



## Mosquito Fire Protection District

**Board of Directors Meeting**  
Thursday, July 28, 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 July 28, 2022</p> <p>Time:, July 28, 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

<p><b>CONSENT CALENDAR ITEMS</b></p> <p><b>5.1</b> Approval of Expenditures- Expenses Jun 20, 2022  Approval of Expenditures- Expenses Jun 21, 2022  Approval of Expenditures- Expenses Jun 27, 2022  Approval of Expenditures- Expenses Jun 28, 2022  Approval of Expenditures- Expenses Jul 14, 2022</p> <p><b>5.2</b> Policy 614 Training Records  Policy 700 Use of District Owned and Personal Property  Policy 709 Photography and Electronic Imaging  Policy 710 Non Official use of District Property</p> <p><b>6. <u>Approval of Minutes</u></b></p> <p><b>6.1</b> Minutes June 23, 2022</p> <p><b>7. <u>Chief's Report</u></b></p> <p><b>8. <u>Issue Items</u></b></p> <p><b>8.1</b> Update and Approve FY 20/23 Preliminary budget</p> <p><b>8.2</b> Approve Finance Committee expansion</p> <p><b>9. <u>Committee Reports</u></b></p> <p><b>9.1</b> Finance committee</p> <p><b>9.2</b> Strategic Planning &amp; Policy Updates</p> <p><b>9.3</b> Communication</p> <p><b>9.4</b> Capital Improvement- CIP Plan</p> <p><b>9.5</b> Fundraising Organization</p>	<p>J. Young</p> <p>D. Stever</p> <p>J. Rosevear</p> <p>J. Rosevear</p> <p>J. Rosevear</p> <p>M. Holmsky</p> <p>D. Stever</p> <p>W. Gregson</p> <p>J. Young</p> <p>L. Ugkla</p>
<p><b>10. Director's Comments.</b></p>	
<p><b>11. Pending Agenda Items:</b> Directors may propose agenda items for future Board meetings.</p>	
<p><b>12. Adjourn</b></p> <p><b>Next Meeting: Thursday August 25, 2022</b></p>	

