



Mosquito Fire Protection District

BOARD OF DIRECTORS MEETING

Thursday August 27, 2026, at 3:00 PM
8801 Rock Creek Road Placerville, CA 95667

AGENDA

Item	Presenter
1 CALL TO ORDER Topic/Date: MFPD Board Meeting August 27, 2026 Time: 3:00 PM Pacific Time (US and Canada) 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. Zoom: https://us06web.zoom.us/j/89135582912?pwd=T15o33P1o7gRKJc4V0mPftC72GEHUD.1 Meeting ID 891 3558 2912 Meeting passcode 223344 One tap mobile +16699006833,,88473746957#,,, *223344# US (San Jose)	L. Uggla
2 ROLL CALL & QUORUM ANNOUNCED.	L. Uggla
3 PLEDGE OF ALLEGIANCE	L. Uggla
4 PUBLIC COMMENTS The public may address the board on any district related item not included in this agenda. We ask that your comments remain civil and respectful. Any lack of decorum will result in the forfeiture of your time. Please limit your comments to no more than 3 minutes in duration.	
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 President, members of the public may make a comment on matters on the Consent Calendar prior to Board action.	L. Uggla
6 CONSENT CALENDAR ITEMS Approval of: 6.1 Minutes 2026 May 28th Regular Board Meeting 6.2 Minutes 2026 June 25 th Regular Board Meeting 6.3 Minutes 2026 July 1 st Special Meeting 6.4 Minutes 2026 July 23 rd Regular Board Meeting 6.5 Minutes 2026 August 3 rd Special Meeting 6.6 Minutes 2026 August 10 th Special Meeting	L. Uggla

Acknowledgement of: 2026 - None to report this Regular August Board Meeting	
7 <u>ISSUE ITEMS</u> 7.1 Chiefs' Report 7.2 Issue Paper - Shared Services Agreement 7.2.1 - Shared Services 2X2 Meeting Read Out 7.3 Issue Paper - Conflict of Interest Resolution 7.3.1 Issue Paper - COI Resolution Notice For Public View and Comment 7.4 Issue Paper - Grand Jury Report Response 7.5 Issue Paper - Policy 1200 7.6 Issue Paper - Finance Items needing Discussion 7.7 Issue Paper - Interim Chief Coverage 7.7.1 Interim Chief Bellerive Letter of Recommendation for Acting Chief September Coverage 7.8 Issue Paper – REMS Team Status 7.9 Issue Paper – Shared Services Committee Change	<u>PRESENTER</u> Chief Bellerive T. Williams T. Williams M. Rodriguez M. Rodriguez L. Ugglä W. Buhnerkempe W. Buhnerkempe T. Williams L. Ugglä T. Williams M. Rodriguez
8 <u>COMMITTEE REPORTS</u> 8.1 Finance Budget Study Session 9.2 Investigation: Feasibility and Tax Implication Studies	B. Buhnerkempe L. Ugglä
9 <u>DIRECTOR'S COMMENTS</u>	
10 <u>ADJOURN - NEXT MEETING: THURSDAY SEPT 24, 2026, 3:00 PM</u>	



Mosquito Fire Protection District

BOARD OF DIRECTORS MEETING

Thursday May 28, 2026 – 1 PM

Mosquito FPD Station 75

8801 Rock Creek Road Placerville, CA 95667

MINUTES

Item	Presenter
1 CALL TO ORDER. 1 PM Topic/Date: MFPD Board Meeting May 28, 2026 Time: 1:00 PM Pacific Time (US and Canada) 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. Zoom: https://us06web.zoom.us/j/89135582912?pwd=T15o33P1o7gRKJc4V0mPftC72GEHUD.1 Meeting ID 891 3558 2912 Meeting passcode 223344 One tap mobile +16699006833,,88473746957#,,, *223344# US (San Jose)	L. Uggla
2 ROLL CALL & QUORUM ANNOUNCED. <i>Present Directors Linnea Uggla, William Buhnerkempe. Maria Rodriguez, Kirk Bronsord and Trent Williams. All present, we have quorum.</i>	L. Uggla
3 PLEDGE OF ALLEGIANCE	L. Uggla
4 PUBLIC COMMENTS The public may address the board on any district related item not included in this agenda. We ask that your comments remain civil and respectful. Any lack of decorum will result in the forfeiture of your time. Please limit your comments to no more than 3 minutes in duration.	
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. <i>Motion to Approve Agenda and consent Calendar items, except Item 6.5 to discuss, by Director Williams, second Director Bronsord</i> <i>Ayes: Directors Uggla, Bronsord, Buhnerkempe, Williams and Rodriguez. Noes: 0 Abstain: 0</i>	L. Uggla

<i>Item 6.5 Expenses 2026 May 14 was discussed and motion to acknowledge By Director Buhnerkempe, second by Director Williams. Ayes: Directors Ugkla, Bronsord, Buhnerkempe, Williams and Rodriguez. Noes: 0 Abstain: 0</i>	
6 CONSENT CALENDAR ITEMS Approval of Minutes 6.1 Minutes 2026 April 23 Regular Board Meeting 6.2 Minutes of 2026 February 26 Regular Board Meeting 6.3 Minutes of 2026 February 27 Regular Board Meeting 6.4 Expenses 2026 April 30 6.5 Expenses 2026 May 14 6.6 Expenses 2026 May 15	L. Ugkla
7 ISSUE ITEMS 7.1 Chiefs' Report. <i>Report read out by BC Bellerive</i> 7.2 Issue Paper Current Vehicle Status. <i>Verbal status report by BC Bellerive.</i> 7.3 Issue Paper Report out from GVFD and MFPD 2x2 meeting. <i>Director Williams presented the report out on the 2X2 meeting. It was suggested that a closed session for the board be held to obtain input from the board members for communication to Garden Valley by the Ad Hoc members.</i> 7.4 Issue Paper Conflict of Interest. <i>Motion to assign two directors to review and update our Conflict of Interest agreement, Resolution and Policy and present report to the Board, by Director Buhnerkempe, second by Director Rodriguez. Ayes: Directors Ugkla, Bronsord, Buhnerkempe, Williams and Rodriguez. Noes: 0 Directors Rodriguez and Buhnerkempe agreed to review and update our Conflict of Interest agreement, Resolution and Policy and present report to the Board.</i> 7.5 Issue Paper Budget 2026 – 2027. <i>Date for Budget Study workshop will be set by 5/29/2026</i> 7.6 Issue Paper LAFCO Out. <i>Director Buhnerkempe made a motion that a documented read out be provided to the other board members within 48 hours. It was seconded by Director Rodriguez. Director Buhnerkempe modified time frame from 48 hours to 72 hours. A second was made by Director Ugkla for changed item. Ayes: Directors Bronsord, Buhnerkempe, Williams, Ugkla and Rodriguez. Noes: 0</i> <i>Motion to approve having a committee with the same 2 Board Directors to attend both LAFCO meetings and the 2x2 meetings with Garden Valley FD, by Director Ugkla, second by Director Rodriguez. Ayes: Directors Bronsord, Buhnerkempe, Williams, Ugkla and Rodriguez. Noes: 0</i> <i>Motion from Director Rodriguez to have Directors Williams and Buhnerkempe be the reps. Second by Director Buhnerkempe. Ayes: Directors Bronsord, Buhnerkempe, Williams and Rodriguez. Noes: 0 Abstain: Director Ugkla</i>	AC Bravo T. Williams T. Williams W. Buhnerkempe W Buhnerkempe W Buhnerkempe

7.7	Issue Paper Chief Advertisement. <i>Motion from Director Buhnerkempe and second by Director Williams to postpone to a Special Meeting Ayes: Directors Bronsord, Buhnerkempe, Williams, Ugkla and Rodriguez. Noes: 0</i> <i>Meeting date was established for June 5th, 2026 11 AM.</i>	W Buhnerkempe
7.8	Issue Paper Review and approve Operating Agreement with Cal Fire. See motion below 7.9.	L. Ugkla
7.9	Issue Paper Review and approve Operating Agreement with Forest Service <i>Motion to approve Item 7.8 and 7.9, to be signed agreement as is, by Director Williams, second by Ugkla. Ayes: Directors Ugkla, Bronsord, Williams and Rodriguez. Noes: Director Buhnerkempe</i>	L. Ugkla
8 POLICY WORK		
8.1	Old Policy to New Policy List <i>Director Buhnerkempe presented the recommended changes from Old Policy numbers to proposed New Policy numbers.</i>	W. Buhnerkempe
8.2	Issue Paper Policy 212 and 213 Disband the Ad Hoc Policy committee. <i>Motion to approve Policy 212 Physical Asset Management by Director Buhnerkempe, second by Director Williams Ayes: Directors Bronsord, Buhnerkempe, Ugkla, Williams and Rodriguez. Noes: 0</i> <i>Motion to disband Ad Hoc Policy Committee by Director Ugkla, second by Director Bronsord. Ayes: Directors Ugkla, Bronsord, Buhnerkempe, Williams and Rodriguez. Noes: 0</i>	W. Buhnerkempe
8.3	Issue Paper Lexipol Policy review. <i>Motion to approve policies-</i> 100 Fire Service Authority 102 Oath of Office 319 Abandoned Infants Children 323 Child Abuse Reporting 326 Adult Abuse 600 Fire Equipment Driver Operator Training 602 Bloodborne Pathogen Training 603 CPR and First Aid Training 612 Respiratory Protection Training 1020 Grievance Procedure 1029 Uniform Regulations 1043 Driver & License Requirements 1045 Member Speech Expression and Social Networking 1047 Sick Leave 1049 Disciplinary Procedures – Employee 1050 Disciplinary Procedures – Volunteer <i>by Director Buhnerkempe, second by Director Ugkla. Ayes: Directors Ugkla, Bronsord, Buhnerkempe, Williams and Rodriguez. Noes: 0</i>	W. Buhnerkempe
8.4	Issue Paper - Policy 1057 Old Policy 3-05 Lay Off	W. Buhnerkempe
8.5	Issue paper - Policy 1058 Old Policy 3-01-00 Job Descriptions	
8.6	Issue paper - Policy 1059 Old Policy 3-01-07 Volunteer Captain	
8.7	Issue paper - Policy 1060 Old Policy 3-01-08 Job Descript - Vol Bat Chief	
8.8	Issue paper - Policy 1061 Old Policy 3-01-10 Job Descript - Paid Lieutenant	
8.9	Issue paper - Policy 1063 Old Policy 3-01-13 Job Descript - Assistant Chief	

8.10 Issue paper - Policy 1064 Old Policy 3-01-14 Job Descript - Fire Explorer 8.11 Issue paper - Policy 1001 + old Policy 3-12 Personnel Performance Audits 8.12 Issue paper - Policy 1067 Old Policy 3-01-06 Volunteer Engineer 8.13 Issue paper - Policy 1069 Old Policy 3-01-05 Entry Level Firefighter 8.14 Issue paper - Policy 1202 Old Policy 1-04 use of attorney 8.15 Issue paper - Policy 411 - Old Policy 3-07 Annexation Fees 8.16 Issue paper - Policy 617 Old Policy 3-09 Training level for Recruit Volunteer Firefighter 8.17 Issue paper - Policy 618 Old Policy 3-10 Training Attendance Standard <i>Motion to generate a consolidated PDF of Issue Items 8.4 through 8.10 and 8.12 through 8.17 by Director Uggla, second by Director Williams. Ayes: Directors Bronsord, Uggla, Buhnerkempe, Williams and Rodriguez. Noes: 0</i> <i>Motion to approve Issue Item 8.11 to be documented in Lexipol by Director Bronsord, second by Director Rodriguez Ayes: Directors Bronsord,, Uggla, Buhnerkempe, Williams and Rodriguez. Noes: 0</i> 8.18 Issue paper - Policy 619 Old Policy 3-11 Volunteer Recruitment and Retention 8.19 Issue paper - Policy 1066 Old Policy 3-01-16 Internal vs External hiring 8.20 Issue paper - Policy 1065 Old Policy 3-01-15 R&R Coordinator. <i>Tabled to next meeting.</i> 8.21 Issue paper - Policy 1062 Old Policy 3-01-12 Fire Marshal 8.22 Issue paper - Policy 1068 Old Policy 1-13 Web Page Design Development & Maintenance <i>Motion to remove policies listed in Issue Items 8.18, 8.19, 8.21 and 8.22 by Director Buhnerkempe, second by Director Williams Ayes: Directors Bronsord, Uggla, Buhnerkempe, Williams and Rodriguez. Noes: 0</i> <i>Motion by Director Williams, seconded by Director Uggla to have staff rework Issue Item 8.20 Policy 1065 R&R Coordinator for future review and approval. Ayes: Directors Bronsord, Uggla, Buhnerkempe, Williams and Rodriguez. Noes: 0</i> 8.23 Issue paper - all old policies eliminated. <i>Item removed by Director Buhnerkempe.</i>	
9 COMMITTEE REPORTS 9.1 Finance Budget Study Session <i>Director Buhnerkempe to work with staff to establish a date and time for a study session.</i> 9.2 Software Access Ad Hoc Committee <i>No report provided.</i> 9.3 Policy Ad Hoc Committee 9.4 Capital Improvement Plan to the County <i>Director Williams provided a Capital Improvement Plan.</i>	B. Buhnerkempe AC Bravo T. Williams T. Williams
10 DIRECTOR'S COMMENTS	
11 ADJOURN. 3:30 PM NEXT MEETING: THURSDAY JUNE 25, 2026 1 PM	



Mosquito Fire Protection District

BOARD OF DIRECTORS MEETING

Thursday June 25, 2026 – 1 PM

8801 Rock Creek Road Placerville, CA 95667

MINUTES

Item	Presenter
1 CALL TO ORDER Topic/Date: MFPD Board Meeting June 25, 2026 Time: 1:00 PM Pacific Time (US and Canada) 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. Zoom: https://us06web.zoom.us/j/89135582912?pwd=T15o33P1o7gRKJc4V0mPftC72GEHUD.1 Meeting ID 891 3558 2912 Meeting passcode 223344 One tap mobile +16699006833,,88473746957#,,, *223344# US (San Jose)	L. Uggla
2 ROLL CALL & QUORUM ANNOUNCED. <i>Present Directors Trent Williams, Linnea Uggla, William Buhnerkempe and Maria Rodriguez. Director Kirk Bronsord absent. We have quorum.</i>	L. Uggla
3 PLEDGE OF ALLEGIANCE	L. Uggla
4 PUBLIC COMMENTS The public may address the board on any district related item not included in this agenda. We ask that your comments remain civil and respectful. Any lack of decorum will result in the forfeiture of your time. Please limit your comments to no more than 3 minutes in duration.	
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 <i>Motion by Director Williams to make agenda order to 7.1, 7.3, 7.2, 7.4, 7.5, 7.10, 7.14, 7.6, 7.7, 7.8, 7.9, 7.11, 7.12, and 7.13, and to hold item 6.2 until the next board meeting. Seconded by Director Rodriguez.</i> <i>Ayes: Directors Williams, Uggla, Buhnerkempe and Rodriguez. Noes: 0</i>	L. Uggla

6 CONSENT CALENDAR ITEMS Approval of Minutes 6.1 Minutes 2026 June 5 Special Meeting 6.2 Minutes 2026 May 28 Regular Board Meeting 6.3 Expenses 2026 May 20 6.4 Expenses 2026 June 2	L. Ugkla
7 ISSUE ITEMS 7.1 Chiefs' Report <i>Chief Dwyer provided a verbal report</i> 7.2 Issue Paper Budget 2026 - 2027 <i>Motion by Director Buhnerkempe to approve the presented budget, seconded by Director Ugkla. Ayes: Directors Williams, Ugkla, Buhnerkempe and Rodriguez. Noes: 0</i> 7.3 Resolution 2026-01 Appropriation Limitations <i>Motion by Director Buhnerkempe to approve the resolution, seconded by Director Williams. Ayes: Directors Williams, Ugkla, Buhnerkempe and Rodriguez. Noes: 0</i> 7.4 Resolution 2026-02 Elections <i>Motion by Director Buhnerkempe to approve the resolution, seconded by Director Williams. Ayes: Directors Williams, Ugkla, Buhnerkempe and Rodriguez. Noes: 0</i> 7.5 Issue Paper Captain-Fire Chief Posting <i>Motion by Director Williams to approve creation of an Ad Hoc committee to develop a posting for a Captain position to serve as the Administrative Head of the Mosquito Fire Protection District and to prepare the practical and legal requirements for delegation for this position, seconded by Director Buhnerkempe. Director Buhnerkempe asked that Items 7.10 and 7.14 be read for consideration during discussion which was done. Ayes: Directors Williams, Buhnerkempe and Rodriguez. Noes: Director Ugkla. Directors Williams and Rodriguez to serve on the Ad Hoc committee.</i> 7.6 Issue Paper Lexipol Policy Management <i>Director Williams requested that in accordance with the board decision at the February 26, 2026 board meeting to allow board members to have Read Only access in Lexipol, President Ugkla to direct Fire Chief Dwyer to restore "Read Only" access to all board members. And for President Ugkla to request that Fire Chief Dwyer assign resources to expeditiously update the Policy Review and Revision Tracking</i>	E. Dwyer W. Buhnerkempe L. Ugkla L. Ugkla T. Williams T. Williams

