



Mosquito Fire Protection District

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

AGENDA

Item	Presenter
<p>1. Call to Order.</p> <p>In order to ensure compliance with federal and state guidance regarding large gatherings and in accordance with State of California Executive Order N-29-20, to provide the public with the opportunity to provide comments to the Board, the Board is providing a call in number (please see below). The chair will call for public comment. When you hear the item called that you wish to comment on, please indicate your wish to comment, await the notification that you may comment. You may speak for three minutes or as otherwise provided by the Board Chair. While speaking, please reduce any background noise to ensure that your comments can be heard.</p> <p>Topic: MFPD Board Meeting 2022 January 27 Time: January 27, 2022 07:00 PM Pacific Time (US and Canada)</p> <p>Join Zoom Meeting https://zoom.us/j/8685165316?pwd=Mkd3WEtjNFpaTUZLVmFic0Q3dmNNUT09</p> <p>Meeting ID: 868 516 5316 Passcode: 223344 One tap mobile +16699006833,,8685165316#,,,,*223344# US (San Jose) +12532158782,,8685165316#,,,,*223344# US (Tacoma)</p> <p>Dial by your location +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 929 205 6099 US (New York) +1 301 715 8592 US (Washington DC) +1 312 626 6799 US (Chicago)</p> <p>Meeting ID: 868 516 5316 Passcode: 223344 Find your local number: https://zoom.us/u/abBOFN2Go</p> <p>If you have a disability and are requesting an accommodation pursuant to the Americans with Disabilities Act, please contact district at 530-626-9017 or admin75@mfpd.us</p>	<p>J. Young</p>
<p>2. Roll Call & Quorum announced.</p>	<p>J. Young</p>

<p>3. Pledge of Allegiance.</p>	<p>J. Young</p>
<p>4. 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.</p>	
<p>5. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR 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>J. Young</p>
<p>6. CONSENT CALENDAR</p> <p>6.1 Approval of Expenditures; Expenses Dec 1, 2021 6.2 Approval of Expenditures; Expenses Dec 22, 2021 6.3 Approval of Expenditures; Expenses Dec 30, 2021 6.4 Approval of Expenditures; Expenses Dec 31, 2021 6.5 Approval of Expenditures; Expenses Jan 12, 2022 6.6 Approval of Expenditures; Expenses Jan 18, 2022</p> <p>7. <u>Approval of Minutes:</u></p> <p>7.1 Minutes Dec 23, 2021 7.2 Minutes Jan 13, 2022 Special Meeting</p> <p>8. <u>Chief's Report</u></p> <p>9. <u>Issue Items</u></p> <p>9.1 Adoption of updated Strategic Plan 2019-2023 9.2 Budget Review and Transfers.</p>	<p>J. Young</p> <p>J. Rosevear</p> <p>J. Rosevear J. Rosevear</p>
<p>10. Committee Reports.</p>	
<p>11. Director's Comments.</p>	

12. Pending Agenda Items: Directors may propose agenda items for future Board meetings.	
13. Adjourn	

**Mosquito Fire Protection District
Bills for All Vendors
July 2021 through June 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>
Jul '21 - Jun 22								
	2425	447261	238.04	MFPD12012021	12/01/2021	404022 · Uniforms	Advantage Gear, Inc	447261 Advantage Gear Uniform T. Hern
	2425	476801	20.18	MFPD12012021	12/01/2021	404022 · Uniforms	Advantage Gear, Inc	476801 Advant. Gear Uniform Ryan H. R&R
	2425	478691	346.28	MFPD12012021	12/01/2021	404022 · Uniforms	Advantage Gear, Inc	478691 Advant. Gear Job shirts Vol.
	2425	480931	98.69	MFPD12012021	12/01/2021	404022 · Uniforms	Advantage Gear, Inc	480931 Advant. Gear Uniform M. Lugo
	3400	282588	154.19	MFPD12012021	12/01/2021	404180 · Maint Building & Improvements	Aramark	282588 Aramark Shop towels
	544	119924	2540.38	MFPD12012021	12/01/2021	404507 · Fire & Safety Supplies	Cascade Fire Equipment	119924 Cascade Turnouts R&R
	544	120253	192.96	MFPD12012021	12/01/2021	404507 · Fire & Safety Supplies	Cascade Fire Equipment	120253 Cascade fire R&R
	544	120395	175.89	MFPD12012021	12/01/2021	404507 · Fire & Safety Supplies	Cascade Fire Equipment	120395 Cascade Turnout R&R
	3267	20220597	1258.56	MFPD12012021	12/01/2021	303060 · Workers' Compensation Employer	FASIS	20220597 Fasis EAP Program
	4660	37052021	3335.50	MFPD12012021	12/01/2021	404313 · Legal Services	Girard & Edwards Attorneys at L	37052021 Girard & Co. Legal counsel
	10457	307399	485.95	MFPD12012021	12/01/2021	404180 · Maint Building & Improvements	Jack Rosevear	307399 Reimb Jack R. Gravel Watertank
	10457	60681121	750.00	MFPD12012021	12/01/2021	303040 · Health Insurance	Jack Rosevear	60681121 Jack R. Reimb. Health Ins.
	59	410429	69.78	MFPD12012021	12/01/2021	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	410429 Riebes Maint. supplies
	59	413870	54.60	MFPD12012021	12/01/2021	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	413870 Riebes Bulbs vehicles
	59	415798	8.11	MFPD12012021	12/01/2021	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	415798 Riebes Lightbulb 7500
Jul '21 - Jun 22			<u><u>9729.11</u></u>					

Mosquito Fire Protection District Bills for All Vendors

December 22, 2021
Split

Name	Num	Amount	Terms	Date	Name Address	Memo	
Dec 22, 21							
559	236320	133.65	MFPD12222021	12/22/2021	404507 · Fire and Safety Supplies	ALLSTAR Fire Equipment	236320 Allstar Equip.
699	1728909	29.58	MFPD12222021	12/22/2021	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	1728909 C&H Motor Compressor Parts
699	1729689	297.24	MFPD12222021	12/22/2021	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	1729689 C&H Motor Parts
544	120541	143.31	MFPD12222021	12/22/2021	404521 · Fire Turnouts	Cascade Fire Equipment	120541 Cascade Patch Turnouts
11624	18120921	4783.39	MFPD12222021	12/22/2021	404180 · Maint Building & Improvements	Comfort Control Heating & Air Conditionin	18120921 ComfortControl Heater
4660	37672021	513.00	MFPD12222021	12/22/2021	404313 · Legal Services	Girard & Edwards Attorneys at L	37672021 Legal Counsel
4660	37682021	1467.50	MFPD12222021	12/22/2021	404313 · Legal Services	Girard & Edwards Attorneys at L	37682021 Legal Counsel(Ins reimb)
4941	229557	2388.33	MFPD12222021	12/22/2021	404606 · Fuel Purchases	Hunt & Sons	229557 Hunt & sons
229	32483	538.57	MFPD12222021	12/22/2021	404700 · Utilities	Kamps Propane	32483 Kamps Propane
Dec 22, 21		<u>10294.57</u>					

Mosquito Fire Protection District Bills for All Vendors

	<u>Name</u>	<u>Num</u>	<u>Amount</u>	<u>Terms</u>	<u>Date</u>	<u>December 30, 2021</u>	<u>Name Address</u>	<u>Memo</u>
Dec 30, 21								
	11611	331186	8,819.93	MFPD12302021	12/30/2021	404500 - Special Dept. Expense	Yesco Signs LLC	331186 Yesco LED Sign R&R Grant
Dec 30, 21			<u>8,819.93</u>					

