

MOSQUITO FIRE PROTECTION DISTRICT

Minutes Regular Meeting, Thursday, December 8, 2016 7:00 pm

Mosquito Station #75, 8801 Rock Creek Road, Placerville, CA 95667

1. **Call to Order Oath of Office and Swearing in of Directors.** Directors Hern, Snyder, Swystun & Mikel took oath of office.
2. **Roll Call & Announcement of Quorum.** Present: Joe Snyder, Ralph Hern, Eugene Swystun, Barbara Mikel and Theresa Stuart. Quorum.
3. **Approval of Agenda.** Request from Board President Stuart to swap the sequence of items 4 and 5. Board agreed. Motion to approve Agenda, with changed agenda items 4 and 5; Director Hern, second Director Swystun.
Ayes: Directors Hern, Swystun, Snyder, Stuart and Mikel
Nos: 0
Abstain: 0
4. **Adjourn to closed session**
 - 4.1. Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Cal. Govt. Code Section 54956.9(d)(2) (one potential case)
5. **Reconvene to open session 7:57 PM.** Director Stewart reported: We, the board have authorized Girard and Attorneys to accept service of lawsuit on behalf of the Mosquito Fire Protection District, which has been filed by former employee Mary Joseph.
6. **Public Comment.** Public may address the Board on any District related item not included in this agenda. Comments should be limited to three (3) minutes in duration. No comment.
7. **Approval of Minutes**
 - 7.1. Regular Meeting November 10, 2016 Motion to approve by Director Hern, second Director Swystun.
Ayes: Directors Hern, Snyder, Swystun, Stuart and Mikel
Nos: 0
Abstain: 0
8. **Fiscal Items:**
 - 8.1. Approval of Treasurer's Report. Motion to approve with budget adjustments next month
By Director Hern, second Swystun
Ayes: Directors Hern, Snyder, Swystun, Stuart and Mikel.
Nos: 0
Abstain: 0
 - 8.2. Approval of Expenditures for 11-14-2016, 11-15-2016. Director Hern commented on #31 of the budget; Mr. Johnson delivered a good product, legal fees will cost more than budgeted. Excess cost will have to come out of reserves. Motion to approve expenditures report 11-14-2016 by Director Hern, second Director Snyder.

Motion to approve report 11-15-2016 by Director Swystun, second Director Mikel.

Ayes: Directors Hern, Snyder, Swystun, Stuart and Mikel

Nos: 0

Abstain: 0

8.3. Approve Audit contract for FYE June 30 2017 & FYE June 30 2018. Board has already approved this contract. This only needs a signature by the treasurer. It's within budget.

9. Informational Items: Correspondence & Communication

9.1. Request for Information CalPERS. Per Director Hern; CalPERS was contacted for information 5 or so years ago. It seems they are now following up.

9.2. Chief's Report. Chief asked Mr. Tom Stuart, in his stead, to read the Chiefs' Report out loud to the public. Mr. Stuart also gave a report of the County Chiefs' Meeting & CCFD which he attended for Chief Dwyer. The board thanked Mr. Stuart for attending this meeting and representing our fire department.

**MOSQUITO FIRE PROTECTION DISTRICT
DISTRICT STATUS REPORT –Fire Chief Eddie Dwyer
November 10, 2016**

I. The Department

A. The Fire Chief has will return to duty on December 9, in the afternoon.

B. The Organization membership has grown considerably since August, request for membership continues to grow

C. Part time Administrative Assistant and Board Clerk jobs have been accepted Sharlyn Fields has been employed as the District Board Clerk, Theresa Wren has accepted the position as District Administrative Assistant. Theresa will report to duty on her separation from the El Dorado County Sheriff's Department.

D. Theresa and Tom Stuart purchased and donated a dish washer to the station.

E. The Michael and Phyllis McGee owners of the McGee Christmas Tree Farm Donated a 14-foot Spruce Christmas Tree for the Firefighters Christmas Tree Lighting.

The state of the Mosquito Fire Protection District remains strong as we continue to make strides in apparatus and equipment maintenance and repairs. Moral remains high, professionalism and dedication to service is our daily mission. Volunteers have been showing up to training in high numbers, new volunteers are responding to calls.

The District Operational Command Structure will be changing will be submitted to the Board and if needed Board of Directors meeting in January. The primary goal will be to develop divisions in the Fire District to allow for better span of control and organization. Changes will include a Volunteer Battalion Chief, Volunteer Fire Lieutenant, and Support Group Leader positions to be added to the current Command Structure.

