



## Mosquito Fire Protection District

**Board of Directors Meeting**  
Thursday, Sep 22, 2022 – 7:00 PM  
Mosquito FPD Station 75  
8801 Rock Creek Road Placerville, Ca. 96557

### AGENDA

Item	Presenter
<p><b>1. Call to Order.</b></p> <p>Topic: MFPD Board Meeting September 22, 2022</p> <p>Time:, September 22, 2022 07:00 PM Pacific Time (US and Canada)</p> <p>If you have a disability and are requesting an accommodation pursuant to the Americans with Disabilities Act, please contact district at 530-626-9017 or <a href="mailto:admin75@mfpd.us">admin75@mfpd.us</a></p>	J. Young
<p><b>2. Roll Call &amp; Quorum announced.</b></p>	J. Young
<p><b>3. Pledge of Allegiance.</b></p>	J. Young
<p><b>4. Public Comment</b> Public may address the board on any District related item not included in this agenda. Please limit your comments to no more than 3 minutes in duration.</p>	
<p><b>5. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR</b> The Board may make any necessary additions, deletions, or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda and the Consent Calendar with one single vote. A Board member may request an item be removed from the Consent Calendar for discussion and separate Board action. At the appropriate time as called by the Board Chair, members of the public may make a comment on matters on the Consent Calendar prior to Board action.</p>	J. Young

<b>CONSENT CALENDAR ITEMS</b>	
<p><b>5.1</b> Approval of Expenditures- Expenses Aug 23, 2022 Approval of Expenditures- Expenses Aug 29, 2022 Approval of Expenditures- Expenses Sep 5. 2022</p>	J. Young
<p><b>5.2</b> Policy 1051 Job Description Captain Policy 1052 Job Description Firefighter Engineer Policy 1053 Job Description Board Clerk and Administrative Assistant Policy 1012 Discriminatory Harassment Policy 1027 Drug and Alcohol-Free Workplace</p>	D. Stever
<b>6. <u>Approval of Minutes</u></b>	
<p><b>6.1</b> Minutes August 25, 2022</p>	J. Rosevear
<b>7. <u>Chief's Report</u></b>	J. Rosevear
<b>8. <u>Issue Items</u></b>	
<p><b>8.1</b> Approve 2022 VFC – 50/50 7GF22066 Grant</p>	J. Rosevear
<p><b>8.2</b> Public Hearing FY 22/23 Final Budget</p>	J. Young
<p><b>8.3</b> Review and approve Fiscal Year 2022-2023 Budget</p>	J. Rosevear
<p><b>8.4</b> Review Policy 1045 Member Speech, Expression and Social Networking</p>	J. Young
<b>9. <u>Committee Reports</u></b>	
<p><b>9.1</b> Finance committee</p>	M. Holmsky
<p><b>9.2</b> Strategic Planning &amp; Policy Updates</p>	D. Stever
<p><b>9.3</b> Communication</p>	D. Stever
<p><b>9.4</b> Capital Improvement- CIP Plan</p>	J. Young
<p><b>9.5</b> Fundraising Organization</p>	L. Ugkla
<b>10. Director's Comments.</b>	
<b>11. Pending Agenda Items:</b> Directors may propose agenda items for future Board meetings.	

**12. Adjourn.**

**Next Meeting: Board Meeting Thursday October 27, 2022 7:00 PM**

Mosquito Fire Protection District  
Bills for All Vendors  
July 2022 through June 2023

Name	Num	Amount	Terms	Date	Split	Name Address	Memo	
Jul '22 - Jun 23								
	2479	10291	280.00	MFPD08232022	08/23/2022	404200 · Medical, Dental & Lab Supplies	ADM Advanced Drug	10291 New hire screening R&R grant
	2425	54611	692.62	MFPD08232022	08/23/2022	404022 · Uniforms	Advantage Gear, Inc	54611 Adv. Gear Uniform R&R grant
	2425	54852	675.51	MFPD08232022	08/23/2022	404022 · Uniforms	Advantage Gear, Inc	54852 Adv.Gear Uniform R&R grant
	2425	54903	767.64	MFPD08232022	08/23/2022	404022 · Uniforms	Advantage Gear, Inc	54903 Adv.Gear Uniform R&R grant
	2425	56341	282.68	MFPD08232022	08/23/2022	404022 · Uniforms	Advantage Gear, Inc	56341 Adv.Gear Uniform R&R grant
	559	235042	104.38	MFPD08232022	08/23/2022	404021 · Fire Turnouts	ALLSTAR Fire Equipment	235042 Allstar Equipm shields R&R grant
	559	239145	154.57	MFPD08232022	08/23/2022	404021 · Fire Turnouts	ALLSTAR Fire Equipment	239145 Allstar Equipm Shields R&R grant
	3400	6027092	173.60	MFPD08232022	08/23/2022	404180 · Maint Building & Improvements	Aramark	6027092 Aramark Shop rags etc
	3400	6049254	173.60	MFPD08232022	08/23/2022	404180 · Maint Building & Improvements	Aramark	6049254 Aramark Shop rags etc.
	39	12451	1105.00	MFPD08232022	08/23/2022	404220 · Memberships	CA State Firefighter's Assoc	12451 CSFA membership dept
	544	125914	229.87	MFPD08232022	08/23/2022	404161 · Veh Maint. Parts Direct Charge	Cascade Fire Equipment	125914 Vehicle Hose roller bracket
	12230	105312230	1053.00	MFPD08232022	08/23/2022	404500 · Special Dept. Expense	Coleman Johns	Reimb Coleman J. EMT travel exp R&R grant
	11307	105311307	1053.00	MFPD08232022	08/23/2022	404500 · Special Dept. Expense	Devin Hern	Reimb. Devin H. EMT travel Exp.R&R grant
	367	36702022	50.00	MFPD08232022	08/23/2022	404220 · Memberships	El Dorado County Fire Prevention Officers	36702022 EDC Fire Prev. Officers
	762	2574	69.10	MFPD08232022	08/23/2022	404300 · Professional & Specialized Serv	El Dorado County Sheriff's Office	2574 EDC Sheriff Radio install
	497	22132022	1250.00	MFPD08232022	08/23/2022	404160 · Veh. Maint. Service Contract	El Dorado Hills Fire Department	22132022 EDHFD E275 Repair
	3267	20230424	1258.56	MFPD08232022	08/23/2022	303060 · Workers' Compensation Employer	FASIS	20230424 Fasis EAP FY22-23
	4660	42512022	13615.00	MFPD08232022	08/23/2022	404313 · Legal Services	Girard & Edwards Attorneys at L	4251 Legal counsel Perb hearing Ins.
	4660	42882022	636.00	MFPD08232022	08/23/2022	404313 · Legal Services	Girard & Edwards Attorneys at L	42882022 Legal Counsel
	12019	42812019	428.57	MFPD08232022	08/23/2022	404500 · Special Dept. Expense	Heide Glockner	Heidi G. Reimb Exp. EMR travel R&R grant
	4941	481461	2396.37	MFPD08232022	08/23/2022	404606 · Fuel Purchases	Hunt & Sons	481461 Hunts Bulk Fuel
	514	609028	111.01	MFPD08232022	08/23/2022	404021 · Fire Turnouts	L. N. Curtis & Sons	609028 LNCurtis Struct. gloves R&R grant
	514	609032	209.07	MFPD08232022	08/23/2022	404021 · Fire Turnouts	L. N. Curtis & Sons	609032 Structure FF gloves R&R grant
	514	609074	111.01	MFPD08232022	08/23/2022	404021 · Fire Turnouts	L. N. Curtis & Sons	609074 Structure FF gloves R&R grant
	514	611283	351.73	MFPD08232022	08/23/2022	404021 · Fire Turnouts	L. N. Curtis & Sons	611283 Structure FF helmet R&R grant
	514	619259	240.29	MFPD08232022	08/23/2022	404021 · Fire Turnouts	L. N. Curtis & Sons	619259 Structure hoods R&R grant
	514	620403	160.88	MFPD08232022	08/23/2022	404161 · Veh Maint. Parts Direct Charge	L. N. Curtis & Sons	620403 Hose bands
Jul '22 - Jun 23			<u>27633.06</u>					