Mosquito Fire Protection District Bills for U.S. Bank El Dorado Co

		December 31, 2021					
Name	Num	Amount	Terms	Date	Memo	Name	Address
Dec 31, 21							
1080	80158173	102.84	MFPD12312021	12/31/2021	404261 · Postage	80158173 Mountain mail	U.S. Bank
1080	11014945	156.00	MFPD12312021	12/31/2021	404538 · Software	11014945 Microsoft	U.S. Bank
1080	19002827	30.00	MFPD12312021	12/31/2021	404538 · Software	19002827 Microsoft	U.S. Bank
1080	15019171	30.00	MFPD12312021	12/31/2021	404538 · Software	15019171 Microsoft	U.S. Bank
1080	18100202	79.00	MFPD12312021	12/31/2021	404180 · Maint Building & Improvements	18100202 Locksmith new locks	U.S. Bank
1080	61671969	138.30	MFPD12312021	12/31/2021	404022 · Uniforms	61671969 Work shirts	U.S. Bank
1080	92497060	10.79	MFPD12312021	12/31/2021	404502 · Educational Materials	92497060 Homedep. Rope 4 training	U.S. Bank
1080	26122363	150.00	MFPD12312021	12/31/2021	404160 · Veh. Maint. Service Contract	26122363 Smog U275,C7500,C7501	U.S. Bank
1080	94807576	180.03	MFPD12312021	12/31/2021	404180 · Maint. Building	94807576 Homedep. Faucet kitchen	U.S. Bank
1080	34752079	125.64	MFPD12312021	12/31/2021	404180 · Maint Building & Improvements	34752079 Locker Tags	U.S. Bank
1080	37356915	44.50	MFPD12312021	12/31/2021	404260 · Office Expense	37356915 Amzn Flashdrives	U.S. Bank
1080	74877170	7.00	MFPD12312021	12/31/2021	404260 · Office Expense	74877170 Freeconf call	U.S. Bank
1080	50100031	1520.00	MFPD12312021	12/31/2021	404500 · Special Dept. Expense	50100031 Medic Grant Morris	U.S. Bank
1080	67981146	13.93	MFPD12312021	12/31/2021	404220 · Memberships	67981146 Amzn prime	U.S. Bank
1080	67732433	472.14	MFPD12312021	12/31/2021	404700 · Utilities	67732433 PGE	U.S. Bank
1080	80973392	58.20	MFPD12312021	12/31/2021	404260 · Office Expense	80973392 Office depot supplies	U.S. Bank
1080	11768875	49.99	MFPD12312021	12/31/2021	404040 · Telephone Co. Vendor Payments	11768875 ATT Wireless	U.S. Bank
1080	58350951	18.01	MFPD12312021	12/31/2021	404260 · Office Expense	58350951 Office dep Calendars	U.S. Bank
1080	400084522	199.26	MFPD12312021	12/31/2021	404700 · Utilities	400084522 EID Water bill	U.S. Bank
1080	77673818	437.78	MFPD12312021	12/31/2021	404040 · Telephone Co. Vendor Payments	77673818 Att Bus. Phone	U.S. Bank
1080	33194452	14.99	MFPD12312021	12/31/2021	404040 · Telephone Co. Vendor Payments	33194452 Zoom	U.S. Bank
1080	50500027	1895.00	MFPD12312021	12/31/2021	404609 · Staff Development	50500027 EMT R&R grant	U.S. Bank
1080	1356180	15.54	MFPD12312021	12/31/2021	404160 · Veh. Maint. Service Contract	1356180 Riebes	U.S. Bank
1080	20870837	81.12	MFPD12312021	12/31/2021	404160 · Veh. Maint. Service Contract	20870837 Sierra Smog U75	U.S. Bank
1080	33844247	3.99	MFPD12312021	12/31/2021	404538 · Software	33844247 DLX Aplus	U.S. Bank
1080	802134731	486.57	MFPD12312021	12/31/2021	404609 · Staff Development	802134731 Sierra College EMT school	U.S. Bank
1080	66633914	137.41	MFPD12312021	12/31/2021	404085 · Refuse Disposal	66633914 EDC Disposal	U.S. Bank
1080	24291657	7.00	MFPD12312021	12/31/2021	404040 · Telephone Co. Vendor Payments	24291657 Freeconf call	U.S. Bank
Dec 31, 21		<u>6465.03</u>					

**Mosquito Fire Protection District
Bills for All Vendors
July 2021 through June 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>
Jul '21 - Jun 22								
	559	236647	56.43	MFPD01122022	01/12/2022	404507 · Fire & Safety Supplies	ALLSTAR Fire Equipment	236647 Fire Hose ties
	3400	303805	154.19	MFPD01122022	01/12/2022	404180 · Maint Building & Improvements	Aramark	303805 Aramark shop towels
	341	55359	94.61	MFPD01122022	01/12/2022	404161 · Veh Maint. Parts Direct Charge	Burton's Fire Inc.	55359 Burtons Wiper arm E75
	699	1730577	354.97	MFPD01122022	01/12/2022	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	1730577 C&H motors Snow chains
	699	1731520	118.45	MFPD01122022	01/12/2022	404161 · Veh Maint. Parts Direct Charge	C & H Motor Parts	1731520 C&H motors Battery
	11624	74112221	89.00	MFPD01122022	01/12/2022	404180 · Maint Building & Improvements	Comfort Control Heating & Air Conditionin	74112221 Comfort Control App. heater
	11624	82011422	1086.78	MFPD01122022	01/12/2022	404180 · Maint Building & Improvements	Comfort Control Heating & Air Conditionin	82011422 Comfort control Furnace repaired
	4660	38272021	15503.00	MFPD01122022	01/12/2022	404313 · Legal Services	Girard & Edwards Attorneys at L	38272021 Girard Legal counsel Ins claim
	4941	255678	2004.73	MFPD01122022	01/12/2022	404606 · Fuel Purchases	Hunt & Sons	255678 Hunts Bulk fuel
	10457	25002021	96.81	MFPD01122022	01/12/2022	404600 · Transportation & Travel	Jack Rosevear	Jack R. Reimb miles storm response
	10457	279952021	279.95	MFPD01122022	01/12/2022	404180 · Maint Building & Improvements	Jack Rosevear	279952021 Jack R. Reimb Tables
	10457	60680122	750.00	MFPD01122022	01/12/2022	303040 · Health Insurance	Jack Rosevear	60680122 Jack R. Medical Ins
	1006	9012052	246.55	MFPD01122022	01/12/2022	404042 · Radio Vendor Payments	JPA	9012052 JPA Dispatch fee 21-22 Q1
	229	435768	359.99	MFPD01122022	01/12/2022	404700 · Utilities	Kamps Propane	435768 Kamps Propane
	4974	62592021	315.30	MFPD01122022	01/12/2022	404400 · Publications & Legal Notices	Mountain Democrat	62592021 Mountain democratPublic notice
	59	423859	31.80	MFPD01122022	01/12/2022	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	423859 Riebes Wipers
	59	424387	53.03	MFPD01122022	01/12/2022	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	424387 Riebes Generator Batt extender
Jul '21 - Jun 22			<u>21595.59</u>					

Mosquito Fire Protection District
Bills for All Vendors
January 18, 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>
Jan 18, 22								
	497	10502022	<u>7,798.27</u>		01/18/2022	606040 · 606040 Equipment	El Dorado Hills Fire Department	10502022 ED Hills Fire Cardiac Monitor
Jan 18, 22			<u><u>7,798.27</u></u>					



Mosquito Fire Protection District

Board of Directors Meeting
Thursday, December 23, 2021 – 7:00 PM
Mosquito FPD Station 75
8801 Rock Creek Road Placerville, Ca. 96557

