



## Mosquito Fire Protection District

**Board of Directors Meeting**  
Thursday, Nov 17, 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 Nov 17, 2022</p> <p>Time:, Nov 17, 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  |

|   |   |
|---|---|
| <p><b>CONSENT CALENDAR ITEMS</b></p> <p><b>5.1</b> Approval of Expenditures- Expenses Nov 14, 2022<br/> Approval of Expenditures- Expenses Nov 15, 2022<br/> Approval of Expenditures- Expenses Nov 16, 2022 CIRA<br/> Approval of Expenditures- Expenses Nov 17, 2022</p> <p><b>5.2</b> Policy 103 – Policy Manual<br/> Policy 800 – Records Management<br/> Policy 1012 - Discriminatory Harassment<br/> Policy 1040 - Family and Medical Leave</p> <p><b>6. <u>Approval of Minutes</u></b></p> <p><b>6.1</b> Minutes Oct 27, 2022</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> Approve Budget 22-23 transfers and Final Budget 22-23<br/> <b>8.2</b> Resolution # 2022-08 of the Board of the Mosquito Fire Protection District authorizing participation in the ‘ Employment Risk Management Authority’.</p> <p><b>9. <u>Committee Reports</u></b></p> <p><b>9.1</b> Finance committee<br/> <b>9.2</b> Strategic Planning &amp; Policy Updates<br/> <b>9.3</b> Communication<br/> <b>9.4</b> Capital Improvement- CIP Plan<br/> <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. Rosevear</p> <p>J. Rosevear<br/> J. Rosevear</p> <p>M. Holmsky<br/> D. Stever<br/> D. Stever<br/> J. Young<br/> L. Ugglä</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>   |   |
| <p><b>12. Adjourn.</b><br/> <b>Next Meeting: Board Meeting Thursday December 22, 2022 7:00 PM</b></p>   |   |

Mosquito Fire Protection District  
Bills for All Vendors  
November 14, 2022

|            | <u>Name</u> | <u>Num</u> | <u>Amount</u>    | <u>Terms</u> | <u>Date</u> | <u>Split</u>                 | <u>Name Address</u> | <u>Memo</u>                           |
|------------|-------------|------------|------------------|--------------|-------------|------------------------------|---------------------|---------------------------------------|
| Nov 14, 22 | 11611       | 1063403    | 17,639.86        | MFPD11142022 | 11/14/2022  | 606020 · Buildings & Grounds | Yesco Signs LLc     | 1063403 Yesco Sign 3rd inst r&r grant |
| Nov 14, 22 |             |            | <u>17,639.86</u> |              |             |                              |                     |                                       |

