



## Mosquito Fire Protection District

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

### AGENDA

Item	Presenter
<p><b>1. Call to Order.</b></p> <p>Topic: MFPD Board Meeting Oct 27, 2022</p> <p>Time:, Oct 27, 2022 07:00 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 <a href="mailto:admin75@mfpd.us">admin75@mfpd.us</a></p>	J. Young
<p><b>2. Roll Call &amp; Quorum announced.</b></p>	J. Young
<p><b>3. Pledge of Allegiance.</b></p>	J. Young
<p><b>4. Public Comment</b> 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.</p>	
<p><b>5. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR</b> 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>	J. Young

**CONSENT CALENDAR ITEMS**

J. Young

- 5.1 Approval of Expenditures- Expenses Sep 26, 2022
- Approval of Expenditures- Expenses Oct 12, 2022
- Approval of Expenditures- Expenses Oct 13, 2022

- 5.2 Policy 1027 Drug and Alcohol-Free Workplace
- Policy 1051 Attendance and Reporting Illness or Injury
- Policy 1055 Job Description Support Group Volunteer
- SOP 410 Community Evacuation Procedures-Support Group
- SOP Community Evac Original

D. Stever

**6. Approval of Minutes**

J. Young

- 6.1 Minutes Sep 14, 2022 Special MTG
- 6.2 Minutes Sep 22, 2022

**7. Chief's Report**

J. Rosevear

**8. Issue Items**

8.1 Adopt Resolution 2022-07 approving the Mosquito Fire Protection District Annual Report and Five-year Findings Report for the Fire Impact Fee Program in compliance with Government Code Sections 66006 and 66001.

J. Rosevear

8.2 Approve Budget 22-23 transfers and Final Budget 22-23

J. Rosevear

8.3 Approve meeting and event schedule.

J. Rosevear

- MFPD Board meeting November 17, 2022
- MFPD Board meeting December 2022
- Planning workshop with staff for 2023 December 15, 2022
- Bi-monthly Pancake Breakfast starting Saturday Jan 7, 2023
- Department Recognition Dinner Saturday Jan 28, 2023
- Community Evacuation Drill May 20, 2023
- Second Annual Chili Cook-off Sat May 20, 2023

**9. Committee Reports**

M. Holmsky

9.1 Finance committee

D. Stever

9.2 Strategic Planning & Policy Updates

D. Stever

9.3 Communication

J. Young

9.4 Capital Improvement- CIP Plan

L. Ugkla

9.5 Fundraising Organization

**10. Director's Comments.**

<b>11. Pending Agenda Items:</b> Directors may propose agenda items for future Board meetings.	
<b>12. Adjourn.</b> <b>Next Meeting: Board Meeting Thursday November 17, 2022 7:00 PM</b>	

Mosquito Fire Protection District  
Bills for All Vendors  
September 26, 2022

	<u>Name</u>	<u>Num</u>	<u>Amount</u>	<u>Terms</u>	<u>Date</u>	<u>Split</u>	<u>Name Address</u>	<u>Memo</u>
Sep 26, 22	9201	7083022	2850.00	MFPD09262022	09/26/2022	606020 · Buildings & Grounds	Able Electric	7083022 Led Sign R&R grant
	2425	569841	679.80	MFPD09262022	09/26/2022	404022 · Uniforms	Advantage Gear, Inc	569841 Advant.Gear uniform R&R grant
	2425	569851	675.51	MFPD09262022	09/26/2022	404022 · Uniforms	Advantage Gear, Inc	569851 Advant.Gear Uniform r&r grant
	559	242716	295.14	MFPD09262022	09/26/2022	404021 · Fire Turnouts	ALLSTAR Fire Equipment	Allstar fire Equipm. Wildland ARPA grant
	3400	6072809	179.60	MFPD09262022	09/26/2022	404180 · Maint Building & Improvements	Aramark	6072809 Aramark shop towels
	72	15070901	20.00	MFPD09262022	09/26/2022	404200 · Medical, Dental & Lab Supplies	City of Placerville	15070901 Livescan r&r grant
	4660	44162022	295.00	MFPD09262022	09/26/2022	404313 · Legal Services	Edwards, Stevens Attorneys at Law	44162022 Legal Counsel Policies
	4941	622279	3256.01	MFPD09262022	09/26/2022	404606 · Fuel Purchases	Hunt & Sons	622279 Hunts Bulk Fuel
	10457	60680922	750.00	MFPD09262022	09/26/2022	303040 · Health Insurance	Jack Rosevear	60680922 J.Rosevear REimb Ins.
	1006	202212	612.15	MFPD09262022	09/26/2022	404043 · Central Dispatch-Contract	JPA	202212 Dispatch JPA Q4 2022
	514	588855	404.93	MFPD09262022	09/26/2022	404021 · Fire Turnouts	L. N. Curtis & Sons	588855 Curtis Boots R&R grant
	9676	17332022	1733.62	MFPD09262022	09/26/2022	404602 · Mileage Employee Private auto	Morgan Lugo	17332022 EMT Expenses Reimb R&R grant
	477	170829	815.59	MFPD09262022	09/26/2022	404180 · Maint Building & Improvements	Paint Spot Inc.	170829 Interior Paint
	477	170842	173.59	MFPD09262022	09/26/2022	404180 · Maint Building & Improvements	Paint Spot Inc.	170842 Interior Paint
	477	170843	25.33	MFPD09262022	09/26/2022	404180 · Maint Building & Improvements	Paint Spot Inc.	170843 Interior Paint
	59	473779	92.97	MFPD09262022	09/26/2022	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	473779 Car Parts C7500
	59	474552	21.64	MFPD09262022	09/26/2022	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	474552 Washer fluid
	59	477524	-54.37		09/26/2022	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	Returned Core Battery 474776
Sep 26, 22			<u>12826.51</u>					

# Mosquito Fire Protection District Bills for All Vendors

October 12, 2022

	<u>Name</u>	<u>Num</u>	<u>Amount</u>	<u>Terms</u>	<u>Date</u>	<u>Split</u>	<u>Name Address</u>	<u>Memo</u>
Oct 12, 22								
	3267	0369	6,919.00		10/12/2022	303060 · Workers' Compensation Employer	FASIS	0369 Fasis Q2 Workers comp
Oct 12, 22			<u>6,919.00</u>					