MINUTES

Item	Presenter
<p>1. Call to Order. 7 PM</p> <p>In order to ensure compliance with federal and state guidance regarding large gatherings and in accordance with State of California Executive Order N-29-20, to provide the public with the opportunity to provide comments to the Board, the Board is providing a call in number (please see below). The chair will call for public comment. When you hear the item called that you wish to comment on, please indicate your wish to comment, await the notification that you may comment. You may speak for three minutes or as otherwise provided by the Board Chair. While speaking, please reduce any background noise to ensure that your comments can be heard.</p> <p>Per County Public Health Requirements- Face Masks must be worn for indoor meetings</p> <p>Topic: MFPD Board Meeting 2021 December 23 Time: December 23, 2021 07:00 PM Pacific Time (US and Canada)</p> <p>Join Zoom Meeting https://zoom.us/j/8685165316?pwd=Mkd3WEtjNFpaTUZLVmFic0Q3dmNNUT09</p> <p>Meeting ID: 868 516 5316 Passcode: 223344 One tap mobile +16699006833,,8685165316#,,,,*223344# US (San Jose) +12532158782,,8685165316#,,,,*223344# US (Tacoma)</p> <p>Dial by your location +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 929 205 6099 US (New York) +1 301 715 8592 US (Washington DC) +1 312 626 6799 US (Chicago)</p> <p>Meeting ID: 868 516 5316 Passcode: 223344 Find your local number: https://zoom.us/u/abBOFN2Go</p> <p>If you have a disability and are requesting an accommodation pursuant to the Americans with Disabilities Act, please contact district at 530-626-9017 or admin75@mfpd.us</p>	<p>J. Young</p>

<p>2. Selection and Oath of Office for 2 new Board Directors. 7:10 PM</p> <p><i>Director Young made a motion to appoint Megan Holmsky as a new Board Director Filling the board Director vacancy expiring 12/06/2024. Motion was seconded by Director Ugгла. Ayes: Directors Young, Ugгла and Gregson. Noes: 0 Abstain:0 New Director Holmsky took the Oath of office</i></p> <p><i>Director Young made a motion to appoint Don Stever as a new Board Director filling the Board Director vacancy expiring 12/02/2022. Motion was seconded by Director Ugгла Ayes; Directors Young, Ugгла and Holmsky. Noes: Director Gregson Abstain: 0</i></p>	
<p>3. Roll Call & Quorum announced. 7:05 PM <i>Present Directors Young, Gregson and Ugгла. We have quorum.</i></p>	J. Young
<p>4. Pledge of Allegiance.</p>	J. Young
<p>5. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR 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 accept Agenda with modification; move the Public Comment section (#10) to follow Roll Call & Quorum announcement, by Director Young, second by Director Ugгла Ayes: Directors Young, Ugгла, Gregson and Holmsky. Noes: 0 Abstain: 0</i></p> <p><i>Motion to accept Consent Calendar by Director Young, second by Director Ugгла. Ayes: Directors Young, Ugгла, Gregson and Holmsky. Noes:0 Abstain:0</i></p>	J. Young
<p>6. CONSENT CALENDAR</p> <p>6.1 Approval of Expenditures; Expenses 2021 Oct 27 6.2 Approval of Expenditures; Expenses 2021 Nov 02 6.3 Approval of Expenditures; Expenses 2021 Nov 11 6.4 Approval of Expenditures; Expenses 2021 Nov 19</p>	
<p>7. <u>Approval of Minutes:</u></p> <p>7.1 Minutes 2021 Oct 28 7.2 Minutes 2021 Nov 18 Special Meeting</p> <p><i>Motion to accept Minutes of 2021 Oct 28 and 2021 Nov 18 Special meeting by Director Young, second by Director Gregson. Ayes: Directors Young, Gregson, Ugгла and Holmsky. Noes:0 Abstain: 0</i></p>	<p>J. Young J. Young</p>

8. Chief's Report

9. Issue Items

9.1 Selection of Board Vice-President and establish Committees:

Strategic Plan/Finance/Capital Improvement/Communications.

Motion to select Director Wayne Gregson as Vice-President of the board by Director Uggla, second by Director Young. Ayes: Directors Uggla, Young, Holmsky and Gregson. Noes: 0 Abstain:0

*Motion to approve the following: Directors on the 4 different committees by Director Young; Finance Committee: Directors Holmsky and Stever
Strategic Planning and Policy updates: Directors Holmsky and Stever
Communication: Directors Gregson and Uggla
Capital Improvement: Directors Young and Gregson,
Second by Director Uggla Ayes: Directors Young, Gregson, Uggla and Holmsky
Noes: 0 Abstain:0*

9.2 Approval for wage adjustment for Administrative Assistant/Board Clerk position.

*Motion to approve wage adjustment with instructions to bring the updated pertaining Policy to the Board at the next meeting, by Director Young, second by Director Uggla. Ayes: Directors Young, Gregson, Uggla and Holmsky
Noes: 0 Abstain:0*

9.3 Budget Category Transfers. *Motion to approve **Recommendation #1**, Designate \$100,000 of the 20/21 Carryover to 7700 Contingency, and have the Finance committee review this amount, by Director Young, second by Director Gregson. Ayes: Directors Young, Gregson, Uggla and Holmsky Noes: 0 Abstain:0*

*Motion to approve **Recommendation #2**, Designate \$103,726 to 7800 Equipment Reserves from the 20/21 Budget Carryover, by Director Uggla, second by Director Young. Ayes: Directors Young, Gregson, Uggla and Holmsky Noes: 0 Abstain:0*

*Motion to approve **Recommendation #3**, Approve the Budget Transfer List, By Director Uggla, second by Director Holmsky Ayes: Directors Young, Gregson, Uggla and Holmsky Noes: 0 Abstain:0*

*Motion to approve **Recommendation #4**, Approve the Adjusted Final Budget, By Director Uggla, second by Director Holmsky Ayes: Directors Young, Gregson, Uggla and Holmsky Noes: 0 Abstain:0*

9.4 Set January date for planning/goal setting Study Session. *Motion to approve a special Meeting for a Planning and Goal Setting study session with all Board Members on January 13th, 2022 at 6 PM, by Director Young, second by Director Uggla. Ayes: Directors Young, Gregson, Uggla and Holmsky Noes: 0 Abstain:0*

9.5 LAFCO Election of Special District Representative.

J. Rosevear

J. Young

J. Rosevear

J. Rosevear

J. Young

J. Rosevear

<p><i>The Board unanimously voted for #1 Tim White, #2 Monique Scobey, #3 Michael Saunders.</i></p>	
<p>10. 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.</p>	
<p>11. Director's Comments. <i>Director Young wanted to express how super impressed he was with the Fire Department personnel and support group on their response.</i></p>	
<p>12. Pending Agenda Items: Directors may propose agenda items for future Board meetings.</p>	
<p>13. Adjourn. <i>8:17 PM</i></p>	

FY 2021-2022 MQT Budget Adjustments/Transfer Summary- 10/28/21

From Sub-Object	Amount		To Sub-Object	Revenue Source
0001 Carryover 20/21	\$100,000.00	➤	0001- Carryover 21/22	From Original 20/21 Carryover
0001 Carryover	\$100,000.00	➤	7700-Contingency	FY 20/21 Carryover
Anticipated Revenue	\$29,000	➤	1128- Federal USDA	OES Pending Invoices
1128- Federal USDA	\$29,000	➤	3004- Other Compensation (Strike Team)	OES Pending Invoices
1940 Misc Revenue	\$313	➤	4313- Legal Services	Local Cal Fire Incident
1940 Misc Revenue	\$ 1,855.00	➤	4335- Election Services	Local Cal Fire Incident
Anticipated Revenue	\$ 5,003.00	➤	1942- Misc Reimbursement	Insurance Claim Reimbursement
1942- Misc Reimb	\$ 5,003.00	➤	4313- Legal Services	Insurance Claim Reimbursement
1940 Misc Revenue	\$ 423.00	➤	4606- Fuel	SCPOA Reimbursement
		➤		
0001 Carryover 20/21	\$ 103,726.50	➤	7800- Equipment Reserves	From Original 20/21 Carryover
		➤		
		➤		
		➤		
		➤		
		➤		
		➤		
		➤		
		➤		
		➤		