<i>document in Lexipol along with the updating and issuance of the following policies which were board approved as noted.</i> <i>Policy 101 Chief Job Description 4/23/2026</i> <i>Policy 1054 Board Clerk and Administrative Assistant 3/26/2026</i> <i>Policy 1048 Compensation and Benefits 2/27/2026</i> <i>Policy 1108 Use of District Facilities and Grounds 3/26/2026</i> <i>Policy 212 Physical Asset Management 5/28/2026</i> <i>Policy 213 Purchasing and Procurement 5/28/2026</i> <i>Director Uggle agreed to take the requested action.</i>	
7.7 Issue Paper PIO Job Description <i>Director Williams made a motion that Chief Dwyer create a Job Description in accordance with Policy 3-01-00. Director Rodriguez seconded the motion. Ayes: Directors Williams, Uggle, and Rodriguez. Noes: Director Buhnerkempe.</i>	T. Williams
7.8 Issue Paper Software Ad Hoc Committee Dissolution <i>Motion by Director Williams to dissolve the Software Ad Hoc Committee, seconded by Director Buhnerkempe. Ayes: Directors Williams, Uggle, Buhnerkempe and Rodriguez. Noes: 0</i>	T. Williams
7.9 Issue Paper Updating Handbooks Discussion <i>Director Rodriguez described the activity for updating the personnel handbook which she is spearheading.</i>	M. Rodriguez
7.10 Issue Paper – Chief Advertisement <i>Director Buhnerkempe made a motion to conduct a special closed session meeting within the next couple of weeks to discuss the pursuit of interim Fire Chief coverage. Director Williams seconded the motion. Ayes: Directors Williams, Uggle, Buhnerkempe and Rodriguez. Noes: 0. Date for closed session was established for July 1, 2026 at 1:00 pm.</i>	W. Buhnerkempe
7.11 Issue Paper – Directions to Chief <i>Director Buhnerkempe made a motion to create a listing for the actions needed to be completed by Chief Dwyer prior to conclusion of his tenure. Seconded by Director Williams. . Ayes: Directors Williams, Uggle, Buhnerkempe and Rodriguez. Noes: 0.</i>	W. Buhnerkempe
7.12 Issue Paper Conflict of Interest Discussion <i>Director Rodriguez provided a status update and indicated that this item will be presented at the next board meeting.</i>	M. Rodriguez
7.13 Issue Paper Grand Jury Report Discussion <i>Director Buhnerkempe stated that the issue paper did not get published in the board packet but was just wanting to determine the method for the drafting of the responses to the Grand Jury report.</i>	W. Buhnerkempe
7.14 Report out from 2x2 Meeting <i>Director Williams provided a report out on the 2X2 Shared Services meeting.</i>	T. Williams

8 POLICY WORK 8.1 Issue Paper Policy 411 – Old Policy 3-07 Annexation Fees <i>Motion by Director Buhnerkempe to move this policy from the PDF document to Lexipol. Second by Director Rodriguez. Ayes: Directors, Uggle, Buhnerkempe and Rodriguez. Noes: Director Williams.</i> 8.2 Issue Paper Policy 617 Old Policy 3-09 Training level for Recruit Volunteer Firefighter 8.3 Issue Paper Policy 618 Old Policy 3-10 Training Attendance Standard 8.4 Issue Paper Policy 1057 Old Policy 3-05 Lay Off 8.5 Issue paper Policy 1058 Old Policy 3-01-00 Job Descriptions 8.6 Issue paper Policy 1059 Old Policy 3-01-07 Job Descriptions - Volunteer Captain <i>Motion by Director Buhnerkempe to move this policy as amended from the PDF document to Lexipol. Second by Director Rodriguez. Ayes: Directors, Williams, Uggle, Buhnerkempe and Rodriguez. Noes: 0.</i> 8.7 Issue paper Policy 1060 Old Policy 3-01-08 Job Descript - Vol Bat Chief 8.8 Issue paper Policy 1061 Old Policy 3-01-10 Job Descript - Paid Lieutenant 8.9 Issue paper Policy 1065 Old Policy 3-01-15 R&R Coordinator <i>Motion by Director Buhnerkempe to move this policy as amended from the PDF document to Lexipol. Second by Director Rodriguez. Ayes: Directors, Williams, Uggle, Buhnerkempe and Rodriguez. Noes: 0.</i> 8.10 Issue paper Policy 1067 Old Policy 3-01-06 Job Descript - Volunteer Engineer 8.11 Issue paper Policy 1069 Old Policy 3-01-05 Entry Level Firefighter 8.12 Issue paper Policy 1202 Old Policy 1-04 use of attorney <i>Director Uggle made a motion to to move item 8.2, 8.3, 8.4, 8.5, 8.7, 8.8, 8.10, 8.11, and 8.12 policies from the PDF document to Lexipol. Second by Director Buhnerkempe. Ayes: Directors, Uggle, Buhnerkempe and Rodriguez. Noes: Director Williams.</i> <i>Motion by Director Rodriguez to strike all of the old policies from the manual once these policies have been issued in Lexipol. Second by</i>	W. Buhnerkempe
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<i>Director Buhnerkempe. Ayes: Directors, Williams, Uggle, Buhnerkempe and Rodriguez. Noes: 0.</i>		
9	COMMITTEE REPORTS 9.1 Finance Budget Study Session 9.2 Software Access Ad Hoc Committee 9.3 Capital Improvement Plan to the County	B. Buhnerkempe AC Bravo T. Williams
10	DIRECTOR'S COMMENTS	
11	ADJOURN 3:42 pm NEXT MEETING: THURSDAY JULY 23, 2026 1 PM	



Mosquito Fire Protection District

BOARD OF DIRECTORS SPECIAL MEETING

Monday, July 1, 2026, at 1:00 PM
8801 Rock Creek Road Placerville, CA 95667

MINUTES

Item	Presenter
1. CALL TO ORDER. Topic/Date: MFPD Board Meeting July 1, 2026 - Special Meeting Time: 1:00 PM Pacific Time (US and Canada) 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. Zoom: https://us06web.zoom.us/j/82631999457?pwd=HoQdIlkltjAXZj3UbisRm9wAPVOVST.1 Meeting 826 3199 9457 Meeting passcode 223344 One tap mobile +16699006833,,88473746957#,,,,*223344# US (San Jose)	L. Uggla
2. ROLL CALL & QUORUM ANNOUNCED. <i>Present Directors Trent Williams, Linnea Uggla, William Buhnerkempe and Maria Rodriguez. Director Kirk Bronsord absent. We have quorum.</i>	L. Uggla
3. ADOPTION OF THE AGENDA. The Board may make any necessary deletions, or corrections to the agenda.	L. Uggla
4. ISSUE ITEMS. Closed Session – Labor Negotiations – Directions regarding PUBLIC EMPLOYEE APPOINTMENT (Gov. Code section 54957(b)(1)) Title: Fire Chief Position <i>The Shared Services committee members will pursue an expeditious resolution to the contract agreement and we feel we have the talent in house if an interim chief is needed, so we will not be going outside for an interim chief.</i>	L. Uggla
5. ADJOURN 1:55 pm Next Regular Board Meeting- Thursday July 23, 2026 1:00pm	



Mosquito Fire Protection District

BOARD OF DIRECTORS MEETING

Thursday July 23, 2026 – 1 PM
8801 Rock Creek Road Placerville, CA 95667
MINUTES

Item	Presenter
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3 PLEDGE OF ALLEGIANCE	L. Ugkla
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6 CONSENT CALENDAR ITEMS The following will not be able to be completed Approval of: 6.1 Minutes 2026 June 5 Special Meeting 6.2 Minutes 2026 May 28 Regular Board Meeting Acknowledgement of: 6.3 Expenses 2026 May 20 6.4 Expenses 2026 June 2	L. Ugkla
7 <u>ISSUE ITEMS</u> 7.1 Chiefs' Report <i>Chief Dwyer provided a Chief's Report.</i> 7.2 Issue Paper Conflict of Interest Resolution <i>Motion by Director Rodriguez and seconded by Director Williams to approve the updated Conflict of Interest Resolution. It was determined that additional information was needed on the resolution and the original motion was withdrawn and a motion to bring the resolution back to the next meeting was made by Director Rodriguez and seconded by Director Williams. Ayes: Directors Rodriguez, Williams, Ugkla, Buhnerkempe and Rodriguez. Noes: 0</i> 7.3 Issue Paper Grand Jury Report Response <i>Motion by Director Buhnerkempe to conduct a future closed session meeting with legal counsel in attendance to be conducted on August 5. Legal counsel is to be contacted to determine whether this item can be discussed in a closed session or not. The meeting on August 5 will be either fully open or have a closed session item. Seconded by Director Williams. Ayes: Directors Rodriguez, Williams, Ugkla, Buhnerkempe and Rodriguez. Noes: 0</i> 7.3.1 District Grand Jury Response to be approved <i>Tabled to August 5, 2026 meeting.</i> 7.4 Report on SSA 2x2 Meeting <i>Director Williams presented a report on the Shared Services 2X2 meeting.</i> <i>Motion by Director Rodriguez to have the 2X2 representatives draft a MFPD version contract to present to Garden Valley. Seconded by Director Ugkla. Ayes: Directors Rodriguez, , Ugkla, and Rodriguez. Noes: Directors Buhnerkempe and Williams.</i>	<i>Chief Dwyer</i> <i>M. Rodriguez</i> W. Buhnerkempe L. Ugkla T. Williams

7.5 Issue Paper – Directions to Chief <i>Motion by Director Buhnerkempe to direct the Chief to not hire any non-stipened firefighters other than potentially Battalion Chief Bellerive which would need to be coordinated and approved in a future closed session, due to budget limitations. Seconded by Director Williams. Ayes: Directors Rodriguez, Williams, Uggle, Buhnerkempe and Rodriguez. Noes: 0</i>	W. Buhnerkempe
7.6 Issue Paper – Change Meeting Times <i>Motion by Director Buhnerkempe and seconded by Director Williams to change the regular board meeting time to 3:00 pm. Ayes: Directors Rodriguez, Williams, Uggle, Buhnerkempe and Rodriguez. Noes: 0</i>	W. Buhnerkempe
7.7 Issue Paper – Policy 1065 R&R Coordinator Update <i>Due to time restraints, Director Williams suggested that this issue item be tabled and brought back in a future meeting.</i>	T. Williams
7.8 Issue Paper – Captain Position to Serve as MFPD Fire Chief <i>Director Williams reviewed the actions completed by Directors Rodriguez and Williams for this agenda item, but recommended that due to the absence of one of the board members and the Shared Services ongoing activity, no motion for action is being presented. Discussion and recommended job description changes were presented. Director Uggle made a motion that the Resolution relative to this potential action be taken along with any other legal review requirements from the meeting to our legal counsel for review. The motion was seconded by Director Rodriguez. Ayes: Directors Rodriguez, Williams, Uggle, Buhnerkempe and Rodriguez. Noes: 0</i>	T. Williams
7.9 Issue Paper – Increase Taxes <i>Director Uggle read a clarification communication from Garden Valley Fire Chief Wes Norman relative to the statement made in the Issue Paper for this agenda item.</i> <i>Director Buhnerkempe made a motion to create an Ad Hoc committee to look into creating a ballot measure for a new special tax. Seconded by Director Rodriguez. Ayes: Directors Rodriguez, Williams, Uggle, Buhnerkempe and Rodriguez. Noes: 0</i>	W. Buhnerkempe
7.10 Issue Paper – Staffing Actions <i>Director Williams asked Chief Dwyer</i> <i>What contractual agreements exist for the four Battalion Chiefs currently providing coverage? Answer: No written contract was made to my knowledge. There was a verbal agreement with each for 20 hours of support per week. A letter is being distributed to all personnel that all work to be paid must be performed at Station 75. No remote work is authorized without prior approval.</i> <i>Is there an operational basis for maintaining their employment? Answer: At this time there is an operational need. "This is the most complex fire district I have ever worked for". This support is still currently needed.</i>	T. Williams

• <i>If continued employment is warranted, what budget adjustments are required to support their compensation? Answer: The current level of support must be reeled back to accommodate the budget.</i> • <i>What is the current arrangement regarding MFPD-assigned vehicles for these individuals? Ans: All officers are issued a vehicle and are to be used for MFPD business only.</i> • <i>What are the current staffing levels, including days and hours of firefighter coverage at the station? Answer: Currently have primarily 2-0 staffing.</i> • <i>Who is presently designated as Grant Coordinator? Answer: Right now Chief Bellerive and Megan Holmsky.</i> <i>Director Buhnerkempe asked if we have filed for any reimbursements at this time? Answer: Not at this point. We are checking with our external FEMA grant coordinator to determine what is needed.</i> <i>Note: for brevity the responses from Chief Dwyer were paraphrased.</i>	
8 POLICY WORK 8.1 Issue Paper Old Policies 8.1.1 Issue Paper Policy 217 Old Policy 1-08 Fraud 8.1.2 Issue Paper Policy 1063 Old Policy 3-01-13 Assistant Chief 8.1.3 Issue Paper Policy 1064 Old Policy 3-01-14 Fire Explorer <i>Director Buhnerkempe made a motion to combine approval of all of the 8.1 items to be moved to Lexipol and state that they have been superseded. Seconded by Director Williams. Ayes: Directors Rodriguez, Williams, Uggl, Buhnerkempe and Rodriguez. Noes: 0</i>	W. Buhnerkempe
9 COMMITTEE REPORTS 9.1 Finance Budget Study Session	B. Buhnerkempe
10 DIRECTOR'S COMMENTS	
11 ADJOURN – 4:54 pm NEXT MEETING: THURSDAY AUG 27, 2026, 1:00 PM	



Mosquito Fire Protection District

BOARD OF DIRECTORS SPECIAL MEETING

Monday, August 3, 2026, at 3:00 PM
8801 Rock Creek Road Placerville, CA 95667

MINUTES

Item	Presenter
1 CALL TO ORDER Topic/Date: MFPD Board Meeting August 3, 2026 Time: 9:00 AM Pacific Time (US and Canada) 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. Zoom:https://us06web.zoom.us/j/82631999457?pwd=HoQdIlkltjAXZj3UbisRm9wAPVOVST.1 Meeting 826 3199 9457 Meeting passcode 223344 One tap mobile +16699006833,,88473746957#,,, *223344# US (San Jose)	L. Uggla
2 ROLL CALL & QUORUM ANNOUNCED. <i>Present Directors Linnea Uggla, William Buhnerkempe. Maria Rodriguez, Kirk Bronsord and Trent Williams. All present, we have quorum.</i>	L. Uggla
3 PLEDGE OF ALLEGIANCE	L. Uggla
4 PUBLIC COMMENTS The public may address the board on any district related item only included in this agenda. We ask that your comments remain civil and respectful. Any lack of decorum will result in the forfeiture of your time. Please limit your comments to no more than 3 minutes in duration.	
5 ADOPTION OF THE AGENDA The Board may make any necessary additions, deletions, or corrections to the agenda. <i>Director Buhnerkempe made a motion to strike the entire agenda and schedule a special closed session meeting on Monday August 10, 2026 at noon to address this matter along with the Grand Jury response activity. A second was not obtained.</i> <i>Director Rodriguez made a motion to approve the agenda, it was seconded by Director Uggla. Ayes: Directors Uggla, Bronsord, and Rodriguez. Noes: 0 Abstain: Director Williams Absent: Director Buhnerkempe had left the meeting.</i>	L. Uggla
6 AGENDA ITEMS 6.1 Determine/Appoint Interim Chief <i>Director Rodriguez made a motion to appoint Battalion Chief Bellerive as the interim Fire Chief. Director Uggla seconded the motion. Ayes: Directors Uggla, Bronsord, Williams and Rodriguez. Noes: 0 Abstain: 0 Absent: Director Buhnerkempe.</i>	L. Uggla

7	REPORT OUT	
8	ADJOURN 3:30 pm NEXT MEETING: WEDNESDAY AUG 5, 2026, 3:00 PM	



Mosquito Fire Protection District

BOARD OF DIRECTORS SPECIAL MEETING

Monday, August 10, 2026, at 3:00 PM
8801 Rock Creek Road Placerville, CA 95667

MINUTES

Item	Presenter
1 CALL TO ORDER Topic/Date: MFPD Board Meeting August 10, 2026 Time: 3:00 PM Pacific Time (US and Canada) 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. Zoom:https://us06web.zoom.us/j/82631999457?pwd=HoQdIlkltjAXZj3UbisRm9wAPVOVST.1 Meeting: 826 3199 9457 Meeting passcode: 223344 One tap mobile: +16699006833,,88473746957#,,,,*223344# US (San Jose)	L. Ugkla
2 ROLL CALL & QUORUM ANNOUNCED. <i>Present Directors Linnea Ugkla, William Buhnerkempe. Maria Rodriguez, Kirk Bronsord and Trent Williams. All present, we have quorum.</i>	L. Ugkla
3 PLEDGE OF ALLEGIANCE	L. Ugkla
4 PUBLIC COMMENTS The public may address the board on any district related item only included in this agenda. We ask that your comments remain civil and respectful. Any lack of decorum will result in the forfeiture of your time. Please limit your comments to no more than 3 minutes in duration.	
5 ADOPTION OF THE AGENDA The Board may make any necessary additions, deletions, or corrections to the agenda. <i>Director Williams made a motion to remove Items 6.3 and 7 and approve the remainder of the agenda. Seconded by Buhnerkempe. . Ayes: Directors Ugkla, Bronsord, Buhnerkempe, Williams and Rodriguez. Noes: 0</i>	L. Ugkla
6 AGENDA ITEMS 6.1 Grand Jury Recommendation #4 – Board Officer Positions <i>Director Buhnerkempe made a motion to reaffirm or vacate the positions of Board President, Board Vice President and Board Secretary. No second was obtained.</i> 6.2 Grand Jury Response – Discussion and review of current drafted document <i>Board members made recommendations for corrections and adjustments to the Grand Jury report. Directors Ugkla and Rodriguez to update document and present at next month's meeting.</i>	W. Buhnerkempe L. Ugkla

6.3 Closed Session — Labor Negotiations — Directions regarding public employee appointment (Gov. Code section 54957(b)(1))	W. Buhnerkempe
7 REPORT OUT	
8 DIRECTORS COMMENTS	
9 ADJOURN – 5:25 pm NEXT MEETING: THURSDAY AUG 27, 2026, 3:00 PM	

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

Agenda Item Issue Paper

Meeting Date: August 27, 2026

Title: Shared Services Agreement

Author: Trent Williams

Discussion Item ☐ or **Action Item** ☒

Summary:

Contingent upon approval of a Shared Services Agreement by the Garden Valley Fire Protection District (GVFPD) Board, the finalized agreement will be presented to the Mosquito Fire Protection District (MFPD) Board by Chief Wes Norman for consideration and potential approval.

