



## Mosquito Fire Protection District

**Board of Directors Meeting**  
 Thursday, August 8 2019 - 7:00 p.m.  
 Mosquito Fire Station 75  
 8801 Rock Creek Road, Placerville, Ca 95667

### MINUTES

Item	Presenter
<b>1. Call to Order. 7:06 PM</b>	B. Mikel
<b>2. Roll Call &amp; Quorum announced. Present; Directors Barbara Mikel, Kathleen Pico, William Buhnerkempe, Taffy Warner and Charles Schnell. We have quorum.</b>	B. Mikel
<b>3. Pledge of Allegiance.</b>	B. Mikel
<b>4. Approval of Agenda. Motion to approve agenda by Director Pico, second by Director Schnell. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</b>	B. Mikel
<b>5. 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.	
<b>6. Approval of Meeting Minutes</b> <b>6.1</b> Regular Board of Directors Meeting July 11, 2019. <i>Motion to approve with Amendments on spelling and numbering of verbiage as follows;</i> <i>Policy 5-02 reviewed, no changes.</i> <i>Policy 5-01, change verbiage for use of command vehicle s/b changed to "use of command vehicle 7500".</i> <i>Policy 5-03, add 01 to make policy # 5-03-01</i> <i>Policy 5-03-02, change verbiage to say "duty unit 7501"</i> <i>Policy 5-04, correction to verbiage, reference to duty should say; SG75</i> <i>Policy 6-06, change to verbiage, should read: All 1144's are to be treated as a crime scene and must be protected as such until relieved by the Sheriff's Office or Coroner.</i> <i>Policy 6-06-06-02 b. remove apostrophe.</i> <i>Policy 3-06, has been tabled until next month August 8, 2019</i> <i>Table of contents is updated</i>  <i>Add to Directors Comments; Director Buhnerkempe asked Chief Edward to keep track of what the County is doing regarding the Cannabis ordinance, so we don't miss a chance for funding if there's an</i>	B. Mikel

<p><i>opportunity. Motion to approve Director Pico, second by Director Buhnerkempe Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p>	
<p><b>7. Fiscal Items</b></p> <p><b>7.1</b> Approval of Treasurer's Report 2019 Aug 5. <i>Motion to approve with replacement of Treasurers report 2019 Aug 5 with corrected Treasurers Report 2019, Aug 6 (see attached), by Director Schnell, second by Director Pico Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p> <p><b>7.2</b> Approve or Reject Retaining Robert Johnson for FY 18/19 Audit. <i>Motion to approve by Director Mikel, second by Director Pico. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p> <p><b>7.3</b> Approval of Expenditures; Expenses 2019 Jun 26. <i>Motion to approve by Director Schnell, second by Director Pico. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p> <p><b>7.4</b> Approval of Expenditures; Expenses 2019 Jun 27. <i>Motion to approve by Director Schnell, second by Director Buhnerkempe. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p> <p><b>7.5</b> Approval of Expenditures; Expenses 2019 Jun 29. <i>Motion to approve by Director Schnell, second by Director Pico. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p> <p><b>7.6</b> Approval of Expenditures; Expenses 2019 Jul 29. <i>Motion to approve by Director Schnell, second by Director Buhnerkempe. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p> <p><b>7.7</b> Approval of Expenditures; Expenses 2019 Jul 30. <i>Motion to approve by Director Schnell, second by Director Pico. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p>	<p>T. Warner</p>
<p><b>8. Informational items: Correspondence and Communication</b></p> <p><b>8.1</b> Chiefs' Report. <i>Interim Chief Dion Nugent shared with the Board and public the status of projects and operations of the Mosquito Fire Protection District.</i></p> <p><i>I. The department</i></p> <p><i>1. Personnel.</i></p> <p><i>We Brought on a new employee and are in the process of interviewing 8 more. The objective is to build a staffing model that will enable us to have more volunteers and relief staff available and participating in station coverage and shifts while building a succession plan for our permanent positions.</i></p>	<p>D. Nugent</p>

2. Information

Station Coverage

- a. We continue to work towards having 2-0 staffing for all shifts.
- b. The IMT has 10 members we are onboarding covering a variety of Positions.
- c. Finalizing our paperwork and agreements necessary to build the employment packages
- d. JPA - No report at this time
- e. 50/50 Grant - No report at this time
- f. Request for deployment.

We are happy to see that fire season has been slow this year, with fuels continuing to dry we can expect a late season with more activity in the southern part of the state. We currently do not have the engine or water tender in the system statuses for response. I am in the process of building a Taskforce made up of 6-8 people. I will be working out the details during the next week but expect to have engine 275 and wt75 statused by the end of next week.

The Station

The exhaust modification that was done was not properly completed and does not safely allow for utilization to Water Tender 75. The solution that was in place and intended to be done next week was going to cost the department roughly 7200 dollars. we only have about 3800 dollars left in the grant, which would have cost the department roughly an additional 3500 dollars. Water tender 275 is at the Veerkamp shop right now. They are working finalizing the numbers, but it is looking like we are going to be able to get the exhaust modified on the tender so that it will work in our existing configuration. This would mean not only will we not have to come out of pocket for any of the repairs, but we will also be able to utilize the left over 1500 dollars for some safety and response equipment that is needed.