**Mosquito Fire Protection District**  
**Bills for All Vendors**  
**July 2022 through June 2023**

	<u>Name</u>	<u>Num</u>	<u>Amount</u>	<u>Terms</u>	<u>Date</u>	<u>Split</u>	<u>Name Address</u>	<u>Memo</u>
<b>Jul '22 - Jun 23</b>								
	4941	437996	2649.58	MFPD08292022	08/29/2022	404606 · Fuel Purchases	Hunt & Sons	437996 Hunt Bulk Fuel
	4951	2835423	308.05	MFPD08292022	08/29/2022	404260 · Office Expense	Inland Business Systems	2835423 Inland Copier
	0024	389322	138.00	MFPD08292022	08/29/2022	404100 · Insurance Premium	ISU Insurance	389322 ISU insurance Type 3 OES
	10457	60680722	750.00	MFPD08292022	08/29/2022	303040 · Health Insurance	Jack Rosevear	60680722 Medical Reimb Ins Rosevear
	10457	60680822	750.00	MFPD08292022	08/29/2022	303040 · Health Insurance	Jack Rosevear	60680822 Medical REimb Ins Rosevear
	7811	83030	109.43	MFPD08292022	08/29/2022	404161 · Veh Maint. Parts Direct Charge	Minuteman Press Cynergy LLC	83030 SG75 Signage
	4974	10788	42.00	MFPD08292022	08/29/2022	404400 · Publications & Legal Notices	Mountain Democrat	10788 Mt Democrat Legal Notice
	59	519921	13.92	MFPD08292022	08/29/2022	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	519921 Soap Truck Wash
	59	463998	296.40	MFPD08292022	08/29/2022	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	463998 Crownvic parts
	59	469139	40.54	MFPD08292022	08/29/2022	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	469139 Vehicle Light bulbs
	59	4741405	58.96	MFPD08292022	08/29/2022	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	4741405 U275 Parts
	59	474776	466.47	MFPD08292022	08/29/2022	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	474776 Battery & Alternator U75
	59	475422	66.76	MFPD08292022	08/29/2022	404161 · Veh Maint. Parts Direct Charge	Riebes Auto Parts 59	475422 Oil Change U275
	2737	518886	331.20	MFPD08292022	08/29/2022	404164 · Veh Maint. Tires & Tubes	Sierra Nevada Tire & Wheel	518886 Tire C7500 replacement
	2737	520444	777.98	MFPD08292022	08/29/2022	404164 · Veh Maint. Tires & Tubes	Sierra Nevada Tire & Wheel	520444 Brake job C7500
	121	3539567	21.28	MFPD08292022	08/29/2022	404200 · Medical, Dental & Lab Supplies	Zoll Medical	3539567 Zoll Monitor Supplies
<b>Jul '22 - Jun 23</b>			<u><b>6820.57</b></u>					

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

		September 5, 2022						
Sep 5, 22	Name	Num	Amount	Terms	Date	Split	Memo	Name Address
	1080	89300056	104.38	MFPD09052022	09/05/2022	404021 · Fire Turnouts	89300056 Allstar Equip R&R grant	U.S. Bank
	1080	89300064	57.19	MFPD09052022	09/05/2022	404021 · Fire Turnouts	89300064 All star Equip R&R grant	U.S. Bank
	1080	89300072	154.57	MFPD09052022	09/05/2022	404021 · Fire Turnouts	89300072 Allstar Equip R&R grant	U.S. Bank
	1080	92512955	19.46	MFPD09052022	09/05/2022	404197 · Maint. Building Supplies	92512955 Homedep String weedwacker	U.S. Bank
	1080	79754874	89.65	MFPD09052022	09/05/2022	404460 · Equip. Small tools & Instrument	79754874 Camino PowerChainsaw kit	U.S. Bank
	1080	41363823	12.98	MFPD09052022	09/05/2022	404080 · Household Expense	41363823 Sams	U.S. Bank
	1080	99057646	148.00	MFPD09052022	09/05/2022	404539 · Software License	99057646 Microsoft	U.S. Bank
	1080	13193689	30.00	MFPD09052022	09/05/2022	404539 · Software License	13193689 Microsoft	U.S. Bank
	1080	12205673	36.00	MFPD09052022	09/05/2022	404539 · Software License	12205673 Microsoft	U.S. Bank
	1080	66426396	14.99	MFPD09052022	09/05/2022	404539 · Software License	66426396 Adobe	U.S. Bank
	1080	87462762	21.63	MFPD09052022	09/05/2022	404080 · Household Expense	87462762 Homedep Station tp	U.S. Bank
	1080	88735618	39.63	MFPD09052022	09/05/2022	404260 · Office Expense	88735618 Organizer C7500	U.S. Bank
	1080	93217322	15.23	MFPD09052022	09/05/2022	606020 · Buildings & Grounds	93217322 Lumber for led sign R&R grant	U.S. Bank
	1080	88507560	50.72	MFPD09052022	09/05/2022	404500 · Special Dept. Expense	88507560 Homedep Address Program	U.S. Bank
	1080	43707392	34.59	MFPD09052022	09/05/2022	404539 · Software License	43707392 Sling.com	U.S. Bank
	1080	32410839	36.87	MFPD09052022	09/05/2022	404260 · Office Expense	32410839 Label tape replacement	U.S. Bank
	1080	94238284	85.76	MFPD09052022	09/05/2022	404080 · Household Expense	94238284 Homedep station supplies	U.S. Bank
	1080	4799588	34.20	MFPD09052022	09/05/2022	404260 · Office Expense	4799588 Office supplies	U.S. Bank
	1080	11448081	89.50	MFPD09052022	09/05/2022	404260 · Office Expense	11448081 labor law poster	U.S. Bank
	1080	39547550	49.99	MFPD09052022	09/05/2022	404040 · Telephone Co. Vendor Payments	39547550 AT&T wireless	U.S. Bank
	1080	72770518	670.62	MFPD09052022	09/05/2022	404700 · Utilities	72770518 PG&E	U.S. Bank
	1080	84016446	280.44	MFPD09052022	09/05/2022	404040 · Telephone Co. Vendor Payments	84016446 ATT	U.S. Bank
	1080	5713302	64.00	MFPD09052022	09/05/2022	404500 · Special Dept. Expense	5713302 Norcal CPR class	U.S. Bank
	1080	4752592	2613.65	MFPD09052022	09/05/2022	404021 · Fire Turnouts	4752592 Cascade fire Shelter 50-50 grant	U.S. Bank
	1080	88571536	3.99	MFPD09052022	09/05/2022	404539 · Software License	88571536 Aplus storage	U.S. Bank
	1080	84729234	143.00	MFPD09052022	09/05/2022	404085 · Refuse Disposal	84729234 EDC disposal	U.S. Bank
	1080	8318807	7.00	MFPD09052022	09/05/2022	404539 · Software License	8318807 Freeconf call	U.S. Bank
	1080	93308174	63.41	MFPD09052022	09/05/2022	404507 · Fire & Safety Supplies	93308174 Supplies strike team	U.S. Bank
	1080	73516344	1413.50	MFPD09052022	09/05/2022	404022 · Uniforms	73516344 Badges R&R grant	U.S. Bank
	1080	44174551	147.99	MFPD09052022	09/05/2022	404500 · Special Dept. Expense	44174551 MRE for OES	U.S. Bank
			<b><u>6,532.94</u></b>					

Sep 5, 22

## Job Description - Captain

### 1051.1 PURPOSE AND SCOPE

To establish the position of Captain and define the Board's performance expectations of the person occupying that position.

### 1051.2 POLICY

The position of Captain is established by the Mosquito Fire Protection District (MFPD) Board of Directors as an Hourly Position. The Captain shall operate under the general direction of the Fire Chief. Although there are other duties as described below, the primary responsibility of the position is to insure a continuing state of readiness of all responding fire apparatus and equipment.

The Captain shall function as a staff member to the Chief by providing input regarding daily operations, shift scheduling, evaluating and correcting safety violations, enforcing District policy and procedures, assisting with the training and support of volunteers. The Captain is responsible for the supervision of the on-duty engineer and firefighters.

### 1051.3 MINIMUM REQUIREMENTS

The Captain must meet the following requirements. The Probationary Period shall be one year. Continuation in the position requires completion of below listed requirements and quarterly satisfactory personnel evaluation.

- (a) Be physically capable to function as a firefighter.
- (b) Possess a current certification to the level of an Emergency Medical Technician 1B or, obtain within one year of appointment.
- (c) Maintain a valid California Drivers license with Firefighter endorsement.
- (d) Possess a Firefighter 2 certification or equivalent.
- (e) Qualified to operate all District apparatus.
- (f) Reside in the District or within 60 miles of the district.
- (g) Held paid position of firefighter for 2 years or volunteer firefighter for 3 years.
- (h) Complete all apparatus task books within one year after appointment.

### 1051.4 UNIVERSAL STANDARDS

The Board of Directors of the Mosquito Fire Protection District expects the Captain to adhere to the following universal performance standards:

- (a) Serve citizens of the District with courtesy and impartiality.
- (b) Comply with Standard Operating Procedures, Board Policy and law.
- (c) Decide issues without undue delay.

# Mosquito Fire Protection District

## Policy Manual

### *Job Description - Captain*

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- (d) [Build and maintain productive relationships with the volunteers, the support group and the Board of Directors.](#)
- (e) [Comply with and enforce safety rules.](#)
- (f) [Display vision and creativity when making recommendations to the Chief.](#)
- (g) [Assure efficiency and effectiveness in operations.](#)
- (h) [Maintain normal office hours at the Fire Station within the limitations imposed by other duties and/or functions.](#)
- (i) [Maintain off-duty conduct in a manner that does not bring embarrassment, criticism or other negative impacts upon the District or the Department.](#)
- (j) [Submit, when directed by the Chief to a standard D.O.T. drug test.](#)

#### **1051.5 SPECIFIC STANDARDS**

- (a) [Respond immediately, when on duty, to all dispatched incidents. Perform in a professional manner to bring the incident to its final conclusion.](#)
- (b) [Inspect, maintain, and repair as necessary all fire apparatus and related equipment to assure that it is safe, functioning properly and ready to respond.](#)
- (c) [Possess following certifications:](#)
  - (a) [A NFPA Pump Testing Certification \(desirable\)](#)
  - (b) [CFSM Driver/Operator Certification.](#)
  - (c) [Red Card Certification.](#)
  - (d) [Command 1A & 1B Certification or equivalent.](#)
  - (e) [ICS-100, ICS-200, ICS-300 and ICS-700 Classes](#)
  - (f) [Maintain EMT 1B \(upon completion\).](#)
  - (g) [Held position of Engineer for 1 year – Requires verification of prior employment and experience](#)
  - (h) [Basic Wildland and Engine Boss Certifications](#)
- (d) [Inspect, maintain, and repair as necessary the fire station itself and other related MFPD assets.](#)
- (e) [Maintain driver training program that assures safe, legal and proper use of all fire apparatus.](#)
- (f) [Effectively represent the Department with state and county agencies, other fire departments, and especially the members of the community that this department serves.](#)
- (g) [Develop and maintain a high morale and efficiency among all volunteer fire fighters and support group members.](#)
- (h) [Maintain inventory control on equipment and parts.](#)



# Mosquito Fire Protection District

## Policy Manual

### *Job Description - Captain*

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- (i) [Organize and fill monthly shift schedule for fire station staffing.](#)
- (j) [Perform other related duties as needed or directed by the Chief.](#)
- (k) [Ability to train or demonstrate to staff, volunteers, and community the proper safety and operations of all department emergency response equipment.](#)

## Job Description - Firefighter Engineer

### 1052.1 PURPOSE AND SCOPE

To establish the position of Firefighter/Engineer and define the Board's performance expectations of the person occupying that position.

