

# MOSQUITO FIRE PROTECTION DISTRICT

## MINUTES

### Regular Meeting

Thursday, December 10, 2015

7:00 pm

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

#### 1. Call to Order/Roll Call/Announcement of Quorum.

Meeting called to order at 7:00 PM. In attendance were President, K. Joseph, Vice President, T. Stuart, Directors K. Pesterfield, K Pullin, Director Martini absent.

Also in attendance were Chief Hazlett and B Mikel. A quorum established and announced.

#### 2. Approval of Agenda.

Chief Hazlett corrected the duplicate item 7.2. Noted the removal of requested closed session item for temporary Board Clerk/Administrative assistant. President Joseph noted his removal from closed session believing it was covered by Item 7.1. Chief Hazlett noted policy indicated Chief and Board President to review Agenda prior to posting.

Motioned by Director Pesterfield, 2nd by Director Pullin to Approve Minutes as amended

Ayes: Joseph, Pullin, Pesterfield

Noes: Stuart

Absent: Martini

Abstain:

#### 3. 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.

- a. Comments heard regarding dead tree removal as a fire department project.
- b. Tom Harris "For the record, I object to agenda item 9, as far as the "grievance" item is concerned because the alleged aggrieved is not an employee and therefore has no legal standing. I place this objection in public record, and I request immediate ruling of either "sustained" or "overruled" on this objection from the chair or the board"
- c. Request fire department assistance in dead tree removal for property. Chief Hazlett volunteered to review the issue.
- d. Audience comments questioned the ability of the Chief to perform without undue delay absent the proper, current and update access to district property, assets and operational aids and access for computer, internet website, etc. What impact on job performance? Director Pesterfield opinioned the Chief has leadership and responsibility for those items. President Joseph indicated he did not know what may be needed. Didn't know passwords and opinioned this was a matter of getting together with the Chief per their schedules.
- e. Audience comments re Board not providing the cooperation and tools for the job to be satisfactory performed. Director Pesterfield is seeking communication from Chief regarding district "Plan" needs outreach from Chief. Director Pullin commented on lack of communication on the part of Board and the Chief. Looking for plan so there can be of more support. Director Joseph noted the public questions in the previous meetings have been "how the district is being covered" those are also his questions. Director Pullin readdressed the lack of communication via requested office and district schedule. Pesterfield board to look at long and short term responsibility. Question as to why Chief doesn't have access to all district resources. Director Stuart indicated they should have been part of the information received by Chief upon hire.

- Director Pullin questioned whether the Chief requested those items.
- f. Audience comments regarding retention of staff and district directors. Morale, turnover and support have been an issue. This has been ongoing for a three year period of residence.
  - g. Audience question is there a policy and procedure used for district passwords? Storage, updating and availability. President Joseph indicated this falls under the direction and responsibility of the Chief. He's been here for six months and that should have been his job to enforce the policy. Follow on question: is that also the policy and procedure for the administrative assistant. President Joseph indicated that was also.
  - h. Audience comment regarding board responsibility for maintaining policy regarding passwords and users account in the absence of a chief. Noted the delay in filling the Chief position. Did not the board have a responsibility to verify the continuation of the district policy regarding the district user Id and passwords? President Joseph reiterated his position that the responsibility was with the Chief and not the board.
  - i. Audience comment regarding the necessity of the Chief having support from the beginning of his tenure from secretary, staff and board. This should never have been an issue
  - j. Director Stuart asked Chief if he has previously request passwords in writing from M Joseph. Chief Hazlett indicated that he had on multiple occasions. Chief asked if he called M Joseph he said he did not since he considered her a disgruntle employee. Director Pesterfield indicated if we knew what passwords were need they would be provided.
  - k. Audience question regarding tree removal program done on board member's property. Director indicated the program was done by Specialized Rescue and suggested the audience member reach out to them for availability.
  - l. Request of board to reach out to Cal Fire for help in removing dead and dying trees on property.
  - m. Audience comment. Chief and the fire department staff will be responding to district emergencies. Hopes everyone will move forward to support the district at all levels. Director Pullin voiced her continuing support and reviewed past support to district Chief Hazlett. Support via MF Station 75 Association, Fire Safe Council and believes no one has been more supportive. Directors Joseph and Pesterfield indicated support as well.