**Mosquito Fire Protection District  
Bills for All Vendors**

Jun 20, 2022

Name	Num	Amount	Terms	Date	Split	Name Address	Memo
2425	52786	300.19	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	52786 Adv Gear Uniform 50-50 grant
2425	50866	300.19	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	50866 Adv Gear M. Harris R&R grant
2425	50868	399.99	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	50868 Adv Gear M. Harris 50-50 grant
2425	51108	176.86	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	51108 Adv Gear M. Harris R&R grant
2425	51322	441.76	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	51322 Adv Gear K. Caudle R&R grant
2425	51324	417.10	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	51324 Adv Gear C. Caudle R&R grant
2425	51504	434.20	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	51504 Adv Gear K. Caudle R&R grant
2425	51718	450.29	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	51718 Adv Gear C. Caudle R&R grant
2425	52773	628.32	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	52773 Adv Gear Heide G. R&R grant
2425	53003	328.13	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	53003 Adv Gear K. Ellledge R&R grant
2425	53256	645.43	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	53256 Adv Gear Quittin A. R&R grant
2425	54093	546.84	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	54093 Adv Gear Jack R. 50-50 grant
2425	54258	516.84	MFPD06202022	06/20/2022	404022 - Uniforms	Advantage Gear	54258 Adv Gear 50-50 grant
11624	21052722	2250.00	MFPD06202022	06/20/2022	606020 - Buildings & Grounds	Comfort control Heating & Air	21052722 Install new hot water heater
2532	68618	343.52	MFPD06202022	06/20/2022	404507 - Fire & Safety Supplies	Hangtown Fire Control	Annual Fire Extinguisher service
4941	400167	2725.55	MFPD06202022	06/20/2022	404606 - Fuel Purchases	Hunt & sons	400167 Bulk Fuel
10457	5201449	99.09	MFPD06202022	06/20/2022	404507 - Fire & Safety Supplies	Jack Rosevear	5201449 Reim JR REHAB supplies
10457	60680622	750.00	MFPD06202022	06/20/2022	303040 - Health Insurance	Jack Rosevear	60680622 Reimb Med Insurance
1006	9012091	654.90	MFPD06202022	06/20/2022	404043 - Central Dispatch Contract	JPA	9012091 JPA Dispatch Serv fee FY21-22 Q3
514	603950	524.45	MFPD06202022	06/20/2022	404021 - Fire Turnouts	L.N. Curtis & Sons	603950 Drip Torches wildland 50-50 grant
514	593577	368.73	MFPD06202022	06/20/2022	404021 - Fire Turnouts	L.N. Curtis & Sons	593577 Wildland Goggles 50-50 grant
514	594135	1644.12	MFPD06202022	06/20/2022	404021 - Fire Turnouts	L.N. Curtis & Sons	594135 Wolfpack Wildland 50-50 grant
514	595427	2669.63	MFPD06202022	06/20/2022	606040 - Equipment	L.N. Curtis & Sons	595427 2500 Gk foldable tank
514	602079	86.12	MFPD06202022	06/20/2022	404021 - Fire Turnouts	L.N. Curtis & Sons	602079 Goggles Promark 50-50 grant
514	592967	5895.90	MFPD06202022	06/20/2022	404021 - Fire Turnouts	L.N. Curtis & Sons	592967 Wildland Helmets 50-50 grant
514	603667	458.82	MFPD06202022	06/20/2022	404021 - Fire Turnouts	L.N. Curtis & Sons	603667 Wildland Helmet supplies R&R grant
514	603728	200.26	MFPD06202022	06/20/2022	404021 - Fire Turnouts	L.N. Curtis & Sons	603728 Wildland boots R&R grant
514	605670	353.74	MFPD06202022	06/20/2022	404021 - Fire Turnouts	L.N. Curtis & Sons	605670 Helmet supplies R&R grant
514	605725	707.49	MFPD06202022	06/20/2022	404021 - Fire Turnouts	L.N. Curtis & Sons	605725 Helmet accessories R&R grant
4974	10488	38.50	MFPD06202022	06/20/2022	404400 - Publications & Legal Notices	Mountain Democrat	10488 Legal Notice Prop 4
4974	10489	24.50	MFPD06202022	06/20/2022	404400 - Publications & Legal Notices	Mountain Democrat	10489 Legal Notice Budget fy 22-23
59	227156	303.45	MFPD06202022	06/20/2022	404161 - Veh Maint. Parts Direct Charge	Riebes Auto Parts	227156 U275 Brake Parts
59	458348	12.98	MFPD06202022	06/20/2022	404161 - Veh Maint. Parts Direct Charge	Riebes Auto Parts	458348 Hitch pin for C7500
59	424388	3.78	MFPD06202022	06/20/2022	404161 - Veh Maint. Parts Direct Charge	Riebes Auto Parts	424388 S175 supplies

25401.48

Outside District Claim Form

District: Mosquito Fire Protection District		AUDITOR USE ONLY		PROCESSOR USE ONLY	
Date: 6/21/2022				PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:	
Prepared By: Sharlyn Fields				US MAIL: Return to District:	
Contact Phone: 530-626-9017				Call/Email for pickup: Please Call	
AUDITED BY:			Entered by:		
Date:			Date:		

**THE ARTICLES FOR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE APPROVED AND ARE INCLUDED IN THE DISTRICT BUDGET THAT HAS BEEN ADOPTED BY THE BOARD OF DIRECTORS AND WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES. I FURTHER CERTIFY I AM AUTHORIZED BY THE BOARD OF DIRECTORS TO APPROVE PAYMENT REQUESTS TO THE AUDITOR-CONTROLLER FOR THE ATTACHED INVOICE(S).**

Authorizing signatures: Expenses 2022 Jun 21 Process as TRANSFERS! FY 21-22

ALWAYS	VENDOR	SUFFIX	INVOICE NUMBER (LIMIT 20)	AMOUNT	FILE NAME	DATE	ALWAYS 2	ORG	OBJECT	DESCRIPTION (LIMIT 50 CHARACTERS)	AMOUNT	VENDOR NAME	SINGLE CHECK
	5683	0	5292022	4947.15	MFPD06212022	06/21/22	2	8554000	6040	5292022 Pioneer Fire Dept SCBA 5% Grant	4947.15	Pioneer Fire	