Mosquito Fire Protection District

Board of Directors Special Meeting
 Thursday January 13, 2022 – 6:00 PM
 Mosquito FPD Station 75
 8801 Rock Creek Road Placerville, Ca. 96557

MINUTES

Item	Presenter
<p>1. Call to Order. 6 PM</p> <p>Topic: MFPD Board Special Meeting-Study Session 2022 January 13 Time: January 13, 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 admin75@mfpd.us.</p> <p><u>MASK REQUIRED FOR ALL INDOOR MEETINGS.</u></p>	J. Young
<p>2. Roll Call & Quorum announced. <i>Present Directors Young, Gregson, Ugglä and Stever. Absent Director Holmsky. We have quorum.</i></p>	J. Young
<p>3. Pledge of Allegiance.</p>	J. Young
<p>4. 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 comment.</i></p>	
<p>5. ADOPTION OF THE AGENDA.</p>	J. Young
<p>6. <u>Issue Item</u></p> <p>6.1 2022 Planning and Goal setting Study Session. <i>Please see attachments.</i></p>	J. Young
<p>7. Director's Comments.</p>	
<p>8. Pending Agenda Items: Directors may propose agenda items for future Board meetings.</p>	
<p>9. Adjourn. 8:08 PM</p>	
<p>Next Regular Board Meeting- Thursday January 27, 2022 7:00pm</p>	

Draft 2022 Work Plan Board of Directors

Jan-Dec

Planning meeting

Review Strategic Plan

Recognition dinner 1/22

Committees each determine what they would like to accomplish.

Outreach/mailed to determine community CERT interest and other avenues of volunteering

Annual Form 700 Conflict of Interest report due April 2

State Controller Officer Report for Government Compensation (Admin will handle) (April)

Update CIP- Normally submitted to County in May

Development Impact Fee Annual Report- Request updated Nexus Study to evaluate raise to our fee rate ahead of new bridge construction (March). We have one of the lowest rates of all fire departments in County.

Assist with policy transition to Lexipol- HR first

Fundraising events- agree on type and dates with MFA

Assist Operations with Public Information through Social Media and Website

Preliminary Budget workshop- Early April (Set date in February)

Evaluate Second water tender purchase

Adopt Preliminary Budget and Prop 4 Spending Limit- Set by County (June 30)

Adopt Final Budget (September 30)

Three Board positions open in November- Resolution of Declaration of Election, Requesting Election Services (April) and Resolution for Consolidated Election (June)

Review and approve annual Audit

Draft 2022 Work Plan Operations

January-June

On board new board members

Officers meet for planning session with board (Jan)

Todd Hern to CPR Instructor class (12/27)

Todd Hern to CERT Instructor class (Jan)

Weekly Firefighter training

Recognition Dinner 1/22

Continue Grant requests

Complete Wildland certs for new volunteers

Station improvements- work parties- Electrical and Roof evaluations

EMT class for Coleman, Morgan, Trevor, Devin

EMR class for 15 persons- Meredith is working on grant funding but we need the money in the bank first

CERT training class- Todd and Trent to set dates- Outreach to community by Wayne G

Community meeting- Bridge Construction schedule (April)

Get the \$15k hose purchase in service- we have received partial delivery

Put grant heart monitor in service and make arrangements with Garden Valley to loan the second one

Outreach to fire academies for seasonal firefighters and a resident firefighter

Service/Inspect engines and tender prior to start of fire season

Evaluate- propose second water tender

Firefighter Pack Test and Red Cards

Community Meeting Fire Season- Bridge closure issues with new bridge

Community Evac Drill

Spec new water tender

Operations June-October:

Deploy OES

Community Fire Prevention

District Staffing

FF1 Academy for Trevor, Coleman

Operations November-December:

Holidays- Decorate station

Holiday dinner

Board: Jan-Dec

Planning meeting (Jan)

Recognition dinner

Outreach to determine community CERT interest and other avenues of volunteering

Update CIP

Update Strategic Plan

Committees each determine what they want to accomplish.

Assist with policy transition- HR first

Fundraising events- agree on type and dates with MFA

Assist Operations with Public Information through Social Media and Website

Preliminary Budget workshop

Evaluate Second water tender purchase- approve if possible

Adopt Preliminary Budget (June)

Adopt Final Budget (September)

Three Board positions open in November



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

Chief's Report
December 2021- January 2022

Calls for Service: December 20-January 24

Medical- 5

Lift Assist- 1

Carbon Monoxide Check- 1

Welfare Check- 1

*Storm Response 12/27-31:

Trees into Power Lines: 17

Tree into ATT Lines: 8

Vehicles slid off road or abandoned: 9

Trees Blocking Roads/Driveways: 25

Snow/Ice limiting Road/Driveway access: 16

Welfare Checks: 17

Generator Assist: 12

No/Low Gasoline: 8

No/Low Propane: 5

*Calls and residents coming to station too numerous to track due to volume of activity

District staff responded to numerous calls for service resulting from our second major storm, bringing heavy snowfall. Fortunately, there were no major incidents, and we were able to coordinate with PGE personnel to restore power as soon as it was possible. PGE was assisted by SMUD crews providing mutual aid to El Dorado County. A special thanks for our great staff who worked to assist others under very difficult circumstances.

Thank you to MVFA for the donation of new apparatus room LED lighting fixtures (\$1,400). Thank you to Director Uggla and Randy Campos, for donating the hydraulic lift we used to install the fixtures. The improvement to the apparatus room lighting is amazing. The apparatus room heater was recently overhauled and repaired by Comfort Control Heating. We expect another two years of service, at least, before eventual replacement is needed.

Despite the winter storms, vegetation is still very dry. Burn piles can escape control, especially during winds and proper safety precautions are not taken. Please follow all burn permit requirements, which can be obtained on-line. The Fire District does not issue burn permits, which are under the jurisdiction of Cal Fire and El Dorado County Air Quality District. Burn piles 4'x 4' or smaller, obtain a burn permit at <https://burnpermit@fire.ca.gov>. For larger burn piles obtain a permit at

<https://www.edcgov.us/government/airqualitymanagement/burn-permit-application>. Burn barrels are not allowed.

On Saturday evening January 22, 2022, the Board of Directors hosted a District Recognition and Awards Dinner for members and their families. This will be an annual event to recognize the many contributions our volunteers give to the Community during the year. The following awards were presented:

Volunteer of the Year- Meredith Blain- for her countless hours of grant writing, grant administration, coordination of the Station 75 Digital Sign Project and many other administrative contributions.

Firefighter of the Year- Engineer Ryan Hopkins- For consistent outstanding efforts at all times, saving the District thousands of dollars in repair costs and for valor above and beyond the call of duty at the Gravel Road Incident on October 11, 2021.

Support Group Volunteer of the Year- Dawn Buhnerkempe- For her overall outstanding contributions and leadership in emergency response, training, and establishment of the Firefighter Rehab/Support Program, which replenishes firefighters (at training & fire responses) and provides medical monitoring.

Citizens of the Year- Frank and Heidi Ethridge- For outstanding consistent service and great support of our Community and Department.