### 1052.2 POLICY

The position of Firefighter/Engineer is established by the Mosquito Fire Protection District (MFPD) Board of Directors as an Hourly Position. The Firefighter/Engineer shall operate under the general direction of the Chief and Captains. Although there are other duties as described below, the primary responsibility of the position is to insure a continuing state of readiness of all responding fire apparatus and equipment.

The Firefighter/Engineer shall function as a staff member to the Chief and Captains by providing input regarding daily operations, evaluating and correcting safety violations, enforcing District policy and procedures, assisting with the training and support of volunteers.

### 1052.3 MINIMUM REQUIREMENTS

The Firefighter/Engineer must meet the following requirements. The Probationary Period shall be one year. Continuation in the position requires completion of below listed requirements and quarterly satisfactory personnel evaluation.

- (a) Be physically capable to function as a firefighter.
- (b) Possess a current certification to the level of an Emergency Medical Technician 1B or obtain within one year of appointment.
- (c) Maintain a valid California Driver license with Firefighter endorsement.
- (d) Possess a Firefighter 2 certification or obtain equivalent.
- (e) Qualified to operate all District apparatus.
- (f) Reside in the District or within 60 miles of the district.
- (g) Held paid position of firefighter for 1 year or volunteer firefighter for 2 years.
- (h) Complete all apparatus task books within one year after appointment.

### 1052.4 UNIVERSAL STANDARDS

The Board of Directors of the Mosquito Fire Protection District expects the Firefighter/Engineer to adhere to the following universal performance standards:

- (a) Serve citizens of the District with courtesy and impartiality.
- (b) Comply with Standard Operating Procedures, Board Policy and law.
- (c) Decide issues without undue delay under direction of the Captain or Chief.

# Mosquito Fire Protection District

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### *Job Description - Firefighter Engineer*

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- (d) [Build and maintain productive relationships with the volunteers, the support group and the Board of Directors.](#)
- (e) [Comply with and enforce safety rules.](#)
- (f) [Display vision and creativity when making recommendations to the Chief and Captain.](#)
- (g) [Assure efficiency and effectiveness in operations.](#)
- (h) [Maintain normal office hours at the Fire Station within the limitations imposed by other duties and/or functions.](#)
- (i) [Maintain off-duty conduct in a manner that does not bring embarrassment, criticism or other negative impacts upon the District or the Department.](#)
- (j) [Submit, when directed by the Chief to a standard D.O.T. drug test.](#)

#### **1052.5 SPECIFIC STANDARDS**

[The Board of Directors of the Mosquito Fire Protection District expects the Firefighter/Engineer to adhere to the following specific performance standards:](#)

- (a) [Respond immediately, when on duty, to all dispatched incidents. Perform in a professional manner to bring the incident to its final conclusion.](#)
- (b) [Inspect, maintain, and repair as necessary all fire apparatus and related equipment to assure that it is safe, functioning properly and ready to respond.](#)
- (c) [Possess following certifications:](#)
  - 1. [A NFPA Pump Testing Certification \(desirable\).](#)
  - 2. [CFSM Driver/Operator Certification.](#)
  - 3. [Red Card Certification.](#)
  - 4. [Command 1A & 1B \(desirable\)](#)
  - 5. [Maintain EMT 1B \(upon completion\)](#)
  - 6. [ICS-100, ICS-200, ICS-300 and ICS 700 Classes](#)
  - 7. [Wildland Classes S-130, L-180, S-190 and S-212](#)
  - 8. [Firefighter 1 and Engine Boss Certifications](#)
- (c) [Inspect, maintain, and repair as necessary the fire station itself and other related MFPD assets.](#)
- (d) [Maintain driver training program that assures safe, legal and proper use of all fire apparatus.](#)
- (e) [Effectively represent the Department with state and county agencies, other fire departments, and especially the members of the community that this department serves.](#)

# Mosquito Fire Protection District

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### *Job Description - Firefighter Engineer*

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- (f) Develop and maintain a high morale and efficiency among all volunteer firefighters and support group members.
- (g) Maintain inventory control on equipment and parts.
- (h) Perform other related duties as needed or directed by the Chief or Captain.
- (i) Ability to train or demonstrate to staff, volunteers, and community the proper safety and operations of all department emergency response equipment.

# Job Description - Board Clerk and Administrative Assistant

## 1053.1 PURPOSE AND SCOPE

To establish the position of District Board Clerk and Administrative Assistant to the Fire Chief and define the Board's performance expectations of the person occupying that position.

## 1053.2 POLICY

The position of District Board Clerk and Administrative Assistant to the Fire Chief is established by the Mosquito Fire Protection District (MFPD) Board of Directors as a Part-Time Hourly Position. The positions may be performed by two employees or combined with one employee. The District Board Clerk and Administrative Assistant to the Fire Chief shall operate under the general direction of the Chief. However, when performing duties supporting the Board, the District Board Clerk and Administrative Assistant to the Fire Chief shall take direction from the Board President.

## 1053.3 ESSENTIAL FUNCTIONS

This job description is intended to convey information essential to understanding the scope of the position; it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

1. Attend Board and Committee meetings; record and maintain the official public and closed session proceedings of the District Board of Directors; prepare and maintain the official minutes of all meetings; maintain policy manual, resolutions, ordinances, and other District documents; respond to questions to clarify actions and agenda items.
2. Establish, publish, and provide legal notice of all Board and Committee meeting agendas, as required by law, under the direction of the Board President, the Fire Chief or designee and individual Committee Chairs. Maintain email distribution list of Directors and constituents and distribute board agendas and information, as appropriate.
3. Plan and coordinate necessary preparations and support requirements for all Board, Fire Chief and Committee meetings. Schedule and coordinate facility usage.
4. Respond to inquiries, requests, and concerns of the public, media, public agencies, and District personnel relative to Board matters, with notification to the Fire Chief.
5. Respond to California Public Records Act Requests in compliance with state or federal law in conjunction with District General Council.
6. As the District's Custodian of Records, direct and lead the District's records management function; participate in records policy development and long range planning; publicize Administrative Policies and guidelines governing records retention, scanning and disposition

# Mosquito Fire Protection District

## Policy Manual

### *Job Description - Board Clerk and Administrative Assistant*

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for District use; supervise the maintenance, scanning, retrieval and disposal of records; participate in the selection of an electronic document management system; establish indexing standards and other guidelines for use of the system.

7. Conduct independent research and compile information as requested by the collective action of the Board, Board President, Committee Chairs, individual Directors, or the Fire Chief.

8. In conjunction with the Fire Chief, represent, formulate, and follow up with District personnel on requests by Directors or the Fire Chief for District information required for governing the District.

9. Inform the Fire Chief of Board priorities requiring action; maintain individual director communications with the Fire Chief on matters of District and Board business.

10. Promote a harmonious and effective working relationship with the members of the Board of Directors, Fire Chief, District personnel, members of the public, and personnel from other agencies.

11. Receive claims against the District and transmit to Board of Director action. Receive and open bids for District services and asset acquisitions and certify timely submission.

12. Coordinate District election proceedings with the El Dorado County Voters Registration and Elections Department. Prepare required election resolutions for adoption by the Board. Process Board vacancies and file Statement of Facts in accordance with State statute.

13. Attest all District Resolutions, Ordinances, and minutes; certify public proceedings and other District documents as required.

14. Administer the District's Conflict of Interest Code and act as filing officer for Statements of Economic Interest filings of the Board of Directors and designated staff.

15. Inform elected officials of their obligations under AB 1234 and maintain a tracking system for Ethics Training Certificates.

16. Prepare Resolutions of Commendation for Board adoption.

17. Administer Oath of Office to newly elected Board Directors.

18. Arrange appointments, meetings, and travel of all Board Directors, Fire Chief and District personnel.

# Mosquito Fire Protection District

## Policy Manual

### *Job Description - Board Clerk and Administrative Assistant*

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19. Provide small project development and management, schedule equipment repairs, and purchase station equipment/supplies and Personal Protective Equipment.

20. Assist with application and administer of grants and external funding.

21. Maintain fuel billing, tracking and reimbursements.

22. Participates in budget preparation and administration; prepares cost estimates for budget recommendation and submits justifications for budget items;

23. Maintain and prepare account payable and receivable, petty cash and Cal-Card account, QuickBooks ledger and prepare bank deposit. Monitors and controls expenditures; tracks and processes invoices for payments.