**Mosquito Fire Protection District  
Bills for All Vendors  
June 27, 2022**

Name	Num	Amount	Terms	Date	Split	Name Address	Memo
Jun 27, 22	6469	2,235.00	MFPD06272022	06/27/2022	404300 - Professional & Specialized Serv	Lanitech Web Design	32092022 Lanitech Task#2 partial
	11611	8,819.93	MFPD06272022	06/27/2022	606020 - Buildings & grounds	Yesco Signs LLC	Yesco 2nd Installm Sign R&F grant
Jun 27, 22		<u>11,054.93</u>					

**Mosquito Fire Protection District  
Bills for U.S. Bank El Dorado Co  
June 28, 2022**

Name	Num	Amount	Terms	Date	Split	Memo	Name Address
1080	121000484	44.49	MFPD06282022	06/28/2022	404183 · Maint. Grounds	121000484 Ace Hardw Repair weedeater	U.S. Bank
1080	122001260	86.79	MFPD06282022	06/28/2022	404507 · Fire & Safety Supplies	122001260 Ace Chain Saw bar oil	U.S. Bank
1080	95724883	23.95	MFPD06282022	06/28/2022	404197 · Maint. Building Supplies	95724883 Homedep. AC ducting	U.S. Bank
1080	13648245	24.66	MFPD06282022	06/28/2022	404507 · Fire & Safety Supplies	13648245 Batteries Portable Radio	U.S. Bank
1080	1047855	120.10	MFPD06282022	06/28/2022	404507 · Fire & Safety Supplies	1047855 Batteries	U.S. Bank
1080	47737076	62.17	MFPD06282022	06/28/2022	404197 · Maint. Building Supplies	47737076 Fuel nozzle for Diesel	U.S. Bank
1080	28650441	79.89	MFPD06282022	06/28/2022	404260 · Office Expense	28650441 Officemax packet prints	U.S. Bank
1080	94029515	45.01	MFPD06282022	06/28/2022	404197 · Maint. Building Supplies	94029515 Homedep Roof Shingles	U.S. Bank
1080	26687443	30.00	MFPD06282022	06/28/2022	404538 · Software	26687443 Microsoft	U.S. Bank
1080	79207742	36.00	MFPD06282022	06/28/2022	404538 · Software	79207742 Microsoft	U.S. Bank
1080	11270332	152.00	MFPD06282022	06/28/2022	404538 · Software	11270332 Microsoft	U.S. Bank
1080	39874392	46.09	MFPD06282022	06/28/2022	404507 · Fire & Safety Supplies	39874392 Batteries Breathing Appar.	U.S. Bank
1080	33669734	204.70	MFPD06282022	06/28/2022	404507 · Fire & Safety Supplies	33669734 Prints Community Fire drill	U.S. Bank
1080	92003253	14.99	MFPD06282022	06/28/2022	404538 · Software	92003253 Adobe Pro	U.S. Bank
1080	71801287	63.27	MFPD06282022	06/28/2022	404500 · Special Dept. Expense	71801287 Amzn Megaphone	U.S. Bank
1080	40969495	29.75	MFPD06282022	06/28/2022	404538 · Software	40969495 Getsling.com	U.S. Bank
1080	62841884	725.00	MFPD06282022	06/28/2022	404040 · Telephone Co. Vendor Payments	62841884 Active 911	U.S. Bank
1080	16530981	183.00	MFPD06282022	06/28/2022	404500 · Special Dept. Expense	16530981 Sierra Coll. EMR course	U.S. Bank
1080	58105637	323.72	MFPD06282022	06/28/2022	404500 · Special Dept. Expense	58105637 Sierra bookstore EMR Heide	U.S. Bank
1080	13796407	363.84	MFPD06282022	06/28/2022	404463 · Equip. Telephone & Radio	13796407 Talk&belt box 50-50grant	U.S. Bank
1080	41071480	1139.87	MFPD06282022	06/28/2022	404022 · Uniforms	41071480 JGGraphics Shirts	U.S. Bank
1080	65276319	49.99	MFPD06282022	06/28/2022	404040 · Telephone Co. Vendor Payments	65276319 ATT Wireless	U.S. Bank
1080	87793731	286.81	MFPD06282022	06/28/2022	404700 · Utilities	87793731 PG&E	U.S. Bank
1080	26997683	840.67	MFPD06282022	06/28/2022	404040 · Telephone Co. Vendor Payments	26997683 ATT Buss phone	U.S. Bank
1080	42708752	292.95	MFPD06282022	06/28/2022	404140 · Maint. Equipment	42708752 Absolute Auto Glass	U.S. Bank
1080	12384554	3.99	MFPD06282022	06/28/2022	404538 · Software	12384554 Aplus	U.S. Bank
1080	97389183	7.00	MFPD06282022	06/28/2022	404040 · Telephone Co. Vendor Payments	97389183 Freeconf call final invoice	U.S. Bank
1080	48573989	137.41	MFPD06282022	06/28/2022	404085 · Refuse Disposal	48573989 ED Disposal	U.S. Bank
		<b>5418.11</b>					