Mosquito Fire Protection District  
Bills for All Vendors  
October 13, 2022

	Name	Num	Amount	Terms	Date	Split	Name Address	Memo
Oct 13, 22								
	1080	36677176	86.65	MFPD10132022	10/13/2022	404460 · Equip. Small tools & Instrument	U.S. Bank	36677176 Amzn Safety Glasses
	1080	51309718	93.00	MFPD10132022	10/13/2022	404460 · Equip. Small tools & Instrument	U.S. Bank	51309718 Amzn Goggles
	1080	87419970	109.90	MFPD10132022	10/13/2022	404606 · Fuel Purchases	U.S. Bank	87419970 Fuel OES
	1080	166698	45.05	MFPD10132022	10/13/2022	404197 · Maint. Building Supplies	U.S. Bank	166698 Paper & cleaning supplies
	1080	25911424	17.67	MFPD10132022	10/13/2022	404260 · Office Expense	U.S. Bank	25911424 Amzn Office supplies
	1080	91883564	62.65	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	91883564 Post for number signs
	1080	3249723	10.75	MFPD10132022	10/13/2022	404197 · Maint. Building Supplies	U.S. Bank	3249723 Cleaning supplies
	1080	18204020	30.00	MFPD10132022	10/13/2022	404539 · Software License	U.S. Bank	18204020 Microsoft
	1080	18223483	148.00	MFPD10132022	10/13/2022	404539 · Software License	U.S. Bank	18223483 Microsoft
	1080	18233987	36.00	MFPD10132022	10/13/2022	404539 · Software License	U.S. Bank	18233987 Microsoft
	1080	91485430	51.85	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	91485430 Post Number signs
	1080	16400105	114.62	MFPD10132022	10/13/2022	404161 · Veh Maint. Parts Direct Charge	U.S. Bank	16400105 Fuel pump E275
	1080	77778503	14.99	MFPD10132022	10/13/2022	404539 · Software License	U.S. Bank	77778503 Adobe
	1080	8980053674	131.46	MFPD10132022	10/13/2022	404060 · Food & Food Products	U.S. Bank	8980053674 Costco supplies Evac Incident
	1080	40829134	33.25	MFPD10132022	10/13/2022	404539 · Software License	U.S. Bank	40829134 Getsling.com
	1080	97431999	51.85	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	97431999 Stakes Number sign
	1080	18000075	7.66	MFPD10132022	10/13/2022	404161 · Veh Maint. Parts Direct Charge	U.S. Bank	18000075 Wiper blade
	1080	10000017	467.12	MFPD10132022	10/13/2022	404022 · Uniforms	U.S. Bank	10000017 T-shirts Support Gr
	1080	400070527	199.16	MFPD10132022	10/13/2022	404700 · Utilities	U.S. Bank	400070527 EID
	1080	17510265	49.99	MFPD10132022	10/13/2022	404040 · Telephone Co. Vendor Payments	U.S. Bank	17510265 ATT Wireless internet
	1080	59788146	774.56	MFPD10132022	10/13/2022	404700 · Utilities	U.S. Bank	59788146 PG&E
	1080	24000065	32.73	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	24000065 Hardware for Number signs
	1080	54387117	456.00	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	54387117 Sierra College class R&R grant
	1080	54387174	456.00	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	54387174 Sierra EMT class R&R grant
	1080	7863319	95.45	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	7863319 EMT Books r&r grant
	1080	78633491	95.45	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	78633491 EMT Books r&r grant
	1080	14259094	174.63	MFPD10132022	10/13/2022	404060 · Food & Food Products	U.S. Bank	14259094 MRE for station
	1080	980094817	90.47	MFPD10132022	10/13/2022	404460 · Equip. Small tools & Instrument	U.S. Bank	980094817 Batteries for radios
	1080	20194757	439.19	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	20194757 Meals Mosquito Fire Incident
	1080	80411696	3.99	MFPD10132022	10/13/2022	404539 · Software License	U.S. Bank	80411696 Aplus
	1080	13505843	7.00	MFPD10132022	10/13/2022	404539 · Software License	U.S. Bank	13505843 Freeconf
	1080	83705968	143.00	MFPD10132022	10/13/2022	404085 · Refuse Disposal	U.S. Bank	83705968 ED Disposal
	1080	57323927	425.00	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	57323927 ED Training Lugo r&r grant
	1080	2400942961	93.09	MFPD10132022	10/13/2022	404060 · Food & Food Products	U.S. Bank	2400942961 Food OES Reimb OR
	1080	4582292	108.96	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	4582292 Hotel OES OR
	1080	4582581	108.96	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	4582581 Hotel OES Reimb OR
	1080	470409218	21.40	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	470409218 Food OES OR
	1080	6475530	653.76	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	6475530 Hotel OES OR
	1080	6475597	653.76	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	6475597 Hotel OES OR
	1080	89977529	14.46	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	89977529 Food OES OR

Mosquito Fire Protection District  
Bills for All Vendors  
October 13, 2022

Name	Num	Amount	Terms	Date	Split	Name Address	Memo
1080	39803450	53.28	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	39803450 Food OES OR
1080	88226962	2.99	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	88226962 Food OES OR
1080	1936225	69.00	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	1936225 Food OES OR
1080	7537381	36.54	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	7537381 Food OES OR
1080	377961382	29.92	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	377961382 Food OES OR
1080	901614632	-108.96		10/13/2022	404500 · Special Dept. Expense	U.S. Bank	901614632 Hotel credit OES OR
1080	901614731	-108.96		10/13/2022	404500 · Special Dept. Expense	U.S. Bank	901614731 Hotel credit OES OR
1080	284889953	53.75	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	284889953 Food OES OR
1080	505000042	46.60	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	505000042 Supplies OES OR
1080	151878712	76.01	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	151878712 Food OES OR
1080	139223377	62.34	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	139223377 Supplies OES OR
1080	606512550	57.05	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	606512550 Food OES OR
1080	2785311	37.55	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	2785311 Food OES OR
1080	504692258	97.73	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	504692258 Hotel OES OR
1080	504692266	97.73	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	504692266 Hotel OES OR
1080	527054435	97.73	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	527054435 Hotel OES OR
1080	527054443	97.73	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	527054443 hotel OES OR
1080	403059782	109.73	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	403059782 Hotel OES Mosquito Fire
1080	403059782	109.73	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	403059782 Hotel OES Mosquito Fire
1080	81615816	35.00	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	81615816 Supplies OES Mosquito Fire
1080	96115758	102.08	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	96115758 Hotel OES Mosquito Fire
1080	96128074	102.08	MFPD10132022	10/13/2022	404500 · Special Dept. Expense	U.S. Bank	96128074 Hotel OES Mosquito Fire
1080	2393778	42.34	MFPD10132022	10/13/2022	404606 · Fuel Purchases	U.S. Bank	2393778 Fuel

Oct 13, 22

7,808.47

## Drug and Alcohol Free Workplace

### 1027.1 PURPOSE AND SCOPE

The Mosquito Fire Protection District has zero-tolerance for and prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. Members are also prohibited from responding to District calls for service after they have consumed alcohol or any prescribed medication which could cause impairment. This policy applies to all members when they are on District property or when performing District-related business elsewhere (41 USC § 8103).

### 1027.2 POLICY

It is the policy of the Mosquito Fire Protection District to provide a drug-free workplace for all members.

### 1027.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public.

Members who have consumed any amount of an alcoholic beverage, cannabis, controlled substance (21 USC § 812), prescription medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

#### 1027.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

#### 1027.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

### 1027.4 EMPLOYEE ASSISTANCE PROGRAM

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Administration, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.



# Mosquito Fire Protection District

## Policy Manual

### *Drug and Alcohol Free Workplace*

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#### **1027.5 WORK RESTRICTIONS**

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Captain respond to the location of the impaired member. The Captain shall ensure the member is transported to a safe location and that the continuity of district operations is maintained.

#### **1027.6 REQUESTING SCREENING TESTS**

A supervisor or Captain may request that an employee submit to a screening test under any of the following circumstances:

- (a) The supervisor or Captain reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) During the performance of duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.
- (c) ~~The employee discharges a firearm in the performance of duties excluding training.~~
- (d) ~~The employee discharges a firearm issued by the District while off-duty, resulting in injury, death, or substantial property damage.~~

##### **1027.6.1 CAPTAIN RESPONSIBILITY**

The Captain shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

##### **1027.6.2 SCREENING TEST DISPOSITION**

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.

# Mosquito Fire Protection District

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### *Drug and Alcohol Free Workplace*

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- (c) Violate any provisions of this policy.

#### **1027.7 MEMBER RESPONSIBILITIES**

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). [Members shall notify the Fire Chief when they have reason to believe that alcohol or controlled substances are in physical possession or located on District premises. The District has the right to search all lockers, living quarters and items brought onto District property. A member shall not be physically searched without prior consent and in the presence of an independent witness.](#)

~~The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.~~

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

##### 1027.7.1 EXCLUSIONS

[The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.](#)

[The lawful possession or use of alcohol by citizens or off-duty members on District property during a sanctioned community event, is also excluded from this prohibition.](#)

#### **1027.8 CONFIDENTIALITY**

The District recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

#### **1027.9 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

## Attendance and Reporting Illness or Injury

### 1051.1 PURPOSE

To promote a safe and healthy work environment through a collaborative effort of all members. Due to the nature of the activities associated with emergency services, it is important members make every effort to stay fit and the District actively supports that effort. In the event that an injury or illness does occur, this policy sets forth the member's responsibilities and the District's expectations.

### 1051.2 SAFE WORKPLACE

The Mosquito Fire Protection District (MFPD) has taken precautions, implemented policy, rules and regulations and training in an effort to provide as safe a working environment as possible. It is incumbent that members actively participate in identifying hazards, following safety precautions and reporting unsafe conditions or practices to the Chief (or a Board Member in the Chief's absence). They are also encouraged to take action and rectify hazardous or unsafe conditions, if they are able, as soon as reasonable. The Chief, upon being informed of a hazard or unsafe condition, is expected to initiate corrective action as appropriate.