Recommendations:

1. Confirm that the GVFPD Board has formally approved the Shared Services Agreement.
2. Receive the agreement presentation from Chief Wes Norman in open session.
3. Take action to approve or reject the Shared Services Agreement.

SHARED SERVICES 2X2 MEETING READOUT

Bill and I attended a collective meeting of the Garden Valley 2X2 representatives, LAFCO, and County personnel and our County Supervisor on July 29th. A review of suggested agreement inclusions was conducted and a meeting for August 13th was scheduled to conclude on agreement. A proposed agreement for distribution to the respective legal counsels and insurance providers was generated by Garden Valley.

The proposed agreement was sent to our Legal Counsel and Insurance Agent, both of which had suggested changes.

Those changes were forwarded to Garden Valley, for consideration for final agreement inclusion.

Subsequent communications from Garden Valley have indicated that they will not be able to present a final agreement for approval to their board until September 3 at the earliest.

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

Agenda Item Issue Paper

Meeting Date: August 27, 2026

Title: Issue Paper Conflict of Interest Resolution and Policy update

Author: Maria Rodriguez

Discussion Item ☐ or **Action Item** ☒

Summary:

- The County asked MFPD Board to review and update the Conflict of Interest Code, Policies and -
- Resolution forms due to copies being illegible and outdated.
- The COI has been updated with state and county requirements in place with MFPD Policy. These documents have been edited by Director Maria Rodriguez at the advice of the FPPC and EDC Office of Elections.
- Policy 204 and 1200 have been edited to include disciplinary statements. (See attached with green font for added text and red font to strike out deleted text.)

Reason for Conflict of Interest:

Government Code Section 87100 of the Political Reform Act (the “Act”)¹ prohibits a public official at any level of state or local government from making, participating in making, or attempting to use the official’s position to influence a governmental decision in which the official knows or has reason to know the official has a financial interest.

Government Code Section 87103 provides that an official has a “financial interest” within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect on one or more of the official’s interests as identified and distinguishable from the decision’s effect on the public generally.

Taken together, these provisions of the Act prohibit an official from taking part in a decision if it is reasonably foreseeable that the decision would have a material financial effect on one or more of the official’s financial interests identified in Section 87103 distinguishable from the decision’s effect on the public generally.

Recommendation:

1. Approve Resolution for Conflict of Interest to remain compliant with California, El Dorado County and MFPD governance and policies to begin 45 day public viewing and comment period.
2. Approve changes of Policy 204 highlighted 204.5-204.7 to update numeric listing, listing of members required to file 700 forms with El Dorado County Office of Elections as well as added disciplinary action addition.
3. Approve addition to Policy 1200 for disciplinary action and process listed in 1200.10.1-5



COUNTY OF EL DORADO

ELECTIONS DEPARTMENT

Registrar of Voters: Linda Webster
Assistant Registrar of Voters: Rena Russell

May 2026

TO: Special Districts

FROM: Linda Webster
Registrar of Voters

RE: Conflict-of-Interest Code Review for the Year 2026

Read this entire document before board adopts the district's 2026 Conflict of Interest

IMPORTANT NOTE: "ALL" Statement of Economic Interests are required to be provided for public access Monday-Friday, 8:00 am to 5:00 pm.

The Political Reform Act requires every local special district to review its conflict-of-interest code every even-numbered year. Enclosed is a 2026 Local Agency Biennial Notice that must be completed and returned to the Elections Department **no later than Thursday, October 1, 2026**. Please indicate on the Notice whether or not a revision to your district's code is necessary. If a revision is required, the amended conflict-of-interest code should follow within 90 days.

If you answer yes, to any of the questions below, your agency's code needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the district's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code as approved?

NOTE: The code needs to state if the Elections Department is the filing officer or the district.

Upon receipt of an amended conflict-of-interest code, the Elections Department will submit the amended code to County Counsel for review and subsequent presentation to the Board of Supervisors for approval. Please remember your agency's amended code is not effective until it is approved by the Board of Supervisors.

Enclosed is a sample Notice of Intention to Adopt or Amend a Conflict-of-Interest Code and a sample of a district's Conflict-of-Interest Code.

Attend a Workshop or Webinar: Schedules and information about seminars and webinars are available at www.fppc.ca.gov.

As always, if we can provide further information, please contact Elections at (530) 621-7480.

Very truly yours,

Linda Webster

2026 Local Agency Biennial Notice

Name of Agency: Mosquito FPD
Mailing Address: 8801 Rock Creek Road, Placerville, CA 95667
Contact Person: _____ Phone No. 530-626-9017
Email: mfpdclerk@mfpd.us Alternate Email: admin75@mfpd.us

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

- ☒ **An amendment is required. The following amendments are necessary:**
(Check all that apply.)
- ☒ Include new positions
 - ☐ Revise disclosure categories
 - ☐ Revise the titles of existing positions
 - ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
 - ☒ Other (describe) Include administrative assistant, board clerk (which have been separated and are both currently vacant) and consultants to encompass all future parties entering into shared services with MFPD with potential for conflict of interests.
- ☒ **The code is currently under review by the code reviewing body.**
- ☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2026**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

(Your agency would fill in the underscored inserts)

(Name of Agency)

NOTICE OF INTENTION TO ADOPT OR AMEND A
CONFLICT-OF-INTEREST CODE

NOTICE IS HEREBY GIVEN that the (your agency's name) intends to adopt or amend a conflict-of-interest code pursuant to Government Code Section 87300 and 87306. Pursuant to Government Code Section 87302, the code will designate employees who must disclose certain investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

A written comment period has been established commencing on (first day of 45-day period) and terminating on (last day of 45-day comment period). Any interested person may present written comments concerning the proposed code no later than (last day of 45-day comment period) to the (your agency's name and address). No public hearing on this matter will be held unless any interested person or his or her representative requests no later than 15 days prior to the close of the written comment period, a public hearing.

The (your agency's name) has prepared a written explanation of the reasons for the designations and the disclosure responsibilities and has available all of the information upon which its proposal is based.

(Describe the proposed code or amendment in general terms. Include a concise, clear summary of the provisions of the existing code, if any, which will be affected by the proposed amendments and a summary of how those provisions will be affected by the proposed amendments.)

Copies of the proposed code and all of the information upon which it is based may be obtained from the (your agency's name and address). Any inquiries concerning the proposed code should be directed to (name of agency official and telephone number, email (optional)).

NOTE: This notice should be filed with the Fair Political Practices Commission and served individually on agency employees and officers affected by this code 45 days prior to agency action.

SAMPLE

CONFLICT OF INTEREST CODE

(Insert District Name)

The Political Reform Act, Government Code §81000 et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference into a local conflict of interest code and may be amended by the FPPC after public notice and hearing to conform to amendments to the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendment to it duly adopted by the FPPC are hereby incorporated herein by this reference and, along with the Appendix of Designated Positions and Disclosure Categories set forth below, constitute the conflict of interest of the (Insert District Name). This conflict-of-interest code supersedes all prior codes, which are hereby rescinded.

Designated employees shall file their original signed statement of economic interest with the (Insert District Name). Statements are public records and will be made available for public inspection and reproduction during normal business hours, 8am to 5pm, Monday-Friday.

Appendix of Designated Positions and Disclosure Categories

The designated employees, who have been determined to make or participate in making decisions that may foreseeably have a material effect on an economic interest, are:

- (Example) Members of the Board of Directors
- (Example) General Manager
- (Example) Consultants*

The disclosure category for the designated positions is all interests in real property in the district, and all investments, business positions and income (including gifts, loans and travel payments) from sources that provide goods, equipment, vehicles, machinery or services of the type utilized by the (Insert District Name).

*Consultants are those persons defined in Title 2, California code of Regulation, §18701(a)(2) who contract with the district to provide services. The General Manager may determine in writing that a particular consultant, although occupying a designated position, is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirement described in this code. Such determination shall include a description of the consultant's duties and based upon the description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. The definition of consultant in 2 CCR §18701(a)(2) is:

"Consultant" means any individual who, pursuant to a contract with a state or local government agency:

(A) Makes a governmental decision whether to:

- (i) Approve a rate, rule or regulation;*
- (ii) Adopt or enforce a law;*
- (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;*
- (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;*
- (v) Grant agency approval to a contract that requires agency approval and to which the the agency is a party, or to the specification for such a contract;*
- (vi) Grant agency approval to a plan, design, report, study, or similar item;*
- (vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof: or*

(B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Government Code section 87302.

The above local conflict of interest code was adopted by the board of directors of the (Insert District Name) at a regular meeting of the board held on the _____ day of _____, 2022.

Aye votes:

No votes:

Absent

Chair, Board of Directors

Mosquito Fire Protection District

Resolution No.: 2026-02

A RESOLUTION OF THE MOSQUITO FIRE PROTECTION DISTRICT ADOPTING THE CONFLICT-OF-INTEREST CODE

WHERE AS, the Political Reform Act of 1974, codified at Government Code section 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict Of Interest codes; and,

WHERE AS, the Fair Political Practices Commission (FPPC) has adopted regulation 2 California Code of Regulations section 18730, which contains the terms of a standard Conflict of Interest Code and may be incorporated by reference, and which is amended by the FPPC to conform to amendments in the Political Reform Act following public notice and hearing; and,

WHERE AS, the Board of Directors of the Mosquito Fire Protection District wishes to adopt a Conflict of Interest Code consistent with state law;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mosquito Fire Protection District as follows:

1. The terms of 2 California Code of Regulations section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which designated positions and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Mosquito Fire Protection District.
2. Persons holding designated positions shall file Statements of Economic Interests (Form 700) pursuant to 2 California Code of Regulations section 18730(b)(4).
3. Officials who manage public investments, including members of the Board of Directors and District managers, shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200.
4. The Fire Chief shall designate the District Board Clerk to be the Conflict of Interest Filing Officer for the District, who shall be responsible for administering the filings in accordance with applicable laws. All Statement of Economic Interests filings shall be screened for compliance by the District Board Clerk. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real

property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record in accordance with Government Code section 81008 . The El Dorado County Elections Office is the lead agency monitoring reporting requirements of California Form 700 and the Public Service Ethics Education online course. The District Board Clerk shall coordinate compliance with Form 700 and the online ethic course through the Elections Office.

5. Failure to file the required statement in a timely fashion may result in the imposition of monetary penalties pursuant to Government Code section 91013(a).

The foregoing resolution was passed and adopted by the Board of Directors of the Mosquito Fire Protection District at a regular meeting held on _____, 2026, by the following

vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____ Board President

ATTEST: _____ Board Clerk

Appendix of Designated Positions and Disclosure Categories

The designated members, who have been determined to make or participate in making decisions that may foreseeably have a material effect on an economic interest, are:

- Members of the Board of Directors
- Fire Chief
- Fire Officers
- Board Clerk/Administrative Assistant
- Consultants

The disclosure category for the designated positions are: all interests in real property in the district (excluding a residence, such as a home or vacation cabin, used exclusively as a personal residence), and all investments, business positions, and income (including gifts, loans and travel payments) from sources that provide goods, equipment, vehicles, machinery, or services of the type utilized by Mosquito Fire Protection District.

California Fair Political Practices Commission Filings

204.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements, for designated members to report all potential economic conflicts of interest to the District.

204.2 POLICY

It is the policy of the Mosquito Fire Protection District to comply with state requirements and designate certain job classifications as required to file a Statement of Economic Interests (Government Code § 87300).

204.3 PROCEDURE

The District requires certain job classifications to file a Statement of Economic Interests (Government Code § 87300). These job classifications have been identified based on the opportunity for personal gain that could result from official actions as a member of this district.

204.4 DISTRICT RESPONSIBILITIES

The Fire Chief shall designate the District Board Clerk to be the Conflict of Interest Filing Officer for the District, who shall be responsible for administering the filings in accordance with applicable laws.

All Statement of Economic Interests filings shall be screened for compliance by the District Board Clerk. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record.

The El Dorado County Elections Office is the lead agency monitoring reporting requirements of California Form 700 and the Public Service Ethics Education online course. The District Board Clerk shall coordinate compliance with Form 700 and the online ethic course through the Elections Office.

204.4.1 FILING REQUIREMENTS

Members in designated job classifications must file the following type of statements:

- Assuming office statement within 30 days after assuming office
- Annual statement due April 1 each year
- Leaving office statement within 30 days after leaving the position
- Submitted through Board Clerk to El Dorado County Elections Office

204.4.2 FILING PROCESS

The filing process is administered by the District Board Clerk and includes the following procedures:

- A Statement of Economic Interests form and filing instructions shall be distributed annually to designated district members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.
- A completed Statement of Economic Interests shall be returned to the District Board Clerk by the date indicated on the instructions.
- The District Board Clerk shall screen the Statement of Economic Interests for completeness, potential conflicts of interest and ensure all designated members have filed a statement, in accordance with FPPC regulations.
- Upon completion of the screening process, the District Board Clerk shall retain the original for a period in accordance with the FFPC and the district's established records retention schedules.
- ~~A list of all district members with potential conflict situations will be compiled and maintained in the Administration Division.~~ Designated employees shall file their original signed statement of economic interest with the Mosquito Fire Protection District Board Clerk. Statements are public records and will be made available for public inspection and reproduction during normal business hours, Monday through Friday 8am to 5pm.
- Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

204.5 ~~204.4.3~~ REPORTING REQUIREMENTS

All members are required to report potential conflicts of economic interest even if they are not in a designated classification. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the District Board Clerk.

204.6 DISCIPLINARY ACTION

All conflicts of interest will be reviewed on a case-by-case basis. The board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest. If the governing officers reasonably believe a member or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose. After hearing the individual's response and investigating further as warranted, the governing officers may take appropriate disciplinary action, including removal from the position.

Failure to file the required statement in a timely fashion may result in the imposition of monetary penalties pursuant to Government Code section 91013(a).

204.7 ~~204.4.4~~ DESIGNATED CLASSIFICATIONS

The Mosquito Fire Protection District has designated the following classifications as required to complete a Statement of Economic Interests document in accordance with FPPC regulations:

- Board of Directors
- *Board Clerk/Administrative Assistant*
- *Consultants*
- Fire Chief
- Fire Officers

District Board Members

1200.1 PURPOSE AND SCOPE

To define as policy, the process of governing the Mosquito Fire Protection District.

1200.2 POLICY

The policy of the Mosquito Fire Protection District to adhere to the following Fire Board of Directors Policies regarding Board members.

1200.2.1 DISTRICT BOARD OF DIRECTORS

The Mosquito Fire Protection District is governed by a Board of Directors composed of five members. These members are elected at large by the District's registered voters in the State's General Election held every even year. Each director's term of office is four (4) years.

1200.2.2 BOARD OF DIRECTORS ROLE

- (a) The role of the Board is: (1) to formulate and evaluate policy to ensure the lawful and efficient operation of the District, (2) to oversee the fiscal well-being of the District, and (3) to select and retain competent administrative staff to manage District operations. Routine matters concerning procedural and operational aspects of the District are delegated to the professional staff members employed by the District. A board member should strive to understand that his/her basic function is "policy" and not "administration or operations".
- (b) The District Board shall act only by Ordinance, Resolution, or Motion. A majority vote of members of the District Board (3/5) is required on each action taken and the vote shall be recorded in the meeting minutes.

1200.2.3 BOARD OFFICERS

- (a) The officers of the Board are President, Vice President and Secretary. Members filling these positions serve at the pleasure of the Board and are selected by majority vote of the Board at a regular board meeting.
- (b) Should the President's position become permanently vacant for any reason, the Vice President shall assume the role of President for the remainder of the former President's term as an Officer. If any other officer position becomes permanently vacant for any reason, the Board shall elect a replacement for that position at a regular meeting as soon as practical.

1200.2.4 BOARD OFFICER ROLES

- (a) President - The Board President shall: (1) preside over all Board meetings, (2) shall ensure that an appropriate agenda is established and published for each meeting, (3) shall sign all documents on behalf of the Board and District as may be required, (4) be the primary interface between the Board and the Chief, and (5) shall have the

same rights and responsibilities as other Directors to participate in and vote on items at Board meetings.