Jun 28, 22

Jun 28, 22

**Mosquito Fire Protection District  
Bills for All Vendors  
July 14, 2022**

Name	Num	Amount	Terms	Date	Split	Name Address	Memo
Jul 14, 22	139						
	128082022	50.00	MFPD07142022	07/14/2022	404220 - Memberships	El Dorado County Fire Chiefs Assoc	128082022 EDC Fire Chiefs Assoc
	3267	8747.00	MFPD07142022	07/14/2022	303060 - Workers' Compensation Employer	FASIS	20230331 FASIS WC 22-23 Q1
	48	200.00	MFPD07142022	07/14/2022	404220 - Memberships	Fire Districts Assoc of CA	FD Assoc. membership 22-23
	1567	3519.75	MFPD07052021	07/14/2022	404300 - Professional & Specialized Serv	Lexipol LLC	98702022 Lexipol 22-23
	59	9.50	MFPD07142022	07/14/2022	404161 - Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	466215 Napa Vehicle Maint. supply
	7330	3995.95	MFPD07142022	07/14/2022	404502 - Educational Materials	TARGET LEARNING SOLUTIONS LEARNING, LLC 45749	Vector solutions 22-23
Jul 14, 22		<u>16522.20</u>					

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## Training Records

### 614.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

### 614.2 POLICY

It is the policy of the Mosquito Fire Protection District to maintain comprehensive records of all training provided by the District, and all training received by district members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the [Training Officer](#) in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using district approved secure electronic file storage systems.

### 614.3 MASTER TRAINING CALENDAR

The [Training Officer](#) will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The training opportunities in the master training calendar should include, but are not limited to:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH) approved masks and respirators.
- (c) All California Incident Command Certification System (CICCS) training provided by the District.
- (d) Specific training and certification for "all-hazards" positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or Standardized Emergency Management System (SEMS) courses.
- (e) All NIMS, ICS, SEMS and NIMS-compliant incident management system courses.
- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.

- (g) Any training opportunity scheduled through the Training Division and intended to be provided division-wide to each of the Divisions.
- (h) Any training opportunity utilizing instruction from outside the District.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the Training Division files based on district-established records retention schedules.

#### 614.4 DISTRICT TRAINING RECORDS

The [Training Officer](#) shall be responsible for maintaining records of all training provided by the District. The information in each record shall include, but is not limited to:

- (a) The course title.
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, OSHA regulation or other requirement.
- (c) The dates the course was provided to members.
- (d) The instructor names, qualifications and/or certifications.
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students.
- (f) Copies of course evaluations submitted by students.
- (g) Attendance records for each course session, including each member's name or other identifier.

#### 614.5 INDIVIDUAL TRAINING RECORDS

The Training Division will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

When a member ends employment with the District, that member's training file will be archived and maintained ~~for a minimum of seven full calendar years following the member's separation from service or~~ in accordance with the district's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The [Training Officer](#) should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not [add or](#) remove any document or information from the training file without the express approval of the Training Officer. ~~Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Division staff.~~ Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include CICCIS coursework, CICCIS position task books and certification, NIMS certifications, SEMS certifications, California State Fire Marshal certifications, California Office of Emergency Services certifications (OES) and State of California pre-hospital care provider continuing education coursework, licensing and certification records (paramedic and Emergency Medical Technician).

#### **614.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS**

The Training Officer may request that new members obtain and submit copies of any previous employer training files for inclusion in their Mosquito Fire Protection District training file. All members of the District may submit training records from previous employers to the Training Officer for inclusion in their individual training file. The Training Officer staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. ~~New members should submit to the copies of any licenses, certifications and coursework that are pertinent to their position with the. The Training Division staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Division training file.~~

#### **614.7 RELEASE OF FORMER MEMBER TRAINING RECORDS**

Upon written request, the individual training file of any former Mosquito Fire Protection District member may be copied and released to either the former member or to a third-party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Mosquito Fire Protection District to release copies to the named third party.