### 1051.3 REQUIREMENTS OF DUTY

Members shall report for duty physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty.

All members must meet the requirements of their positions which include (but is not limited to) ensuring that established work schedules are fulfilled. The shift schedule shall be produced by the Chief one month in advance, with input by eligible members of their availability to cover stipend shifts. Each member shall then verify and commit to the schedule in writing, directly to the Chief. ~~that all secondary external employment cannot encumber the member from the fulfillment of their responsibilities to the MFPD,~~

Members are ~~that the member is~~ subject to Emergency Recall, or Mandatory Holdover in situations of extreme emergency. This includes Strike/Task Force Team deployment or any other event that directly impacts emergency operations in the Fire District. With the exception of volunteers, employed members understands that Emergency Recall and/or Mandatory Holdover supersedes all external secondary employment positions. Volunteer members are encouraged to make a 'best effort' to likewise comply with Recall/Holdover orders if possible. That failure to comply with Emergency Recall, or Mandatory Holdover may ~~will~~ subject the member to disciplinary actions, in accordance to the SB220, Firefighter Bill of Rights

### 1051.4 REPORTING INABILITY TO WORK

Members will not be absent from duty without proper permission or leave, except when unable to report for duty at the assigned time due to sickness or injury. An anticipated absence or tardiness

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## Policy Manual

### *Attendance and Reporting Illness or Injury*

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is to be reported to the Chief as soon as circumstances permit, prior to the assigned duty start time. The provisions of the Compensation and Benefits Policy (Policy 1048) shall apply.

#### **1051.5 SUBMISSION / PREPARATION OF TIMECARDS**

1. The timecard is an official document requesting payment of salary and when endorsed by the member and approved by the Chief it becomes an official pay document of the District. After submission by the member, alterations shall not be made which would cause a change in the pay unless authorized by the Chief.
2. All paid members receiving monetary compensation from the District shall submit a single timecard covering each 2 week pay period as designated by the County.
3. The timecard document shall be considered a Fiscal Document and retained in district files according to the Records Retention Policy (Policy 804).
4. Members shall prepare their own timecard to report hours worked or leave taken and submit them for approval on or before the last day of the pay period. To meet payroll requirements, the Chief (or designee) may prepare a timecard for a member who, due to unexpected absence, was unable to complete their own timecard.
5. Whenever it is known in advance that leave will be taken, members shall complete the required time card entries prior to leaving work on their last regular duty day.

#### **1051.6 WORK-RELATED INJURIES**

District related work injuries represent a significant impact on the member, their family, their coworkers and the District. It is important that the member reports and documents the injury, receives prompt and appropriate medical care (when needed) and understands the District's expectations when they are absent due to a work-related injury.

1. **Minor Injury:** A member is required to report even a minor work related injury that does not require immediate medical treatment at a medical facility and does not result in any time off work, and shall document the injury by a memo to the Chief. The memo shall include the date/time/nature of the injury AND a description of how the injury occurred.
2. **Serious Injury:** A member who suffers a serious injury which requires immediate medical treatment and/or results in work time off, shall document the injury utilizing the District's Workers Compensation claim form which may be obtained from Administration.
  - (a) The member will seek medical treatment at their personal care provider's office when appropriate or closest "Rapid Care" type facility or hospital as needed dependent upon the type of injury and time of day.
  - (b) While a member is off work and receiving Workers Compensation benefits, they shall be available for and go to all scheduled medical appointments, maintain positive and frequent contact with their doctor, the Workers Compensation Adjuster if one is assigned to their claim and the Chief in an effort to facilitate prompt and appropriate care.

# Mosquito Fire Protection District

## Policy Manual

### *Attendance and Reporting Illness or Injury*

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3. The member shall abide by the limitations their doctor has set for them while they are working or off duty.
4. The member shall call the Chief (or designee) no later than 7 days after reporting a work related injury to report their progress and seek assistance if needed. The member shall also, at that time, unless their limitations preclude them from driving, schedule a bi-weekly meeting with the Chief (or designee) to keep the District abreast of their progress and enable the District to plan for their return.

#### **1051.7 NON-WORK-RELATED INJURIES**

A member must notify their supervisor of their inability to work due to non-work-related injury at or before the start of their regular shift. This will be done by a phone call but if that's not practical or possible, an email will satisfy this responsibility.

1. A member off work because of a non-work-related injury or illness for a period that exceeds 1 work week, shall, as soon as practical, initiate a meeting with the Chief (or designee) to discuss their condition and expected return to work date. This is necessary to permit the District to plan future staffing needs.
2. Compensation for the member during a non-work-related illness or injury absence is specified in the Compensation and Benefits Policy (Policy 1048)

#### **1051.8 RETURN TO DUTY**

Before returning to full duty, a member off work for a period exceeding 1 work week because of an injury or illness, either work-related or non-work-related, shall provide the District with a statement from a medical doctor specifically stating that the employee is able to perform the duties listed in the job description for that member and is fit to return to duty.

## Job Description - Support Group Volunteer

### 1055.1 PURPOSE AND SCOPE

To establish the position of Support Group Volunteer and define the Board's performance expectations of persons occupying that position.

### 1055.2 POLICY

The position of Support Group Volunteer is established by the Mosquito Fire Protection District Board of Directors as a volunteer position. The Support Group Volunteer shall operate under the general direction of the Chief, Incident Commander or Station Manager during an emergency incident.

The Support Group Volunteer's duties may include:

- Road Control - Road closures or traffic direction during emergency incidents
- Water Supply - Operating a mobile water pump or controlling the flow of water from a fire hydrant
- Helispot Coordinator - Provide verbal assistance to a helicopter during landing when being used in an emergency incident
- Logistical Support - Transporting firefighters, equipment, food and/or water to the scene of an emergency incident
- Other Duties - As assigned by the Chief or Station Manager during an emergency incident

When assigned by the Chief, they may also assist staff with fire prevention duties, perform public education functions and assist in the District's Administrative Office.

### 1055.3 PHYSICAL REQUIREMENTS

Support Group Volunteers must meet the following requirements.

- Reside within the Mosquito Fire Protection District
- Be physically capable to carry out most of the routine duties of the position
- Must be at least 21 years of age

### 1055.4 GENERAL STANDARDS

The Board of Directors of the Mosquito Fire Protection District expects the Support Group Volunteer to adhere to the following general performance standards.

- Serve citizens of the District with courtesy and impartiality
- Comply with District Standard Operating Procedures, Board policy and the law
- Maintain off-duty conduct in a manner that does not bring embarrassment, criticism or other negative impacts upon the District or the Department

# Mosquito Fire Protection District

Policy Manual

## *Job Description - Support Group Volunteer*

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### **1055.5 SPECIFIC STANDARDS**

The Board of Directors of the Mosquito Fire Protection District expects a Support Group Volunteer to adhere to the following specific performance standards.

- Respond immediately, when available, to all dispatched incidents
- Perform in a professional manner to bring the incident to its final conclusion
- Maintain a valid California Class C Driver's License
- Attend at least 75% of the scheduled training sessions in any 12 month period. For good cause, the Chief or his designated representative may "excuse" a volunteer's absence from a scheduled training session.

### **1055.6 REMOVAL FROM THE ACTIVE ROSTER**

Failure to meet the above requirements or performance standards could result in removal by the chief, from the active Support Group Volunteer roster.

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# Community Evacuation Procedures - Support Group

## 410.1 PURPOSE AND SCOPE

An Evacuation Warning (Voluntary) or an Evacuation Order (Mandatory) may be necessary when a fire (or other incident) presents a possible or immediate danger to life and property. Once issued, District Support Group personnel shall assist residents by communicating reliable information and assisting them in their preparation and organized exit from the District. It is the intent of this procedure to define the roles and responsibilities required to meet these goals.

## 410.2 AUTHORITY

Any procedures set forth are ultimately subject to change by the El Dorado County Sheriff's Office, which has the ultimate responsibility to issue and carry out an Evacuation. The Sheriff's Office will be apprised of the evacuation in progress, airport usage and will determine the best options for residents to leave the area.

## 410.3 DEFINITIONS

### District Support Group

By definition, this is the team of trained, resident volunteers that respond to calls for community assistance, medical aid, road control and firefighter assistance whenever needed. This team may be augmented by other resident volunteers to provide animal control, logistics management and community evacuation support.