Mosquito Fire Protection District  
Bills for All Vendors

November 15, 2022  
Split

| Name       | Num      | Amount           | Terms        | Date       | Split                                   | Name Address                      | Memo                                |
|------------|----------|------------------|--------------|------------|---|-----------------------------------|-------------------------------------|
| Nov 15, 22 |          |                  |              |            |   |                                   |                                     |
| 2425       | 573451   | 255.95           | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | Advantage Gear, Inc               | 573451 Vol uniform R&R grant        |
| 2425       | 576481   | 417.10           | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | Advantage Gear, Inc               | 576481 Vol FF uniform R&R grant     |
| 2425       | 578131   | 23.11            | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | Advantage Gear, Inc               | 578131 Vol ff uniform R&R grant     |
| 2425       | 580321   | 22.11            | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | Advantage Gear, Inc               | 580321 Vol ff uniform R&R grant     |
| 2425       | 580591   | 93.58            | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | Advantage Gear, Inc               | 580591 Uniform JR                   |
| 2425       | 583251   | 417.10           | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | Advantage Gear, Inc               | 583251 new voll ff R&R grant        |
| 3400       | 6004889  | 172.60           | MFPD11152022 | 11/15/2022 | 404180 · Maint Building & Improvements  | Aramark                           | 6004889 shop towels                 |
| 3400       | 6095266  | 179.60           | MFPD11152022 | 11/15/2022 | 404180 · Maint Building & Improvements  | Aramark                           | 6095266 Shop towels                 |
| 341        | 58459    | 177.30           | MFPD11152022 | 11/15/2022 | 404161 · Veh Maint. Parts Direct Charge | Burton's Fire Inc.                | 58459 Burtons Light assembly E275   |
| 699        | 761377   | 40.27            | MFPD11152022 | 11/15/2022 | 404161 · Veh Maint. Parts Direct Charge | C & H Motor Parts                 | 761377 Fuel filter E275             |
| 4660       | 45292022 | 503.50           | MFPD11152022 | 11/15/2022 | 404313 · Legal Services                 | Edwards, Stevens Attorneys at Law | 45292022 Legal Review               |
| 4941       | 676848   | 2,065.85         | MFPD11152022 | 11/15/2022 | 404606 · Fuel Purchases                 | Hunt & Sons                       | 676848 Bulk Fuel                    |
| 4941       | 788769   | 2,075.92         | MFPD11152022 | 11/15/2022 | 404606 · Fuel Purchases                 | Hunt & Sons                       | 788769 Bulk Fuel                    |
| 7859       | 18902    | 244.41           | MFPD11152022 | 11/15/2022 | 404700 · Utilities                      | Hunts Propane Services            | 18902 Hunt Propane                  |
| 4951       | 3039290  | 383.53           | MFPD11152022 | 11/15/2022 | 404260 · Office Expense                 | Inland Business Systems           | 3039290 Inland Copier               |
| 10457      | 60681022 | 750.00           | MFPD11152022 | 11/15/2022 | 303040 · Health Insurance               | Jack Rosevear                     | 60681022 Reimb Med Ins J. Rosevear  |
| 10457      | 60681122 | 750.00           | MFPD11152022 | 11/15/2022 | 303040 · Health Insurance               | Jack Rosevear                     | 60681122 Reimb Med Ins J.Rosevear   |
| 10457      | 60542022 | 60.54            | MFPD11152022 | 11/15/2022 | 404197 · Maint. Building Supplies       | Jack Rosevear                     | 60542022 Reimb J Rosevear Supplies  |
| 514        | 645269   | 134.06           | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | L. N. Curtis & Sons               | 645269 Uniform ARPA grant           |
| 514        | 646001   | 396.83           | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | L. N. Curtis & Sons               | 646001 Uniform ARPA grant           |
| 514        | 639401   | 281.13           | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | L. N. Curtis & Sons               | 639401 Uniform ARPA grant           |
| 514        | 636972   | 808.16           | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | L. N. Curtis & Sons               | 636972 Uniform ARPA grant           |
| 514        | 640716   | 223.08           | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | L. N. Curtis & Sons               | 640716 Uniform ARPA grant           |
| 514        | 641051   | 3,941.44         | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | L. N. Curtis & Sons               | 641051 Uniform ARPA grant           |
| 514        | 641918   | 5,158.73         | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | L. N. Curtis & Sons               | 641918 Uniform ARPA Grant           |
| 514        | 640363   | 202.17           | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | L. N. Curtis & Sons               | 640363 Uniform R&R grant            |
| 514        | 640379   | 202.17           | MFPD11152022 | 11/15/2022 | 404022 · Uniforms                       | L. N. Curtis & Sons               | 640379 Uniform R&R grant            |
| 514        | 642241   | 404.51           | MFPD11152022 | 11/15/2022 | 404021 · Fire Turnouts                  | L. N. Curtis & Sons               | 642241 Uniform R&R grant Boots      |
| 59         | 489117   | 26.67            | MFPD11152022 | 11/15/2022 | 404161 · Veh Maint. Parts Direct Charge | Riebes Auto Parts 59              | 489117 Wipers U75                   |
| 59         | 492389   | 738.96           | MFPD11152022 | 11/15/2022 | 404161 · Veh Maint. Parts Direct Charge | Riebes Auto Parts 59              | 492389 Sq-75 Oil, oil & fuel filter |
| 2737       | 522921   | 1,120.14         | MFPD11152022 | 11/15/2022 | 404164 · Veh Maint. Tires & Tubes       | Sierra Nevada Tire & Wheel        | 522921 Tires U275                   |
| 11611      | 114250   | 1,817.90         | MFPD11142022 | 11/15/2022 | 606020 · Buildings & Grounds            | Yesco Signs LLC                   | 114250 Yesco Sign Upgrade R&R Grant |
| Nov 15, 22 |          | <u>24,088.42</u> |              |            |   |                                   |                                     |

### Mosquito Fire Protection District Bills for All Vendors

|            | <u>Name</u> | <u>Num</u> | <u>Amount</u>    | <u>Terms</u> | <u>Date</u> | <u>November 16, 2022</u>   | <u>Name Address</u>              | <u>Memo</u>             |
|------------|-------------|------------|------------------|--------------|-------------|----------------------------|----------------------------------|-------------------------|
| Nov 16, 22 | 10692       | 16572022   | 17,648.00        | MFPD11162022 | 11/16/2022  | 404100 · Insurance Premium | George Petersen Insurance Agency | 16572022 CIRA Insurance |
| Nov 16, 22 |             |            | <u>17,648.00</u> |              |             |                            |                                  |                         |