- (b) Vice President - The Vice President shall serve as acting president in the temporary absence or disability of the President and shall become president upon the death, resignation, or removal from office of the President.
- (c) Secretary - The Board Secretary (1) ensures that all information released fully represents decisions of the Board of Directors, 2) ensures all agendas and business items are memorialized in properly formatted Agenda Item Templates, submitted no less than one week prior to regularly scheduled board meetings and supporting documentation prior to the day of agenda posting, (3) confirms that agendas are being posted in accordance with district policies and regulatory requirements. (4) The Board Secretary is to work with the Board Clerk and Board President to ensure that board agendas are in accordance with the Brown Act and related district policies. (5) The Secretary shall maintain a board action list to assure follow up and closure occurs on all action items.
- (d) Other - Budget preparation assistance becomes the responsibility of the Finance Committee and all other responsibilities are assigned to the Fire Chief. Should the Chief see a need for sign off he has access to both the Finance Committee and the Board President. The Chief will report quarterly (March, June, September, December) on the district fiscal condition.

1200.2.5 BOARD MEMBERS DECORUM

It is understood that Board Members will not always agree. Board members have the right to maintain and express differing viewpoints, styles, opinions, and values. Nonetheless, Board members should aspire to respect the dignity of their office and to observe common standards of decorum to the extent possible.

In order to assist in the governing of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- Board Members' decisions and actions shall best serve the needs of the District's citizens considering available resources and information available to the Board at the time such decisions or actions take place.
- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of the action that was taken.

1200.2.6 BOARD MEMBER RESIGNATION

- (a) An office becomes vacant before the expiration of its term upon the delivery of a letter of resignation by the resigning board member to the Board Clerk. The letter may be delivered by mail, in person, or electronically.
- (b) The letter of resignation shall specify a date on which the resignation will become effective and no acceptance or rejection by the Board is necessary.
- (c) A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months by failing to attend regular board meetings. For good cause, however, the Board may authorize the member's absence.

- (d) A resignation occurs without the delivery of a letter of resignation if a Board Member ceases to be an inhabitant of the District.

1200.2.7 HARASSMENT AND DISCRIMINATION

It is the policy of the District to establish and maintain a work environment free of all forms of harassment and discrimination. Such behaviors are unacceptable and will not be condoned or tolerated on the part of any District member. All Directors, paid staff and volunteers must be familiar and comply with the District's policies and California bills SB 1343 and AB 1825 prohibiting such behaviors. Formal training shall be accomplished by completing mandatory classes every two (2) years as required under California law.

1200.2.8 CODE OF ETHICS TRAINING

Assembly Bill 1234, passed by the California Legislature on October 7, 2005, requires that any local agency providing compensation (either by salary or stipend) or reimbursement of expenses to members of its legislative body must provide ethics training to those local agency officials every two years. While Directors currently do not fall within the compensation or reimbursement requirements of AB 1234, by policy all Directors shall meet the requirements of this law and provide evidence of training compliance to the Board Clerk within three (3) months of assuming office.

1200.2.9 CONFLICT OF INTEREST

The District shall adopt by Resolution and file with the Clerk of the County of El Dorado a Conflict of Interest Code which satisfies the requirements of Government Code Sections 81000, et. seq. The Resolution shall be reviewed and amended as necessary.

All members are required to report potential conflicts of economic interest even if they are not in a designated classification. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the District Board Clerk.

1200.2.10 Disciplinary Action for Board Members

Board Members of the District are entrusted with representing the community's interests and safeguarding public resources. Members shall conduct themselves with integrity, professionalism, and respect always, both during official meetings and in any capacity where they are identified as Board representatives. This includes adhering to all applicable laws, regulations, and District policies; maintaining confidentiality of privileged information; avoiding conflicts of interest; engaging in respectful, constructive dialogue; and refraining from conduct that could discredit the Board or erode public trust. Members are expected to prepare for meetings, participate actively, and make decisions based on the best interests of the District and its constituents. Any behavior inconsistent with these standards may be subject to the Board's disciplinary process.

The Board shall follow a progressive discipline process for members whose conduct violates laws, regulations, or District policies, or otherwise undermines public trust. This process will include informal counseling, verbal warning, written warning, formal censure, and, if warranted, recommendation for removal in accordance with applicable statutes. At each stage, the member will receive written notice of the concern, an opportunity to respond, and assurance of a fair, impartial review. Disciplinary actions will be documented and, when appropriate, made part of the public record to maintain transparency and accountability.

-1200.2.10.1 Informal Counseling

The Board President (or Vice President if the President is involved) and the Fire Chief meet privately with the member to address the concern, clarify expectations, and seek voluntary

correction. No formal record is placed in the member's file at this stage, but a confidential note may be kept for reference.

-1200.2.10.2 Verbal Warning

Issued during a closed session. The nature of the concern, relevant policy references, and expectations for improvement are clearly stated. A written summary is documented for internal records.

-1200.2.10.3 Written Warning

A formal letter outlining the violation, prior corrective steps, and required changes in conduct. The letter is entered into the Board's official records and shared with the member, board clerk, board president (or Vice President if the President is involved), and the fire chief.

-1200.2.10.4 Formal Censure

A public statement adopted by Board resolution expressing disapproval of the member's conduct. May include removal from committee assignments and/or leadership roles.

-1200.2.10.5 Recommendation for Removal

If misconduct persists, after progressive discipline actions above have been taken, the Board may vote with majority vote of all sitting board members for recommendation to remove the Board member after due process.

Due Process - At every stage, the Board member will be given:

- Written notice of the concern or allegation.
- An opportunity to respond and present relevant information.
- Assurance that decisions will be made impartially and documented appropriately.

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

Agenda Item Issue Paper

Meeting Date: August 27, 2026

Title: Issue Paper Conflict of Interest Resolution Notice For Public View and Comment

Author: Maria Rodriguez

Discussion Item ☒ or **Action Item** ☐

Summary:

This is a public notice of MFPD Conflict of Interest Resolution and Policy Update to all member of Mosquito Fire Protection District.

The County asked MFPD Board to review and update the Conflict of Interest Code, Policies and Resolution forms. This was brought to the July 2026 meeting with the recommendations for edits to be; add resolution number for title, correct/add to policies numbering adjustments, add policy disciplinary paragraphs, and confirm with FPPC office and El Dorado County Office of Elections for structure of fire officer title listings to be in agreement with MFPD Organizational Chart.

The Public has 45 days to comment and view the Conflict of Interest Resolution. Submit comments to MFPD at info@mfpd.us

The due date for this item from the county is 10/1/26.

The 45 day public viewing and comment period is over on 10/8/26. This resolution will be submitted to the El Dorado County Office of Elections with this transparency date stated as recommended by their office staff.

Recommendation:

The public review this document and submit any comments to MFPD via email to info@mfpd.us to be submitted to El Dorado County Office of Elections.

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

NOTICE OF INTENTION TO ADOPT OR AMEND A CONFLICT-OF-INTEREST CODE

NOTICE IS HEREBY GIVEN that the MOSQUITO FIRE PROTECTION DISTRICT intends to adopt or amend a conflict-of-interest code pursuant to Government Code Section 87300 and 87306. Pursuant to Government Code Section 87302, the code will designate employees who must disclose certain investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

A written comment period has been established commencing on August 27, 2026, and terminating on October 8, 2026. Any interested person may present written comments concerning the proposed code no later than October 8, 2026, to the MOSQUITO FIRE PROTECTION DISTRICT at 8801 Rock Creek Road. No public hearing on this matter will be held unless any interested person or his or her representative requests no later than 15 days prior to the closing of the written comment period, a public hearing.

The MOSQUITO FIRE PROTECTION DISTRICT has prepared a written explanation of the reasons for the designations and the disclosure responsibilities and has available all the information upon which its proposal is based.

The MOSQUITO FIRE PROTECTION DISTRICT has updated Policy 204: California Fair Political Practices Commission Filings and Policy 1200 District Board Members to include new positions such as “board clerk” and “administrative assistant” which was previously one position that has been separated and is currently vacant and may be filled by shared services with Garden Valley Protection District if contracts are reached in agreement by both districts for shared administrative assistant services. The title of “consultants” has been added as well to include all consulting parties such as but not limited to; legal counsel, shared services employees/volunteers and all volunteers that will have any decision making authority or influence on the Mosquito Fire Protection District. Also, disciplinary paragraphs and processes have been added to Policy to enforce transparency, compliance and accountability.

Copies of the proposed code and all of the information upon which it is based may be obtained from the MOSQUITO FIRE PROTECTION DISTRICT at 8801 Rock Creek Road. Any inquiries concerning the proposed code should be directed to: (530) 626-9017 or Email: info@mfpd.us

NOTE: This notice should be filed with the Fair Political Practices Commission and served individually on agency employees and officers affected by this code 45 days prior to agency action.

BOARD OF DIRECTORS' RESPONSE TO THE 2025– 2026 EL DORADO COUNTY CIVIL GRAND JURY REPORT

MOSQUITO FIRE PROTECTION DISTRICT
CASE NO. 26-04

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COVER LETTER

To the Honorable Judge of the Superior Court, Members of the 2025–2026 El Dorado County Civil Grand Jury, and the Residents of the Mosquito Fire Protection District:

The Mosquito Fire Protection District respectfully submits this response to the 2025–2026 El Dorado County Civil Grand Jury Report, *Mosquito Fire Protection District – Serving the Community* (Case No. 26-04), in accordance with California Penal Code sections 933 and 933.05.

The Mosquito Fire Protection District appreciates the time and effort invested by the 2025–2026 El Dorado County Civil Grand Jury in reviewing the District's governance and operations. The District recognizes the important role of the Civil Grand Jury in promoting accountability, transparency, and the continuous improvement of local government.

In preparing this response, the District conducted a comprehensive review of the Grand Jury Report, District policies and procedures, Board meeting agendas, approved minutes, meeting recordings, available transcripts, financial records, historical governance documents, prior El Dorado County Civil Grand Jury reports, and applicable California law. The District also reviewed recognized governance resources, including the El Dorado County Board, Committee & Commission Handbook, to compare the District's governance framework with established governance principles utilized throughout El Dorado County. While that handbook is intended for County boards, committees, and commissions rather than independent special districts, many of its governance principles closely mirror the District's adopted policies regarding Board responsibilities, meeting procedures, agenda development, governance training, and ethical conduct.

The District's responses are intended to accurately reflect the official record, acknowledge areas where improvements may be appropriate, and provide additional context where the District believes clarification is warranted. Where the District agrees with a finding or recommendation, it has stated so directly. Where the District disagrees or partially disagrees, its response is based upon the governing policies, official records, and documentation available to the District at the time this response was prepared.

The District recognizes that effective governance requires ongoing evaluation and improvement. This response reflects a commitment to transparency, accountability, responsible stewardship of public resources, and compliance with applicable laws and District policies. It is submitted in the spirit of constructive collaboration and with the shared goal of ensuring the continued delivery of reliable emergency services to the communities we serve.

Respectfully submitted,
Mosquito Fire Protection District

PURPOSE OF THIS RESPONSE

California Penal Code section 933.05 requires the governing body of a public agency to respond to each finding and recommendation contained within a Civil Grand Jury report. This document provides the Board's responses to each finding and recommendation, including areas of agreement, areas where additional context is warranted, and the actions the District has taken or intends to take. The responses are intended to address the report in a factual, transparent, and constructive manner while supporting the District's continued commitment to serving the Mosquito community.

SECTION 2: EXECUTIVE SUMMARY

The Mosquito Fire Protection District recognizes the important role of the El Dorado County Civil Grand Jury in promoting accountability, transparency, and effective governance within local government agencies. The District appreciates the time and effort invested in reviewing its governance, financial oversight, and operational practices, as reflected in the 2025–2026 Civil Grand Jury Report, *Mosquito Fire Protection District – Serving the Community*.

The District has carefully reviewed each finding and recommendation contained in the report. This response has been prepared in accordance with California Penal Code sections 933 and 933.05 and addresses each finding and recommendation individually.

The District acknowledges that the report identifies areas where improvements can strengthen governance, financial planning, meeting administration, and Board processes. Several recommendations are consistent with improvements the District has already begun implementing or intends to implement through policy review, enhanced financial reporting, governance training, and administrative process improvements.

The District also believes that several findings would benefit from additional context regarding the operational realities of a small rural fire protection district. The District serves approximately 2,000 residents across a geographically isolated response area while operating under significant financial constraints common to rural special districts throughout California. These constraints include limited property tax revenue, increasing operational costs, evolving regulatory requirements, reliance on grants, and the ongoing challenge of recruiting and retaining qualified volunteer and paid personnel. While these circumstances do not diminish the importance of sound governance, they provide important context for understanding many of the operational and financial challenges discussed throughout the report.

The District remains committed to responsible stewardship of public resources, maintaining compliance with applicable laws and District policies, and to the continuous improvement of its governance and administrative practices. Equally important, the District remains committed to its primary mission of protecting life, property, and the communities of Mosquito and Swansboro through the delivery of fire protection, emergency medical response, emergency preparedness, and public safety services.

This response is intended to provide a factual, transparent, and constructive review of each finding and recommendation. Where the District agrees that improvements are warranted, it identifies actions that have been completed or are planned. Where the District believes additional clarification or context is appropriate, those responses are supported by available documentation and intended to provide a complete understanding of the issues discussed.

The District appreciates the opportunity to participate in the Civil Grand Jury process and remains committed to working collaboratively with its community, partner agencies, and governing bodies to strengthen the organization and ensure the continued delivery of reliable emergency services.

SECTION 3: METHODOLOGY

In preparing this response, the Mosquito Fire Protection District conducted a comprehensive review of the 2025–2026 El Dorado County Civil Grand Jury Report, District policies, Board meeting agendas, approved minutes, meeting recordings, available transcripts, financial records, historical governance documents, prior El Dorado County Civil Grand Jury reports, and applicable California law.

The District also reviewed recognized governance resources, including the El Dorado County Board Committee & Commission Handbook, to compare the District's governance framework with generally accepted governance principles. While the handbook is intended for County boards, committees, and commissions rather than independent special districts, many of its governance practices closely align with the District's adopted policies regarding Board responsibilities, agenda development, meeting procedures, ethics, and governance training.

The purpose of this response is to provide an accurate and well-documented record addressing each finding and recommendation contained within the Grand Jury Report. Where the District agrees with a finding or recommendation, it has stated so directly. Where the District disagrees or partially disagrees, the response is based upon the District's adopted policies, official records, and documentation available at the time this response was prepared.

Each response references the official records reviewed by the District and is supported by the accompanying Administrative Record Index, allowing readers to independently verify the documentation relied upon in preparing this response.

SECTION 4 – FORMAL RESPONSES TO FINDINGS**FINDING 1. THE MOSQUITO FIRE PROTECTION DISTRICT BOARD DOES NOT HAVE A MONTHLY SPENDING PLAN.****District Response: The District partially disagrees with this finding.**

The District agrees that maintaining effective fiscal oversight is one of the Board's primary governance responsibilities. However, the finding implies that the absence of a document specifically identified as a "monthly spending plan" equates to an absence of meaningful fiscal oversight. The District does not believe that conclusion fully reflects its current budgeting and financial review practices. The District adopts an annual operating budget through a public process and provides financial information to the Board on a recurring basis. Budget spreadsheets and financial reports are included within the monthly Board meeting packets and are reviewed during regular public meetings. These materials allow the Board to compare budgeted expenditures with actual expenditures, monitor available appropriations, review claims and warrants, and identify financial issues requiring Board action.

The District is unaware of any requirement within California law or District policy mandating the preparation of a separate document designated as a "monthly spending plan." The report states that effective oversight "should include a monthly spending plan," but does not identify a statutory, regulatory, or District policy requirement establishing such a document as mandatory.

The District acknowledges that additional budgeting tools, including enhanced monthly expenditure forecasting, may further improve financial oversight and transparency. The Board will evaluate whether incorporating a formal monthly spending plan into its budgeting process would provide additional value while complementing the financial reports already provided.

FINDING 2. THE MOSQUITO FIRE PROTECTION DISTRICT BOARD HAS IMPROPERLY RELINQUISHED ITS GOVERNANCE RESPONSIBILITY REGARDING DISTRICT SPENDING.

District Response: The District respectfully disagrees with this finding.

District Policy 1200.2.2 defines the Board of Directors' role as: "(1) to formulate and evaluate policy to ensure the lawful and efficient operation of the District, (2) to oversee the fiscal well-being of the District, and (3) to select and retain competent administrative staff to manage District operations." The policy further states that "routine matters concerning procedural and operational aspects of the District are delegated to the professional staff members employed by the District," and that Board members should understand their primary function is "policy" rather than "administration or operations" (Exhibit A).

Consistent with this policy, the Board exercises its fiscal oversight responsibilities through the adoption of the annual budget, review of recurring financial reports, approval of warrants and expenditures requiring Board action, consideration of budget amendments when necessary, review of independent annual financial audits, and discussion of financial matters during public meetings (Exhibits B, C).