Citizen of the Year- Reese Willer- For outstanding contributions donating and establishing the Support Group radio system. This system has been expanded and has proved vital to our operations.

Exceptional Service Award- Engineer Devin Hern and Firefighter Coleman Johns- For consistent and outstanding service to the District with training, emergency response and shift coverage. The two lead all members with shift coverage and availability for emergency response.

Outstanding Service Award- Trent Williams- For his consistent and outstanding efforts managing and leading the Support Group.

Outstanding Service Award- Storm Response 12/27-12/31- Wayne Holley, Dustin Cutter, James Young, Rick Nattrass and Rich St. Croix. For service above and beyond the call of duty in service to the Community during the snow storm event. These individuals are consistent contributors at all major events when the Community needs assistance.

Assistant Chief Todd Hern is now a certified CPR instructor through the American Heart Association. We'll have future CPR classes (TBD) for staff and interested community members.

We continue to seek interest from the Community for those interesting in CERT training. CERT basic training consists of approximately 30 hours of basic disaster preparedness training delivered in a flexible format over several months. Those taking the training will be much better prepared for emergency and disaster situations at home and elsewhere. Additional training will be available for those who wish to expand their knowledge and become certified volunteer responders to emergency incidents. If this interests you and would like to learn more, please contact me or Fire Director Wayne Gregson (wgregson@mfpd.us).

The District is seeking volunteers of all types. If you have the desire to contribute your skills and talents to help your community, we definitely have a place for you. Please visit our website, www.mfpd.us.

The Mosquito 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 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. If you have any questions or suggestions, please call me at the fire station (626-9017) or email me at jrosevear@mfpd.us.

Upcoming Events:

Saturday January 22- MFPD Annual Recognition Dinner- 6pm- Station 75

Tuesday January 25- MFPD Firefighter Training- 6pm- Station 75

Thursday January 27- Fire Board Meeting- 7pm at Station 75 (Zoom provided)

Tuesday February 1- MFPD Firefighter Training- 6pm- Station 75

Thursday February 3- MVFA Board Meeting- 3pm- Station 75

Saturday February 5- Support Group Monthly Training- 10am- Station 75

Tuesday February 8- MFPD Firefighter Training- 6pm- Station 75

Tuesday February 15- MFPD Firefighter Training- 6pm- Station 75

Jack Rosevear, Chief



MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road,
Placerville, CA 95667

Agenda Item Issue Paper

Title:

Approval of MFPD Strategic Plan Update

Summary:

Attached are proposed changes to update the District's 2019 Strategic Plan. Edits are highlighted in **red font**.

The District has made positive strides to rebuild the volunteer program, which was a major concern for the drafters of the original Strategic Plan. While we have work to do regarding training, recruitment, and retention, we are on the right path. The immense value of the volunteer program was originally recognized and continues to be today.

In the "Our Reality" section of Page 1, it should be highlighted that the MFPD consistently maintains initial emergency response arrival times within ten minutes. This is the result of a combination of station staffing and community-based volunteers. It is critically important that first responders arrive quickly, assess the situation, request adequate resources, and take action. The primary concern of this section should be the delays we face getting additional resources to assist us. This again highlights the absolute value of community-based volunteers, who are able to contain an incident with District resources, most of the time.

The Strategic Plan provides a path for the future and is a guiding document for our current and future actions.

Recommendation:

Approve the updated Plan as proposed.

Respectfully Submitted,

Jack Rosevear, Chief

Attachment:

2019-2023 Draft Strategic Plan

Mosquito Fire Protection District

Strategic Plan 2019-2023

I. Introduction:

The Mosquito Fire Protection District (MFPD) is at a crossroads. Resources have dwindled and costs have risen; the strong tradition of volunteer community firefighters ~~has ebbed~~ **is rebuilding** and the District faces unprecedented levels of wildfire risk along with medical emergencies. Still, numerous opportunities exist to improve the situation. This plan is a first step to identify and prioritize options. It establishes directions MFPD can move to strengthen its impact and to align with perceived community preferences. It is a living document that will continue to be developed at an operational level in collaboration with the staff and with on-going community input, evolving as situations change and new options are identified and integrated.

II. Our Reality:

Accepting our reality as a remote rural district.

Our community is small, dispersed, and relatively isolated. Residents are mixed in terms of age, income levels, skills, experience, and points of view. Many households live on limited incomes.

Mosquito is heavily forested, with high fuel loads and wildfire risk.

There is a significant time gap between the onset of an emergency (medical or fire) and the time ~~first responders~~ **mutual aid** can arrive, compared to urban areas. Self-care and knowledge of appropriate procedures become important. Outside emergency response takes 45 minutes or more.

The fire department receives a limited number of calls (~~ca. 213 yearly, 2016-2018~~ **97 in 2020 and 130 in 2019**). District staff **responds to over 100 additional calls for service which are calls for non-emergency assistance called directly to the station. Many of these calls are not routed through Camino Dispatch and are often during storms or other area wide events when Dispatch is overwhelmed with calls.** Rescue and medical emergency calls are the most common, averaging 57% of the calls—quadruple the next largest category, severe weather & natural disaster calls. Fires account for 10% of calls.

Living within our limited means.

Our community has limited financial resources. Utilizing reserves on an annual basis to address funding shortages is not an option. If we want more than we can afford, we must find ways to generate the additional revenue.

Building a stronger and more sufficient community.

People who live in small, remote rural communities have to rely on themselves and each other. The better educated regarding emergency prevention and response each member is, the stronger the community. The more aware each member is of the resources available, the more able that member is to get care when needed.

Effective reduction of risks (medical emergency, wildfire, structure fire)

We endeavor to provide the highest level of service within the restraints of financial resources. This includes participation in mutual aid and shared training arrangements with neighboring districts. Good governance, transparency, accountability, efficiency, and two-way communication are essential. Building sustainability is a key consideration.

III. What we want to do

Where do we want to be heading? Toward financial stability, improved revenues, community engagement, and better service levels--all will probably agree on such generalities. We want to provide the basis to move in those directions, taking into account the financial and social realities of the district.

But we need to operationally implement those aims. As stated above they are simply platitudes. How do we define improved service? What purposes do we want the stability and revenues to serve? For instance, in the long run we might aspire to earning better ratings from the insurance industry, thus improving residents' access to fire insurance at a reasonable price. We might also want to establish, say, 80% compliance with NFPA standards for arrival times by crews to each type of emergency. There might be something about public knowledge of and compliance with defensible space, smoke alarm, and emergency evacuation preparations. Here we want to get started by developing an initial set of strategic aims – an urgent task that needs to involve community and professional input. Setting specific targets and service standards will be part of the later operational planning tasks.

Public perception is critical. We need to show Mosquito residents that this Strategic Plan, by providing goals and direction, is a tool to facilitate discussion, build consensus, and jump-start the process toward a stronger fire protection district.

We start by adopting the stated mission of the MFPD and proposing a vision and a statement of values. From there we turn to a set of proposed goals, with objectives for each and activities through which to attain them.

IV. Guiding Principles

MFPD MISSION

The Mission of the Mosquito Fire Protection District is to provide to the people of the community services that will protect life, save property, and ensure public health and safety. This shall be done by applying the best available methods of risk mitigation, fire suppression and emergency medical response through efficient use of personnel, equipment, training, prevention, and public engagement **through volunteering**.

MFPD VISION

The MFPD will be a well governed public service entity, deeply engaged with its community in reducing fire risks and providing medical and fire emergency response via efficient fire department operations that utilize a mix of **primarily** volunteer and **limited** paid staff to meet agreed upon service standards. Community education and involvement in fuel reduction, emergency preparedness, and volunteer assistance for diverse District functions will inform and strengthen community input to policy matters, service levels desired, governance, and material support.