### Evacuation Warning

Law Enforcement or the designated Incident Commander, determines when there is a **predicted** threat to life and property for any portion of the District and then **advises** residents to leave. This typically gives residents an opportunity to prepare for and then leave the District in plenty of time. However, the developing threat may escalate and cause an Evacuation Warning to change to an Evacuation Order at any moment.

### Evacuation Order

Law Enforcement or the designated Incident Commander, determines when there is an **immediate** threat to life and property for any portion of the District and then **orders** residents to leave immediately. The threat may be actual or predicted based on fire direction and rate of spread.

## 410.4 STRATEGY

Depending on the direction and speed of the fire threat, the Sheriff's Office will determine the best routes for evacuation, road closures and escorted evacuation services to ensure that incoming fire service vehicles are not deterred.



# Mosquito Fire Protection District

## Procedure Manual

### *Community Evacuation Procedures - Support Group*

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During an Evacuation Warning, residents who are elderly, disabled, physically vulnerable or who own large animals are highly encouraged to evacuate early.

During an Evacuation Order, all residents are expected to evacuate immediately and follow road controls established by the Support Group and Sheriff's Office.

#### **410.5 SUPPORT GROUP GENERAL DUTIES**

##### **Evacuation Warning**

Upon issuance of an Evacuation Warning, the District Support Group will call up necessary team members to provide the ancillary needs of the community and fire station in preparation of a possible Evacuation Order.

Those duties may include the following:

1. Manning telephones to provide reliable and consistent information to residents.
2. Physically visit every resident in the District to inform them.
3. Assist residents with their large animal evacuations.
4. Assist elderly, disabled or physically vulnerable residents with their evacuation.

##### **Evacuation Order**

Upon issuance of an Evacuation Order, The District Support Group will provide the same services described under Evacuation Warning, PLUS the following:

1. Provide road control
2. Manage the evacuation of residents and/or the staging of evacuees at the airport for temporary refuge.

#### **410.6 SWANSBORO AIRPORT**

When directed by the Sheriff's Office, the Swansboro Airport may be used as a Temporary Refuge Area (TRA) or evacuation staging area so that escorted evacuation out Rock Creek Road can be controlled and coordinated with incoming emergency fire vehicles.

When the Swansboro Airport is used as a TRA, Support Group personnel shall utilize all areas of the airport to protect citizens. Care shall be taken to park vehicles away from combustible material, including buildings and vegetation. If fire impacts the airport, the east end of the airport (aircraft tie down and helicopter landing area) is the safest, large area location without combustible material nearby. No vehicle parking should be allowed in this area and it must be maintained clear in the event that moving people to this location is necessary.

When the airport is utilized by civilian traffic during an emergency, it is expected that the airspace will be restricted by Cal Fire and there will be no aircraft traffic which would interfere with the protection of citizens. Exceptions can be authorized by the Incident Commander and Air Attack Coordinator, which may include medical evacuation.

# Mosquito Fire Protection District

## Procedure Manual

### Community Evacuation Procedures - Support Group

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#### **410.7 PROCEDURES**

Evacuation procedures will be activated upon request of the Sheriff, Incident Commander or if conditions exist, where there is an obvious active progressing fire in which residents are leaving the area.

##### **410.7.1 CITIZEN INTERACTION**

When directed by the Sheriff's Office, Support Group personnel will advise motorists that Rock Creek Road is the only way fire engines can get in and opposing traffic may present an unsafe situation by delaying fire engine access. All opposing traffic will be directed back to the airport via Mosquito Cutoff Road. If a driver insists on driving out Rock Creek Road and cannot be verbally persuaded otherwise, Support Group personnel shall make no attempt to physically stop them.

##### **410.7.2 ROAD CONTROL**

###### **Check-Points**

Support Group personnel will set up road checkpoints at the following locations:

1. Rock Creek Road at Mosquito Cutoff Road
2. Mosquito Road at Mosquito Cutoff Road
3. Sluice Street at the Airport gate (primary access)
4. Mosquito Road at the RV/Large animal gate (Dyer Lake basketball court)
5. Rock Creek and Gravel Road
6. La Paz and Mosquito Road

###### **Check-Point Directives**

###### **Mosquito Cutoff Road at Mosquito Road and at La Paz**

Support Group personnel will prevent oversize vehicles or vehicles towing

Trailers, from going down Mosquito Road to the bridge, or all vehicles if a fire is impacting the road to the bridge. They shall make no attempt to physically stop them, but will strongly advise them that there is no way to get through and they will be forced to turn around and come back because oversized vehicles and trailers may prevent the bridge from being used for escape.

###### **Mosquito Road at RV/Large Animal Gate**

When manned, Support Group personnel will direct large vehicles and vehicles with trailers into the designated parking area.

###### **Sluice Street at Airport Gate**

When manned, Support Group personnel will direct most of the traffic through the gate and into a designated parking area. As residents come in, Support Group personnel shall create a check-in

# Mosquito Fire Protection District

## Procedure Manual

### *Community Evacuation Procedures - Support Group*

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log from which residents' names and addresses are collected and shared with the Sheriff's Office for their management of residents that have not yet evacuated.

#### **410.8 SAFETY**

When the airport is used as a Temporary Refuge Area, Support Group personnel shall transport Squad 75 to the Airport and medical support personnel will staff the TRA to monitor medical issues. Support Group personnel shall contact the Sheriff or Incident Commander via radio to request a paramedic ambulance, if needed. If unable to make contact by radio Camino Dispatch via 911 shall be called.

If an unsafe situation exists the Incident Commander or District Liaison will be contacted and individuals will be moved to a safe location if necessary.

If any road checkpoint becomes unsafe for any reason, Support Group personnel shall evacuate to the Airport or Fire Station immediately.



**MOSQUITO  
FIRE PROTECTION DISTRICT  
8801 ROCK CREEK ROAD  
PLACERVILLE, CA 95667  
(530) 626-9017  
Fax (530) 626-3240**

**Standard Operating Procedures  
Community Evacuation Procedures  
Revision September 9, 2021**

**SUBJECT: Community Evacuation Procedures- Support Group**

**1. PURPOSE**

1.1. Fire District Support personnel, when available, shall assist residents to leave, in an organized fashion, when a partial or full community evacuation becomes necessary.

1.2 An evacuation may be necessary for a fire or other incident which endangers life and property. Evacuation orders will be given by the fire and/or law enforcement Incident Commander. Evacuation orders are carried out by and under the authority of the El Dorado County Sheriff's Office.

**2. STRATEGY**

2.1. It is the intent of this SOP to establish guidelines for community evacuation within the Fire District.

2.2. Any procedures and guidelines set forth are ultimately subject to change by the El Dorado County Sheriff's Office, which has the ultimate responsibility to issue and carry out evacuation orders.

2.3. The Swansboro Airport may be used as a Temporary Refuge Area (TRA). The decision and timing to move people out Rock Creek Rd.. will be made by the Sheriff's Office considering incoming fire resources and safe egress out. Mosquito Road will be a primary evacuation route for normal/authorized sized vehicles, provide fire has not impacted the road or the bridge is inaccessible (repair closure).

2.4. When the Swansboro Airport is used as a TRA, Support Group Personnel shall utilize all areas of the airport to protect citizens, if necessary. Care shall be taken to park vehicles away from combustible material, including buildings and vegetation. When the airport is utilized, it is expected that the airspace will be restricted by Cal Fire and there will be no aircraft traffic which will interfere in protection of citizens. Exceptions can be authorized by the Incident Commander and Air Attack Coordinator, including medical evacuation.

2.5. If fire impacts the airport, the east end of the airport (aircraft tie down area & usual medical helo landing area) is the safest large area location without combustible material nearby. No vehicle parking

should be allowed in this area and must be maintained clear in the event moving people to this location is necessary. The Support Group leader for the Airport will notify the Incident Commander or Camino Dispatch if fire will impact the airport and citizens will be staged in that area.

### **3. DEFINITIONS**

**3.1. Evacuation Order:** The Incident Commander determines there is an immediate threat to life and property and residents must leave the area. The threat may be actual or predicted based on fire direction and rate of spread. Evacuations may be determined based on a smaller geographical area or widespread community basis.