~~The report's conclusion appears to rely primarily upon a specific interaction during a Board meeting concerning questions directed to the Fire Chief regarding individual operational expenditures. While the District recognizes that communication regarding financial matters should always be clear and responsive, the District does not believe that a single interaction demonstrates that the Board relinquished its overall governance responsibility for fiscal oversight.~~

The District also believes it is important to distinguish between governance oversight and operational management. District Policy 213, *Purchasing and Procurement*, expressly authorizes the Fire Chief, or the Fire Chief's designee, to purchase, negotiate, and contract for goods, services, supplies, and equipment necessary for the operation of the District (Exhibit D). This policy reflects the Board's delegation of day-to-day purchasing authority to the Fire Chief while retaining the Board's responsibility for governance, budget adoption, fiscal oversight, and financial accountability.

Accordingly, questions concerning specific operational purchases or procurement decisions are generally administered through the Fire Chief under the authority granted by Board policy, while the Board's responsibility is to oversee the District's overall financial condition, establish fiscal policy, approve the annual budget, and monitor financial performance through public meetings and recurring financial reporting.

The District acknowledges that opportunities exist to further improve the presentation of financial information and communication regarding operational expenditures. The District supports continued efforts to strengthen financial reporting and ensure the Board receives the information necessary to effectively fulfill its governance responsibilities while preserving the appropriate distinction between governance and operational management.

FINDING 3. MOSQUITO FIRE PROTECTION DISTRICT BOARD AGENDAS AND BOARD MEMBER PACKAGES HAVE ERRORS, ARE LATE, AND ARE OFTEN INCOMPLETE.

District Response: The District partially agrees with this finding.

The District acknowledges that there have been occasions when agenda materials have required correction, supplementation, or the distribution of additional supporting information. The District recognizes the importance of providing complete, accurate, and timely materials to both the Board and the public to support informed decision-making.

The District does not agree, however, that the characterization of Board agendas and Board Member packages as "routinely late" or "often incomplete" accurately reflects the District's established administrative process.

District Policy 1200.2.4 establishes clear responsibilities for the preparation and publication of Board meeting materials. The Board President is responsible for ensuring that an appropriate agenda is established and published for each meeting. The Board Secretary is responsible for ensuring agenda items are submitted no less than one week prior to regularly scheduled Board meetings, supporting documentation is submitted prior to agenda posting, and agendas are posted in accordance with District policy and applicable legal requirements while working in coordination with the Board Clerk and Board President (Exhibit A).

Consistent with these policies, the District has established internal administrative deadlines requiring agenda items to be submitted to the administrative office approximately eight days prior to a regularly scheduled Board meeting **with supporting documentation submitted no less than three days prior**. This schedule provides sufficient time for administrative staff to compile, review, organize, and distribute the Board packet. The completed agenda is publicly posted in compliance with the Ralph M. Brown Act's requirement that regular meeting agendas be posted at least 72 hours before the meeting, and it is the

District's practice to distribute the Board packet to Directors and the community email list at that same time to provide adequate opportunity for review prior to deliberation.

The District also recognizes that the level of supporting documentation included in Board packets may vary depending on the complexity of the agenda item and the informational needs of individual Directors. Differing expectations regarding the amount of supporting material do not necessarily indicate that a Board packet is incomplete or that established District procedures were not followed.

The District remains committed to continually improving the organization, accuracy, and presentation of Board materials. Standardized submission deadlines and administrative procedures have been established to promote consistency, and the District will continue refining its agenda preparation process to support informed decision-making while maintaining transparency for both the Board and the public.

FINDING 4. MOSQUITO FIRE PROTECTION DISTRICT BOARD MEETINGS SUFFER FROM A LACK OF MEETING CONTROL AND DISCIPLINE.

District Response: The District agrees with this finding.

District Policy 1200.2.5, *Board Members Decorum*, establishes the expectation that Directors will conduct themselves with professionalism, respect differing viewpoints, practice attentive listening, and support actions taken by the Board. The policy recognizes that disagreement among Directors is expected; however, it also emphasizes that the dignity, values, and opinions of each Director should be respected and that Board decisions should be made in the best interest of the District and the community (Exhibit A).

The District acknowledges that, at times, Board meetings have become unnecessarily contentious, resulting in discussions that have detracted from the efficient conduct of District business. Maintaining professional decorum, mutual respect, and productive public meetings is a shared responsibility of every Director and is essential to effective governance.

The District also recognizes that this is not a new challenge. The 2015–2016 El Dorado County Civil Grand Jury Report (Exhibit E, pp. 3–4) similarly identified governance challenges within the District, including Board dysfunction, turnover, and the need for greater governance experience and training among Directors. That report concluded that governance is not an innate ability, but a learned skill developed through education, training, and experience. More than a decade later, those observations remain relevant and demonstrate that fostering an effective governance culture requires sustained commitment over time.

Consistent with those observations, the District recognizes that effective meeting management is developed through experience, governance training, and the practical application of District policies and ~~parliamentary~~ procedures. District Policy 1200.2.4 assigns the Board President responsibility for presiding over Board meetings and ensuring an appropriate agenda is established and published for each meeting (Exhibit A). While the presiding officer plays an important leadership role, productive meetings ultimately depend upon the cooperation, professionalism, and mutual respect of all members of the governing body. Effective meeting management cannot be achieved through the actions of the presiding officer alone.

The District is committed to strengthening meeting effectiveness through continued governance education, adherence to established meeting procedures, respectful dialogue, and a shared commitment by all Directors to conduct the public's business professionally, collaboratively, and with respect for one another and the community they serve.

FINDING 5. THE MOSQUITO FIRE PROTECTION DISTRICT BOARD PRESIDENT'S INTERACTIONS WITH THE FIRE CHIEF GO BEYOND THE PRINCIPLES EXPRESSED IN THE MOSQUITO FIRE PROTECTION DISTRICT POLICY MANUAL.

District Response: The District partially disagrees with this finding.

District Policy 1200.2.4 expressly identifies the Board President as the "primary interface between the Board and the Chief" and assigns the President responsibility for presiding over Board meetings, ensuring an appropriate agenda is established and published for each meeting, and signing documents on behalf of the Board and District as required (Exhibit A). Regular communication between the Board President and the Fire Chief is therefore an expected and necessary component of the governance structure established by District policy.

District Policy 1200.2.2 further establishes that the Board's role is to formulate and evaluate policy, oversee the fiscal well-being of the District, and select and retain competent administrative staff to manage District operations. The policy also states that routine procedural and operational matters are delegated to the District's professional staff and that Board members should understand their primary function is "policy" rather than "administration or operations" (Exhibit A).

The District recognizes the importance of transparency and ensuring that all Directors receive the information necessary to make informed governance decisions. However, the District has identified no provision within District policy requiring that every communication between the Board President and the Fire Chief be routinely reported to the full Board. Likewise, District policy does not require that routine operational discussions occurring within the Fire Chief's administrative authority be

communicated to the Board unless those matters require Board action, fiscal oversight, or policy direction.

The District also recognizes the unique realities of operating a small rural volunteer fire protection district. The 2015–2016 El Dorado County Civil Grand Jury acknowledged that, within a district such as Mosquito, community members and family members frequently served in multiple capacities and that such overlapping roles are often a practical necessity in a small volunteer-based organization rather than an indication of improper governance (Exhibit E, pp. 3-4). The District continues to operate within those same realities, where regular interaction among Board members, volunteers, command staff, and District personnel is common in support of emergency services. *While Board members may serve in an operational capacity, they abide by all District policies.*

~~This is further made evident by the utilization of four out of the five Board Members in varying levels of operational capacity including: Emergency Medical Technician Responder, Public Safety First Aid Responder, senior Support Group member and resident water tender operator. After review of the 2026 volunteer roster, the abolishment of these roles would equate to a decrease of 33% (2/6) of Support Group EMS responders, 21% in overall Support Group responders (3/14), and a 33% decrease in resident single-role water tender operators (1/3).~~

Due to the fact that all but one board member are currently involved in District Operations in some capacity, the District disagrees with the finding that the President, exclusively, receives operational information and knowledge which is not regularly accessible or shared with the majority of the Board as a result of their functions as an Emergency Responder.

While the District acknowledges the concerns expressed in the report regarding communication practices, the discussion supporting this finding relies primarily upon witness interviews, expressed concerns, and perceptions regarding communication rather than documented instances demonstrating that the Board President exercised operational authority beyond that established by District policy. The District remains committed to improving communication practices to ensure Directors receive the information necessary to fulfill their governance responsibilities while preserving the governance structure established by District policy and the Fire Chief's responsibility for the administration of District operations.

FINDING 6. THE MOSQUITO FIRE PROTECTION DISTRICT BOARD PRESIDENT VIOLATES DISTRICT POLICY BY TALKING WITH LEGAL COUNSEL WITHOUT BOARD APPROVAL AND WITHOUT ANOTHER DIRECTOR PRESENT.

District Response: The District partially agrees with this finding.

The District agrees that District Policy 1202 establishes clear procedures governing communications with the District's legal counsel. As a general rule, requests for legal services are to be authorized by a majority vote of the Board of Directors, and individual Board Members are not authorized to independently contact legal counsel on behalf of the District (Exhibit F).

However, the District also notes that Policy 1202 contains an express exception for exigent circumstances. Section 1202.6 authorizes the Board President, with the concurrence of one other Board Member, to initiate preliminary contact with legal counsel when a matter is time-sensitive, subject to the limitations and notification requirements established within the policy. Accordingly, the policy recognizes that limited communications with legal counsel may occur outside the normal Board approval process under specific circumstances.

The District believes the application of Policy 1202 depends upon the specific facts surrounding each communication. For that reason, the District does not believe that the mere occurrence of communication between the Board President and legal counsel, standing alone, is sufficient to establish a violation of District policy. Rather, compliance must be evaluated based upon whether the communication was consistent with the procedures and exceptions established within Policy 1202.

The District acknowledges that differing interpretations of Policy 1202 have arisen and agrees that additional clarification of the policy would benefit future Boards. Clarifying the authorization process, the application of the exigent circumstances provision, notification requirements, and documentation expectations would promote greater consistency, transparency, and understanding while preserving the District's ability to obtain timely legal guidance when necessary.

This Board voted on February 26, 2026, to uphold Policy 1202: Use Of Attorney. It has also been noted that under some circumstances the literal application of the policy could result in a Brown Act violation. The District recognizes that this needs further investigation and action.

FINDING 7. THE EFFECTIVENESS OF THE MOSQUITO FIRE PROTECTION DISTRICT BOARD IS IMPEDED BY ACTIONS THAT LIKELY CONSTITUTE VIOLATIONS OF THE BROWN ACT.

District Response: The District respectfully disagrees with this finding.

The District notes that the report does not identify the specific meeting, date, or circumstances upon which this finding is based. In preparing this response, the District conducted a comprehensive review of available Board meeting recordings, ~~transcripts~~, and related records dating back to late 2024 in an effort to identify the statement referenced in the report.

Based upon that review, the District did not identify any statement in which the Board President ~~admitted to violating~~ suggested a probable violation of the Ralph M. Brown Act. ~~The transcript of the meeting believed to be referenced by the report does not support the characterization that the Board President stated she “probably violated the Brown Act” (Exhibit G).~~ Accordingly, the District does not believe the record supports this portion of the finding.

The District recognizes that compliance with the Ralph M. Brown Act is fundamental to maintaining public trust and conducting the public's business openly and transparently. While the District respectfully disagrees with the characterization contained in this finding, it also recognizes that governance education is an ongoing responsibility. Since the period reviewed by the Grand Jury, the District has hosted and participated in additional governance and Brown Act training presented by Erike Young, Deputy Manager of CIRA, to reinforce compliance with applicable law and governance best practices (Exhibit H).

The District remains committed to conducting its business in accordance with the Ralph M. Brown Act and to continually improving its governance practices through ongoing education, policy review, and transparency.

FINDING 8. MOSQUITO FIRE PROTECTION DISTRICT BOARD MEMBERS LACK KNOWLEDGE IN THE GOVERNANCE AND OPERATIONS OF A FIRE PROTECTION DISTRICT.

District Response: The District partially agrees with this finding.

The District agrees that effective governance requires specialized knowledge and recognizes that serving on the Board of Directors of a Fire Protection District presents unique responsibilities that are often unfamiliar to newly elected or appointed Directors. *It is extremely unlikely that in a district the size of the Mosquito Fire Protection District you will routinely have five community members, who are willing to serve on the Board, are previously versed in governance, fiscal oversight, public meeting laws, ethics, personnel oversight, emergency services, and understand the distinction between governance and operations. require education, experience, and ongoing training.*

The District also recognizes that this is not a new observation. The 2015–2016 El Dorado County Civil Grand Jury similarly concluded that governance is not an innate ability, but rather a learned skill developed through education, training, and experience (Exhibit E). The District believes that observation remains applicable today and reflects the reality faced by many small rural special districts whose elected officials are community volunteers rather than professional public administrators.

District Policy 1200.2.2 establishes that the Board's role is to formulate and evaluate policy, oversee the fiscal well-being of the District, and select and retain competent administrative staff to manage District operations, while routine operational matters are delegated to the Fire Chief and District staff (Exhibit A). Consistent with this policy, Directors continue to develop their understanding of governance responsibilities through practical experience, formal training, and public service.

The District has also taken proactive steps to strengthen Board knowledge and governance practices. A Special Board Meeting was held on April 30, 2025, for Brown Act and governance training, and on March 24, 2026, the Board completed Harassment and Discrimination training in accordance with District policy and applicable legal requirements (Exhibits H and I). Additionally, District Policy 1200.2.8 requires all Directors to complete ethics training consistent with Assembly Bill 1234, regardless of whether such training is otherwise mandated by law (Exhibit A).

The District views governance education as an ongoing responsibility rather than a one-time achievement. As Board membership changes through elections and appointments, continued education remains essential to effective governance. The District remains committed to providing Directors with opportunities for governance education, ethics training, Brown Act instruction, fiscal oversight, and

leadership development to ensure the Board continues to effectively fulfill its responsibilities to the District and the community.

FINDING 9. DUE TO THE END OF THE FEMA GRANT AND DECLINE IN OTHER FUNDING SOURCES THE MOSQUITO FIRE PROTECTION DISTRICT IS VERY LIKELY TO EXPERIENCE A LARGE REDUCTION IN FUNDING LEADING TO A FINANCIAL CRISIS.

District Response: The District **partially** agrees with this finding.

The District acknowledges that long-term financial sustainability remains one of the most significant challenges facing the Mosquito Fire Protection District. Like many rural fire protection districts throughout California, the District operates within a constrained property tax allocation system while experiencing increasing personnel, training, equipment, and regulatory costs.

The District agrees that the expiration of the current FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant will reduce an important source of temporary funding if replacement funding is not identified. However, the District notes that this financial challenge did not originate with the current Board and is not solely attributable to the expiration of the FEMA grant. Rather, it reflects long-standing structural funding limitations affecting many rural special districts, including those previously identified by the 2015–2016 El Dorado County Civil Grand Jury, the 2019–2020 Civil Grand Jury, the El Dorado Local Agency Formation Commission (LAFCO), independent financial audits, and ongoing public budget discussions.

The District respectfully disagrees with the characterization of a specific and unprecedented impending financial crisis. However, recognizing these challenges, the District has actively pursued grant opportunities, conducted public budget study sessions, reviewed long-term service delivery options, and engaged in discussions with partner agencies and county officials regarding the future sustainability of emergency services within the District. The District continues to evaluate additional funding opportunities, operational efficiencies, and collaborative service models to preserve emergency response capabilities while remaining fiscally responsible.

The District remains committed to responsible financial stewardship, transparent public budgeting, and proactive long-term planning. Addressing the financial sustainability of rural fire protection is not a challenge unique to Mosquito Fire Protection District, but one that requires continued collaboration among the District, the community, neighboring agencies, the County of El Dorado, and other stakeholders.

SECTION 5 – FORMAL RESPONSES TO RECOMMENDATIONS

RECOMMENDATION R1A. THE GRAND JURY RECOMMENDS THAT THE MOSQUITO FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REQUIRE THE FIRE CHIEF TO PREPARE A MONTHLY SPENDING PLAN FOR THE 2026–2027 FISCAL YEAR TO SUPPORT REGULAR FISCAL MONITORING AND IMPROVED BUDGET OVERSIGHT BY SEPTEMBER 2026.

District Response: The recommendation requires further analysis.

The District currently exercises fiscal oversight through the adoption of an annual budget, recurring financial reports, budget study sessions, and financial review during regular Board meetings. As discussed in the District's response to Finding 1, the District has identified no statutory or District policy requirement mandating the preparation of a separate document designated as a "monthly spending plan."

The Board recognizes that additional budgeting and financial forecasting tools may further enhance fiscal oversight and transparency. The recommendation will be evaluated to determine whether the preparation of a formal monthly spending plan, or a comparable financial forecasting tool, for the 2026–2027 fiscal year would provide meaningful benefit while complementing the District's existing budgeting and financial reporting practices.

Any changes to the District's financial reporting process will be considered through the Board's normal public decision-making process, and **within a time frame not exceeding one year from the date of publication of the report the District will provide a definitive response to this recommendation.**

RECOMMENDATION R1B. THE GRAND JURY RECOMMENDS THAT THE MOSQUITO FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REQUIRE THE FIRE CHIEF TO PREPARE A MONTHLY SPENDING PLAN AS A STANDARD COMPONENT OF THE DISTRICT'S ANNUAL BUDGET PROCESS.