#### **4. Approval of Minutes from November 12, 2015 Regular Meeting \**

Motioned by Director Stuart, 2<sup>nd</sup> by Director Pesterfield to Amend Item 8. Closed Session  
Personnel Discussion Only No Action Taken

Ayes: Pullin, Pesterfield, Stuart

Noes:

Absent: Martini

Abstained: Joseph

Motioned by Director Pesterfield, 2<sup>nd</sup> by Director Pullin to Approve Minutes as amended

Ayes: Pullin, Pesterfield, Stuart

Noes:

Absent: Martini

Abstained: Joseph

#### **Approval of Minutes from November 25, 2015 Special Meeting**

Correction to spelling of "Hazlett" noted Motioned for approval Director Pullin, 2<sup>nd</sup> by Kip Pesterfield.

Ayes: Pullin, Pesterfield, Stuart

Noes:

Absent: Martini  
Abstained: Joseph

## **5. Fiscal Items:**

### **5.1 Approval of Treasurer's Report**

Director Stuart motioned to approve, 2nd by K. Pesterfield  
Ayes: Joseph, Pullin, Pesterfield, Stuart  
Noes:  
Absent: Martini  
Abstained:

### **5.2 Approval of Expenditures for 11-17-15**

Motioned for approval by T. Stuart 2nd by K. Pesterfield  
Ayes: Joseph, Pullin, Pesterfield, Stuart  
Noes:  
Absent: Martini  
Abstained:

## **6. Informational Items:**

### **6.1 Correspondence & Communication**

From: County of El Dorado Registrar of Voters  
November 3, 2015 Consolidated District Elections thank you  
From: Candy Lupient  
Thank you to district responders  
From: Jerry Avery  
Thank you to district responders  
From: El Dorado County  
NOP Comment Period due by December 23, 2015 Environmental Impact Report for  
General Plan Biological Resources Policy Update and Oak Resources Management Plan  
From: Violet Jakab  
Thank you to district responders

### **6.2 District Status Report**

#### Incidents:

We have run 8 calls since our last meeting, bringing us to 133 calls year to date.  
1 Oven fire, 2 false alarms, 1 smoke check, 3 medical aids and 1 public assist.

#### Personnel:

We have currently 8 volunteers, 2 tender operators, 7 recruits, 2 paid staff and 30 support group members.

Volunteer FF Mike Hoffman will be returning soon after he receives a medical release to RTW. Barb Mikel has been volunteering in the front office and has put in well over 50 hours since last week.

I will be posting job announcements for:

Part Time Board Clerk and Administrative Assistant to the Fire Chief  
Full Time Firefighter

## Part Time Limited Term Fire Captain (Multiple openings)

### Equipment:

(Scale of good, fair and poor)

Station 75, E75, E275, T75, C75 are all in good condition.

U75 and P75 are in fair condition.

WT275 is in poor condition

D75 is out of service mechanical with transmission problem and currently being evaluated by Fords Only in Placerville.

### Training:

Training is still going well, averaging 10 volunteer firefighters and 13 support personnel per training.

Training plan being established with FF Spivey and Capts

### Budget Items:

4140-Maint. Equipment: Budget to be adjusted to accommodate ladder and SCBA testing.

4324-Medical: Adjust budget to allow for DOT Medical testing for DMV.

4400-Publ & Legal Notices: Adjust budget for advertising.

### Other:

On 11/21/15, as previously directed by the BoD, I sent an email to Georgetown Fire Chief Greg Schwab to determine interest in sharing services and/or consolidation discussions. He referred the email to committee and the GEO BoD is meeting this evening and I will advise if they contact me with issues to discuss.

Yesterday, at the EDCFCA meeting in Diamond Springs, I again identified the need for sharing services/consolidation and requested interested parties to contact me for discussion.

The Station 75 sign will have regularly scheduled Fire Prevention messages every 2 weeks, starting next week.

The MS75 Omelet Bar/Pancake Breakfast was held this last Saturday, December 5<sup>th</sup>. A great time was had by all and donations were received that will be supporting the Volunteer Fire Assistance program grant for wildland fire suppression equipment.

We are currently listing equipment for purchase with the 50/50 VFA Grant and are more than half way with our donation drive.

MVFA Community Dinner is planned for the Firehouse this Saturday, 12/12 at 6PM. Santa will arrive around 5PM.

Special thanks for MVFA and Tom Harris for reroofing the hose shed yesterday after recent wind damage.

Volunteer FF Cole Nevin is currently practicing with the team to perform in the annual Guns & Hose Football Game, on January 30<sup>th</sup>. Location TBD.

Attend an ECD Fire Safe Council workshop to develop an application for a fuels reduction grant. The Mosquito Fire Safe Council is working diligently to apply before the January deadline. Please participate in the EDC CWPP Survey. This survey assists the EDC Fire Safe Council

provide funds to the Mosquito areas.