**3.2. Evacuation Warning:** The Incident Commander determines there is a predicted threat to an area or the entire community and advises residents they should leave the area. This often gives residents a chance to prepare to leave the area in plenty of time. In some instances, the voluntary evacuation threat may change to an evacuation order based on a change of fire conditions.

### **4. PROCEDURE**

The Sheriff's Office will be notified of the evacuation in progress and the temporary refuge area at the airport. They will decide best options for residents to leave the area

4.1. The procedure of directing residents to the airport will be for mandatory and partial evacuations of all types. Mosquito Rd. to the bridge will be the primary means for people to leave the area, provided the road is safe (not impacted by fire) and are travelling in a vehicle suitable for crossing the bridge (no large/oversized vehicles, trailers). The idea for those who evacuate to the Airport (including large/oversize vehicles) is to leave the area under controlled conditions out Rock Creek Rd. under the supervision of the Sheriff's Office. The priority is the access of Rock Creek Rd. by incoming fire apparatus into the community.

4.2. Evacuation procedures will be activated upon request of the Incident Commander or if conditions exist where there is an obvious active progressing fire in which residents are leaving the area. The key objectives are to stage residents accessing Rock Creek Rd. to allow incoming Fire Apparatus IN and allow evacuating residents to get OUT in an orderly and safe fashion. If there is any doubt of evacuation activation contact the Incident Commander on the designated fire tactical channel or send a support representative to the Incident Command Post.

4.3. Support Group personnel will set up road checkpoints at the following locations: Rock Creek Rd. at Mosquito Cutoff Rd.; Mosquito Rd. at Mosquito Cutoff Rd.; Sluice St at the Airport gate (primary access); Mosquito Rd. at the RV/Large animal gate (Dyer Lake basketball court), at Rock Creek and Gravel Rd.; and at La Paz and Mosquito Rd.

4.4. At the checkpoints, Support Group personnel will advise motorists that Rock Creek is the only way fire engines can get in and opposing traffic may present an unsafe situation, delaying fire engines from getting in. Vehicles will be directed back to the airport. If a driver insists on driving out Rock Creek Rd. and cannot be verbally persuaded otherwise, make no attempt to physically stop them. Vehicles turned back from Rock Creek Rd. can use the Mosquito Cutoff Rd. to return to the Airport.

4.5. The Mosquito Cutoff Rd. at Mosquito Rd. and at La Paz checkpoints will prevent oversize vehicles (or vehicles towing trailers) from going down Mosquito Rd. to the bridge, or if a fire is impacting the road to the bridge. Make no attempt to physically stop them but advise that there is no way to get through and they will be forced to turn around and come back because of conditions. Oversized vehicles and trailers may prevent the bridge from being used for escape.

4.6. The Sluice St./Airport gate checkpoint will direct most of the traffic through the gate and into a designated parking area.

4.7. The Mosquito Rd. RV/Large Animal gate checkpoint will direct large vehicles and vehicles with trailers into the designated parking area.

4.8. If there is an available Support person, respond to the Fire Station to answer the telephones and direct residents who happen to stop there for information.

4.9. Available Support Group personnel and other designated personnel will open Airport gates, (at night place blue lights from helispot bag), signs, and directions, establish the parking area and temporary refuge area location. Personnel may need to utilize able and willing residents to manage the parking area and other duties which need assistance. As residents come in, create a check-in log from which residents' names and addresses are collected and shared with the Sheriff's Office for coordination in checking for residents still in the fire impact area.

4.10. Medical support personnel will staff the Temporary Refuge Area to monitor medical issues. Available Support personnel shall transport Squad 75 to the Airport. Contact the Incident Commander or District Liaison via radio to request a paramedic ambulance, if needed. If unable to make contact by radio call Camino Dispatch via 911.

4.11. If an unsafe situation exists contact the Incident Commander or District Liaison. Move to a safe location if necessary.

4.12. If any road checkpoint becomes unsafe for any reason, evacuate to the Airport or Fire Station and assist as needed.

**END**



# Mosquito Fire Protection District

**Special Meeting**  
Wednesday Sep 14, 2022 – 6:00 PM  
Mosquito FPD Station 75  
8801 Rock Creek Road Placerville, Ca. 96557

## MINUTES

Item	Presenter
<p><b>1. Call to Order. 6 PM</b></p> <p>Topic: Resolution 2022-05 Biennial Conflict of Interest. Time: September 14, 2022 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 <a href="mailto:admin75@mfpd.us">admin75@mfpd.us</a>.</p>	J. Young
<p><b>2. Roll Call &amp; Quorum announced.</b> <i>Present Directors: Linnea Ugglá, Megan Holmsky, Don Stever and Wayne Gregson. Absent Director James Young. We have quorum.</i></p>	J. Young
<p><b>3. Adoption of the Agenda.</b> <i>Motion to adopt agenda by Director Stever, second by Director Holmsky. Ayes: Directors Stever, Holmsky, Gregson and Ugglá. Noes: 0 Absent: Director Young</i></p>	J. Young
<p><b>4. Issue Item.</b> Resolution 2022-05 Biennial Conflict of Interest. <i>Motion to adopt Resolution 2022-05 by Director Stever, second by Director Gregson. Ayes: Directors Stever, Holmsky, Gregson and Ugglá. Noes: 0 Absent: Director Young</i></p>	J. Young
<p><b>5. Adjourn. 6:04 PM</b></p> <p><b>Next Regular Board Meeting- Thursday September 22, 2022</b></p>	



## Mosquito Fire Protection District

**Board of Directors Meeting**  
Thursday, Sep 22, 2022 – 7:00 PM  
Mosquito FPD Station 75  
8801 Rock Creek Road Placerville, Ca. 96557

### MINUTES

Item	Presenter
<p><b>1. Call to Order. 7 PM</b></p> <p>Topic: MFPD Board Meeting September 22, 2022</p> <p>Time:, September 22, 2022 07:00 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 <a href="mailto:admin75@mfpd.us">admin75@mfpd.us</a></p>	J. Young
<p><b>2. Roll Call &amp; Quorum announced.</b> <i>Present Directors; James Young, Linnea Uggl, Megan Holmsky, Don Stever and Wayne Gregson.</i></p>	J. Young
<p><b>3. Pledge of Allegiance.</b></p>	J. Young
<p><b>4. Public Comment</b> 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.</p>	
<p><b>5. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR</b> 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 with amendment; table Policy 1027 and review at the October 2022 Board meeting, by Director Young, second By Director Uggl. Ayes: Directors Young, Uggl, Holmsky, Stever and Gregson. Noes: 0 Abstain: 0</i></p>	J. Young



**CONSENT CALENDAR ITEMS**

J. Young

- 5.1 Approval of Expenditures- Expenses Aug 23, 2022
- Approval of Expenditures- Expenses Aug 29, 2022
- Approval of Expenditures- Expenses Sep 5. 2022

D. Stever

- 5.2 Policy 1051 Job Description Captain
- Policy 1052 Job Description Firefighter Engineer
- Policy 1053 Job Description Board Clerk and Administrative Assistant
- Policy 1012 Discriminatory Harassment
- Policy 1027 Drug and Alcohol-Free Workplace

**6. Approval of Minutes**

J. Rosevear

- 6.1 Minutes August 25, 2022. *Motion to approve Minutes of August 25<sup>th</sup>, 2022 by Director Young, second by Director Holmsky. Ayes: Directors Young, Holmsky, Uggla, Stever and Gregson. Noes:0 Abstain: 0*

**7. Chief's Report.**

J. Rosevear

**8. Issue Items**

J. Rosevear

- 8.1 Approve 2022 VFC – 50/50 7GF22066 Grant. *Motion to approve 2022 VFC grant, Resolution 2022-06, by Director Young, second by Director Stever. Ayes: Directors Young, Stever, Uggla, Holmsky and Gregson. Noes:0 Abstain: 0*

J. Young

- 8.2 Public Hearing FY 22/23 Final Budget.