District Response: The recommendation requires further analysis.

The District recognizes the value of periodically evaluating its budgeting and financial oversight practices. However, because the District has not historically utilized a separate monthly spending plan as part of its annual budget process, the Board believes additional analysis is appropriate before establishing such a requirement as a permanent component of District policy.

The Board will evaluate whether incorporating a formal monthly spending plan, or an alternative financial forecasting and budget monitoring tool, into the District's annual budget process would improve fiscal oversight while complementing the District's existing financial reporting practices.

Any modification to the District's budgeting procedures or policies will be considered through the Board's normal public policy-making process prior to implementation, and within a time frame not exceeding one year from the date of publication of the report the District will provide a definitive response to this recommendation

RECOMMENDATION R2. THE GRAND JURY RECOMMENDS THAT THE MOSQUITO FIRE PROTECTION DISTRICT BOARD FOLLOW ITS OWN POLICY OF OVERSEEING THE DISTRICT'S FISCAL WELL-BEING WITH A MONTHLY REVIEW OF ACTUAL SPENDING COMPARED TO ITS MONTHLY SPENDING PLAN STARTING SEPTEMBER 2026.

District Response: The recommendation requires further analysis.

The District agrees that ongoing fiscal oversight is one of the Board of Directors' primary governance responsibilities. District Policy 1200.2.2 requires the Board to oversee the fiscal well-being of the District; however, the policy does not prescribe a specific method by which that oversight must be accomplished, nor does it require the preparation or use of a separate monthly spending plan.

The Board currently exercises fiscal oversight through the adoption of an annual budget, review of recurring financial reports, budget study sessions, review of warrants and expenditures requiring Board action, and discussion of the District's financial condition during public meetings.

The Board will evaluate whether incorporating a monthly comparison of actual expenditures to a monthly spending plan, or a comparable financial forecasting and monitoring tool, would enhance the District's existing financial oversight processes. Any modification to the District's financial reporting or budgeting procedures will be considered through the Board's normal public policy-making process, and within a time frame not exceeding one year from the date of publication of the report the District will provide a definitive response to this recommendation.

RECOMMENDATION R3. THE GRAND JURY RECOMMENDS THAT ALL MATERIALS FOR THE MOSQUITO FIRE PROTECTION DISTRICT BOARD MEMBER PACKAGE FOR EACH SCHEDULED MEETING BE SUBMITTED TO THE BOARD CLERK AT LEAST SEVEN (7) DAYS BEFORE THE REGULARLY SCHEDULED MEETING TO MATCH THE POLICY TIMEFRAME FOR AGENDA SUBMISSION BEGINNING WITH THE SEPTEMBER 2026 MEETING.

District Response: The recommendation does not accurately reflect District Policy.

District Policy 1200.2.4 provides that agenda items are to be submitted no less than one week prior to regularly scheduled Board meetings and that supporting documentation is to be submitted prior to ~~the~~ ~~day of~~ agenda posting. Consistent with this policy, the District has established internal administrative procedures requiring agenda items and supporting documentation to be submitted to the District's administrative office approximately eight (8) days prior to a regularly scheduled Board meeting. This internal schedule provides sufficient time for administrative staff to compile, review, and prepare the Board Member packet before the agenda is publicly posted.

The completed agenda is posted in compliance with the Ralph M. Brown Act at least seventy-two (72) hours prior to a regular meeting, and it is the District's practice to distribute the completed Board Member packet to Directors at that same time.

RECOMMENDATION R4. THE GRAND JURY RECOMMENDS THAT AT THE BEGINNING OF EACH CALENDAR YEAR THE MOSQUITO FIRE PROTECTION DISTRICT BOARD SELECT A BOARD PRESIDENT BY REAFFIRMING THE SITTING BOARD PRESIDENT OR ELECTING A NEW ONE BEGINNING JANUARY 2027.

District Response: The recommendation ~~has been~~ ~~will be~~ implemented.

The District already conducts selection of Board officers during its organizational meeting at the beginning of ~~each~~ ~~every~~ ~~second~~ calendar year. At that meeting, the Board considers the selection or reaffirmation of the Board President, Vice President, and Secretary through action of the Board in a public meeting.

Because this practice is already established, the District believes it substantially satisfies the intent of the Grand Jury's recommendation. The District will ~~continue conducting~~ ~~amend~~ Policy to provide for the annual selection of Board officers in accordance with ~~its established governance procedures~~ ~~the~~ recommendation.

RECOMMENDATION R5. THE GRAND JURY RECOMMENDS THAT THE MOSQUITO FIRE PROTECTION DISTRICT BOARD AND FIRE CHIEF DEVELOP BY JANUARY 2027 A COMMUNICATION PLAN THAT DEFINES COMMUNICATION PROCEDURES TO ENSURE ALL DIRECTORS ARE KEPT INFORMED OF ALL COMMUNICATIONS BETWEEN THE BOARD PRESIDENT AND THE FIRE CHIEF.

District Response: The recommendation requires further analysis.

The District agrees that effective communication among the Board of Directors and the Fire Chief is essential to sound governance and informed decision-making. The District also recognizes the importance of transparency and ensuring that Directors receive the information necessary to fulfill their governance responsibilities.

However, District Policy 1200.2.4 designates the Board President as the primary interface between the Board and the Fire Chief, while District Policy 1200.2.2 delegates the administration of routine operational matters to the Fire Chief. The District has identified no policy requiring that every communication between the Board President and the Fire Chief be routinely communicated to all Directors (Exhibit A).

The Board will evaluate whether additional communication protocols or governance guidelines would improve the sharing of information necessary for Board oversight while preserving appropriate governance boundaries, administrative responsibilities, and the efficient operation of the District.

Any communication procedures or policy modifications will be considered through the Board's normal public policy-making process, and within a time frame not exceeding one year from the date of publication of the report the District will provide a definitive response to this recommendation.

RECOMMENDATION R6. THE GRAND JURY RECOMMENDS THAT THE MOSQUITO FIRE PROTECTION DISTRICT BOARD REVISE DISTRICT POLICY TO SPECIFY THE CONSEQUENCES AGAINST ANY DIRECTOR WHO VIOLATES DISTRICT POLICY, SUCH AS UNAUTHORIZED CONTACT WITH LEGAL COUNSEL, BY SEPTEMBER 2026.

District Response: The recommendation requires further analysis.

The District recognizes the importance of clearly defined governance policies and the need for Directors to understand their responsibilities under those policies. The Board also recognizes that effective governance policies should promote accountability while remaining consistent with applicable California law governing independent special districts.

The Board will evaluate whether revisions to District policy are appropriate to further clarify governance expectations, including whether existing policies adequately address Board conduct, policy compliance, and available remedies for violations. As part of that evaluation, the Board will consider applicable statutory authority, the District's governing documents, and legal guidance regarding the authority of a Board to impose consequences upon ~~an elected~~ any Director.

Any proposed amendments to District policy will be considered through the Board's normal public policy-making process, and within a time frame not exceeding six months from the date of publication of the report the District will provide a definitive response to this recommendation.

RECOMMENDATION R7. THE GRAND JURY RECOMMENDS THAT ALL MOSQUITO FIRE PROTECTION DISTRICT DIRECTORS ADHERE TO THE REQUIREMENTS OF THE BROWN ACT IMMEDIATELY.

District Response: The recommendation has been implemented.

The District agrees that compliance with the Ralph M. Brown Act is fundamental to maintaining public trust and conducting the public's business openly and transparently. District policy requires Directors to comply with applicable laws governing public meetings, and the Board remains committed to conducting its meetings in accordance with the Brown Act.

As stated in the District's response to Finding 7, The District has taken proactive steps to reinforce Brown Act compliance through governance education and training. A Special Board Meeting was held on April 30, 2025, to provide Brown Act and governance training, and subsequent governance training has continued, including Brown Act instruction presented by Erike Young, Deputy Manager of CIRA. The District also routinely consults applicable legal resources and governing procedures in the conduct of its meetings.

The District further recognizes that Brown Act compliance is an ongoing responsibility rather than a one-time accomplishment. Consistent with recognized governance guidance, including the El Dorado County Board, Committee & Commission Handbook, the District supports continuing education on Brown Act requirements, meeting protocols, ethics, and governance best practices to ensure Directors remain informed of their obligations under California law as laws, guidance, and Board membership evolve.

The District will continue to encourage ongoing governance education and Brown Act training as Board membership changes and as legal requirements evolve.

RECOMMENDATION R8. THE GRAND JURY RECOMMENDS THAT THE MOSQUITO FIRE PROTECTION DISTRICT WORK WITH THE EL DORADO COUNTY BOARD OF SUPERVISORS AND THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) TO PROVIDE THE MEANS FOR PRACTICAL, FOCUSED, HANDS-ON BUSINESS AND GOVERNANCE TRAINING FOR EVERY NEW FIRE PROTECTION DISTRICT DIRECTOR BEGINNING JANUARY 2027.

District Response: The recommendation requires further analysis.

The District agrees that comprehensive governance training is beneficial for newly elected and appointed Directors. Effective governance requires an understanding of the Brown Act, ethics, public finance, special district governance, fiscal oversight, and the distinction between governance and administration.

The District has historically supported governance education through Board orientation, Brown Act training, ethics training, and other governance-related educational opportunities. Recent examples include the District's Special Board Meeting for Brown Act and governance training held on April 30, 2025, Harassment and Discrimination training conducted on March 24, 2026, and subsequent governance and Brown Act instruction. District Policy 1200.2.8 further requires Directors to complete ethics training consistent with Assembly Bill 1234.

The District also recognizes the value of regional collaboration in strengthening governance among rural fire protection districts. The Board will evaluate opportunities to coordinate with the El Dorado County Board of Supervisors, the Local Agency Formation Commission, the California Special Districts Association, the Special District Leadership Foundation, and other governance organizations to identify training opportunities that may benefit current and future Directors.

Any formal partnerships or training initiatives involving outside agencies will be pursued through appropriate public processes and in coordination with those respective organizations. **Within a time frame not exceeding one year from the date of publication of the report the District will provide a definitive response to this recommendation.**

RECOMMENDATION R9. THE GRAND JURY RECOMMENDS THAT THE MOSQUITO FIRE PROTECTION DISTRICT ADDRESS THE FINANCIAL CRISIS WITH THE EL DORADO COUNTY BOARD OF SUPERVISORS WITH A FUNDING PLAN IN PLACE BY JULY 2027 PRIOR TO THE EXPIRATION OF THE FEMA GRANT IN DECEMBER 2027.

District Response: The recommendation requires further analysis.

The District agrees that long-term financial sustainability is one of its most significant governance and operational priorities. As discussed in the District's response to Finding 9, the anticipated expiration of the FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant represents one of several financial challenges facing the District and many similarly situated rural fire protection districts.

The District has already undertaken numerous efforts to strengthen its long-term financial sustainability through public budget study sessions, ongoing financial monitoring, pursuit of grant funding, evaluation of operational efficiencies, and collaboration with neighboring agencies. These efforts include the ~~implementation and~~ continued evaluation of a Shared Services Agreement designed to improve operational efficiency, maximize available resources, strengthen regional cooperation, and enhance the long-term delivery of emergency services while maintaining local governance.

The District recognizes that maintaining adequate emergency services will require continued evaluation of funding opportunities and collaboration with the El Dorado County Board of Supervisors, the Local Agency Formation Commission, neighboring fire protection districts, and other local, regional, state, and federal partners. The District believes that addressing long-term financial sustainability will require a combination of prudent fiscal management, regional collaboration, grant funding, operational efficiencies, and ongoing evaluation of service delivery models rather than reliance upon any single funding source or strategy.

The Board will continue to evaluate long-term financial strategies and determine whether the development of a formal funding plan, and additional coordination with partner agencies, would further

support the District's long-term financial sustainability. Any long-term funding strategy will be developed and considered through the Board's normal public planning and decision-making process, and within a time frame not exceeding one year from the date of publication of the report the District will provide a definitive response to this recommendation.

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

Agenda Item Issue Paper

Meeting Date: Aug 27th, 2026

Title: Issue Paper Policy 1200

Author: William Buhnerkempe

Discussion Item ☐ or **Action Item** ☒

As pointed out at the Grand Jury Response meeting, Policy 1200 needs to be fixed. I have re-inserted 1200.2.3 (b) back into the policy where it was remove in the past. I then made edits to align the policy with the comments from that Board Meeting.

1200.2.3

- (b) Board leadership is determined at the December board meeting ~~on even-numbered-~~
~~calendar years~~. The terms of office shall commence upon election by the Board and end
~~24~~ 12 months later after the Board selects the leadership for the next ~~two-year~~ ~~period~~.

Recommend Approve policy as modified.

District Board Members

1200.1 PURPOSE AND SCOPE

To define as policy, the process of governing the Mosquito Fire Protection District.

1200.2 POLICY

The policy of the Mosquito Fire Protection District to adhere to the following Fire Board of Directors Policies regarding Board members.

1200.2.1 DISTRICT BOARD OF DIRECTORS

The Mosquito Fire Protection District is governed by a Board of Directors composed of five members. These members are elected at large by the District's registered voters in the State's General Election held every even year. Each director's term of office is four (4) years.

1200.2.2 BOARD OF DIRECTORS ROLE

- (a) The role of the Board is: (1) to formulate and evaluate policy to ensure the lawful and efficient operation of the District, (2) to oversee the fiscal well-being of the District, and (3) to select and retain competent administrative staff to manage District operations. Routine matters concerning procedural and operational aspects of the District are delegated to the professional staff members employed by the District. A board member should strive to understand that his/her basic function is "policy" and not "administration or operations".
- (b) The District Board shall act only by Ordinance, Resolution, or Motion. A majority vote of members of the District Board (3/5) is required on each action taken and the vote shall be recorded in the meeting minutes.

1200.2.3 BOARD OFFICERS

- (a) The officers of the Board are President, Vice President and Secretary. Members filling these positions serve at the pleasure of the Board and are selected by majority vote of the Board at a regular board meeting.
- (b) Board leadership is determined at the December board meeting ~~on even-numbered calendar years~~. The terms of office shall commence upon election by the Board and end 24 12 months later after the Board selects the leadership for the next ~~two-year period~~.
- (c) Should the President's position become permanently vacant for any reason, the Vice President shall assume the role of President for the remainder of the former President's term as an Officer. If any other officer position becomes permanently vacant for any reason, the Board shall elect a replacement for that position at a regular meeting as soon as practical.

1200.2.4 BOARD OFFICER ROLES

- (a) President - The Board President shall: (1) preside over all Board meetings, (2) shall ensure that an appropriate agenda is established and published for each meeting, (3) shall sign all documents on behalf of the Board and District as may be required, (4) be the primary interface between the Board and the Chief, and (5) shall have the same rights and responsibilities as other Directors to participate in and vote on items at Board meetings.

Mosquito Fire Protection District

Policy Manual

District Board Members

- (b) Vice President - The Vice President shall serve as acting president in the temporary absence or disability of the President and shall become president upon the death, resignation, or removal from office of the President.
- (c) Secretary - The Board Secretary (1) ensures that all information released fully represents decisions of the Board of Directors, (2) ensures all agendas and business items are memorialized in properly formatted Agenda Item Templates, submitted no less than one week prior to regularly scheduled board meetings and supporting documentation prior to the day of agenda posting, (3) confirms that agendas are being posted in accordance with district policies and regulatory requirements. (4) The Board Secretary is to work with the Board Clerk and Board President to ensure that board agendas are in accordance with the Brown Act and related district policies. (5) The Secretary shall maintain a board action list to assure follow up and closure occurs on all action items.
- (d) Other - Budget preparation assistance becomes the responsibility of the Finance Committee and all other responsibilities are assigned to the Fire Chief. Should the Chief see a need for sign off he has access to both the Finance Committee and the Board President. The Chief will report quarterly (March, June, September, December) on the district fiscal condition.

1200.2.5 BOARD MEMBERS DECORUM

It is understood that Board Members will not always agree. Board members have the right to maintain and express differing viewpoints, styles, opinions, and values. Nonetheless, Board members should aspire to respect the dignity of their office and to observe common standards of decorum to the extent possible.

In order to assist in the governing of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- Board Members' decisions and actions shall best serve the needs of the District's citizens considering available resources and information available to the Board at the time such decisions or actions take place.
- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of the action that was taken.

1200.2.6 BOARD MEMBER RESIGNATION

- (a) An office becomes vacant before the expiration of its term upon the delivery of a letter of resignation by the resigning board member to the Board Clerk. The letter may be delivered by mail, in person, or electronically.
- (b) The letter of resignation shall specify a date on which the resignation will become effective and no acceptance or rejection by the Board is necessary.

Mosquito Fire Protection District

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District Board Members

- (c) A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months by failing to attend regular board meetings. For good cause, however, the Board may authorize the member's absence.
- (d) A resignation occurs without the delivery of a letter of resignation if a Board Member ceases to be an inhabitant of the District.

1200.2.7 HARASSMENT AND DISCRIMINATION

It is the policy of the District to establish and maintain a work environment free of all forms of harassment and discrimination. Such behaviors are unacceptable and will not be condoned or tolerated on the part of any District member. All Directors, paid staff and volunteers must be familiar and comply with the District's policies and California bills SB 1343 and AB 1825 prohibiting such behaviors. Formal training shall be accomplished by completing mandatory classes every two (2) years as required under California law.