25. Prepare and submit parcel tax and special assessment billing to county and maintain development fee account.

26. Coordinate and assist with annual audit, research and resolve accounting discrepancies and complex accounting issues

27. Prepare, invoice and distribute payments for strike team assignments.

#### **1053.4 PERSONAL QUALITIES**

The highest level of loyalty, integrity, judgment, confidentiality, discretion, tact, flexibility to working schedule, and effective response to stressful conditions. Must be able to work in a fast paced, changing political environment.

#### **1053.5 KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

1. Excellent English usage, including grammar, spelling, and letter composition.

2. Modern office equipment, methods and procedures, including complex computer applications, networking and troubleshooting.

3. California laws pertaining to public agency governing boards and special districts, freedom of information requests, public elections, Public Records Act, Brown Act requirements, Fair Political Practices Commission regulations and conflict of interest statements.

4. Principles of public relations and communications.

# Mosquito Fire Protection District

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### *Job Description - Board Clerk and Administrative Assistant*

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5. Principles and practices of records management, including records retention policies and laws and electronic management systems.

#### Ability to:

1. Record, summarize, and maintain custody of the official, complex, and extensive records of public agency governing board meetings.

2. Plan, organize, and legally notice public agency meeting agendas in accordance with State law.

3. Understand, interpret, and apply District policies/procedures, election laws, freedom of information regulations, and laws applicable to public agency governing boards.

4. Establish functional priorities appropriate to the goals and objectives of the Fire Chief and the Board of Directors.

5. Establish and maintain harmonious and effective working relationships with a wide variety of people that include publicly elected officials, all levels of District management, District employees, outside public agencies, media, and the general public.

6. Create and maintain spreadsheets and generate custom reports. Operate computer word processing, scanning, and related software.

7. Conduct independent research of complex issues for preparation of concise reports with recommendations.

8. Maintain confidentiality of sensitive information and records.

9. Work independently under stressful and flexible conditions in the absence of supervision.

10. Respond to wide variety of support requests of five elected public officials, Fire Chief and Committee members.

#### **1053.6 OTHER REQUIREMENTS**

1. Complete District approved Confidentiality Agreement

#### **1053.7 PHYSICAL REQUIREMENTS**

Maintain physical ability to meet position tasks and responsibilities. Physical abilities must commensurate with the essential functions of the position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the position.



# Mosquito Fire Protection District

Policy Manual

## *Job Description - Board Clerk and Administrative Assistant*

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### **1053.8 LICENSE**

Possession of and ability to maintain a current valid California Driver's License, Class C, is a condition of employment

## Discriminatory Harassment

### 1012.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent district members from being subjected to discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

### 1012.2 POLICY

The Mosquito Fire Protection District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

### 1012.3 DEFINITIONS

Definitions related to this policy include:

#### 1012.3.1 DISCRIMINATION

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or district equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

# Mosquito Fire Protection District

## Policy Manual

### *Discriminatory Harassment*

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#### 1012.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

#### 1012.3.3 SEXUAL HARASSMENT

The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

#### 1012.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the California Fair Employment and Housing Council guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District or district rules or regulations, or any other appropriate work-related communication between supervisor and member.

#### **1012.4 RESPONSIBILITIES**

This policy applies to all district members who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of the Mosquito Fire Protection District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Fire Chief, or the Board of Directors.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

# Mosquito Fire Protection District

## Policy Manual

### *Discriminatory Harassment*

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retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

#### 1012.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Fire Chief, the Board of Directors, or the California Department of Fair Employment and Housing (DFEH) for further information, direction, or clarification (Government Code § 12950).

#### 1012.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief [and the Board President](#) in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

#### 1012.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the District and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

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## Policy Manual

### *Discriminatory Harassment*

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#### **1012.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Mosquito Fire Protection District that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

##### **1012.5.1 SUPERVISOR RESOLUTION**

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

##### **1012.5.2 FORMAL INVESTIGATION**

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Fire Chief, or the Board of Directors.

##### **1012.5.3 ALTERNATIVE COMPLAINT PROCESS**

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

#### **1012.6 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

# Mosquito Fire Protection District

## Policy Manual

### *Discriminatory Harassment*

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- (a) Approved by the Fire Chief, the Board of Directors, or the Fire Chief, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

#### 1012.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

#### **1012.7 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the District.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

#### 1012.7.1 STATE-REQUIRED TRAINING

The Training Officer should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
- (b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.
- (c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by the DFEH online training courses, the Training Officer should ensure that employees are provided the website address to the training course: [www.dfeh.ca.gov/shpt](http://www.dfeh.ca.gov/shpt) (Government Code § 12950; 2 CCR 11023).

#### 1012.7.2 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

#### **1012.8 REQUIRED POSTERS**

The District shall display the required poster regarding discrimination, harassment, and transgender rights in a prominent and accessible location for members (Government Code § 12950).

## Drug and Alcohol Free Workplace

### 1027.1 PURPOSE AND SCOPE

The Mosquito Fire Protection District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on District property or when performing District-related business elsewhere (41 USC § 8103).

### 1027.2 POLICY

It is the policy of the Mosquito Fire Protection District to provide a drug free workplace for all members.

### 1027.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

#### 1027.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

#### 1027.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

### 1027.4 EMPLOYEE ASSISTANCE PROGRAM

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Administration, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

# Mosquito Fire Protection District

## Policy Manual

### *Drug and Alcohol Free Workplace*

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#### **1027.5 WORK RESTRICTIONS**

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Captain respond to the location of the impaired member. The Captain shall ensure the member is transported to a safe location and that the continuity of district operations is maintained.

#### **1027.6 REQUESTING SCREENING TESTS**

A supervisor or Captain may request that an employee submit to a screening test under any of the following circumstances:

- (a) The supervisor or Captain reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) During the performance of duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.
- (c) The employee discharges a firearm in the performance of duties excluding training.
- (d) The employee discharges a firearm issued by the District while off-duty, resulting in injury, death, or substantial property damage.

##### **1027.6.1 CAPTAIN RESPONSIBILITY**

The Captain shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

##### **1027.6.2 SCREENING TEST DISPOSITION**

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.



# Mosquito Fire Protection District

## Policy Manual

### *Drug and Alcohol Free Workplace*

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#### **1027.7 MEMBER RESPONSIBILITIES**

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). Members shall notify the Fire Chief when they have reason to believe that alcohol or controlled substances are in physical possession or located on District premises. The District has the right to search all lockers, living quarters and items brought onto District property. A member shall not be physically searched without prior consent and in the presence of an independent witness. The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

#### **1027.8 CONFIDENTIALITY**

The District recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

#### **1027.9 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).



## Mosquito Fire Protection District

**Board of Directors Meeting**  
Thursday, Aug 25, 2022 – 7:00 PM  
Mosquito FPD Station 75  
8801 Rock Creek Road Placerville, Ca. 96557

### MINUTES

Item	Presenter
<p><b>1. Call to Order. 7 PM</b></p> <p>Topic: MFPD Board Meeting August 25, 2022</p> <p>Time:, August 25, 2022 07:00 PM Pacific Time (US and Canada)</p> <p>If you have a disability and are requesting an accommodation pursuant to the Americans with Disabilities Act, please contact district at 530-626-9017 or <a href="mailto:admin75@mfpd.us">admin75@mfpd.us</a></p>	J. Young
<p><b>2. Roll Call &amp; Quorum announced.</b> <i>Present Directors James Young, Linnea Ugkla, Megan Holmsky and Don Stever. Absent Director Wayne Gregson. We have quorum.</i></p>	J. Young
<p><b>3. Pledge of Allegiance.</b></p>	J. Young
<p><b>4. Public Comment</b> Public may address the board on any District related item not included in this agenda. Please limit your comments to no more than 3 minutes in duration. <i>Local resident made a positive comment about the new Led sign.</i></p>	
<p><b>5. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR</b> The Board may make any necessary additions, deletions, or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda and the Consent Calendar with one single vote. A Board member may request an item be removed from the Consent Calendar for discussion and separate Board action. At the appropriate time as called by the Board Chair, members of the public may make a comment on matters on the Consent Calendar prior to Board action.</p> <p><i>Motion to adopt Agenda by Director Young, second by Director Ugkla. Ayes; Directors Young, Ugkla, Stever and Holmsky. Noes: None Absent: Director Gregson.</i></p>	J. Young

