



Mosquito Fire Protection District

Board of Directors Meeting
 Thursday, December 12, 2019 – 10 AM
 Mosquito Fire Station 75
 8801 Rock Creek Road, Placerville, Ca 95667

MINUTES

Item	Presenter
1. Call to Order. 10 AM	B. Mikel
2. Roll Call & Quorum announced. <i>Present Directors; Barbara Mikel, William Buhnerkempe, Taffy Warner, Charles Schnell and Kathy Pico. We have quorum.</i>	B. Mikel
3. Pledge of Allegiance.	B. Mikel
4. Approval of Agenda.; <i>Issue items 9.3, 9.13 and 9.14 will be acted on in a future continuation Board meeting Motion to approve with amendments that will be properly published once a date is agreed upon and a correction to item 9.11 as being presented by D. Nugent and not W. Buhnerkempe, by Director Pico, second by Director Warner.</i>	B. Mikel
5. Public Comment Public may address the board on any District related item not included in this agenda. Please limit your comments to no more than 3 minutes in duration. <i>No Comments.</i>	
6. Approval of Meeting Minutes 6.1 Regular Board of Directors Meeting November 14, 2019. <i>Motion to approve by Director Warner, second by Director Schnell. Ayes: Directors Mikel, Buhnerkempe, Schnell and Warner. Noes: 0 Abstain: Director Pico.</i>	B. Mikel
7. Fiscal Items 7.1 Approval of Treasurer's Report December 2019. <i>Motion to approve by Director Schnell, second by Director Buhnerkempe. Ayes: Directors Mikel, Buhnerkempe, Schnell, Warner and Pico. Noes: 0 Abstain: 0</i> 7.2 Approval of Expenditures; Expenses 2019 Dec 02. <i>Motion to approve by Director Schnell, second by Director Pico. Ayes: Directors Mikel, Buhnerkempe, Schnell, Warner and Pico. Noes: 0 Abstain: 0</i> 7.3 Approval of Expenditures; Expenses 2019 Dec 03. <i>Motion to approve by Director Buhnerkempe, second by Director Schnell. Ayes: Directors Mikel, Buhnerkempe, Schnell, Warner and Pico. Noes: 0 Abstain: 0</i>	T. Warner T. Warner T. Warner
8. Informational items: Correspondence and Communication	

<p>8.1 Chiefs' Report. All's well.</p> <p>8.2 Correspondence & Communication. <i>We received a \$600 donation from a community member towards expenses for the Explorer Program. A thank you letter has been mailed.</i> <i>We also received six letters/notes from residents affected by the Kincade fire thanking our Strike Team for their assistance in fighting the Kincade Fire.</i> <i>The board instructed Dion Nugent to please have the district PIO create a screenshot of the cards and forward to personnel involved with the Kincade Strike team.</i></p> <p>8.3 Eric Stevens, Girard, Edwards, Stevens & Tucker LLP "Conflict of Interest". Brown Act, Public Records Act & Fair Political Practices Reporting. <i>Attorney Eric Stevens presented a general overview of the Public Records Act, Conflict of Interest Code and the Brown Act. and answered questions from the board, staff and public. Mr. Stevens presented a quick refresher of the Public Records Act, preferable to use District email for all District business. The Conflict of Interest Code requires all Board members and the Fire Chief need to file the 700 form. For the Brown Act; Transparency and notice to public giving the public enough time and enough information to make an informed decision about whether to attend.</i></p> <p>8.4 Ad Hoc Committee Reports</p> <p>a. Consolidation Committee. <i>Director Mikel reports that the December Lafco meeting has been postponed until January 2020. The Garden Valley Fire and El Dorado Fire consolidation is continuing. Remove this item off the agenda as of next meeting.</i></p> <p>b. Grant Coordination Committee. <i>Director Schnell; since we are partners with the Fire Safe Council, wants to report that the FSC has applied for a new fuel reduction grant.</i></p>	<p>D. Nugent B. Mikel</p> <p>E Stevens</p>
<p>9. Action Items.</p> <p>9.1 Approve or reject District Support Group members extended education enrollment in program provided by Palo Verde College to capture training costs and continuing education requirements. <i>Motion to approve by Director Pico, second by Director Schnell. Ayes: Directors Mikel, Buhnerkempe, Schnell, Warner and Pico. Noes: 0 Abstain: 0</i></p> <p>9.2 Approve or reject Retention and Recruitment Coordinator job Description. <i>Motion to approve the job description and Policy 3-01-15 by Director Schnell, second by Director Pico. Ayes: Directors Mikel, Buhnerkempe, Schnell, Warner and Pico. Noes: 0 Abstain: 0</i></p> <p>9.3 Approve or reject internal promotion policy. <i>This issue item will be discussed during the Continuation Meeting for December 2019.</i></p> <p>9.4 Appoint board members to Strategic Plan Implementation Committees. <i>Motion to approve choice of Directors for the following committees; Financial Stability Director Warner, Community Risk</i></p>	<p>B. Mikel</p> <p>B Mikel</p> <p>E Dwyer/B Mikel</p> <p>B. Mikel</p>