The status of the fire district has been compromised and has restricted the district's capability to perform and communicate with cooperating agencies and other government entities by recently resigned employee Mary Joseph. The district password file was not up to date as per policy. I have made multiple attempts to meet with Mary and receive district property to include district computer and program passwords, station keys, portable computer hard drive, pager and charger, etc. I have been unsuccessful in obtaining these items.

On 12/4/15, I sent an email to the Board President Ken Joseph, cc'ed to the board, identifying this issue and requesting suggestions and assistance to obtain compliance with my requests of Mary Joseph and/or assistance with district computer passwords. I have been unsuccessful in obtaining any suggestions or assistance.

A small chainsaw was reported missing on 11/30/15 from the station tool room. It was last seen on 11/19/15 in the tool room. There was no forced entry and no other items have been identified as missing. I have been unable to access the station video surveillance data to determine if a thief was identified or the location of the chain saw could be determined. This is again due to non-compliance with multiple requests for passwords. The station locks have been changed by a locksmith.

EDC IT was in district and was not able to remove secure programs from one of the district computers. The other district computer and laptop have had the software installed.

### **6.3 MS75A & Fire safe council report (attached document)**

Pancake Breakfast: Director Karen Pullin reported on the MS75A pancake breakfast and omelet bar took in \$946.00 MS75A has about \$5300.00 towards goal of \$6250.00 to complete \$12,335.00 SAFER grant requirements. Thank you to all participants and supporters Dec 28 2015 free family movie night.

Fire Safe Council: Workshop for new and forming Councils attended by Director Pullin and Mari Miller. Mosquito Fire Safe Council application for \$100,000 grant from Cal Fire will requires community outreach and support. Seeks participation of all Mosquito Swansboro community associations to provide necessary support for this portion of the grant. Request community individual participation via the survey on Next Door and Facebook.

MS75 is willing to host the first community meeting. Would like to have participation by all organizations for this event. Participation of the El Dorado Fire Safe Council will be sought to answer questions and

## **7. Agenda Items:**

**7.1 Issue Paper Discuss and approve Job description - District Board Clerk and Administrative Assistant to the Fire Chief.** To add to Mosquito Fire Protection District Policy, Policy Number 3-01-3b District Board Clerk and Administrative Assistant to the Fire Chief. Committee Chairman Ralph Hern. Mr. Hern will select the remaining committee members

Motioned for approval by Director Pesterfield, 2<sup>nd</sup> T. Stuart  
Ayes: Joseph, Pullin, Pesterfield, Stuart

Noes:  
Absent: Martini  
Abstain:

To advertise as position notice drafted by Chief Hazlett District Board Clerk and Administrative Assistant to the Chief position 20 hours a week at pay rate of \$15.00 - \$17.00 (annual \$15,600-\$17,680), to include sick leave benefits only.

Motioned for approval by Director Pesterfield, 2<sup>nd</sup> T. Stuart

Ayes: Joseph, Pullin, Pesterfield, Stuart

Noes:  
Absent: Martini  
Abstain:

**7.2 Issue Paper** Chief presentation and discussion of his plan to fulfill MFPD mission and Provide 24x7 coverage

Discussion only no action taken

**7.3 Issue Paper** Discuss and approve - Timecard reporting oversight and to identify the usage of District man-hours used to support our mission goals.

Discussion only no action taken

**7.4 Issue Paper** Discuss and approve - Chief MFPD – Expectations and public availability defined for JD 3-01-01

Discussion only no action taken

**7.5 Issue Paper** Discuss and agree on response to Director Stuart's document submitted during informational section of Nov 12<sup>th</sup> meeting.

Discussion no action taken

**8. Director Items: (Informational Only)**

Joseph: None  
Stuart: None  
Martini: Absent  
Pesterfield: None  
Pullin: None

**9. Closed Session:** Grievance discussion and policy adherence

Motioned by Director Pesterfield, 2<sup>nd</sup> by Director Pullin to move to open session

Ayes: Joseph, Pullin, Pesterfield, Stuart

Noes:  
Absent: Martini  
Abstain:

Director Pullin asked if there is need to revise the current grievance policy. Chief Hazlett responded that he thinks the current grievance policy is thorough. It identifies the employee that is aggrieved who may file a grievance, timeliness and the steps, then the right to

appeal. That is available to all employees and all volunteers as well. Chief Hazlett stands by his statement regarding the current policy

**Adjourned to closed session** at 9:37 PM Chief Hazlett 6 month performance and goal evaluation in reference to Job Description hired to. Agree on any actions required.

Discussion only no action taken

**Reconvened** to open session 9:52

**10. Adjournment at 9:54 PM**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Theresa Stuart, Director

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Barbara Mikel, District Board Clerk