MFPD VALUES

- We value autonomy / local control.
- We value the diversity of our community in terms of age, income levels, skills, experience and points of view.
- We value the fact that our community is small and dispersed.
- We value the rural nature of our community.
- We value a fire department that recognizes that rural nature and works with it.

- We value the self-reliant and talented individuals in our community who wish to participate in accomplishing ~~the~~ **our** objectives.
- We value a fire organization, therefore, that strives to develop a culture of volunteerism.
- We value fiscal security and financial prudence.
- We value a fire department that efficiently strives to provide the highest level of service within the limitations of available financial resources—if possible, with 24/7 coverage.
- We value common sense in political, administrative and operational decision making.
- We value a community which is informed, understands the mission and vision of the Mosquito Fire Protection District and has buy-in on the plans and actions being implemented.
- We value the interests and financial situation of all our community residents and strive to balance the level and quality of medical and fire response services with the affordability of same.

V. Goals, Objectives, Activities

In the following the goals and objectives are strategic, intended to provide overall direction to the efforts of the District. The activities are illustrative of what is meant by the goals and objectives; they may evolve or be superseded.

Goal 1. Financial Stability

Goal Statement. Financial stability implies living within our means while developing ways to increase them. Given the continuing decline of MFPD revenues by inflation, long term fiscal stability implies generating more revenue to improve both operations and asset stewardship.

We need to accurately estimate and start covering asset maintenance and replacement needs. To improve volunteer staffing we need resources for marketing and recruitment, training, turn-outs, insurance, health and fitness evaluations, stipends, and other incentives, both to attract local residents and to compete with other fire districts that offer more attractive packages to young academy graduates. Increased coverage of emergency services will similarly imply other costs, likely greater.

Objective 1.1. Fiscal prudence.

Activity 1.1.1. Budget conservatively; keep expenditures within available revenue.

Activity 1.1.2. Manage and replenish reserve funds, consistent with need levels established for each fund.

Activity 1.1.3. Establish oversight and monitoring processes to ensure effective, efficient, and compliant use of grants and other funding.

Objective 1.2. **Improved revenues.** Options include:

Activity 1.2.1. Foster fee-for-service activities (~~incident management & strike teams etc.~~ **OES Type 6 engine contract**), budgeting them conservatively to ensure erring on the low side.¹ (These may also provide firefighters with improved opportunities for training and experience.)

Activity 1.2.2. Pursue grant opportunities where feasible (equipment, training, personnel, volunteer recruitment & retention, fuel reduction, etc.).

~~Activity 1.2.3. Consider proposing a supplemental tax measure based on a clear, community supported plan to meet well defined needs. (Revisit at later time)~~

~~Activity 1.2.4. Explore possible benefits of reorganization of the District that might improve funding (i.e., consolidation, conversion to a community services district, etc.).~~

Activity 1.2.5. Move toward full coverage of asset replacement and improvement needs via annual funding of reserves and capital improvement funds, establishing and updating regularly a reserve study linked to a capital maintenance / improvement plan covering all assets.

Activity 1.2.6. Replace/acquire assets economically. Buy fire equipment at discount, seek grant funding, purchase with low interest loans.

Objective 1.3. **Other Resources Mobilized** to support the mission.

Activity 1.3.1. Encourage generation of additional revenue sources (i.e., via breakfasts, sales, donations, etc.) in collaboration with community & firefighter organizations. (See also Goal 4)

Activity 1.3.2. Develop MFPD as a desired place to learn and participate as an employee or volunteer; identify and adopt successful personnel practices.

¹ Fee-for-service and other revenue generation methods may require some pump-priming investment. If that makes it necessary to temporarily draw on reserve funds to present a balanced budget (~~since revenues not yet earned cannot be listed under County rules~~), it should be clarified that this is not done to support current operations but only as part of a plan to grow revenues, replacing the reserves with income generated from fee-for-service activities like incident management and strike teams, etc.

Goal 2. Community Risk Reduction

Goal Statement. The MFPD, in partnership with other organizations, will organize activities and educational opportunities to increase local capacity for hazard reduction, emergency preparedness and risk mitigation in advance of an event, thereby engaging and enabling its citizens.

Risk reduction measures must tackle three kinds of risk—wildfire, structure fire, and medical emergency. Preventative and preparatory measures may include defensible space, home hardening, fuel reduction, emergency warning systems, evacuation plans (wildfire); smoke alarms, family escape plans, home inspections (structure fires); and first aid / CPR training, health monitoring, home safety methods (medical emergency). MFPD can help improve outcomes using a multi-pronged, partnership approach.

Note: Public education and outreach on preventative and preparatory measures against wildfire, structure fire, and medical emergency are addressed under Goal 4, Objective 5

Objective 2.1 Partner with the Mosquito Fire Safe Council to develop and implement a revised Community Wildfire Protection Plan (CWPP) periodically as required.

Activity 2.1.1 Establish effective liaison with the Fire Safe Council to provide input and participate fully in development of the revised CWPPs for 2022 and subsequently.

Activity 2.1.2 Organize with community entities and interested individuals to create and implement a comprehensive risk mitigation plan that builds on the CWPP and addresses medical emergency, home hardening and household preparedness, among others.

Objective 2.2 Establish guidelines and procedures for development and implementation of a comprehensive fuel reduction program in the community.

Activity 2.2.1 Support the current Fire Safe Council Fuel Reduction Grant via actions like making and reporting in-kind contributions, providing input on scope of work and areas to be treated, and identifying and engaging in potential training opportunities.

Activity 2.2.2 ~~Clarify and communicate MFPD role in relation to the 2019 County fuel reduction ordinance, as the County refines its ordinance implementation plans.~~ The District provides initial response to vegetation complaints and coordinates with County staff for resolution. If compliance and resolution cannot be reached, the County assumes responsibility for follow-up and hazard mitigation. Cal Fire also has responsibility for the enforcement of 4290 PRC related to defensible space around existing structures.

Activity 2.2.3 Collaborate with the Fire Safe Council to complete the annual risk assessment that allows for renewal of the Firewise Community designation.

Activity 2.2.4 Consider the advisability of applying directly for fuel reduction grants.

Objective 2.3 Reaffirm (or improve) and circulate the current community evacuation plan. Establish a regular practice schedule for the community and a procedure to ensure regular review of the plan.

Activity 2.3.1 Partner with other community organizations, the Sheriff's Office, and other county agencies to establish an annual evacuation training program.

Activity 2.3.2 Meet with USFS and County DOT to ~~consider improving~~ maintain the Mosquito Road evacuation route through the forest (or others).

Goal 3. Emergency Service Provision

Goal Statement. Due to financial restraints the continued development of a well trained, well equipped, and well managed combination fire department offers the best available route to acceptable levels of emergency services provision. A combination fire department consists of paid personnel, volunteer fire fighters, support group members, and auxiliary organizations. Acceptable levels of emergency service imply 24/7 coverage or as close to it as feasible.

The MFPD ~~needs~~ continues to revive the emphasis on acquiring and retaining volunteer fire fighters. We ~~must immediately~~ continue to undertake a rebuilding process to recruit volunteers, train them to standards and requirements, equip them properly, and support them continuously. This will take time, a great deal of effort, public contact, staff support, and leadership. It is a difficult task but not impossible. It is vital that all paid personnel support developing a viable volunteer cadre.

Given the amount and variety of training required, a training program developed and implemented by a certified training officer is essential.² Cooperation with neighboring fire districts can enhance training opportunities and increase efficiency.