1200.2.8 CODE OF ETHICS TRAINING

Assembly Bill 1234, passed by the California Legislature on October 7, 2005, requires that any local agency providing compensation (either by salary or stipend) or reimbursement of expenses to members of its legislative body must provide ethics training to those local agency officials every two years. While Directors currently do not fall within the compensation or reimbursement requirements of AB 1234, by policy all Directors shall meet the requirements of this law and provide evidence of training compliance to the Board Clerk within three (3) months of assuming office.

1200.2.9 CONFLICT OF INTEREST

The District shall adopt by Resolution and file with the Clerk of the County of El Dorado a Conflict of Interest Code which satisfies the requirements of Government Code Sections 81000, et. seq. The Resolution shall be reviewed and amended as necessary.

All members are required to report potential conflicts of economic interest even if they are not in a designated classification. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the District Board Clerk.

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

Agenda Item Issue Paper

Meeting Date: Aug 27th, 2026

Title: Issue Paper Finance Items needing Discussion

Author: William Buhnerkempe

Discussion Item ☒ or **Action Item** ☒

While Information from the County has not yet been released and may still be several weeks away. It is important to look at what we do know and prepare for September.

Attached is a spreadsheet showing:

- | | |
|---|--|
| • MFPD's Reserves, (as of May) | Budget lines #310 & #350 about \$161K |
| • Current obligations for expenditures | 21K to 50K (have not seen July expenses) |
| • current obligations for staffing | \$23K to \$27K (Not including Stipends) |
| • current budget amounts, | \$72,400 |
| • GV Contract for Chief only | \$78,000 |
| • expected obligations, (for admin staff) | \$22K to \$108K |

I am asking the Board and Interim Chief to review the Preliminary Budget

- **Decide what changes need to be made to line items within the Budget**
 - **Change \$40,000 Chief Salary Budget Line, to \$10,000**
 - **Change \$400 for non Chief CMD Staff to \$10,000**
 - **Change Contingency from \$5,795.69 to \$449.89**
 - **Add Budget Line 4300(G) GVPD Contract \$78,000**
- **Decide if money needs to be pulled from the reserves, and if so, how much.**
 - **\$50,000 to allow for GVFPD Agreement**
 - **\$80,000 if we want to cover prior expenses that are being paid from 26-27 Budget**
 - **\$100,000 to \$160,000 if we clean out all MFPD Reserves for new chief to spend.**
- **Finalize August changes so Budget can be shared with GVFPD.**

Recommendations

- 1. Pull \$50,000 from Reserves (310 Fund – Reserves General)**
- 2. Direct, Director Buhnerkempe, to share Modified Budget with Garden Valley.**
- 3. Direct, Director Buhnerkempe, to make arrangements to meet with “Chief “to discuss September Final Budget to be brought back to the MFPD Board for Approval on September 24, 2026**

Attached Spread Sheet

- **Best Guess Expenses,**
- **Multi Column #12 shows current, Multi-Column #13 shows possible Budget.**

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

Agenda Item Issue Paper

Meeting Date: August 27, 2026

Title: Interim Chief Coverage

Author: Trent Williams

Discussion Item ☐ or **Action Item** ☒

Summary:

As stated in the MQT Interim Fire Chief Contract 2026 document approved on August 3, 2026, the operational command of the District during the period September 4, 2026, through October 4, 2026 shall be formally delegated by the Board of Directors to an Acting Fire Chief via separate resolution.

Recommendations:

1. Board to formally delegate the operational command for the period of September 4, 2026, through October 4, 2026.



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

August 16, 2026

To: Linnea, Board President

Subject: Recommendation for Acting Fire Chief Appointment

Dear President Linnea:

I am writing to recommend that Division Chief Scott Bravo be appointed to serve as Acting Fire Chief for the Mosquito Fire Protection District during my absence from September 4, 2026, through October 4, 2026.

During this period, I recommend that Division Chief Bravo be authorized to carry out the day-to-day duties and responsibilities of the Fire Chief necessary to maintain continuity of District operations, personnel oversight, emergency response, and administrative functions.

Chief Bravo is familiar with the District's current operations and priorities and is well positioned to provide continuity of leadership during my absence.

I respectfully request that the Board consider and approve this temporary appointment for the period identified above.

Sincerely,

David Bellerive

Fire Chief

Mosquito Fire Protection District

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

Agenda Item Issue Paper

Meeting Date: August 27, 2026

Title: REMS Team Status

Author: Trent Williams

Discussion Item ☒ or **Action Item** ☐

Summary:

At the December 19, 2024 Board Meeting, it was recommended that MFPD develop a REMS team to support operational needs associated with the new bridge. Twenty months have passed since that recommendation was made, and the hiring of a Fire Chief was postponed at that time pending further evaluation of this initiative.

A current status update on the REMS team is needed, along with clarification on whether Chief Wes Norman supports continued pursuit of this capability should a Shared Services agreement be approved.

Recommendations:

1. Request Chief Bellerive provide a current status report on the REMS team, including:
 - a. Training conducted to date
 - b. Number of MFPD personnel trained and certified
 - c. Current equipment inventory and outstanding equipment needs
 - d. Operational readiness, including response logistics and activation procedures
 - e. Remaining financial requirements to fully establish the team
2. Request Chief Norman provide his perspective on whether MFPD should continue pursuing development of a REMS team if he is approved as Fire Chief under a Shared Services agreement.

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
Placerville, CA 95667
(530) 626-9017

Agenda Item Issue Paper

Meeting Date: August 27, 2026

Title: Issue Paper: Shared Services Committee Change

Author: Maria Rodriguez

Discussion Item ☐ or **Action Item** ☒

Summary:

-Shared services, in the form of a conceptual idea, were offered to Mosquito Fire Protection District in April of 2026 by Garden Valley Protection District.

-LAFCO has attempted, with painful involvement, to bridge the gap between the divide districts specifically involving MFPD since November of 2025.

-We are in August of 2026 and we still have not begun contract negotiations in the form of drafted contracts. Attached are documents to give a timeline of agenda items since this issue has come to the district in November 2025.

-I voted to relieve the president of a committee due to my opinion and knowledge of knowing the president was attending EMT training at the time in the Garden Valley District.

-I was approached by many members of our community and outside experts of their own districts, that it may be in the best interest of our district to get involved with shared services. My stance at the time was that the committees had just changed to accommodate workload and conflict of interest involving too many directors at one meeting causing Brown Act violations.

-I have changed my mind since this meeting as it has become evident that the directors on the shared services committees, 2 by 2 for garden valley and LAFCO committee are not in an aggressive search for a contract that would benefit MFPD in a shared services agreement with GVFP.

-It is evident via LAFCO's own public meetings that the smaller districts on the divide of El Dorado County such as GFPD, GVFPD and MFPD are on the horizon to be "consolidated". We do not need to be whispering or avoiding this word and should absolutely be allowed to speak about this matter at our own public meetings involving our own district's future.

-If it is inevitable that smaller districts combine to survive; which without an immediate and significantly large community tax increase to Mosquito, it is inevitable, we must be aggressive in the pursuit of an agreement that is fully transparent and beneficial to our community here in Mosquito. Mosquito is unique, it can and shall remain unique and most importantly a mighty asset to the El Dorado County Divide. Whether through shared services and/or future consolidation Mosquito has a lot to offer, and we can not survive on our own at the current status that our department is in.

MOSQUITO FIRE PROTECTION DISTRICT

8801 Rock Creek Road
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-No matter how descriptive we want to be in our wording of our finances and staffing, we are a department that needs to focus on change to remain the same spirit of small town volunteer training ground where others come to grow and make our community better in the process. Not stubborn, sand bagging actions out of fear, that change will force closure and abandonment. Ignoring this issue is abandonment. We must write our own contract drafts and edits and agree to sign by 12/11/26.

-Stalling, as I have witnessed the last few months, is not appropriate or the best interest of our community and abandons our responsibility as Board of Directors of Mosquito Fire protection District. There have been conceptual documents that turned into 5 page questions. Which then another meeting passed before it turned into 11 pages of questions that has now, maybe, begun to turn into documents that are drafts of contracts, but prepared by other people, not our own directors from our own district board members.

-I would like to join shared services committees for the 2 by 2 with Garden Valley and for LAFCO to have ability to pursue contracts for shared services that benefit MFPD and are signed within the time frame of Interim Chief Bellerive's short time with us which ends December 11, 2026. We do not have much time and must accelerate this process to a more efficient team of contract writers, and I would support that pursuit.

Recommendation:

- Vote Director Rodriguez to swap with one of the directors, either Williams or Burnerkempe, on the Shared Services committees.
- Swap shared services committees and 2 by 2s for taxes committee so that work load remains even among all directors and no Brown Act violations arise in the future meetings.

6.2.3 Expenses 2025 Oct 28	
6.2.4 Expenses 2025 Nov 8	
7 ISSUE ITEMS	
7.1 Chief's Report	AC Bravo
7.2 Exhaust and Compressor Update	AC Bravo
7.3 Fire Code Resolution	W. Buhnerkempe
7.4 Policy Manual Accessibility	T. Williams
7.5 MFPD Website Board Related Posting Corrections	T. Williams
7.6 LAFCO Talks	W. Buhnerkempe
7.7 LAFCO Paper Response	W. Buhnerkempe
7.8 Chief Job Announcement	W. Buhnerkempe
7.9 Board Clerk Announcement	L. Ugglia
7.10 Engine & Utility Vehicle Disposition	AC Bravo
7.11 MFPD CIP Projects	T. Williams
8 COMMITTEE REPORTS	
8.1 Property Parcel 085300015 (Near Morton Property)	L. Ugglia
8.2 Finance Budget Study Session	B. Buhnerkempe
8.3 Chief Hire Committee	B. Buhnerkempe
8.4 District Auxiliary Mosquito	M. Blain
9 DIRECTOR'S COMMENTS	
10 ADJOURN Next Meeting: Thursday December 18, 2025	

6 CONSENT CALENDAR ITEMS	L. Ugglia
6.1 Approval of Minutes	
6.1.1 November 20, 2025 Regular Board Meeting	
6.1.2 Minutes 2025 Dec 18 Special Meeting	
6.1.3 Minutes 2025 Dec 18 Regular Meeting	
6.2 Acknowledgement of Expense Reports	
6.2.1 Expenses 2025 Dec 18	
6.2.2 Expenses 2025 Dec 29	
6.2.3 Expenses 2026 Jan 5	
7 ISSUE ITEMS	
7.1 Chiefs' Report	AC Bravo
7.2 Issue Paper LAFCO Talks - January	W Buhnerkempe
7.3 Issue Paper Clean up of old policies from 2020	W Buhnerkempe
7.4 Issue Paper - Standing Committee Policy	W Buhnerkempe
7.5 Issue Paper Fire Code	W. Buhnerkempe
7.6 Issue Paper for Transfers and Single Column Budget	W. Buhnerkempe
7.7 Issue Paper Policy 804 Records Retention	W. Buhnerkempe
7.8 Facility Use Request Appeal	T. Williams
7.9 Policy 704 Information Technology	T. Williams
7.10 Policy 212 Physical Asset Management	T. Williams
7.11 Policy 1054 Discussion only	W. Buhnerkempe
8 CLOSED SESSION Government Code 54957.6	
8.1 Fire Chief Restrictions Status	L. Ugglia
8.2 Personnel Contract/Compensation	W. Buhnerkempe
9 COMMITTEE REPORTS	
9.1 Finance Budget Study Session	B. Buhnerkempe
9.2 District Auxiliary Mosquito	M. Blain
10 DIRECTOR'S COMMENTS	
11 ADJOURN Next Meeting: Thursday February 26, 2026	

March 31, 2026

Bills Meeting Notes.

Present from Mosquito: Dave Bellerive, William Buhnerkempe,
Absent from Mosquito Scott Bravo, Linnea Ugglia, Eddie Dwyer
From County Sue Phillips, Jeanette Salmon
Garden Valley Chief Wes Norman, Board Ed Hawkins Chairman
LAFCO Shiva Frentzen

Linnea was listening in via Zoom but not talking. She was Texting with Laurie Parland

Items Discussed:

- Someone started talking about Garden Valley Person to be in charge of Mosquito
- Ed Hawkins from Garden Valley said their Chief is too busy with George Town to deal with Mosquito at this time.
- I asked and was told ->the Schwegler at 2x2 meeting was Chris Schwegler, son of Mark Schwegler.
- I was asked what MFPD's Board of Directors was told about the 2x2 committee.
 - there was no written Report Out
 - we were told that vaguely it was about an admin person
 - next time there would be a written report out.
- I Brought up Support Group, and would it still exist under any group other than Mosquito since they are a large portion of our response. LAFCO shut this down, saying this is not going to be discussed.
- Garden Valley Chief says he has support Groups and CERT people in Garden Valley and George Town (this is the first I have heard of this.)
- Chief Ed Dwyer tried to join meeting via Zoom
 - I said we should let him join
 - Laurie Parlen said that per Linnea, Dwyer is still out, Bravo is still Acting Chief.
 - Chief Dwyer was not permitted access to meeting.
- Per Chief Wes, MFPD's 2x2 committee said MFPD wants Admin Help
 - Admin Assistant
 - Board Clerk
 - Garden Valley could offer a Full Package GV person for \$145,000 to \$175,000 per year
 - Should be a 6 – 10 – or 12 month Trial
 - Wes said he was happy to come to Mosquito to Talk
- County purposed a "Divide wide staffing augmentation" person.

- County purposes hiring an Admin Person that would float between all 3 districts on Divide
- Not sure if this is like a Captain / Administration Person
- County said they would work with Garden Valley to put something on Paper
- County to pay for position
- County said that the Idea would be Conceptual something for all to look at, talk about, and more specifics to come later.
- Additional Person that could float across all 3 districts.
- To get this 1/3 person for no cost, they would ask that Mosquito hold off on Advertising / Hiring a new Chief for the duration of the agreement.**
- County will help come up with something on paper for 2x2 Committee to discuss.
- I said I am not part of 2x2 committee, they would have to talk to Linnea and Trent.
- County gave us spread sheets for Budget years 2021 through 2025
 - I said I would look over them and get back to them with any notes.
- County says the MFPD Board has the Ability / Authority to Direct that AC Bravo and BC Bellerive are the Staff assigned to work with the 2x2 Committee.
 - I told them as an individual Board member I could not do that, & I am not sure if the Board as a group could direct which staff member is assigned to which duty.
- County wants Mosquito Board to Authorize Staff to work with County personal and Garden Valley to come up with details about a "Divide Wide Staffing Augmentation Plan", then to consult with 2x2 Committee.
- County asked that we put in an agenda Item to discuss the "Divide Wide Staffing Augmentation Plan" (Included in this e-mail) for the April 23, 2026 meeting.
- Sounds like what county wants is...
 - For only Bellerive, and Bravo to work with Chief Norman & Garden Valley
 - Then to talk to 2x2 committee so they can meet with Garden Valley
 - Then 2x2 can come tell MFPD what was decided
 - Then MFPD Board gets to vote.
- I told them
 - I am not part of 2x2,
 - I am not sure IF Board can tell Individual Staff to go meet with Chief Norman,
 - Next Board meeting is not until April 23",
 - I am Not sure who is in charge of Staff at the moment.
- Next Meeting of this LAFCO / Mosquito / Garden Valley / County Group is May 5th 10 AM.

Regarding Meeting Notes 3-31-26

Clarification

#3

Current Staffing allows for usually **2 Responders per call** + Volunteers

#4

Ask is part of 2x2 committee that BILL is not part of.

#5

Option #2

\$82K is what MFPD pays the Chief

\$33K is what MFPD pays the Administration person

#6

Mosquito must plan for **post prior to August**, when Dwyer's Contract ends.

Action Items

Confirm Participants for 2x2 - **CAN NOT BE BILL**

Budget Planning April 15th is a PUBLIC Meeting at 1300 hours

Was given 5 year Financial Info, have noticed differences, working on documenting them.

Above is Bill's Response to County's Minutes of meeting. (Response sent to Alison M. Winter)

6 CONSENT CALENDAR ITEMS Approval of Minutes 6.1 Minutes 2026 Jan 22 Regular Board Meeting 6.2 Minutes 2026 Feb 26 Regular Board Meeting 6.3 Minutes 2025 Dec 18 Regular Board Meeting 6.4 Expenses 2026 February 25 6.5 Expenses 2026 February 26 6.6 Expenses 2026 February 27	L. Ugglia
7 ISSUE ITEMS 7.1 Chiefs' Report 7.2 Issue Paper Item PG&E Transformer Easement Proposal 7.3 Issue Paper Trade of Engine E675 7.4 Issue Paper Policy Committee 7.5 Issue Paper Policy 1108 Use of District Facilities and Grounds 7.6 Issue Paper Replace Policy 1054 with 1054a and 1054b 7.7 Issue Paper Daytime Meetings 7.8 Garden Valley 2 X 2 Meeting Read out	AC Bravo L. Ugglia L. Ugglia W. Buhnerkempe W. Buhnerkempe W. Buhnerkempe L. Ugglia T. Williams
8 CLOSED SESSION Government Code 54954.5 8.1 Public Employee Discipline	L. Ugglia
9 COMMITTEE REPORTS 9.1 Finance Budget Study Session	B. Buhnerkempe
10 DIRECTOR'S COMMENTS	
11 ADJOURN Next Meeting: Thursday April 23, 2026	

LAFCO Out Part 1 – 0930 to 0950 May 5th 2026

Bills version of what happened prior to my having to leave –since what was being discussed next was part of the 2-by-2 committee -that is Linnea and Trent's committee.