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## Use of District-Owned and Personal Property

### 700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property at the end of employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

### 700.2 POLICY

It is the policy of the Mosquito Fire Protection District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

### 700.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage or unserviceable condition of district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property shall only be used by the member to whom it was assigned.
- (e) District property shall not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

#### 700.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines shall apply:

- (a) All district property, including keys, [badges](#), identification cards, [radios/pagers](#), [turnouts](#), electronic devices and [any other miscellaneous equipment belonging to the district system -access cards](#), shall be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.

(b) ~~Badge surrender shall be consistent with the Badges Policy.~~

(c) A member who fails to return all district property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

#### **700.4 FILING CLAIMS FOR PERSONAL PROPERTY**

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with ~~collective bargaining agreements~~ and district rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the [Fire Chief](#), who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

##### **700.4.1 COVERED PERSONAL PROPERTY**

Property that is necessary in the performance of the member's job duties ~~or has been specifically stipulated by a collective bargaining agreement~~ shall be considered a covered item. The age and condition of the damaged or lost property shall be considered when determining replacement or reimbursement value.

##### **700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS**

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, [game consoles](#) ~~MP3 players, GPS devices~~ or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.
- (c) Any personal property used in place of district-issued property; ~~unless required by the District.~~

- (d) Any jewelry, with the exception of watches, which shall not exceed a \$100 reimbursement.

#### 700.4.3 PERSONAL VEHICLES

The District will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (Vehicle Code § 16056).

#### 700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any district function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report shall be made to the member's immediate supervisor as soon as practicable.
- (b) A written report shall be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

#### 700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the [Fire Chief](#) ~~or appropriate Division Manager.~~

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## Photography And Electronic Imaging

### 709.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize district members to utilize photography and electronic imaging to document incidents while also protecting the privacy of citizens and ensuring district compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA).

This policy establishes legal ownership of all photographs and electronic images collected by district members, establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged, and establishes restrictions on the use of such photographs and electronic images.

### 709.2 POLICY

It is the policy of the Mosquito Fire Protection District to authorize members to utilize photography and electronic imaging to document incidents and district activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by district members must also comply with the requirements of HIPAA.

The Mosquito Fire Protection District shall respect the privacy rights established in the state and federal constitutions.

### 709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by district members while on-duty or acting in an official capacity are the sole property of the District and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief (17 USC § 201).

### 709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

#### 709.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by district members for non-incident events, including:

- (a) Documentation of district training events, exercises, lectures, classes or activities, and all fire academy-related activities.

- (b) Documentation of internal district events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving district members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Administration education events and activities, school safety presentations and club or service organization events.
- (d) Documentation of all district vehicles, apparatus, tools and equipment, facilities and other district-owned property.
- (e) Creating and maintaining a photo/image bank depicting all district members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the district's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.
- (g) To document any condition, activity or event related to the district's code enforcement responsibilities.
- (h) To document inspections, code compliance activities or any other activity of Administration.
- (i) Unless prohibited elsewhere in this policy, to document any district activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief, Captain or any Division Officer.

#### 709.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by district members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.
- (g) Documentation of the extrication of trapped individuals in any rescue situation.

- (h) Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (k) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

#### **709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING**

District members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted or used for personal purposes. [This includes distribution to any social media.](#)
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken of a minor (under 18 years of age) patient resulting from a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by district members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by district members if the person expresses or indicates that he/she does not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient and the identity of the witness present shall be included in a patient care report and/or incident report for the response.

## Non-Official Use of District Property

### 710.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the non-official use of district property. District property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power-driven tools.

### 710.2 POLICY

The personal use of district property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official district business without the express prior approval of a [District Officer](#).

Requests from water companies or other District agencies for hose adapters or other equipment should be forwarded to the appropriate [District Officer](#) for consideration.