J. Rosevear

- 8.3 Review and approve Fiscal Year 2022-2023 Budget. *Motion to approve Budget for Fiscal year 2022-2023, by Director Young, second by Director Holmsky. Ayes: Directors Young, Holmsky, Uggla, Stever and Gregson. Noes:0 Abstain: 0*

J. Young

- 8.4 Review Policy 1045

**9. Committee Reports**

M. Holmsky

- 9.1 Finance committee

D. Stever

- 9.2 Strategic Planning & Policy Updates

- 9.3 Communication

D. Stever

- 9.4 Capital Improvement- CIP Plan

J. Young

- 9.5 Fundraising Organization

L. Uggla

**10. Director's Comments.** *Per Board President Young, the November Board meeting will be held on November 17<sup>th</sup>, 2022 7 PM.*

<b>11. Pending Agenda Items:</b> Directors may propose agenda items for future Board meetings.	
<b>12. Adjourn. 8:15 PM</b>  <b>Next Meeting: Board Meeting Thursday October 27, 2022 7:00 PM</b>	



## MOSQUITO FIRE PROTECTION DISTRICT

8801 ROCK CREEK ROAD

PLACERVILLE, CA 95667

(530) 626-9017

Fax (530) 626-3240

[www.mfpd.us](http://www.mfpd.us)

### *Chief's Report September-October 2022*

Calls for Service: September 20-October 23

Fires- 0

Vehicle Accident- 1 (false call-abandoned vehicle)

Medical Aid- 4

Gas Hazard- 1

Public Assist- 5

The Mosquito Fire, named after it's start on Mosquito Ridge Road in Placer County, at the Oxbow Reservoir, started Tuesday afternoon, September 6<sup>th</sup>. On Saturday October 22<sup>nd</sup> the fire was declared 100% contained at 76,788 acres. While the damage to structures and the environment was significant, it could have been much worse, especially for our community. On Saturday October 8<sup>th</sup>, there was a firefighter and community appreciation dinner and music event hosted in Georgetown. Our Department, Georgetown, and Garden Valley each received a \$2,000. We appreciate the partnerships with our sister departments and their communities.

We are in the process of obtaining authorization to purchase \$95,000 of new vehicle extrication and other equipment through residual funds from our closed FEMA AFG training grant. Three battery powered Hurst tools, charger, spare batteries, air bags for lifting vehicles and heavy objects, vehicle stabilization equipment, pre-assembled harness and rope sets to quickly get to trapped patients off the road. This represents a significant upgrade in our current capability to rescue people trapped in a vehicle accident. We are also adding a thermal imaging camera, the remainder of our needed supply line hose, and two gas detectors.

Firefighter-Engineer Ryan Hopkins returned to duty last Thursday, after being injured at the Gravel Road structure fire on October 11, 2021. We appreciate having him back. Devin Hern and Coleman Johns are doing well in their Firefighter 1 academy in Sacramento, attending class Friday evenings and all-day Saturday. They will graduate in December. We are proud of these community based, multi-generational firefighters who have a great career ahead.

Last weekend, Firefighters Kyle Elledge, Heidi Glockner and Quintin Anderson participated in structure fire training hosted at South Placer County Fire District Station 19 by the California State Firefighters Association (CSFA). There was live interior fire and vertical ventilation training using a burn trailer provided by the Kelseyville Fire District (Lake County). The free training provided by CSFA is focused on volunteer firefighters, funded through CSFA's FEMA SAFER Volunteer Recruitment and Retention grant.

We are looking forward to the holiday season and some great community events coming up. Below is a list of important dates. Community members are always welcome to attend Tuesday night training and meet our firefighters and Support Group members. Our training will shift to winter storm preparedness and structure fire response.

We continue to provide addressing signs for residents and installing in the Community. Firefighters put together signs and mount it at the best location at a resident's property. The cost of the sign is \$35. Contact Captain Lugo at [mlugo@mfpd.us](mailto:mlugo@mfpd.us) for ordering.

Our Fire District staff is fully committed to our Community. We stand ready to assist our residents with any needs they may have, to prepare, support and provide the most up to date information. Please call us at 530-626-9017 or stop by the station.

This concludes my report. I will continue to update our projects and report progress. We appreciate the great support we receive from the Community and its commitment to being prepared. Fire season is not over yet and is still dangerous. If you have any questions or suggestions, please call me at the fire station (626-9017) or email at [jrosevear@mfpd.us](mailto:jrosevear@mfpd.us).

#### Upcoming Events:

Tuesday October 25 - MFPD Firefighter Training- 6pm- Station 75- Public Welcome

Thursday October 27- Fire Board Meeting- 7pm- Station 75

**Saturday October 29- Trunk or Treat Halloween Celebration- Station 75**

Thursday November 3- MVFA Monthly Board meeting- 3pm- Station 75

Tuesday November 1, 8, 15, 22, 29- MFPD Firefighter Training- 6pm- Station 75- Public Welcome

Thursday November 17- Fire Board Meeting- 7pm- Station 75

Saturday November 19- Firehouse Fundraiser BBQ- Afternoon- More info coming

Jack Rosevear, Chief

**RESOLUTION NO. 2022-07**  
**OF THE BOARD OF DIRECTORS**  
**OF THE MOSQUITO FIRE PROTECTION DISTRICT**  
**October 27, 2022**

**RESOLUTION APPROVING THE MOSQUITO FIRE  
PROTECTION DISTRICT ANNUAL REPORT AND FIVE-  
YEAR FINDINGS REPORT FOR THE FIRE IMPACT FEE  
PROGRAM IN COMPLIANCE WITH GOVERNMENT  
CODE SECTIONS 66006 AND 66001**

**WHEREAS**, AB 1600 was passed and codified in California Government Code Section 66000 (“Mitigation Fee Act”), allowing the establishment of a development impact fee as a condition of approval where the purpose and use of the fees are identified, and a reasonable relationship to the development project can be demonstrated; and

**WHEREAS**, the County of El Dorado (“County”) has adopted Ordinance No. 3991, codified in Chapter 13, Section 20 of the El Dorado County Code, which sets forth the requirements for the establishment and administration of development impact mitigation fees collected by the County on behalf of a special district within the County; and

**WHEREAS**, the County, at the request of the Mosquito Fire Protection District (“District”), has established fire impact mitigation fees (“Reportable Fees”) for District on new development within the District’s service area; and

**WHEREAS**, Government Code Sections 66001(d) and 66006(b) require the District to make an annual accounting of the Reportable Fees collected and expended and to make additional findings every five years if there are any funds remaining in the Reportable Fees fund at the end of the prior fiscal year; and

**WHEREAS**, pursuant to Government Code Section 66001(e) and (f), the District shall make certain findings when sufficient Reportable Fees have been collected to complete the financing of incomplete improvements, and any improvements remain incomplete; and

**WHEREAS**, the District’s Annual Report and Five-Year Findings Report for the Fire Impact Fee Program, FY 2021-22 (“Reports”) contains the requisite information and proposed findings concerning the collection and expenditure of Reportable Fees pursuant to Government Code Sections 66006 and 66001.

**NOW, THEREFORE BE IT RESOLVED**, that the Board makes the following finds and takes the stated actions regarding the program as required by and in accordance with Government Code Section 66006(b):

- 1) The Board finds and determines that the foregoing recitals and determinations are correct.
- 2) Pursuant to Government Code Section 66001(d), the Board reviewed the Reports which are incorporated by this reference and contains the following proposed findings:

- (A) Identification of the purposes to which the Reportable Fees are to be put;
  - (B) Demonstration of a reasonable relationship between the Reportable Fees and the purpose for which they are charged;
  - (C) Identification of all sources and amounts of funding anticipated to complete incomplete improvements of the District; and
  - (D) Designation of the approximate dates on which the funding referred to in paragraph (3) is expected to be deposited into the respective District account(s).
- 3) Pursuant to Government Code Sections 66006(b)(1) and (2), the Board reviewed the Reports which are incorporated by this reference and contains the following proposed findings:
- (A) A brief description of the type of Reportable Fees in the Reportable Fees fund;
  - (B) The amount of the Reportable Fees;
  - (C) The beginning and ending balance of the Reportable Fees Account;
  - (D) The amount of Reportable Fees collected, and the interest earned;
  - (E) An identification of each improvement on which Reportable Fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the improvement that was funded with Reportable Fees;
  - (F) An identification of an approximate date by which the construction of the improvement will commence if the District determines that sufficient funds have been collected to complete financing on an incomplete improvement, as identified in Section 66001(a)(2), and the improvement remains incomplete;
  - (G) A description of each interfund transfer or loan made from the Reportable Fees fund, including the improvement on which the transferred or loaned Reportable Fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the Reportable Fees fund will receive on the loan; and
  - (H) The amount of refunds made pursuant to Section 66001(e) and any allocations pursuant to Section 66001(f).
- 4) The findings required by Government Code Section 66001(d) are made at the same time as the findings as that information required by Government Code Section 66006(b).
- 5) The Board determines that the District is in compliance with Government Code Section 66000, et seq., regarding the receipt, deposit, investment, expenditure and refund of Reportable Fees received and expended relative to improvements for Fiscal Year 2021-22.
- 6) The Board determines that no refunds and allocations of Reportable Fees, as required by Government Code Sections 66001(e) and 66006(b)(1)(H), are deemed payable at this time for Fiscal Year 2021-22.