I am working on relocating the water tanks that the EID has donated to us.

3. Slight mirror damage to our utility which for 7 dollars has been fixed. The mirror glue wore off.

All fuel levels are well above normal. Live fuel moisture in most areas below 3000 feet inland is mostly cured. Its getting hotter, fuels are finally drying out.

4. Prevention

Working on fee schedule and automating the plan review process. Also working on bringing in a second Prevention officer to assist with the workload.

8.2 Correspondence & Communication. We received a letter of commendation for Firefighter Andrew Douglas.

8.3 Ad Hoc Committee Reports

- a. Consolidation Committee. Refer to action item 9.5
- b. Grant Coordination Committee. The 50/50 Grant was approved. No news from Fema.

B. Mikel

B. Mikel  
C. Schnell

<p>c. Long Range and Strategic Planning Committee report. <i>Preceding this meeting at 6 pm was the first workshop of the long-range committee. The new committee is developing a mission statement and is working on identifying improvements, strengths and resources that can be brought to the district and be inclusionary of community at large. Wants to get the word out and encourage more community participation.</i></p> <p><b>8.4 Communication to Directors</b></p> <p><b>8.4.1</b> Cost efficiencies regarding Uniforms purchases and Staffing.  <i>Re: Consider reducing how much we put towards Uniforms and Turn Outs: Acting Chief Nugent; need more controls incorporated into the hiring process regarding turnouts, a new employee needs to earn a new uniform and a firefighter should never have to pay for uniform/turnouts. Director Mikel and Captain Purves stated that an inventory of use equipment is being adjusted.</i>  <i>Re: Consider limiting how much we pay towards Staffing when volunteers are not available: Acting Chief Nugent stated that he is looking into other options for overnight staffing. Director Warner wanted staffing planners to keep the Budget in mind to not surpass the amounts allotted for Fiscal Year 2019-2020.</i></p>	<p>T. Warner</p> <p>B. Buhnerkempe</p>
<p><b>9. Action items:</b></p> <p><b>9.1</b> Approve or reject Request Written Training Permission. <i>Motion to direct Staff and Director Buhnerkempe to review current land use agreements and bring these back to the Board with sites identified as needing agreements, by Director Schnell, second by Director Warner. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p> <p><b>9.2</b> Approve or reject review of Firefighter staffing options. Continued from last months meeting. <i>Motion to direct Chief/acting Chief to work with staff to mature this plan/staffing model and bring it back to the Board by Director Schnell, second by Director Warner. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p> <p><b>9.3</b> Approve or reject Purchase Order Form. <i>Motion to approve by Director Schnell, second by Director Pico. Ayes: Directors Pico, Warner, Mikel and Schnell. Noes: 0 Abstain: Director Buhnerkempe.</i></p> <p><b>9.4</b> Approve or reject Policy 2-07 District Credit Card. <i>Motion to approve with amendment by adding the word 'authorized' to 2-07-03 c so it reads 'valid authorized district purchase order', by Director Buhnerkempe, second by Director Warner. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent:</i></p> <p><b>9.5</b> Approve or reject Schedule district vote for October Board Meeting for Resolution for Application of Consolidation with LAFCO. <i>Motion to approve by Director Schnell, second by Director Pico. Ayes: Directors Pico and Mikel Noes: Directors Warner, Schnell and Buhnerkempe. Absent: 0</i></p>	<p>W. Buhnerkempe</p> <p>T. Warner</p> <p>B. Mikel</p> <p>B. Mikel</p> <p>B. Mikel</p> <p>B. Mikel</p>

<p><b>9.6</b> Approve or reject Policy 5-06 Disposal of District Generated Hazardous Waste. <i>Motion to approve by Director Schnell, second by Director Pico. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p> <p><b>9.7</b> Accept or reject MOU District Volunteer Division Chief, Todd Hern and Volunteer Fire Marshall, Dion Nugent for district duties and responsibilities during absence of Chief Dwyer. <i>Motion to approve by Director Pico, second by Director Mikel. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p> <p><b>9.8</b> Accept or Reject Policy 3-01-14 Explorer Policy Revision Subject to Insurance Requests. <i>Motion to approve conditionally on Insurance approval by Director Schnell, second by Director Warner. Ayes: Directors Pico, Warner, Mikel, Schnell and Buhnerkempe. Noes: 0 Absent: 0</i></p> <p><b>9.9</b> Accept or reject results of strategic planning workshop. <i>Motion to approve recommendations #1. Endorse the proposed approach to developing a strategic plan (summarized on slides) and #3. Accept or reject changes proposed to the mission statement, rejecting #2 Accept or reject the convening of additional public workshops proposed (roadmap) by Director Pico, second by Director Mikel. Ayes: Directors Pico, Warner, Mikel and Schnell. Noes: Director Buhnerkempe 0 Absent: 0</i></p>	<p>B. Mikel</p> <p>B. Mikel</p> <p>C. Schnell</p>
<p><b>10. Director's Comments.</b> <i>Directors Pico, Warner, Schnell and Mikel no comment. Director Buhnerkempe; still wants to continue talk on consolidation, but does not want to vote on it.</i></p>	
<p><b>11. Adjourn</b> 9:11 Pm</p>	