# Mosquito Fire Protection District

**Board of Directors Meeting**  
 Thursday, June 23, 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 June 23, 2022</p> <p>Time:, June 23, 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, Wayne Gregson, Linnea Ugglä, Don Stever and Megan Holmsky. We have quorum.</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 by Director Holmsky, second by Director Stever.</i>  <i>Ayes: Directors Holmsky, Stever, Young, Gregson and Ugglä. Noes: 0 Abstain:0</i></p>	J. Young

**CONSENT CALENDAR ITEMS**

**5.1** Approval of Expenditures- Expenses May 24, 2022

J. Young

**5.2** Approval of Expenditures- Expenses May 31, 2022

**5.3** Policy 215 Purchasing and Procurement

D. Stever

Policy 1200 District Board Members

Policy 103 Policy Manual – Review and Revise

Policy 1013 Professional Conduct

Policy 204 Conflict of Interest

Policy 211 Solicitation of Funds – new

Firefighter Code of Ethics

Policy 1-05 Retention of Records – new

Preface – Policy Review and Revision Tracking - new

**6. Approval of Minutes**

**6.1** Minutes May 26, 2022

**6.2** Minutes June 16, 2022 Special Meeting

*Motion to approve 6.1 and 6.2 Minutes by Director Young, second by Director Stever. Ayes: Directors Holmsky, Stever, Young, Gregson and Uggla.*

*Noes: 0 Abstain:0*

J. Rosevear

**7. Chief's Report**

**8. Issue Items**

**8.1** Public Hearing: Adoption of Prop 4 limit for 2022-2023: Resolution 2022-02.

*Motion to approve Resolution 2022-02, adoption of Prop 4 limit, by Director Young, second by Director Uggla. Ayes: Directors Holmsky, Stever, Young, Gregson and Uggla. Noes: 0 Abstain:0*

J. Rosevear

**8.2** Public Hearing: Discussion and adoption of the FY 22/23 Preliminary Budget.

*Motion to approve the FY 22/23 Preliminary Budget, by Director Young, second by Director Uggla. Ayes: Directors Holmsky, Stever, Young, Gregson and Uggla. Noes: 0 Abstain:0*

M. Holmsky

**8.3** Resolution 2022-04 Approving Inflationary Adjusted Fire Impact Fees.

*Motion to approve Resolution 2022-04; Approving Inflationary Adjusted Fire Impact Fees, by Director Young, second by Director Gregson Ayes: Directors Holmsky, Stever, Young, Gregson and Uggla. Noes: 0 Abstain:0*

J. Rosevear

**8.4** MFPD <<07/28/2022>> Page 19 of 24 Approval of Audit for Fiscal Year 2021-2022. *Motion to approve Audit for Fiscal*

<p><i>Year 2022-2023, by Director Young, second by Director Uggla. Ayes: Directors Holmsky, Stever, Young, Gregson and Uggla. Noes: 0 Abstain:0</i></p> <p><b>8.5</b> Update on the new 501c3 fundraising organization.</p> <p><b>9. <u>Committee Reports</u></b></p> <p><b>9.1</b> Finance committee</p> <p><b>9.2</b> Strategic Planning &amp; Policy Updates</p> <p><b>9.3</b> Communication</p> <p><b>9.4</b> Capital Improvement- CIP Plan</p>	<p>J. Rosevear</p> <p>L. Uggla</p> <p>M. Holmsky</p> <p>D. Stever</p> <p>W. Gregson</p> <p>J. Young</p>
<p><b>10. Director's Comments.</b></p>	
<p><b>11. Pending Agenda Items:</b> Directors may propose agenda items for future Board meetings.</p>	
<p><b>12. Adjourn 8:39 PM</b></p> <p><b>Next Meeting: Thursday July 28, 2022</b></p>	



## MOSQUITO FIRE PROTECTION DISTRICT

8801 ROCK CREEK ROAD

PLACERVILLE, CA 95667

(530) 626-9017

Fax (530) 626-3240

### *Chief's Report*

*June-July 2022*

Calls for Service: June 21-July 21

Fires- 2 (small vegetation out on arrival) (Water Tender to Shingle Springs- Structure Fire)

Fire Alarm- 1

Smoke Check- 2

Medical Aid- 8

Vehicle Accident- 1

Power Line Down- 1

The District continues to focus on a dangerous fire season ahead with increased staffing, training, community interaction and patrols. We are fortunate to have an alert and prepared Community. Incidents, so far, have been minor.