<p><b>CONSENT CALENDAR ITEMS</b></p> <p><b>5.1</b> Approval of Expenditures- Expenses Aug 3, 2022 Approval of Expenditures- Expenses Aug 15, 2022</p> <p><b>5.2</b> Policy 709 Photography and Electronic Imaging</p> <p><b>6. <u>Approval of Minutes</u></b></p> <p><b>6.1</b> Minutes July 28, 2022</p> <p><i>Motion to approve consent Calendar by Director Young, second by Director Stever. Ayes: Directors Young, Stever, Uggla and Holmsky. Noes: 0 Absent: Director Gregson</i></p> <p><b>7. <u>Chief's Report</u></b></p> <p><b>8. <u>Issue Items</u></b></p> <p><b>8.1</b> Board Vice President position: Proposal to change board member. <i>Motion to appoint Director Linnea Uggla as the new Mosquito Fire Protection District Board Vice-President, replacing Director Gregson, by Director Young, second by Director Stever. Ayes: Directors Young, Stever, Uggla and Holmsky Noes: 0 Absent: Director Gregson</i></p> <p><b>8.2</b> Update and Approve FY 22/23 preliminary Budget</p> <p>.</p> <p><b>9. <u>Committee Reports</u></b></p> <p><b>9.1</b> Finance committee. <i>Public Budget Workshop September 17, 2022. 10 AM</i></p> <p><b>9.2</b> Strategic Planning &amp; Policy Updates. <i>Please see attached report.</i></p> <p><b>9.3</b> Communication. <i>Please see attached report.</i></p> <p><b>9.4</b> Capital Improvement- CIP Plan</p> <p><b>9.5</b> Fundraising Organization</p>	<p>J. Young</p> <p>D. Stever</p> <p>J. Rosevear</p> <p>J. Rosevear</p> <p>J. Young</p> <p>J. Rosevear</p> <p>M. Holmsky</p> <p>D. Stever</p> <p>D. Stever</p> <p>J. Young</p> <p>L. Uggla</p>
<p><b>10. Director's Comments.</b></p>	
<p><b>11. Pending Agenda Items:</b> Directors may propose agenda items for future Board meetings.</p>	

**12. Adjourn.**

**Next Meeting: Budget Workshop Saturday September 17, 2022 10AM  
Board Meeting Thursday September 22, 2022 7 PM**

## Policy Committee

709 - Photography and Electronic Imaging

Was pulled from last month's consent agenda and re-worked by the committee and our Policy Stakeholders. It was agreed that most (if not all) of the wording in the base Lexipo/ policy is sufficient for our needs. Two small changes were made as you can see in the agenda packet and re-submitted for your approval.

Our next block of policies deal with our job descriptions. The Policy Committee doesn't have the depth of experience needed to critique our existing descriptions, so we are waiting patiently on the Chief and his staff to perform those first reviews.

In the meantime, we have reviewed our old policy manual (paper binder) and will be making recommendations to retire several of our older paper policies that have since been replaced by the 20 policies that we've completed in since January.

The work before us remains ...

- Identify and adopt base Lexi pol policies as appropriate
- Modify and adopt old paper policies that are unique to Mosquito
- Retire paper policies that no longer apply
- Archive the entire old paper policy binder by the end of the year

Committee changes - Megan and Bill have dropped off the Policy team and Linnea will join me.

## Communications Committee

Don, Linnea, Trent Williams, Chief and Jeffrey Masko

### Aug 17 - Meeting

Inventory everything that is currently being performed and who is currently doing the work. Our goal is to provide assistance and off-load this work from station staff so they can focus on firefighting.

- Web site - Recurring page maintenance
- Social media posts
- Emergency operations information - Fire, tree down, evacuation
- Educational items - Fire preparedness, Red flag conditions, station events
- New sign messaging -

### Web site maintenance

Linnea has been hard at work for 2 weeks learning how to maintain our web site and will be assuming all site maintenance. Jeffrey is reviewing the entire web site and prioritizing needed improvements. Linnea will offload work currently being performed by the Chief and we expect her progress report at our next meeting.

### **Public Information Officer (PIO)**

Currently, Jack and Morgan are our official Public Information Officers. However, we also need a backup PIO at the station and not on the fire line. Linnea has been tagged as that backup PIO and is receiving training.

### **Future Projects**

- Member portal project
- CERT Program
- Expanded radio network

### **Aug 18 Evacuation Drill Meeting**

Much of it centered around the need to improve public communications. Because of this, I called the Communications Team together for another meeting one week later.

### **Aug 25 - Meeting- Evacuation**

Don, Linnea, Trent Williams, Chief and Jeffrey Maske

- Informing public of official information sources and assigning messaging owners
- Understand the stages of an evacuation, what triggers them and what each involves
- Creating public messaging for each stage and knowing when to release

We are now tasked with creating a message to reach out to the community to ensure their understanding of the above and start to inventory their special needs. Our goal is to start a dialogue with them to ensure their evacuation stage preparedness and our capability to get them out.



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

***Chief's Report***  
***July-August 2022***

Calls for Service: August 22-September 19

Fires- 2 (Tender to Georgetown for Mosquito Incident-OES 4613 deployed to several incidents)

Smoke Check- 1

Medical Aid- 2

Public Assist- 2

Electrical Hazard- 1

The Mosquito Fire, named after it's start on Mosquito Ridge Road in Placer County, at the Oxbow Reservoir, started Tuesday afternoon, September 6<sup>th</sup>. The fire was predicted to jump to the south side of the American River at some point below Volcanoville, with steep slope which could carry the fire rapidly into their community. Plans were made for structure protection and on Thursday afternoon September 8<sup>th</sup>, the fire made a fast run through houses in Volcanoville. Water Tender 75 with a crew of two firefighters were sent to Georgetown to assist engines with structure protection, if needed.

As the fire made a strong run through Volcanoville, fire engines had to seek refuge as the fire passed through. I received a telephone call from the Georgetown Fire Chief, who gave me an update regarding the intensity of the fire with structure loss and recommended that we prepare for evacuation. Our firefighters and Support Group were called back to the station to staff apparatus and stand-by while the situation in Volcanoville developed. I directed personnel to disperse in teams to first notify residents closest to the north and east edges of our District to prepare for potential evacuation. It was important for potentially exposed residents to be aware of the fire, as we were unable to determine where the fire was located. There was coordination with the EDSO/OES staff regarding the potential of fire threat to our community and an evacuation warning was confirmed. EDSO advised that a Code Red warning would be transmitted, but there would be delays due to mandatory evacuation of Georgetown and Garden Valley.

Our personnel continued with notification to our residents of the evacuation warning status. Approximately 90 minutes passed before the official warning was issued by EDSO. Normally, a warning would be communicated immediately by EDSO/Code Red and Sheriff would physically handle any mandatory evacuation. We would follow their direction for assistance as they require. For a threatening fire in our community, deputies immediately respond along with mutual aid fire engines and Cal Fire. With this particular incident, there were widespread evacuations happening closer to the fire in Georgetown and Volcanoville. It was important for our residents to know what was happening so they could be prepared, without delay.

The huge spiraling smoke column loomed large north of us, as we continued to determine the exact location of the fire, including driving out Mosquito Road into the forest. Before sunset, we requested and were

granted utilizing Kim Purcell's airplane to get a better view from above. Once in the air, Captain Lugo was able to determine that the fire was a distance away, being held up by prevailing winds from the southwest. It was later determined that the fire accelerated into Volcanoville due to fuel and terrain, but slowed down as it got into flat ground. The fire front came within less than one half mile of Wentworth Springs Road and was held back by prevailing winds and additional resources dispatched to make sure the fire did not cross. The trigger point of mandatory evacuation for us, was determined to be if and when the fire crossed Wentworth Springs Road.

We appreciate our staff for being available for the Community, when needed most. All District fire apparatus were staffed with firefighters and maintained above average staffing during this incident. We also thank Kim Purcell for the use of her aircraft, giving us a better idea of what distance the fire needed to clear before reaching our community. The fire may have reached us, except for the skill of firefighters along the southern flank of the fire and the daytime prevailing winds which pushed the fire away from us. Comparable communities in El Dorado County, Grizzly Flat and Volcanoville have both suffered significant fire damage. In Volcanoville, the fire engines, initially driven out, were able to re-engage after the fire front passed. They saved many homes by putting out active spot fires around structures. Those homes would have been lost without the return of firefighters. This was a very dangerous fire, which could have been much worse.

A special thanks to Board President James Young for his leadership, skills and time spent staffing the station and apparatus during the crisis.

The evacuation warning was lifted by EDSO on Sunday September 18<sup>th</sup>, with a rainstorm that will slow the fire down considerably. The multi-day storm will give firefighters a great opportunity to significantly increase containment on the fire.

We are in the process of critiquing and making improvements to our evacuation procedures. The fire did not damage our Community, which is the best possible outcome, followed by our ability to staff and respond as needed. Our staff provided maximum coverage for our station and apparatus, answered hundreds of calls, questions and visits from Community members and other concerned citizens. We maintained close communication with the EDSO, fire personnel both on the fire line and within the management team. I am proud and pleased of the committed effort that our personnel put forth for our Community. We thank those residents who heeded the early warning and evacuated, based on lessons learned from the King and Caldor fires.

OES 4613 has returned to Station 75 after three weeks of deployment and one crew rotation. The engine was assigned to almost a week of work on the south side of the Mosquito Incident. Both crews were responsible for contributing to keeping the fire from advancing towards us. We appreciate their hard work and commitment to the Community.

Our apparatus room has received two new coats of paint with new colors. We appreciate Lisa Rivera and Natasha Cutter for the many hours of creative work, to make the station a better place for the public and our personnel. Both Lisa and Natasha are extremely attentive to detail and have done a remarkable job. The last task to complete the project will be to seal and repaint the floor. We are looking forward to the final outcome of the improvements.



Planning and work will also start on landscaping the area around the new digital sign. On September 6<sup>th</sup> the sign was dedicated to Chief Leo Chaloux, honoring his twenty two plus years of service to the District. Also honored was Meredith Blain, who led the project. Thanks and appreciation to Trent Williams for his time spent and hard work to coordinate electrical service and site work installation for the sign.

We are in the process of obtaining authorization to purchase \$55,000 of new vehicle extrication equipment through our FEMA SAFER grant. Three battery powered Hurst tools, charger, spare batteries, air bags for lifting vehicles and heavy objects, vehicle stabilization equipment, pre-assembled harness and rope sets to quickly get to trapped patients off the road. This represents a significant upgrade in our current capability to rescue people trapped in a vehicle accident.