**PASSED AND ADOPTED** by the Board of Directors of the Mosquito Fire Protection District at a regularly scheduled meeting held on the 27<sup>th</sup> of October 2022, by the following vote of said Board:

October 27, 2022

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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President, Board of Directors

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Secretary to the Board



# MOSQUITO FIRE PROTECTION DISTRICT

## ANNUAL REPORT AND FIVE-YEAR FINDINGS REPORT FOR FIRE IMPACT FEE PROGRAM

FY 2021-22

PREPARED FOR:

**BOARD OF DIRECTORS  
MOSQUITO FIRE PROTECTION DISTRICT**

PREPARED BY:

The logo for SCI Consulting Group features a green curved line above the text "SCI Consulting Group".

4745 MANGLES BOULEVARD  
FAIRFIELD, CALIFORNIA 94534  
PHONE 707.430.4300  
[www.sci-cg.com](http://www.sci-cg.com)



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## MOSQUITO FIRE PROTECTION DISTRICT

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### BOARD OF DIRECTORS

James Young, President  
Linnea Uggla, Vice President  
Don Stever, Member  
Megan Holmsky, Member  
Wayne Gregson, Member

### FIRE CHIEF

Jack Rosevear

### CLERK OF THE BOARD OF DIRECTORS

Sharlyn Fields

### IMPACT FEE CONSULTANT

Blair Aas, SCI Consulting Group

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## EXECUTIVE SUMMARY

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### INTRODUCTION

The Mitigation Fee Act (Government Code Section 66000 et. seq., hereafter the "Act") requires local agencies to report, every year and every fifth year, certain financial information regarding their development impact fee programs. These reporting requirements are applicable to the fire impact fee ("Reportable Fee") program of the Mosquito Fire Protection District ("District") adopted by the County of El Dorado ("County") on behalf of the District.

This *Five-Year Findings Report* provides the findings required by Section 66001(d)(1) of the Act for the District's Fire Impact Fee Fund for fiscal year ending June 30, 2022. The District's last Five-Year Findings Report for their Fire Impact Fee Funds was provided for fiscal year ending June 30, 2017.

### BACKGROUND

Section 66006(b) the Act requires that the following information, entitled "*Annual Report*," be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

In addition to the Annual Report, local agencies are required, for the fifth fiscal year following the first receipt of any development impact fee proceeds, and every five years

thereafter, to comply with Section 66001(d)(1) of the Act by affirmatively demonstrating that the local agency still needs unexpended development impact fee revenue to achieve the purpose for which it was originally imposed and that the local agency has a plan on how to use the unexpended balance to achieve that purpose.

Specifically, local agencies must make the following findings, entitled "*Five-Year Findings Report*," with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

In addition to the requirements set forth above, Section 66001(e) of the Act of the states that when sufficient funds have been collected to complete financing on incomplete public improvements, and the public improvements remain incomplete, the local agency shall identify, within 180 days of the determination that sufficient funds have been collected, an approximate date by which the construction of the public improvement will be commenced, or shall refund to the then-current record owner or owners of the lots or units, as identified on the last equalized assessment roll, of the development project or projects on a prorated basis, the unexpended portion of the fee, and any interest accrued thereon.

However, 66001(f) of the Act states that if the administrative costs of refunding unexpended revenues exceed the amount to be refunded, the local agency, after a public hearing, notice of which has been published and posted in three prominent places within the area of the development project, may determine that the revenues shall be allocated for some other purpose for which fees are collected and which serves the project on which the fee was originally imposed.

## **ANNUAL REPORT (FISCAL YEAR 2021-22)**

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In accordance with Government Code Section 66006(b)(1) and (2), the Mosquito Fire Protection District (the "District") provides the following information for fiscal year 2021-22 for the District's Fire Impact Fee Program.

### **BRIEF DESCRIPTION OF THE REPORTABLE FEE**

The District's fire impact fee ("Reportable Fee") will help maintain existing levels of service for fire protection in the District. New development in the District will increase the demand for fire protection services. The Reportable Fee will fund the construction of new or expanded fire facilities, apparatus and equipment necessary to accommodate residential and nonresidential development in the District.

### **REPORTABLE FEE AMOUNTS**

The current Reportable Fees in effect at the end of fiscal year 2021-22 are shown below.

<b>Land Use Category</b>	<b>Reportable Fee</b>
Residential Single Family	\$2.19/sq. ft.
Residential Multi Family	\$2.90/sq. ft.
Residential Mobile Home	\$2.57/sq. ft.
Retail/Commercial	\$3.25/sq. ft.
Office	\$4.02/sq. ft.
Industrial	\$3.02/sq. ft.
Agriculture	\$1.37/sq. ft.
Warehouse/Distribution	\$2.14/sq. ft.

### **REPORTABLE FEE ACCOUNT BALANCES**

The balance of the Reportable Fee account at the beginning of fiscal year 2021-22 was \$18,883.02. At the end of fiscal year 2021-22, the balance of the Reportable Fee fund was \$32,878.78.

### **REPORTABLE FEES COLLECTED AND INTEREST EARNED**

The amount of Reportable Fees collected during fiscal year 2021-22 was \$14,018.19. In addition, \$117.75 was earned in interest during the fiscal year. The total amount of Reportable Fees and interest collected during fiscal year 2021-22 was \$14,135.94.

**USE OF REPORTABLE FEES**

For fiscal year 2021-22, Reportable Fees were expended on no improvements. The County's 1% fee for administration of the fee program totaled \$140.18 and funded 100% with Reportable Fees.

**COMMENCEMENT DATE FOR CONSTRUCTION OF INCOMPLETE IMPROVEMENTS**

For FY 2021-22, sufficient funds have not yet been collected to complete financing of incomplete improvements, and an approximate date for commencing construction has yet to be determined.

**INTERFUND TRANSFERS AND LOANS**

There were no other interfund transfers or interfund loans from the Reportable Fee fund in fiscal year 2021-22.

**REFUNDS**

The District issued no refund of Reportable Fees in fiscal year 2021-22.

## **FIVE-YEAR REPORT (AS OF JUNE 30, 2022)**

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In accordance with Government Code Section 66001(d)(1), the Mosquito Fire Protection District (the "District") affirmatively demonstrate that the District still needs unexpended fire impact fees to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose.

### **UNEXPENDED REPORTABLE FEES**

The District's Fire Impact Fee ("Reportable Fee") fund balance as of June 30, 2022, was \$32,878.78.

### **PURPOSE OF THE REPORTABLE FEE**

The purpose of the Reportable Fee imposed and collected on new development within the District is to help maintain its existing level of service for fire protection in the District. New development in the District will increase the demand for fire protection services. The Reportable Fees will be used to expand the District's fire facilities, apparatus, vehicles, and equipment to meet the additional demand generated by the new residents and employees and new structural area created by new development projects.

Specifically, the District intends to put the unexpended Reportable fees towards the lease purchase of an additional used or surplus water tender at an estimated total cost of \$150,000.