We look forward to the Mosquito Bridge reopening on August 12<sup>th</sup>. The contractor for the new bridge has been working doing tree removal and prep work for construction. Updated information regarding the new bridge and other important safety issues (evacuation preparedness) can be found at our website [www.mfpd.us](http://www.mfpd.us). We are also advocating all community residents to sign up for a membership for medical helicopter transport by Reach and Cal Star. The link is also on our website: <https://calstar.org/membership/>.

In addition to training and preparedness, our fire crews have been assisting with fuel reduction projects on Log Cabin Lane and at Finnon Lake. We are able to assist obtaining defensible space around a home for those who cannot achieve it on their own and lack the resources to get it done. Contact Captain Lugo for more information.

Assistant Chief Hern, we will host a CPR class at Station 75 on Sunday July 31. The priority will be to train and certify current volunteer staff and those who submitted recent interest in the CERT training program. If there is enough interest by community members, we will host another class to accommodate everyone.

We were finally able to enroll in the CERT Train the Trainer course, hosted by FEMA in a virtual format. Chief Hern and I will complete the course in December and provide dates for the CERT basic training course, which will begin in early 2023. Residents waiting for the class can participate and train with the Support Group, which includes attendance in the July CPR class. Our current grant from the California Foundation has been extended to accommodate the delays in getting the required FEMA training course.

Grant Update:

FEMA SAFER Volunteer Recruitment and Retention Grant: Active and in use to support staffing, recruitment, training, and equipment for new volunteers. Also is funding the new digital sign for Station 75, which will be installed in August. We are making preparations to remove the existing sign soon and have everything ready for the contractor's arrival. This grant expires at the end of 2023.

50/50 Grant: This year is closed, and we completed purchase of \$20,000 of necessary wildland gear and equipment. We have submitted for \$10,000 reimbursement. Next year's grant application has already been approved.

AFG Grant- For breathing air compressor- Still awaiting decision (any time now).

AFG Grant- For mobile, portable and pager radios- Regional with Georgetown FD- Still awaiting decision.

AFG Grant- For breathing apparatus- Regional with Georgetown and Pioneer FDs- Breathing apparatus in service.

FEMA SAFER Grant for 24/7 Station staffing- Still awaiting decision (this fall)

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. This fire season will be every bit as serious and dangerous as last year. If you have any questions or suggestions, please call me at the fire station (626-9017) or email me at [jrosevear@mfpd.us](mailto:jrosevear@mfpd.us).

Upcoming Events:

Tuesday July 26 - MFPD Firefighter Training- 6pm- Station 75- Public Welcome

Thursday July 28- Fire Board Meeting- 7pm- Station 75

Tuesday August 2, 9, 16, 23, 30- MFPD Firefighter Training- 6pm- Station 75- Public Welcome

Thursday August 4- MVFA Monthly Board meeting- 3pm- Station 75

Saturday August 6- Support Group monthly training- 10am- Station 75

Thursday August 25- Fire Board Meeting- 7pm- Station 75

Jack Rosevear, Chief

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

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		Jul '22 - Jun 23
<b>Income</b>		
0001	Carry Over	63499
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 (Striketteams)	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>874195</b>
<b>Gross Profit</b>		<b>874195</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
303040	Health Insurance	18000
303041	Unemployment Insurance Employer	20656
303060	Workers' Compensation Employer	35018
<b>Total 300000 · Salaries and Employee Benefit</b>		<b>471689</b>
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

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

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		Jul '22 - Jun 23
	404085 · Refuse Disposal	1700
	404100 · Insurance Premium	33000
	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
	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	10200
	404463 · Equipment Telephone Radio	150
	404500 · Special Dept. Expense	87800
	404502 · Educational Materials	8122
	404507 · Fire & Safety Supplies	0
	404538 · Software	0
	404539 * Software License	15047
	404600 * Transportation & Travel	500
	404602 * Mileage Employee Private auto	1900
	404606 · Fuel Purchases	26000
	404609 · Staff Development	5000
	404617 * Staff Develeopment Non 1099	0
	404700 · Utilities	12000
	<b>Total 400000 · Services and Supplies</b>	<b>353690</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	
	7800 Transfer to Reserves	
	<b>Total Contingency</b>	<b>0</b>
	<b>Total Expense</b>	<b>874195</b>
		<b>0</b>