- Talked with Susan Phillips regarding Final documents (County's copies of Actuals), that was given to us last meeting.
 - o While 4 of the 6 pages mostly matched up with what is in EDCAT (El Dorado County Accounting Transactions)
 - EDCAT for MFPD, for 2023 is still not close to what our records show.
 - Page 5 and 6 of the county numbers do not match with the GL sheets from EDCAT.
 - I will be requesting of Shar a copy of all information regarding Transfers with amounts, moving into, out of, or between Reserve Accounts.
 - Bottom line = Numbers on Papers do not match and clarification is necessary.
- I asked that the Restated Minutes, be corrected to reflect that 2 Stipend Fire Fighters are MFPD normal Staffing, not the one paid position they had listed.
- County People stated that those people online and at the meeting in Mosquito, were happy with the Concept Paper passed out at the meeting.
 - o Garden Valley said they did not make the concept paper publicly available.
 - o I was asked what I thought of it, and I stated I was not able to comment on it because I was not part of the committee still working on it.
 - I was then asked if I had made comments at the meeting about it.
 - I stated that I believe I had commented on the information in the top paragraph of the last page,
 - Upon Review I see now that my comments were on the top 2 items on the last page. Dealing with Staffing and Financing.
- It was reported that the 2-by-2 committee has still not been able to meet.

Bill then left the meeting about 0950 since

- o What was to be discussed was details and next steps for the 2-by-2 committee
- o Remaining at the meeting would have caused a violation of the Brown Act since I am not part of the 2-by-2 committee (Trent & Linnea from MFPD)

Linnea will need to provide LAFCO Out Part2 0950 + for Ma 5th 2026

Nex meeting date / time: Unknown

Meeting Notes – Mosquito & Garden Valley Fire Districts

March 31, 2026 – Conference Room A & Zoom

Duration: 1 hr 44 min

Participants: County representatives (Sue, Alison, Lori), Garden Valley Fire (Wes, Ed), Mosquito Fire (Bill, Linnea, Mark), LAFCO (Shiva).

1. Purpose of Meeting

To discuss shared-services opportunities between Mosquito Fire, Garden Valley Fire, and potentially Georgetown Fire; identify operational and administrative needs; and outline steps toward a collaborative staffing and management model supported in part by county funding.

2. Georgetown & Garden Valley Update

- Wes is still heavily involved in Georgetown due to administrative cleanup needs.
- Georgetown cannot afford a full-time chief and expects shared services to continue beyond the initial term.
- Garden Valley staffing is more stable, and a long-term captain contributes to continuity.
- CERT and Support Groups in both districts are functioning well and will not be eliminated under any shared model. Wes emphasized program expansion, not reduction.

3. Mosquito Fire District Operational Concerns

- Mosquito relies heavily on support-group volunteers during calls.
- Bill expressed concern that Garden Valley leadership might discontinue Mosquito's support group; Wes confirmed definitively that won't happen.
- Mosquito typically needs 2-4 personnel per medical call due to terrain challenges and ambulance access needs.
- Current staffing allows for roughly one responder per call unless volunteers augment the response.

4. Administrative & Leadership Structure Discussion

Key Needs Identified

- Mosquito's most urgent need is **administrative capacity**, not just field operations.
- A combined model could include:
 - Garden Valley Chief (Wes) providing leadership, oversight, and strategic direction.
 - An **Operations/Administrative Officer** rotating across all three districts.
 - Continued operational support and training integration among districts.
- Wes noted that a new shared administrative officer would:
 - Coordinate programs (fleet, training, prevention).
 - Attend board meetings for all districts.
 - Oversee HR, payroll approvals, and consistency of policies.
 - Improve efficiency across agencies.

5. Cost Model Discussion

- Option 1: Garden Valley hires the shared Admin/Ops Officer**
 - Estimated full compensation: **\$145k-\$170k/year**.
 - This would require county financial participation.
- Option 2: Mosquito hires its own administrative support**
 - Estimated cost: **~\$80k/year**, likely without benefits.
- County involvement:**
 - The County suggested it could potentially fund the Admin/Ops Officer if justified as a divide-wide benefit.
 - The position would support all three districts and participate in countywide fire operations, training, and prevention meetings.
 - This would be under the condition that Mosquito would not hire a Chief.

6. Role & Future of the Mosquito Fire Chief

- Uncertainty around Chief Dwyer's medical clearance and return date.
- Until cleared, Bravo serves as Acting Chief.
- Discussion acknowledged:
 - Mosquito must plan for post-August, when Dwyer's contract ends.

- The district may need to appoint an interim admin/ops leader even if Dwyer briefly returns.
- The board retains authority to determine leadership structure regardless of Dwyer's status.

7. Proposal & Agreement Development

Consensus Direction

- County staff and Wes will draft a **conceptual proposal** outlining:
 - Structure of the shared Admin/Ops Officer role.
 - Level of county financial support.
 - Expectations for Mosquito, Garden Valley, and Georgetown.
 - Governance and reporting model.
 - Scope of services and performance metrics.
- Boards will be asked to approve the concept and authorize staff/ad-hocs to negotiate a formal agreement.

Timeline Proposed

- Within 3 weeks:** County & Wes create draft proposal.
- Around April 22-24:** Hold a 2-by-2 meeting to review the draft.
- April 23:** Mosquito board receives conceptual briefing.
- April 28:** Garden Valley board receives conceptual briefing.
- Georgetown:** Wes will update their board during the April 10 meeting (informational only).

8. Community Messaging & Rumor Control

- Persistent rumors about forced consolidation were noted.
- All parties agreed on:
 - Transparent communication.
 - Messaging that cooperation strengthens service rather than eliminating autonomy.
 - Ensuring no one interprets county funding as a "takeover."

- County still working to onboard Chief Blankenheim for systemwide analysis (delayed at the state HR level).
- Priority data items include:
 - Call volume over a 3-year average.
 - Response times.
 - Current staffing levels.
 - Program responsibilities (training, fleet, prevention).
- Mosquito notes unique patterns such as high walk-in medical call volume.

10. Next Meeting

Date: May 5, 2026

Time: 10:00 AM

Location: Conference Room A

Purpose: Review progress, refine proposal, confirm readiness for contract drafting.

Action Items

County

- Draft conceptual proposal with Wes (3-week timeframe).
- Prepare board item for April 21 meeting (concept approval).
- Coordinate with Georgetown & Garden Valley leadership.

Wes (Garden Valley Chief)

- Develop draft scope, structure, and cost model for Admin/Ops Officer.
- Prepare to present informational update to Georgetown on April 10.
- Participate in drafting and 2-by-2 review.

Mosquito Fire

- Prepare for April 23 meeting to brief the board on the conceptual proposal.
- Confirm participants for 2-by-2 (e.g., Bill, Bravo).
- Continue work on budget planning (April 15 internal meeting with Acting Chief).

All Districts



Shared Services Proposal

Garden Valley & Mosquito Fire Protection Districts

The Mosquito Fire Protection District (MFPD) must soon replace its retiring fire chief. Finding and funding a full-time chief and administrative team is costly for a small district. Garden Valley Fire Protection District (GVFPD) proposes a two-year shared services agreement that provides immediate leadership and administrative support while preserving MFPD's local identity. This opportunity builds on an existing shared services/mutual aid agreement between the two districts, formalized in 2020, which already improves coordinated emergency responses.

MFPD faces geographical isolation, limited infrastructure, and long mutual-aid response times. A recent municipal service review noted that MFPD collaborates with GVFPD through mutual aid but still operates from an outdated facility and struggles to recruit and retain volunteers. Without additional administrative capacity, the district risks disruption when its chief retires. Similar agencies have adopted shared services models to control costs and maintain consistent leadership; Garden Valley and Georgetown Fire Protection Districts entered a 12-month agreement after Georgetown's chief retired, sharing leadership and administrative costs without changing local staffing or response times. Similarly, El Dorado County Fire and Diamond Springs Fire Protection District established a multi-year shared service agreement, ultimately ending in annexation due to its success.

Proposed Agreement

Chief Services: Garden Valley Fire Chief will serve as chief for both districts. They will oversee operations, budgeting, personnel management, strategic planning, and community engagement. GVFPD's administrative team will assist where needed with payroll, human resources, purchasing, policy development, records retention and compliance with the Brown Act and other laws.

Prevention and Code Enforcement: GVFPD will provide supervision of fire prevention services, including plan review, inspections, and public education. These functions support risk reduction and help ensure MFPD complies with state and local codes.

Training and EMS Coordination: Personnel from Garden Valley, Mosquito, and Georgetown will train under a combined training calendar/schedule. Unified training programs will ensure firefighters and emergency medical responders maintain required

certifications and use consistent incident command practices. EMS quality assurance and continuing education will also be coordinated.

Grant Writing and Funding Development: GVFPD will pursue grants on behalf of MFPD and the region, including SAFER and hazard-mitigation grants. A unified grant strategy increases competitiveness and reduces the administrative burden on MFPD volunteers.

Financial Terms

Monthly Fee: MFPD will pay \$6,500 per month (billed quarterly) for a minimum of 24 months. The fee covers leadership, administrative services, prevention programs, vehicle maintenance, fuel, legal counsel, and other shared operational costs. Fees may be adjusted by mutual agreement to account for changing costs or expanded services.

County-Funded Administrator: El Dorado County will fund a full-time administrator at \$200,000 per year, including salary and benefits. The administrator will be employed by GVFPD but will serve across Garden Valley, Mosquito, and Georgetown. Responsibilities include coordinating training, prevention, and EMS programs, writing grants, and providing administrative support. This county-funded position ensures dedicated regional management.

Budget Transparency: GVFPD will provide quarterly financial reports to MFPD detailing expenses and shared costs. MFPD retains the right to audit records and to review the fee structure annually.

Governance and Term

Independent Boards: Both districts maintain independent boards of directors, taxing authority, and control over local staffing. The shared services agreement is NOT a consolidation or annexation.

Oversight Committee: A joint committee with directors from both boards and the chief will meet quarterly to monitor performance, review financial reports, and gather community feedback. Performance metrics (response times, training hours, inspections, grant awards, and budget adherence) will be tracked and published.

Initial Term and Termination: The agreement runs for 24 months, with options to renew annually. Either party may terminate the agreement with 180 days' notice. Termination clauses ensure a smooth transition and fulfillment of obligations.

Expected Benefits

- Stable Leadership and Continuity:** By sharing the Garden Valley Fire Chief and administrative team, MFPD avoids the cost and uncertainty of recruiting a new chief and retains operational continuity during a leadership transition.
- Cost Savings:** At a monthly fee of \$6,500, MFPD will spend far less than the total compensation required for a full-time chief, administrative staff, and associated benefits. Shared purchasing and maintenance further reduce expenses.
- Improved Service Delivery:** Unified training and prevention programs enhance operational consistency. Regional deployment of personnel and equipment improves coverage for complex incidents without changing local response times, replicating successes from the Garden Valley/Georgetown agreement.
- Increased Grant Capacity:** Access to GVFPD's grant team and county-funded administrator improves the region's ability to secure federal and state funding for staffing, equipment and facilities.
- Enhanced Community Collaboration:** The agreement fosters cooperation among Garden Valley, Mosquito and Georgetown districts. Shared public-education campaigns, evacuation planning and community engagement strengthen preparedness and resilience. MFPD residents retain local control and benefit from broader regional expertise.

Conclusion

The Garden Valley Fire Protection District recommends that the Mosquito Fire Protection District Board of Directors approve this shared services agreement. It offers a cost-effective solution to leadership turnover, leverages proven administrative capacity and builds on an existing mutual aid relationship. By adopting this proposal, MFPD will gain stable leadership, improved operational efficiency, strengthen regional collaborations, and enhance grant opportunities while preserving its independence and community identity.

As part of our reporting out to the Board about meetings, we attend... Trent and I have come up with the following.

Shared Services Joint Meeting Readout for MFPD Board

At the recent Shared Services Joint Meeting between representatives of the Mosquito Fire Protection District and the Garden Valley Fire Protection District, the following items were discussed:

1. Presentation of MFPD's Response Draft MFPD presented a draft response to Garden Valley's conceptual shared-services proposal. The draft reflected input from all MFPD board members and outlined areas where clarification or refinement would be needed in any future agreement.

2. Clarification of "Administrator" vs. "Administrative Assistance" A request was made to clarify terminology used in the conceptual proposal. Garden Valley explained that:

- "Administrator" refers to the Fire Chief or the Chief's designee.
- "Administrative Assistance" refers to clerical and support functions, which may include board-clerk-type duties. Both districts agreed that this distinction should be used consistently going forward.

3. Discussion of a Dedicated Officer at Station 75 MFPD's response draft included a requirement for a consistent officer—such as a Battalion Chief or Captain—assigned to Station 75 with dual accountability to both the Garden Valley Fire Chief and the MFPD Board. Garden Valley expressed concern with this approach and indicated they did not support establishing such a dual-reporting position.

4. Clarification of Funding Sources for Shared Services MFPD requested clarification on how leadership, administrative services, prevention programs, vehicle maintenance, fuel, legal counsel, and other shared operational costs would be funded. Garden Valley stated that:

- All MFPD-related expenses would be paid from the **MFPD budget**, not the Garden Valley budget.
- Administrative staff would process MFPD expenses using MFPD funds.

5. Next Steps and Document Handling MFPD board members agreed to revise the response draft to reflect the clarifications and feedback provided by Garden Valley during the meeting.

Rill

2x2 out July 29, 2026

Director Williams and Director Buhnerkempe met with Shiva Frentzen, Sue Philips, Lori Parlan, Alison Winter, Director Edwards, Chief Norman and Battalion Chiefs Bravo and Bellerive on July 29 at 1300 Hours.

LAFCO & County, continues to tell all parties to get this agreement Finished and Signed.

Garden Valley's Board Representative brought issue with the length of the items we wanted the Part Time Chief to do. He stated that the 11 pages we provided was much longer than the 4-page agreement with Georgetown. A provided copy of the Georgetown agreement was 9 pages long and did not include any Administrative Support requirements.

After the Official Meeting we were able to discuss with Chief Norman a 2-page document listing actions we would like the Part Time Chief to do, and a one-page list of Items the Administrative Assistants would need to do. While Chief Norman saw no real issues with what we were suggesting that he should do, he was unsure if the Administrative Assistant roles we wanted to cover would be within the abilities / availabilities of staff.

We also spoke about budgets. While Georgetown and Garden Valley budgets usually range near a million and sometimes up to 3 million dollars The budget of Mosquito is under a half million not counting Grants and Strike teams. We shared with Chief Norman a copy of Mosquito's Budget so he could make suggestions if he had any.

Bottom line, that while LAFCO is Pushing, Garden Valley is still waiting for County to give them the promised money. Without the inflow of promised monies, Garden Valley is unsure of administrative assistant availability at either Georgetown or Garden Valley.

Garden Valley is supposed to be typing up a copy of their agreement with Georgetown inserting MFPD wherever GFDP appears. Many pages contain Indemnification Language and Comprehensive Liability insurance Minimums, that BC Bellerive is looking at.

While "Services" are listed in the Georgetown agreement as:

- o GVFPD agrees to make Fire Chief Wes Norman available
- o GVFPD allows for additional overhead staff when needed on incidents i.e., Safety Officer, operations Chief etc.
- o GVFPD Chief officer(s) will be available for response as Primary Coverage when needed
- o GVFPD will provide Chief Officer response on assigned shift(s)
- o GFDP directs employees to report to Chief Norman
- o GFDP will make available all regulations, policies, procedures, manuals, budgeting materials, other information, materials and supplies, work area, computer access, telephone and other standard equipment required to perform duties.

No Administrative Services were included in the Garden Valley / Georgetown agreement.

ISSUE ITEMS	PRESENTER
7.1 Chiefs' Report	Chief Dwyer
7.2 Issue Paper Conflict of Interest Resolution	M. Rodriguez
7.3 Issue Paper Grand Jury Report Response	W. Buhnerkempe
7.3.1 District Grand Jury Response to be approved	L. Uggle
7.4 Report on SSA 2x2 Meeting	T. Williams
7.5 Issue Paper – Directions to Chief	W. Buhnerkempe
7.6 Issue Paper – Change Meeting Times	W. Buhnerkempe
7.7 Issue Paper – Policy 1065 R&R Coordinator Update	T. Williams
7.8 Issue Paper – Captain Position to Serve as MFPD Fire Chief	T. Williams
7.9 Issue Paper – Increase Taxes	W. Buhnerkempe
7.10 Issue Paper – Staffing Actions	T. Williams
POLICY WORK	
8.1 Issue Paper Old Policies	W. Buhnerkempe
8.1.1 Issue Paper Policy 217 Old Policy 1-08 Fraud	
8.1.2 Issue Paper Policy 1063 Old Policy 3-01-13 Assistant Chief	
8.1.3 Issue Paper Policy 1064 Old Policy 3-01-14 Fire Explorer	
COMMITTEE REPORTS	
9.1 Finance Budget Study Session	B. Buhnerkempe
DIRECTOR'S COMMENTS	
ADJOURN - NEXT MEETING: THURSDAY AUG 27, 2026, 1:00 PM	