We have obtained addressing kits for residents and installing in the Community. Firefighters put together the address signs and mount it at the best location at a resident's property. The cost of the sign is \$35.

Our Fire District staff is fully committed to our Community. We stand ready to assist our residents with any needs they may have, to prepare, support and provide the most up to date information. Please call us at 530-626-9017 or stop by the station.

This concludes my report. I will continue to update our projects and report progress. We appreciate the great support we receive from the Community and its commitment to being prepared. This fire season will be every bit as serious and dangerous as last year. If you have any questions or suggestions, please call me at the fire station (530)626-9017 or email me at [jrosevear@mfpd.us](mailto:jrosevear@mfpd.us).

Upcoming Events:

Tuesday September 20- MFPD Firefighter Training- 6pm- Station 75- Public Welcome

Thursday September 22- Fire Board Meeting- 7pm- Station 75

Tuesday Firefighter Training- 6pm- Station 75- Public Welcome

Thursday October 1 – Monthly Support Group Training- Station 75- 10am

Tuesday October 4, 11, 18, 25 - MFPD Firefighter Training- 6pm- Station 75- Public Welcome

Thursday October 6- MVFA Monthly Board meeting- 3pm- Station 75

**Saturday October 15- MVFA Harvest Fair**

**Saturday October 29- Trunk or Treat Halloween Celebration- Station 75**

Thursday October 27- Fire Board Meeting- 7pm- Station 75

Jack Rosevear, Chief

**BEFORE THE BOARD OF DIRECTORS OF THE  
Mosquito Fire Protection District  
COUNTY OF EL DORADO, STATE OF CALIFORNIA**

**IN THE MATTER OF:**

**Resolution Number: 2022-06**

**Approving the Department of Forestry and Fire Protection Agreement # 7GF22066 for services from the date of last signatory on page 1 of the Agreement to June 30, 2023 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.**

**BE IT RESOLVED** by the Board of Directors of the Mosquito Fire Protection District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2022-23 up to and no more than the amount of \$ 5125.00 .

**BE IT FURTHER RESOLVED** that Jack Rosevear, Fire Chief of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Mosquito Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Mosquito Fire Protection District, at a regular meeting thereof, held on the 22<sup>nd</sup> day of September 2022, by the following vote:

AYES:

\_\_\_\_\_  
Signature, Board of Directors Member

NAYS:

ABSENT:

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature, Board of Directors Member

\_\_\_\_\_  
Printed Name and Title

-----**CERTIFICATION OF RESOLUTION**-----

**ATTEST:**

I, Sharlyn Fields, Board Clerk of the Mosquito Fire Protection District, County of El Dorado, California do hereby certify that this is a true and correct copy of the original Resolution Number 2022-06.

WITNESS MY HAND OR THE SEAL OF THE \_\_\_\_\_, on this 22 day of September, 2022 .

**OFFICIAL SEAL  
OR NOTARY CERTIFICATON**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title and Name of Local Agency

**State of California  
Department of Forestry and Fire Protection (CAL FIRE)  
Cooperative Fire Protection  
GRANT AGREEMENT**

**APPLICANT:**

**PROJECT TITLE:** Volunteer Fire Capacity

**GRANT AGREEMENT:** 7GF22066

**PROJECT PERFORMANCE PERIOD is from date upon approval through June 30, 2023.**

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

**PROJECT DESCRIPTION:** Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

**Total State Grant not to exceed \$ 5,125.00** (or project costs, whichever is less).

*\*The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY  
AND FIRE PROTECTION**

Applicant	
By	By
Signature of Authorized Representative	
Title	Title: <b>Matthew Sully</b> <b>Staff Chief, Cooperative Fire Programs</b>
Date	Date

**CERTIFICATION OF FUNDING**

GRANT AGREEMENT NUMBER	PO ID	SUPPLIER ID
FUND <b>0001</b>	FUND NAME General Fund	
PROJECT ID 354022DG2012142	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING <b>\$ 5,125.00</b>
GL UNIT 3540	BUD REF                      CHAPTER 001                                      43	ADJ. INCREASING ENCUMBRANCE <b>\$ 0.00</b>
PROGRAM NUMBER 9999000FED	ENY <b>2022</b>	ADJ. DECREASING ENCUMBRANCE <b>\$ 0.00</b>
ACCOUNT 5340580	ALT ACCOUNT <b>5340580002</b>	UNENCUMBERED BALANCE <b>\$ 5,125.00</b>
REPORTING STRUCTURE 35409206	SERVICE LOCATION <b>92734</b>	

**I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.**

Signature of CAL FIRE Accounting Officer	Date
--	------

**VOLUNTEER FIRE CAPACITY PROGRAM  
TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA  
Natural Resources Agency

Agreement for the Volunteer Fire Capacity Program of the  
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and \_\_\_\_\_ hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Capacity program in California, hereinafter referred to as VFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2101-2114), as amended.
2. This is a subaward under the 2022 Volunteer Fire Capacity Grant #22-DG-11052012-142 awarded to STATE by the Forest Service on August 26 ,2022. The Federal Assistance Listing for the award is 10.664, Cooperative Forestry Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFC and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2022.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.**
5. **INCORPORATION: The Procedural Guide for Volunteer Fire Capacity Program 2022, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.**
6. **TIMELINESS: Time is of the essence in this Agreement.**
7. **FORFEITURE OF AWARD: LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than December 1, 2022 or LOCAL AGENCY will forfeit the funds.**

8. GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2022** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$5,125.00** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2023.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than September 1, 2023 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. LIMITATIONS: Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFC, upon expenditure of United States Government Funds. Pursuant to 2CFR200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFC Funds.

- 12. ADDRESSES: The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
Attention: \_\_\_\_\_  
Telephone Number(s): \_\_\_\_\_  
E-mail \_\_\_\_\_

**STATE:** **Department of Forestry and Fire Protection**  
**Grants Management Unit, Attn: Megan Esfandiary**  
**P. O. Box 944246**  
**Sacramento, California 94244-2460**  
**PHONE: (916) 894-9845**  
**E-MAIL: [Megan.Esfandiary@fire.ca.gov](mailto:Megan.Esfandiary@fire.ca.gov)**

- 13. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
- 14. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
- 15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
- 16. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
- 17. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with VFC funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The VFC percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned an VFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFC Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public point of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
  - b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed **Agreement** will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

25. **TERM:** The term of the **Agreement** SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2023.
26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA), a de minimis rate if LOCAL AGENCY does not have an approved NICRA, or the VFC program cap rate of 10%, whichever is lesser. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.



30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.

Mosquito Fire Protection District  
Budget 2022 -2023

Single Column MFPDBudget22-23-Sept

		July 2022 through June 2023
		Jul '22 - Jun 23
<b>Income</b>		
0001	Carry Over	111607
0100	· Prop Tax Curr Secured	163000
0110	· Prop Tax Curr Unsecured	2800
0120	· Prop Tax Prior Unsecured	0
0130	· Unsecured Prop Tax Prior	100
0140	- Supplemental Taxes	4000
0150	- Supplemental Prior	300
1175	· Special Tax Direct Assessments	188000
0360	- Penalties	3000
0430	· Development Fee	0
4400	· Rev Intrest	2000
0820	· ST Homeowner Prop Tax relief	1220
0880	ST Other	0
1060	- FEMA Grants	282661
1128	Federal: USDA (Striketeams)	135000
1321	Transfer from Reserves (Allocated)	0
1350	Transfer from Reserves (Unallocated)	0
1744	Misc Inspections or Services	0
1940	Misc Reimbursement	15000
1942	Misc Reimbursement	13615
<b>Total Income</b>		<b>922303</b>
<b>Gross Profit</b>		<b>922303</b>
<b>Expense</b>		
300000 · Salaries and Employee Benefit		
303000	· Perm Employees/Elect Official	137990
303001	· Temporary Employees	78720
303002	· Overtime	61000
303004	· Strike team	85450
303020	· Retirement	4867
303021	· O.A.S.D.I.	20656
303022	· Medi Care	4831
303030	· Vacation, Sick, Holiday	4501
303040	· Health Insurance	18000
303041	· Unemployment Insurance Employer	20656
303060	· Workers' Compensation Employer	35018
<b>Total 300000 · Salaries and Employee Benefit</b>		<b>471689</b>
400000 · Services and Supplies		
404021	· Fire Turnouts	50000
404022	· Uniforms	8500
404040	· Telephone Co. Vendor Payments	3780
404042	Radio Vendor Payments	0
404043	· Dispatch Fees-Contract	2000
404060	· Food & Food Products	500
404080	· Household Expense-Station Supplies	250
404083	Laundry	600
404084	Expendable Equipment	50