Strategic Planning for District Operations will begin this month to identify immediate needs, future needs and priorities'. As the budget is revised in January we will set a plan to stop, piece meal management and expenditures. One our more pressing Safety Equipment issues will be the replacement of Structure Fire Protective Equipment. Most of our Turnouts have either exceeded their safety Life or will be reaching that benchmark early next year. A replacement plan is current under development. Personnel who are cleared to work interior on a structure fire, will have Protective Equipment that match their capabilities. All others are restricted to Fire Ground assistance and support.

II. The Station

Station repairs are ongoing. The Kitchen has been refurbished. Thanks to Jerry Pullin the apartment sewer vent was brought up to code.

The Electrical System was inspected by a licensed Electrician. Primary inspection was done without cost to the District. They will return to provide a full inspection with an estimate. There are issues that need to be repaired but he could not elaborate at the time.

A proper exterior exit door with panic hardware was ordered for the east entry door. All doors with damaged door jambs and stops will be repaired, Deadbolts will be installed on all exterior doors except main entrance which is controlled by an electronic security lock, interior doors will include office doors and Tool Room.

The Station recently had a sewage back up in the downstairs restrooms. This was caused by an accumulation of paper towels at a T Junction which is located prior to any cleanouts. The Plumbers had to remove the toilets and use a snake to clear the obstruction. This same issue occurred earlier this year, it was cleared the same way. The District received an estimate for required repairs, with notification from the plumber that it will reoccur. It did. Sanitations are issues that cannot be ignored. There is a new estimate for repairs, however I believe we have time to fully explore our options, and receive competitive bids for the repairs.

E-75 repairs have been completed and is in service. Engine 275 Critical repair needs were considerable but have been completed and the Engine has returned and will be placed back in Service as soon as possible. Physical Engine 74 will be returned to El Dorado County Fire as soon as possible. Again, we want to express our gratitude for the inter-agency assistance. We have developed an Equipment Maintenance schedule that will allow us to prevent the issues we have had to work through these last three months. Part of the Strategic Plan must include identifying the upcoming maintenance needs for our apparatus which will including Tire Replacement for E75and 275. All critical repair needs will have been completed by the end of December 2016. The Command Vehicle is again having electrical problems with the dash lights. Replacement or Refurbishment should be considered soon.

III. INFORMATION:

- A.** The Pancake Breakfast organized and held by MS75 had tremendous community response. Many of our Firefighters and Support Group were present and in uniform. Despite the weather, everything went well.
- B.** MVFA Had their Christmas Bazaar on December 3 which went well. MVFA will hold their Annual Christmas Turkey Dinner on Saturday the 10th, MFPD personnel will be available to assist.

- C. MFPD Firefighters will be holding a Community Tree Lighting event this Sunday, December 11. This is an event organized by the Firefighters, with a request to the community to bring an ornament to place on the tree, Christmas Spirit and refreshments if anyone would like to do so.
- D. We recently submitted a FEMA Safer Grant for the purchase of a tactical water tender. Congressman Tom McClintock has written a letter of support on our behalf and has submitted it to FEMA. I would like to request a letter of thanks be sent to the Congressman.
- E. The Food Drive and Toys for Tots Drive organized by MVFA is ongoing.

IV. Calls

17 Calls from November 8th

7 Medicals

2 Traffic collisions

2 Smoke checks

5 Assists

1 Welfare check

A reviewing all previous reports made by the Chief to the Board will be reviewed to ensure that Benchmarks stated were achieved. A Full Detailed Report will be provided to the Board at the meeting in January.

9.3. Emergency Expenditure Justification. Motion to approve by Director Hern, second by Director Swystun.

Ayes: Directors Hern, Snyder, Swystun, Stuart and Mikel.

Nos: 0

Abstain: 0

9.4. CCFD Appeal to the El Dorado County Fire Chiefs. Mr. Stuart also gave a report of the County Chiefs' Meeting CCFD which he attended for Chief Dwyer. The board thanked Mr. Stuart for attending this meeting and representing our fire department.

10. Agenda Items – 0 -

11. Directors Informational Only. Director Hern wanted to share the comments of Fire fighter volunteers; high praise for Chief Dwyer.

12. Adjournment 8:39 PM