there are several Roles that are not filled.

- Vice President
- Secretary
- Treasurer
- Committee Board Representative for committees mentioned in the past that were not on the last agenda.
 - Finance Committee
 - Policy Committee
 - Sustainability Committee
 - Capital Improvement – CIP Plan
 - Strategic Planning
 - Communication

Recommendations

- Decide if any of the above need Board Representatives / participants, and assign them.

MOSQUITO FIRE PROTECTION DISTRICT

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Agenda Item Issue Paper

Meeting Date: May 12, 2025

Title: MFPD Board Minutes Update

Summary:

- Meeting Minutes have recently been questioned.
- Robert's Rules (Section 48:1-16) state that “the minutes should contain mainly a record of what was done at the meeting, not what was said by the members.” Minutes are not transcripts of meetings; rather, the document contains a record of actions taken by the body, organized by the meeting's order of business (agenda).

Recommendations

- Let us confirm what we do, and do not, want in the minutes so this question can be laid to rest.

MOSQUITO FIRE PROTECTION DISTRICT

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Agenda Item Issue Paper

Meeting Date: May 12, 2025

Title: MFPD Policy Committee establish

Summary:

Policy 103.8 states all policies will be reviewed every 2 Years.

Looking at the Table located at the front of the Policy Manual there are 22 policies that are now overdue for update/review, and another 8 that will come due this calendar year. The ones listed below are now overdue for review.

[103, 204, 211, 215, 609, 614, 700, 709, 710, 803, 804, 1012, 1013, 1027, 1040, 1051, 1052, 1053, 1054, 1055, 1108, 1200]

Note: There were 195 Policies in Lexipol as of a few years ago. Of those the Board has only brought forth and agreed to 44 of them. Some may not be relevant to the district, but much work still needs to be done.

Recommendations

1. Create a policy committee and have them review the policies.
 - a. They can then bring to the board a recommendation of which ones should be updated as reviewed and retained in their current form.
 - b. A Second list of ones that need to be modified with changes, that they would have to make/recommend.
 - c. A Lexipol manager will need to be specified (Previously Don Stever)
 - d. Lexipol updates since the last update will need to be looked at, approved for inclusion, and or modified to more closely reflect the district.

MOSQUITO FIRE PROTECTION DISTRICT

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Agenda Item Issue Paper

Meeting Date: May 12, 2025

Title: MFPD Policies 1048 Compensation and Benefits

Summary:

Policy 1048 has not been updated since 2021

Following items do not match what is currently being accepted:

- 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.
 - **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.
- 1048.12 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.
- 1048.15 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.
- **Stipend**
 - 24 hour overnight shift \$100

Recommendations

1. Review and accept the attached Patch to Policy 1048 as an interim Compensation and Benefits Policy. (Red = Out Green = In)
 - a. Creates a Mid Level Officer Position – pay like Captain might be lower depending on contract.
 - b. Change Stipend from \$100 per day to \$150 per day.
2. Once a policy committee has been established, have them review and modify the attached Policy to bring it more properly in line with the needs of the District.

Policy 1048

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 three (3) months to identify said fund, after which, the benefit will be paused and only restarted after said fund is identified.

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.

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 eight (8) "Holidays"; Christmas Eve, Christmas Day, New Year's Day, Thanksgiving Day, President's Day, Memorial Day, the Friday preceding Easter and the Friday following Thanksgiving.

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.

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, emergency 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, 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.

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.

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.

1048.17 Mid-Level Officer (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 -as listed below unless otherwise specified in contract.

- Overtime benefit 1048.9 applies to this position.

- Sick Leave benefit 1048.5 applies to this position.

1048.17 18 Classification and Wages

[See attachment: Classification and Wage Table - Attachment A.pdf](#)

Mosquito Fire Protection District
 Classification and Wage Table
 Revised May 22, 2025

	Classification Steps (Hourly)				
Job Classification	1	2	3	4	5
Fire Chief	Contract Position \$80,000/Yr				
Mid Level Officer	\$23.65	\$24.73	\$25.80	\$26.88	\$27.95
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~~ \$150
- 2) Per Call based on qualifications and experience : \$30-\$50