### **RELATIONSHIP BETWEEN THE REPORTABLE FEE AND THE PURPOSE FOR WHICH IT IS CHARGED**

There is a roughly proportional, reasonable relationship between the new residential and nonresidential development upon which the Reportable Fees are charged and the need for additional fire facilities, apparatus, vehicles, and equipment by reason of the fact that development of residential and nonresidential land uses in the District will generate additional demand for fire services and fire protection improvements. The fire impact fees will be used to fund these improvements, which are necessary to serve new development in the District. Each residential and nonresidential development project will add to the incremental need for additional fire protection capacity, and each new project will benefit from the new fire protection capacity. For the new development to occur in the District, fire protection facilities and equipment must be added in order to maintain the District's existing level of fire protection service.



**ANTICIPATED FUNDING TO COMPLETE FINANCING OF INCOMPLETE IMPROVEMENTS**

The District plans to lease purchase an additional used or surplus water tender for a five-year term for approximately \$150,000. The down payment and annual lease payments for the additional water tender will be funded with unexpended Reportable Fees (\$32,878.78), future Reportable Fees (\$100,000), and existing equipment reserves (\$17,121.22).

**APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING**

The five-year lease purchase agreement for the additional water tender will be completed by Spring 2024. The District has both unexpended Reportable Fees and existing equipment reserves in their account as of June 30, 2022. The District anticipates collecting at least \$15,000 annually in fire impact fees over the next seven years that would be used for lease payments. These two funds will complete the needed funding for the project.

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**Annual Report of Revenues and Expenditures (Cal. Gov. Code 66006**

**(b)(1) (C), (D), (G), and (H))**

**Account:** 85540010

**District:** Mosquito Fire Protection District

**Fiscal Year:** 2021-22

**(D) REVENUES**

MONTH	Fees	Interest
JUL		\$ -
AUG	\$ 1,456.35	\$ 4.34
SEP		\$ 6.34
OCT	\$ 4,599.00	\$ 5.31
NOV		\$ 5.55
DEC	\$ 4,730.40	\$ 5.74
JAN		\$ 6.68
FEB		\$ 8.62
MAR	\$ 709.56	\$ 8.48
APR	\$ 2,522.88	\$ 10.05
MAY	\$ -	\$ 16.11
JUN	\$ -	\$ 40.53
<b>TOTAL:</b>	<b>\$ 14,018.19</b>	<b>\$ 117.75</b>

**(G)\* TRANSFERS TO OTHER FUNDS**

MONTH	AMOUNT
JUL	
AUG	
SEP	
OCT	
NOV	
DEC	
JAN	\$ 14.56
FEB	
MAR	
APR	
MAY	\$ 93.29
JUN	\$ 32.33
<b>TOTAL:</b>	<b>\$ 140.18</b>

**(C) REPORT YEAR ENDING BALANCE**

PRIOR FY ENDING BALANCE:	\$ 18,883.02
REPORT YR REVENUES:	\$ 14,135.94
REPORT YR EXPENDITURES:	\$ 140.18
REPORT YR ENDING BALANCE:	\$ 32,878.78

**(H) REFUNDS PROCESSED**

DATE	AMOUNT

\*Attach a description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.

County of El Dorado Impact Mitigation Fee Amounts and Descriptions by District -Annual Report for California Mitigation Fee Act Fiscal Year 2021-22	Amount of Fee as of June 30, 2022 (Cal. Gov. Code 66006 (b)(1)(A))		Description of Fee (Cal. Gov. Code 66006 (b)(1)(B))
Mosquito Fire Protection District	<b>Building Type</b>	<b>Fee</b>	<b>Description of Fee</b>
	Residential Single Family	\$2.19/sq. ft.	The fee is imposed on new development at the time of issuance of a building permit for new construction or expansion. Fee proceeds are used to fund new or expanded fire protection facilities and equipment necessary to meet the additional demand caused by new development in the district.
	Residential Multi Family	\$2.90/sq. ft.	
	Residential Mobile Home	\$2.57/sq. ft.	
	Retail/Commercial	\$3.25/sq. ft.	
	Office	\$4.02/sq. ft.	
	Industrial	\$3.02/sq. ft.	
	Agriculture	\$1.37/sq. ft.	
Warehouse/Distribution	\$2.14/sq. ft.		



**Mosquito Fire Protection District**  
**Budget 2022 -2023**  
 July 2022 through June 2023

		<b>Jul '22 - Jun 23</b>
<b>Income</b>		
0001	Carry Over	111607
0100	· Prop Tax Curr Secured	163000
0110	· Prop Tax Curr Unsecured	2800
0120	· Prop Tax Prior Unsecured	0
0130	· Unsecured Prop Tax Prior	100
0140	- Supplemental Taxes	4000
0150	- Supplemental Prior	300
1175	· Special Tax Direct Assessments	188000
0360	- Penalties	3000
0430	· Development Fee	0
4400	· Rev Intrest	2000
0820	· ST Homeowner Prop Tax relief	1220
0880	ST Other	0
1060	- FEMA Grants	282661
1128	Federal: USDA (Striketeams)	135000
1321	Transfer from Reserves (Allocated)	0
1350	Transfer from Reserves (Unallocated)	0
1744	Misc Inspections or Services	0
1940	Misc Reimbursement	15000
1942	Misc Reimbursement	13615
<b>Total Income</b>		<b>922303</b>
<b>Gross Profit</b>		<b>922303</b>
<b>Expense</b>		
300000	· Salaries and Employee Benefit	
303000	· Perm Employees/Elect Official	137990
303001	· Temporary Employees	78720
303002	· Overtime	61000
303004	· Strike team	85450
303020	· Retirement	4867
303021	· O.A.S.D.I.	20656
303022	· Medi Care	4831
303030	· Vacation, Sick, Holiday	4501

Mosquito Fire Protection District  
**Budget 2022 -2023**  
 July 2022 through June 2023

			Jul '22 - Jun 23
	303040	· Health Insurance	18000
	303041	· Unemployment Insurance Employer	20656
	303060	· Workers' Compensation Employer	35018
	Total 300000 · Salaries and Employee Benefit		471689
	400000	· Services and Supplies	
	404021	· Fire Turnouts	50000
	404022	· Uniforms	8500
	404040	· Telephone Co. Vendor Payments	3780
	404042	Radio Vendor Payments	0
	404043	· Dispatch Fees-Contract	2000
	404060	· Food & Food Products	500
	404080	· Household Expense-Station Supplies	250
	404083	Laundry	600
	404084	Expendable Equipment	50
	404085	· Refuse Disposal	1700
	404100	· Insurance Premium	80378
			33,000
	404140	· Maint. Equipment	838
	404145	· Maint. Equipment Parts	200
	404160	· Veh. Maint. Outside labor	11000
	404161	· Veh Maint. Parts Direct Charge	11000
	404164	· Veh Maint. Tires & Tubes	4000
	404180	· Maint Building & Improvements	100
	404183	· Maint. Grounds	100
	404197	Maint Building Supplies	1100
	404200	· Medical, Dental & Lab Supplies	11000
	404220	· Memberships	1700
	404260	· Office Expense	1500
	404261	· Postage	250
	404263	· Subscription Newspaper Journals	100
	404300	· Professional & Specialized Serv	6000
	404304	* Agency fee County/ Lafco	350
	404305	· Audit & Accounting Services	10000

Mosquito Fire Protection District  
**Budget 2022 -2023**  
 July 2022 through June 2023

	Jul '22 - Jun 23	
404313 · Legal Services	23615	
404324 · Medical Dental Lab Supplies	2000	
404335 * Election Dept Services	2026	
404400 · Publications & Legal Notices	550	
404460 · Equip. Small tools & Instrument	9693	507 to 4100
404463 · Equipment Telephone Radio	150	
404500 · Special Dept. Expense	82800	to
404502 · Educational Materials	8122	
404507 · Fire & Safety Supplies	344	
404538 · Software	0	
404539 Software License	15102	
404600 * Transportation & Travel	6900	
404602 * Mileage Employee Private auto	500	1400 to 4600
404606 · Fuel Purchases	26000	
404609 · Staff Development	5000	
404617 Staff Deveelopment Non 1099	0	
404700 · Utilities	12000	
<b>Total 400000 · Services and Supplies</b>	<b>401798</b>	
600000 · Fixed Assets		
606020 · Buildings & Grounds	19316	
606040 · 606040 Equipment	29500	
<b>Total 600000 · Fixed Assets</b>	<b>48816</b>	
Contingency & Reserves		
7700 Contingency	0	Insura
7800 Transfer to Reserves		