² Senate Bill 1207 (2002) requires volunteer firefighters to meet the same California OSHA standards as career fighters. The NFPA 1001 standard identifies minimum job performance requirements for career and volunteer firefighters. Currently, some 246 hours of training are required to comply with the NFPA 1001 training standards (California State Firefighters Association in association with the Fire Service Training Institute, 2nd edition, Volunteer Firefighter Training Syllabus). These requirements take a great deal of time and commitment from individuals desiring to serve as volunteer firefighters, making necessary a training program developed and implemented by a certified training officer, with full support of all paid personnel.

A risk assessment of the District needs to be done to determine the quantity and quality of training necessary to mitigate the risks (see also Firewise Community Risk Assessment, Goal 2, Activity 2.3).

Objective 3.1 Establish the highest level of service to the community within the limitations of a balanced budget.

Activity 3.1.1 Develop a staffing model that supports a combination fire department, oriented to increasing the volunteer component.

Activity 3.1.2 Establish an on-going program for volunteer recruitment and retention, with robust marketing, training, incentive, and recognition components.

Goal 4. Community Engagement

Goal Statement. The MFPD will maintain productive and mutually beneficial relationships with its citizens and community organizations through strengthened organizational links, enhanced communications and activities, and robust volunteer participation of varied kinds. Those relationships will increase financial, community and personnel support for the MFPD.

Volunteers are understood as anyone with a relevant skill or interest they are willing to share. Some with capacity to provide emergency services will be firefighters. Others will provide volunteer services of other sorts, such as operational support, fundraising, community outreach and education, and risk mitigation.

[Note: the illustrative activities drafted for this Community Engagement goal should be considered tentative until they can be vetted and improved by the partner organizations, in keeping with the spirit of cooperation and teamwork to which we aspire. MFPD will benefit from input, feedback, and close collaboration in the course of reviewing and improving them.]

Objective 4.1 Strengthen the role of the Support Group.

Illustrative activities:

- Link the Support Group to outreach activities and recruitment of volunteers (firefighters, Support Group members, and others). They are a direct link to the community.
- Build a database on sources of volunteer support from the community in a range of skills and tools needed by the fire department, such as plumbing, electrical, and construction; cranes, tractors, and other equipment; fundraising and proposal writing; and education and outreach.
- Involve the Support Group in relevant activities of the Auxiliary and other local organizations as advocates for the Fire Department in support of community relations.

- Channel information on Support Group activity and tasks accomplished to public media, community outreach, and reports to the board.
- Utilizing a 2020 grant to establish a FEMA-CERT program, conduct CERT training to expand Support Group certification and access additional grants for training and equipment.

Objective 4.2 **Encourage auxiliary organizations** to mobilize financial and other support for MFPD outside the public finance framework.

Illustrative activities:

- Clarify the role of contributing entities in providing leadership in community and private sector fundraising as well as in community involvement and engagement.
- Foster annual activity plans around firm and attainable fundraising targets.
- Develop a communications strategy and plan: utilize existing organizational communications vehicles; ~~develop a social media policy~~ (developed and adopted)
- Implement a volunteer recognition program.

Objective 4.3 **Strengthen connections with community organizations**

Illustrative activities:

- Continue to cooperate with pertinent activities of local partners, such as community clean-up days, firewise picnics, fuel reduction projects, or firefighter festivals, providing support as needed.
- Establish periodic collaboration workshops with other community organizations to discuss needs and solutions.
- Establish MOUs between entities to include revenue commitments, expectations, mutual obligations, and services.

Objective 4.4 **Create a grant writing team**

Illustrative activities:

- Identify cross-organization personnel to assume leadership.
- Track opportunities; determine MFPD interests; generate grant submission calendar.
- Document generic in-kind contribution arrangements.

- Clarify policies and procedures needed to obtain and manage grants.

Objective 4.5 Partner with community organizations to develop public education/outreach on preventative and preparatory measures

Illustrative activities:

- Medical Preparedness Workshops.
- Evacuation Planning and Emergency Warning Systems.
- Wildfire, Structure Fire, Natural Disaster Preparedness.
- Defensible Space and Home Hardening.
- Home Safety, smoke alarms, and family emergency plans.
- Establish community databases (e.g., special needs, non-technological communications, phone chains).
- Market district benefits, objectives and successes to the community and beyond.

Goal 5. Good Governance

Goal Statement. Achieve the best possible procedures for making and implementing decisions with transparency, accountability, efficacy, efficiency, sustainability, and two-way communication. In short, democratic process and commonsense approaches in decision-making, politically, administratively and operationally.

Objective 5.1. Ensure transparency, public participation, and information flow to the community and to decision makers

- Activity 5.1.1. Make well-advertised search processes the norm for open senior positions.
- Activity 5.1.2. Hold regular public meetings and have presence at community events.
- Activity 5.1.3. ~~Develop~~ Continue systematic social media and web-based communications.
- Activity 5.1.4. Organize public consultation on expectations for response to fires and medical emergencies and acceptable coverage schedules and cost levels.
- Activity 5.1.5. Foster constituent dialogue to develop a clear notion of what can be achieved in terms of financial stability, improved revenues, and better service over the next few years, and the need for public input and support.

Objective 5.2. **Continue to coordinate with County entities and other emergency services districts to meet shared goals** (e.g., improved policies, levels of service, funding, shared resources, etc.). For instance, work with the County to improve ambulance service, or to encourage State agencies to move toward improved insurance ratings (more responsive to firewise activities, defensible space, and other risk reduction achievements).

Objective 5.3. **Sustainability.** Building financial, organizational, and staffing sustainability are key to the success of MFPD.

Objective 5.4. **Regular review and updating of MFPD policy and procedure manuals.**

Objective 5.5. **Continued focus on accountability** in terms of budgets and control of expense, compliance with legal requirements (e.g., the Brown Act, county regulations, etc.), and assessing results of district programs and personnel.

Objective 5.6. **Periodic review of the strategic plan**, linking it to the annual budgeting process and long-range resource development, to provide a sound framework for effective decision-making to optimize resources and services in an evolving context.

VI. Measures of Success

Defining expected results with timelines, and indicators of progress will be part of the next phase of planning, as strategies are converted into operational plans in collaborative efforts by the fire department Chief and staff, the community partners, and the MFPD board.

Three public workshops should report on progress and receive feedback annually: a mid-FY review of progress toward budgetary and strategic goals each January; the budget workshop to discuss priorities and budget levels in April; and an evaluation in September of the previous fiscal year exercise: accomplishments, problems, needs, and opportunities. These should build on the existing budget workshop and other ongoing efforts.

Results orientation. During implementation of the plan MFPD will be tracking outcomes, verifying assumptions, cultivating a learning process, and refining our ideas about what can realistically be projected for future years. This will not be done in isolation but in concert with the community, since public confidence and support are a key result. Judicious use of baselines to establish meaningful comparisons will be an important means to measure higher-level results.

Results vs expected: process, intermediate, impact levels

Financial outcomes
Monitoring & evaluation tools
Community feedback

Expected Outcomes: [illustrative examples; final versions to emerge from operational planning.]

Process level:

Training officer active; volunteer recruitment / retention program in place (marketing / outreach plan, training program, incentives, etc.).

Agreements in place with community organizations (cooperation in risk reduction, fundraising, outreach, etc.)

Report on number or % of residents signed up on email list, phone chain, etc.

List of needed improvements available, updated (e.g., radios, station roof, living quarters, training/meeting room, etc.)

Grant writing team producing proposals.

Intermediate results:

Steady increase in volunteer numbers, training levels (firefighters and others)

Regular (at least annual) review of strategic plan and report on progress.

Regular contributions to reserve funds from annual budgets.

Fuel reduction and other grant-supported projects funded, being implemented.

Auxiliary organizations using activities plans to meet funding goals.

Public education / outreach programs operating.