Mosquito Fire Protection District  
**Budget 2022 -2023**

Single Column MFPDBudget22-23-Sept

		July 2022 through June 2023
		Jul '22 - Jun 23
	404085 · Refuse Disposal	1700
	404100 · Insurance Premium	33000
	404140 · Maint. Equipment	838
	404145 · Maint. Equipment Parts	200
	404160 · Veh. Maint. Outside labor	11000
	404161 · Veh Maint. Parts Direct Charge	11000
	404164 · Veh Maint. Tires & Tubes	4000
	404180 · Maint Building & Improvements	100
	404183 · Maint. Grounds	100
	404197 Maint Building Supplies	1100
	404200 · Medical, Dental & Lab Supplies	11000
	404220 · Memberships	1700
	404260 · Office Expense	1500
	404261 · Postage	250
	404263 · Subscription Newspaper Journals	100
	404300 · Professional & Specialized Serv	6000
	404304 * Agency fee County/ Lafco	350
	404305 · Audit & Accounting Services	10000
	404313 · Legal Services	23615
	404324 · Medical Dental Lab Supplies	2000
	404335 * Election Dept Services	2026
	404400 · Publications & Legal Notices	550
	404460 · Equip. Small tools & Instrument	10200
	404463 . Equipment Telephone Radio	150
	404500 · Special Dept. Expense	87800
	404502 · Educational Materials	8122
	404507 · Fire & Safety Supplies	344
	404538 · Software	0
	404539 Software License	15102
	404600 * Transportation & Travel	500
	404602 * Mileage Employee Private auto	1900
	404606 · Fuel Purchases	26000
	404609 · Staff Development	5000
	404617 Staff Deveelopment Non 1099	0
	404700 · Utilities	12000
	<b>Total 400000 · Services and Supplies</b>	<b>354927</b>
	600000 · Fixed Assets	
	606020 · Buildings & Grounds	19316
	606040 · 606040 Equipment	29500
	<b>Total 600000 · Fixed Assets</b>	<b>48816</b>
	Contingency & Reserves	
	7700 Contingency	46871
	7800 Transfer to Reserves	
	<b>Total Contingency</b>	<b>46871</b>
	<b>Total Expense</b>	<b>922303</b>

Mosquito Fire Protection District  
Budget 2022 -2023

Multi-Column MEPPDBudget-22-23

		July '22 - Jun 23	Grants Jul'22- Jun'23	OES Engine Deployment	ADD Backs paid from Strike team Admin Fees	Base Budget	NOTES	July Mods	Aug Mods	Sep Mods
Income										
0001 Carry Over		111,606.59				20,164.93	Hopefull Guess to Balance the Budget		Note: First \$63,498.93 of carry over is in Primary budget	\$111,606.59 - 63,498.93 = \$48,107.66 for Contin
0001R Real Carry not previously in budget						48,107.66				
0001G CERT Carryover			14,922.00				CERT Training Carryover			
0001C Carry Over Known						28,412.00	From Contingency 21-22 Budget			
0100 · Prop Tax Curr Secured		163,000.00				163,000.00				
0110 · Prop Tax Curr Unsecured		2,800.00				2,800.00				
0120 · Prop Tax Prior Unsecured		0				0				
0130 · Unsecured Prop Tax Prior		100				100				
0140- Supplemental Taxes		4,000.00				4,000.00				
0150- Supplemental Prior		300				300				
1175 · Special Tax Direct Assessments		188,000.00				188,000.00				
0360- Penalties		3,000.00				3,000.00				
0430 · Development Fee		0				0				
4400 · Rev Intrest		2,000.00				2,000.00				
0820 · ST Homeowner Prop Tax relief		1,220.00				1,220.00				
0880 ST Other		0				0				
1060- FEMA Grants		282,661.00								
1060G- FED/Cal Fire 50/50 Grants			24,750.00							
1060- FEMA RR Grants			257,911.00							
1128 Federal: USDA (Strike teams)		135,000.00		135,000.00						
1200 Revenue Other Govt.										
1321 Transfer from Reserves (Allocated)		0.00								
1350 Transfer from Reserves (Unallocated)		0.00								
1744 Misc Inspections or Services		0.00								
1940 Misc Reimbursement		15,000.00								
1940c Misc Reimbursement (community)						2,000.00	about 2k in past, under 1k this year			
1940s Misc Reimbursement (School)						7,000.00		\$6356.50 Received Aug 1 Still less than budgeted 7k so no change.		
1940r Misc Reimbursement (rebates)						1,000.00	5k to 9k 728 to 1072			
1940g Misc Reimbursement (Grants)										7/13 Safer 50/50 \$18,628.84 + 7/19 Safer 50/50 \$29,176.52 already in budget?
1940f Misc Reimbursement (Fuel)						5,000.00	SCPOA 2664.42 last year 3992.78 so far this year			7/8 \$570 Not Over \$5K so no change

Mosquito Fire Protection District  
Budget 2022 -2023

Multi Column MEPPDBudget 22-23

	July '22 - Jun 23	Grants Jul'22- Jun'23	OES Engine Deployment	ADD Backs paid from Strike team Admin Fees	Base Budget	NOTES	July Mods	Aug Mods	Sep Mods
1942 Misc Reimbursement	13,615.00				13,615.00		add \$13,615 pass through from insurance for V case.		
<b>Total Income</b>	<b>922,302.59</b>	<b>297,583.00</b>	<b>135,000.00</b>		<b>489,719.59</b>				
<b>Gross Profit</b>	<b>922,302.59</b>								
<b>Expense</b>									
<b>300000 · Salaries and Employee Benefit</b>									
303000 · Perm Employees/Elect Official	137,990.00				98,995.00	Chief (71k) and 1/2 Captain (27,995) only			
303000G · Perm Emp R&R Coordinator		27,995.00				Coordinator Position-Capt Lugo 1/2 salary			
30???? Coridnator Benefits		11,000.00				Needs to be split up and put in the corect sections			
303001 · Temporary Employees	78,720.00				18,720.00	Administrative Clerk (18,720)			
303002 · Overtime	61,000.00		60,000.00		1,000.00	Pay per call/Stipend (non R&R) Should be \$91,200 to cover 2 people for 6 months and 3 people for 6 months			
303004 · Strike team	85,450.00		25,450.00						
303004G · Vol Stipends		60,000.00				R&R Grant			
303020 · Retirement	4,867.00				4,867.00				
303021 · O.A.S.D.I.	20,655.90	3,720.00	5,297.90		11,638.00				
303022 · Medi Care	4,830.90	870.00	1,239.03		2,721.87		6.20%	might be lower depending on cap	
303030 · Vacation, Sick, Holiday	4,500.86				4,500.86	40 hrs Sick +78 hrs Vacation + (8 days = 64 Hrs)			
303040 · Health Insurance	18,000.00				18,000.00	holidays = 182 hours per person			
303041 · Unemployment Insurance Employer	20,655.90	3,720.00	5,297.90		11,638.00		6.20%	might be lower depending on cap	
303060 · Workers' Compensation Employer	35,018.17	5,406.00	7,699.05		21,913.12			might be lower depending on cap	
<b>Total 300000 · Salaries and Employee Benefit</b>	<b>471,688.73</b>	<b>112,711.00</b>	<b>104,983.88</b>		<b>253,993.85</b>				
<b>400000 · Services and Supplies</b>									
404021 · Fire Turnouts	50,000.00				10,000.00	10k Match for 50/50 Grant			
404021G · Fire Turnouts		30,000.00							
404021G2 · Fire Turnouts		10,000.00							
404022 · Uniforms	8,500.00				1,000.00				
404022G · Uniforms		7,500.00				Vol/Explorer Uniform R&R			

Mosquito Fire Protection District  
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Multi-Column MEPPDBudget-22-23

		Jul '22 - Jun 23	Grants Jul'22- Jun'23	OES Engine Deployment	ADD Backs paid from Strike team Admin Fees	Base Budget	NOTES	July Mods	Aug Mods	Sep Mods
404040 · Telephone Co. Vendor Payments		3,779.88								
404040a · Telephone AT&T Buss phone						1680	\$140 per month			
404040b · Telephone AT&T wireless internet						599.88	\$49.99 per month			
404040G · Telephone Co. Vendor Payments			1,500.00				R&R Web Page Programming			
404042 Radio Vendor Payments		0.00				0.00				
404043 · Dispatch Fees-Contract		2,000.00				2,000.00	About \$514 last quarter			
404060 · Food & Food Products		500.00		200.00		300.00				
404080 · Household Expense-Station Supplie		250.00				250.00				
404083 Laundry		600.00				600.00				
404084 Expendable Equipment		50.00				50.00				
404085 · Refuse Disposal		1,700.00				1,700.00				
404100 · Insurance Premium		33,000.00				33,000.00	Almost Trippled last year			
404140 · Maint. Equipment		837.18				837.18				Noticed on Aug 3 expense list ladder testing 837.18
404142 * Maint. Comm Equipment						0.00				
404144 · Maint. Computer System/Software						0.00				
404145 · Maint. Equipment Parts		200.00				200.00				
404160 · Veh. Maint. Outside labor		11,000.00				7,000.00				
404160a · Veh. Maint. Outside labor					4,000.00		Not Yet Approved add back			
404161 · Veh Maint. Parts Direct Charge		11,000.00				7,000.00				
404161a · Veh Maint. Parts Direct Charge					4,000.00		Not Yet Approved add back			
404164 · Veh Maint. Tires & Tubes		4,000.00				4,000.00				
404180 · Maint Building & Improvements		100.00				100.00				
404180G · Maint Building & Improvements										
404183 · Maint. Grounds		100.00				100.00				
404197 Maint Building Supplies		1,100.00				1,100.00				
404200 · Medical, Dental & Lab Supplies		11,000.00				1,000.00	often confused with 4324 (Proper Vax OSH)			
404200G · Medical, Dental & Lab Supplies			10,000.00				New Vol Physicals			
404220 · Memberships		1,700.00				1,700.00				July 14 FD Assoc Mem \$200 Aug 3 CSFA \$1105= \$1305
404260 · Office Expense		1,500.00				1,500.00	FDAC, CSFA, Amazon, Fire Chief Assoc			
404261 · Postage		250.00				250.00				
404263 · Subscription Newspaper Journals		100.00				100.00	Legal Notices, Mountain Democrat, indeed Job Postings			
404300 · Professional & Specialized Serv		6,000.00				6,000.00	Class driver operator, vehicles spec. repair, notary public, Awards, Electrical repair			
404304 * Agency fee County/Lafco		350.00				350.00				