Reduction Director Pico, Emergency Service Provision Director Buhnerkempe, Community Engagement Director Mikel, and Good Governance Director Schnell, by Director Pico, second by Director Buhnerkempe. Ayes: Directors Mikel, Buhnerkempe, Schnell, Warner and Pico. Noes: 0 Abstain: 0

9.5 Approve or Reject proposal from Robert W. Johnson for 2019 – 2020 financial audit. Motion to approve by Director Pico, second by Director Mikel. Ayes: Directors Mikel, Buhnerkempe, Schnell, Warner and Pico. Noes: 0 Abstain: 0

T. Warner

9.6 Approve or reject change to 2-01-02. *Motion to approve by Director Schnell, second by Warner. Ayes: Directors Mikel, Buhnerkempe, Schnell, Warner and Pico. Noes: 0 Abstain: 0*

W. Buhnerkempe

9.7 Approve or reject change to 2-02-03. *Item tabled to next meeting to correct verbiage in policy.*

W. Buhnerkempe

9.8 Approve or reject creation of Position Assistant Chief. *Motion to approve with corrections to verbiage in Policy 3-01-13; “The position of Assistant Chief is established as a management position..”, under Universal Standards; “Maintain business office hours by appointment at the Fire Station..”, under Position Minimum Requirements; “State Certified as Emergency Medical Technician and receive County accreditation within 90 days.” by Director Pico, second by Director Warner Ayes: Directors Mikel, Schnell, Warner and Pico. Noes: Buhnerkempe Abstain: 0*

D. Nugent

Point of Order called by Director Schnell; due to time constraints remaining action items will be moved to a Continuation Meeting at a later date with the exception of Item 9.11 and 10. Closed Session.

9.11 Approve or reject to Surplus SCBA Equipment. Motion to approve by Director Schnell, second by Director Pico. Ayes: Directors Mikel, Buhnerkempe, Schnell, Warner and Pico. Noes: 0 Abstain: 0

D. Nugent

Adjourn to Closed Session 1:13 PM

Return to Open Session 1:45 PM

Director Schnell departed 1:45 PM

9.9 Approve or reject Policy 3-06 Employee or Volunteer Grievance Process. *Motion to approve, with amendment to 3-06-01d keep verbiage of Firefighter, by Director Pico, second by Director Warner. Ayes: Directors Mikel, Buhnerkempe, Warner and Pico. Noes: 0 Absent: Director Schnell*

D. Nugent

9.10 Approve or reject Resolution No Station = No Assessment. *No second Motion. Does not pass.*

W. Buhnerkempe

9.12 Accept or reject the hiring of an HR consultant for us to implement the proper forms and procedures necessary to have an manage a proper onsite HR Department.

D. Nugent

<p align="center"><i>Issue Paper read out loud by Director Mikel:</i></p> <p align="center">Title: <i>Approve or Reject, coming into contract with Elmore HR Services</i></p> <p>Summary: <i>Since its inception the Mosquito Fire District has operated without HR oversight. Relying on the Board or the Fire Chief to establish HR policies. As the years have progressed the Laws and regulations of HR oversight have expanded exponentially. The voluminous regulations and laws make it extremely difficult for the Fire District to remain compliant. For considerably less cost than recruitment and hiring an HR Manager directly employed by the Fire District, we can contract with a specialist service. This will provide the District with the equitable provisions of an insurance policy. Having timely and current information on California EEO and Federal EEOC laws and regulations is extremely important to the health of the Fire District, while ensuring that we maintain compliancy and reducing the risk of workplace litigation.</i></p> <p>Recommendation: <i>To come into agreement and contract with Elmore HR Services.</i></p> <p>Acting Assistant Fire Chief/Operations, MFPD Dion Nugent</p> <p align="center"><i>Motion to approve agreement with Elmore HR Services for the initial services of \$2100.00. The monthly service fee will be discussed at a later time, by Director Pico, Second Director Warner. Ayes: Directors Pico, Warner and Mikel. Noes: Director Buhnerkempe. Absent Director Schnell.</i></p>	
<p>9.13 Approve or Reject Reimbursement of partial tuition and consumable expenses of Paramedic Training, reinstatement of Vacation and CE, currently expended to cover hours off required to attend Paramedic Training. This Item will be discussed at a Continuation Meeting.</p>	D. Nugent
<p>9.14 Approve or Reject Reimbursement of partial tuition and consumable expenses for Paramedic Training. This Item will be discussed at a Continuation Meeting.</p>	D. Nugent
<p>10. Adjourn to closed Session. Pursuant to Government Code 54957.6, the Board will adjourn to a closed session. Contract Renewal of the Fire Chief, Edward Dwyer.</p>	B. Mikel
<p>11. Return to open session and report. <i>Closed session item will be continued at the next meeting.</i></p>	B. Mikel
<p>12. Director's Comments. Director Mikel will present a Consent Item for January meeting.</p>	
<p>13. Adjourn 2:15 PM</p>	