Impact level:

Increase in emergency services coverage (goal: to 24/7 in 4 years).

Funded reserves on path to meet reserve study goals.

Fuel reduction prioritized in CWPP substantially accomplished, being maintained.

Substantial fundraising via auxiliary organizations (goal: >\$100,000/year by 2024).

Successive risk assessments show gains in emergency prevention and preparedness.

Volunteer participation at target levels in all areas, from defensible space and fundraising to support group and firefighters.

Updated 1/27/22

DRAFT



MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road,
Placerville, CA 95667

Agenda Item Issue Paper

Title:

January Budget Transfers

Summary:

Attached is the adjusted budget and transfer list.

Explanations for the transfers and sources of revenue can be found in the attached spreadsheets.

Recommendations:

- (1). Approved the adjusted Final Budget as submitted
- (2). Approve the Budget Transfer List as submitted.

Respectfully Submitted

Jack Rosevear, Chief

Mosquito Fire Protection District

Budget 2021 -2022

July 2021 through June 2022

	Approved Budget Dec	Adjusted Budget Jan	Notes
Income			
0001 Carry Over	139,506.00	139,506.00	
0100 · Prop Tax Curr Secured	162,684.00	162,684.00	
0110 · Prop Tax Curr Unsecured	2,772.00	2,772.00	
0120 · Prop Tax Prior Unsecured	0.00	0.00	
0130 · Unsecured Prop Tax Prior	100.00	100.00	
0140- Supplemental Taxes	4,500.00	4,500.00	
0150- Supplemental Prior	300.00	300.00	
1175 · Special Tax Direct Assessments	188,700.00	188,700.00	
0360- Penalties	3,000.00	3,000.00	
0430 · Development Fee	0.00	0.00	
4400 · Rev Intrest	6,000.00	6,000.00	
0820 · ST Homeowner Prop Tax relief	1,220.00	1,220.00	
0880 Other	6,000.00	6,000.00	
1060- FEMA Grants	198,660.00	198,660.00	
1128 Federal: USDA (Strike Team)	209,000.00	209,000.00	
1321 Transfer from Reserves (Allocated)	0.00	0.00	
1350 Transfer from Reserves (Unallocated)	0.00	0.00	
1744 Misc Inspections or Services	325.00	325.00	
1940 Misc Revenue	7,000.00	7,364.00	
1942 Misc Reimbursement	19,925.00	35,428.00	\$15,503 from Insurance Reimbursement
Total Income	949,692.00	965,559.00	
Gross Profit	949,692.00	965,559.00	
Expense			
300000 · Salaries and Employee Benefit			
303000 · Perm Employees/Elect Official	154,561.00	154,561.00	
303001 · Temporary Employees	78,015.00	78,015.00	
303002 · Overtime	70,000.00	70,000.00	
303004 · Strike team	114,450.00	114,450.00	
303020 · Retirement	4,867.00	4,867.00	
303021 · O.A.S.D.I.	21,468.00	21,468.00	
303022 · Medi Care	5,575.00	5,575.00	
303030 · Vacation, Sick, Holiday			
303040 · Health Insurance	18,000.00	18,000.00	
303041 · Unemployment Insurance Employer	12,986.00	12,986.00	
303060 · Workers' Compensation Employer	28,000.00	28,000.00	
Total 300000 · Salaries and Employee Benefit	507,922.00	507,922.00	

Mosquito Fire Protection District

Budget 2021 -2022

July 2021 through June 2022

	Approved Budget Dec	Adjusted Budget Jan	Notes
400000 · Services and Supplies			
404021 · Fire Turnouts	50,000.00	50,000.00	
404022 · Uniforms	9,500.00	9,500.00	
404040 · Telephone Co. Vendor Payments	4,500.00	4,500.00	
404042 Radio Vendor Payments	500.00	500.00	
404043 · Dispatch Fees-Contract	3,000.00	3,000.00	
404060 · Food & Food Products	260.00	260.00	
404080 · Household Expense-Station Supplies	350.00	350.00	
404083 Laundry	600.00	600.00	
404084 Expendable Equipment	50.00	50.00	
404085 · Refuse Disposal	1,400.00	1,400.00	
404100 · Insurance Premium	16,775.00	17,139.00	\$364 additional for increase station value
404140 · Maint. Equipment	2,800.00	2,800.00	
404142 * Maint. Comm Equipment	600.00	600.00	
404144 · Maint. Computer System/Software	500.00	500.00	
404145 · Maint. Equipment Parts	200.00	200.00	
404160 · Veh. Maint. Service Contract	20,000.00	15,000.00	\$5,000 to Category 4161-Veh Parts
404161 · Veh Maint. Parts Direct Charge	2,000.00	7,000.00	\$5,000 additional parts needed for repair
404164 · Veh Maint. Tires & Tubes	6,121.00	6,121.00	
404180 · Maint Building & Improvements	7,800.00	7,800.00	
404183 · Maint. Grounds	200.00	200.00	
404197 Maint Building Supplies	300.00	300.00	
404200 · Medical, Dental & Lab Supplies	11,500.00	11,500.00	
404220 · Memberships	2,250.00	2,250.00	
404260 · Office Expense	1,500.00	1,500.00	
404261 · Postage	390.00	390.00	
404263 · Subscription Newspaper Journals	200.00	200.00	
404300 · Professional & Specialized Serv	6,000.00	6,000.00	
404304 * Agency fee County/ Lafco	300.00	300.00	
404305 · Audit & Accounting Services	7,000.00	7,000.00	
404313 · Legal Services	15,316.00	30,819.00	\$15,503 additional invoice
404324 · Medical Dental Lab	2,000.00	2,000.00	
404335 * Election Dept Services	4,705.00	4,705.00	
404400 · Publications & Legal Notices	400.00	400.00	
404460 · Equip. Small tools & Instrument	12,912.00	12,912.00	
404463 . Equipment Telephone Radio	1,000.00	1,000.00	
404500 · Special Dept. Expense	33,864.00	33,864.00	
404502 · Educational Materials	5,510.00	5,510.00	

Mosquito Fire Protection District

Budget 2021 -2022

July 2021 through June 2022

	Approved Budget Dec	Adjusted Budget Jan	Notes
404507 · Fire & Safety Supplies	4,000.00	4,000.00	
404538 · Software	2,250.00	2,250.00	
404539 Software License	250.00	250.00	
404600 * Transportation & Travel	0.00	0.00	
404602 * Mileage Employee Private auto	3,112.00	3,112.00	
404606 · Fuel Purchases	12,817.00	12,817.00	
404609 · Staff Development	17,538.00	17,538.00	
404700 · Utilities	10,500.00	10,500.00	
Total 400000 · Services and Supplies	282,770.00	298,637.00	
600000 · Fixed Assets			
606020 · Buildings & Grounds	38,000.00	38,000.00	
606040 · 606040 Equipment	21,000.00	21,000.00	
Total 600000 · Fixed Assets	59,000.00	59,000.00	
7700 · Contingency	100,000.00	100,000.00	
Total Expense	949,692.00	965,559.00	
Net Income	0.00	0.00	

FY 2021-2022 MQT Budget Adjustments/Transfer Summary- 1/27/22

From Sub-Object	Amount		To Sub-Object	Revenue Source or Realign
1940 Misc Revenue	\$364.00	➤	4100- Insurance	Local Cal Fire Incident
4160 Veh Maint Cnrt	\$5,000.00	➤	4161- Veh Maint Parts	Transfer within Categories
Anticipated Revenue	\$15,503	➤	1942- Misc Reimbursements	Insurance Claim Reimbursement
1942 Misc Reimburs	\$15,503	➤	4313- Legal Services	Insurance Claim Reimbursement
		➤		
		➤		
		➤		
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