Mosquito Fire Protection District  
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Multi-Column MEPPDBudget-22-23

		Jul '22 - Jun 23	Grants Jul'22- Jun'23	OES Engine Deployment	ADD Backs paid from Strike team Admin Fees	Base Budget	NOTES	July Mods	Aug Mods	Sep Mods
404305 · Audit & Accounting Services		10,000.00				7,500.00	\$7000 last year, this year \$7,500 then \$7,750 then \$8,000			
404305o · Audit & Accounting Services				2,500.00			CPA/Salary Survey/OES Audit			
404313 · Legal Services		23,615.00				23,615.00	Started at 10K			
404324 · Medical Dental Lab Supplies		2,000.00				2,000.00	Med Supplies (often confused with 4200)			
404335 * Election Dept Services		2,026.00				2,026.00	Last Election 2019 cost \$2026			
404400 · Publications & Legal Notices		550.00				550.00				
404460 · Equip. Small tools & Instrument		10,200.00	10,000.00			200.00	CERT Equipment			
404463 · Equipment Telephone Radio		150.00				150.00				
404500 · Special Dept. Expense		87,800.00				1,000.00	CPR Training, Supplies for Watertank, Livescan, EMT Class and Books			
404500G · Special Dept. Expense(R&R)			86,800.00				Wildland \$4,000 EMT 19,000 EMR \$6,800 Paramedic \$18,000 FF1 \$25,000 D/O 1A \$7,000 D/O 1B \$7,000			
404502 · Educational Materials		8,122.00	4,922.00			200.00	CERT Program			
404502G · Educational Materials			3,000.00				R&R New Voi Marketing			
404507 · Fire & Safety Supplies		343.52				343.52				
404538 · Software		0.00				0.00			Noticed on Jun 20th expense list 343.52 for Annual Fire Extinguisher service	
404539 Software License		15,102.19				15,102.19				
404609 * Transportation & Travel		500.00		500.00		0.00				
404602 * Mileage Employee Private auto		1,900.00				500.00				
404602G Mileage Employee Private auto			1,400.00							
404606 · Fuel Purchases		26,000.00				26,000.00				
404609 · Staff Development		5,000.00	5,000.00			0.00				
404617 Staff Development Non 1099		0.00				0.00	Microsoft, Godaddy, Adobe, Sling scheduler \$357, Aplus, Lexipol \$4,631.25, Target/Vector \$3,995.95, Active 911 \$725, Emer. Reporting \$1,695			Noticed on Aug 15th Expense List McAfee \$54.99 Not on List
404700 · Utilities		12,000.00				12,000.00				
Total 400000 · Services and Supplies		354,925.77	170,122.00	3,200.00	8,000.00	173,603.77	Propane & Electric & Water			
600000 · Fixed Assets										
606020 · Buildings & Grounds		19,316.12				500.00				
606020o · Buildings & Grounds					18,816.12		Station Projects NOT yet approved			
606020G · Buildings & Grounds										

Mosquito Fire Protection District  
Budget 2022 -2023

Multi-Column MEPD Budget 22-23

	July '22 - Jun 23	Grants Jul'22- Jun'23	OES Engine Deployment	ADD Backs paid from Strike team Admin Fees	Base Budget	NOTES	July Mods	Aug Mods	Sep Mods
606040 - 606040 Equipment	29,500.00	14,750.00			14,750.00	Air Compressor \$5,000 Match / Grant for Radio's/Pagers \$5,000/Hose tester 50/50 \$1,750 / Structure Nozzles (3) 50/50 \$1,500 / Scene Lights for E-75 50/50 \$1,500			
Total 600000 - Fixed Assets	48,871.97	14,750.00	0.00	18,816.12	15,250.00				
Contingency & Reserves									
7700 Contingency	46,871.97				46,871.97				\$48,107.66 - (\$837.18 + \$343.52 + \$54.99) = \$46,871.97
7800 Transfer to Reserves									
Total Contingency	46,871.97				46,871.97				
Total Expense	922,302.59	297,583.00	108,183.88	26,816.12	489,719.59				
Admin Fee earned from Strike Team			26,816.12						
Sub Total Admin - Add Backs	0.00	0.00	0.00	0.00	0.00				



# Member Speech, Expression and Social Networking

## 1045.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### 1045.1.1 DEFINITIONS

**Member** - A member of the Mosquito Fire Protection District is defined as any employee or volunteer of the District.

**Volunteer** - This includes firefighting and non-firefighting volunteers

### 1045.1.2 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

## 1045.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this district. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this district be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Mosquito Fire Protection District will carefully balance the individual member's rights against the district's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

## 1045.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Mosquito Fire Protection District members, such as posting personal information in a public forum,

# Mosquito Fire Protection District

## Policy Manual

### *Member Speech, Expression and Social Networking*

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can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow District member.
- Otherwise disclosing where another District member can be located off-duty.

#### **1045.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

To meet the district's safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Mosquito Fire Protection District or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Mosquito Fire Protection District and tends to compromise or damage the mission, function, reputation or professionalism of the Mosquito Fire Protection District or its members. Examples may include:
  1. Statements that indicate disregard for the law of the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the Mosquito Fire Protection District.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of district logos, emblems, uniforms, badges, patches, marked

# Mosquito Fire Protection District

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### *Member Speech, Expression and Social Networking*

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vehicles, equipment or other material that specifically identifies the Mosquito Fire Protection District on any personal or social networking or other website or web page, without the express authorization of the Fire Chief.

- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or district owned, for personal purposes while on-duty, except in the following circumstances:
  1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
  2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

#### 1045.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Mosquito Fire Protection District or identify themselves in any way that could be reasonably perceived as representing the Mosquito Fire Protection District in order to do any of the following, unless specifically authorized by the Fire Chief (Government Code § 3206; Government Code § 3252):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Mosquito Fire Protection District.

Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

# Mosquito Fire Protection District

## Policy Manual

### *Member Speech, Expression and Social Networking*

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#### 1045.4.2 POLITICAL ACTIVITY

The following rights are retained by firefighters by statute and are extended to all other members by the Mosquito Fire Protection District (Government Code § 3252).

- (a) No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of district policy or any time a member is on-duty or in uniform.
- (b) Members shall not be coerced or required to engage in political activity.
- (c) A member can seek election to, or serve as a member of, the governing board of a school district or any local agency where he/she is not employed, including, but not limited to, any city, county, special district or political subdivision.

#### 1045.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any Internet site that is accessed, transmitted, received, or reviewed on any district technology system (see the Information Technology Use Policy for additional guidance).

The District shall not require a member to disclose a personal username or password for accessing personal social media, or open a personal social website; however, the District may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

#### 1045.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the District or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the District.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the District.

#### 1045.7 TRAINING

Subject to available resources, the District should provide training regarding the limitations on speech, expression, and the use of social networking to all members and supervisors.



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

September 19, 2022

An open letter to our Mosquito Fire District community,

We just want to extend our heartfelt gratitude to this community for their amazing response during this very stressful period. On behalf of the Mosquito Fire Board, and everyone who lends a hand at the fire station to keep us safe, a profound THANK YOU to all of our District residents. Your cooperation and call to action mattered when it was needed most and was sincerely appreciated.

No one wants to hear the words, "Evacuation Warning," but the vulnerability of our community became increasingly obvious and the need for everyone to be ready to leave was heard loud and clear. We learned that our District would not be getting the usual support from the Sheriff and CalFire anytime soon, as they were focused on the town of Foresthill and resources were already stretched thin. Volcanoville had already lost many structures and the southern leg of the fire was moving toward us.

Our Support Group members were tasked with getting the Evacuation Warning message out to the community and to encourage those with animals, RVs, at-risk family members, and those with personal safety concerns, to depart the hill before the warning became a mandatory order. As the day progressed, that message became more dire with the news of limited fire resources. Even with that threat, our Support Group knew this was a huge "ask" and fully understood the personal impact it would have on residents.

The message from our Support Group was to prepare now or to leave early, but "how" and "where" were the questions they heard most. Physically it was difficult for many of our elderly or impaired residents, and the cost of staying in a motel was always an expensive consideration. What about animals, large and small? How do we move them and where do we move them to? What about our RVs, cars, motorcycles and boats? Under this Evacuation Warning, the County did not have solutions immediately in place. Fairgrounds were not yet open for large animals and the evacuation site in Cool was full.

There was urgency in your questions and solutions were slow to materialize. We heard it in your voices as we answered phones and fielded questions as best we could, but more important, the good people of our community reached out to help. Through it all we saw neighbors and strangers stepping up without hesitation when called upon. Your selfless response during this frightful time was heartening, and reminded us how privileged we all are to live here.

With all that said, we are compelled to say yet again...

Thank you for heeding the recommendation, persevering through fear and uncertainty, and for understanding that our focus was - and always will be - to keep you safe. It is with that purpose our community was asked to endure disruption and hardship with emotional, physical and financial ramifications. The “ask” was indeed great. Please know that your actions mattered far more than our sincere appreciation could ever express.