10:36 AM  
11/17/22

### Mosquito Fire Protection District Bills for All Vendors

|            | <u>Name</u> | <u>Num</u> | <u>Amount</u>   | <u>Terms</u> | <u>Date</u> | <u>November 17, 2022</u>                 | <u>Name Address</u>  | <u>Memo</u>          |
|------------|-------------|------------|-----------------|--------------|-------------|--|----------------------|----------------------|
| Nov 17, 22 | 1543        | 10616      | 2,750.00        | MFPD11172022 | 11/17/2022  | 404300 · Professional & Specialized Serv | SCI Consulting Group | 10616 SCI Consulting |
| Nov 17, 22 |             |            | <u>2,750.00</u> |              |             |  |                      |                      |

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## Policy Manual

### 103.1 PURPOSE AND SCOPE

The Policy Manual of the Mosquito Fire Protection District is hereby established and shall be referred to as the ~~"Policy- "~~ "Policy Manual." ~~" "~~ The Policy Manual is a statement of the current policies, rules, and guidelines of this district. All district members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders, and regulations that are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

### 103.2 POLICY

Except where otherwise expressly stated, the provisions of this Policy Manual shall be considered guidelines. It is recognized that fire and rescue work is not always predictable, and circumstances may arise that warrant departure from these guidelines.

It is intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this district under the circumstances reasonably available at the time of any incident.

#### 103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Mosquito Fire Protection District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials, or members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training, or discipline. The Mosquito Fire Protection District reserves the right to revise any policy content, in whole or in part.

#### 103.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid, or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state, or federal law, District policy, or collective bargaining agreement, such law, District policy, or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the District will seek to resolve the conflict.

### 103.3 RESPONSIBILITIES

The responsibility for the contents of this Policy Manual rests with the ~~Board of Directors-~~ Fire Chief. Since it is not practical for the ~~Board of Directors-~~ Fire Chief to prepare and maintain the Policy Manual, the following delegations have been made:

# Mosquito Fire Protection District

## Policy Manual

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### *Policy Manual*

#### 103.3.1 BOARD OF DIRECTORS

The Board of Directors shall be considered the ultimate authority for the adoption of administrative, personnel management and non-operational provisions of this manual and shall continue to issue, as needed, directives that shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as they may be permanently incorporated into the manual.

#### 103.3.2 FIRE CHIEF

The Fire Chief shall be considered the ultimate authority for the adoption of operational (fire, emergency response) provisions of this manual, including the Procedures Manual and shall continue to issue, as needed, directives that shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as they may be permanently incorporated into the manual.

#### 103.3.3 STAFF

Staff shall consist of the following:

- Fire Chief
- Assistant Chief
- Battalion Chief
- Captains (Paid and Volunteer)

Staff shall review all recommendations regarding proposed operational changes to the manual and make recommendations to the Fire Chief on final manual changes.

#### 103.3.4 OTHER PERSONNEL

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion through the chain of command, in writing, to his/her supervisor. ~~The Fire Chief shall appoint a committee consisting of various representatives of all District perspectives, including Board of Directors, Support Group, Officers Group, Administrative Assistant and related auxiliary, for review and input of new policies.~~ [Captain.](#)

### **103.4 FORMATTING CONVENTIONS FOR THE POLICY MANUAL**

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

#### 103.4.1 ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable substitutions in the manual:

- Policy Manual sections may be abbreviated as “Section 106.4” or “§ 106.4.”

#### 103.4.2 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.



# Mosquito Fire Protection District

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### *Policy Manual*

**District** - The District of Mosquito Fire Protection District.

**Civilian** - Members and volunteers who are not sworn employees.

**District/MQT** - The Mosquito Fire Protection District.

**Employee** - Any person employed by the District.

**Fire Code** - The ~~2018 edition~~ [2018 edition](#) of the International Fire Code ([IFC](#)) ([2019 California Fire Code, Title 24, Part 9](#)) as adopted by the State of California and the incorporated California amendments (Health and Safety Code § 18928).

**Firefighter/Sworn, [appointed, or elected](#)** - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, [or elected](#) members of the Mosquito Fire Protection District.

**Manual** - The Mosquito Fire Protection District Policy Manual.

**May** - Indicates a permissive, discretionary, or conditional action.

**Member** - Any person employed or appointed by the Mosquito Fire Protection District, including:

- Full- and part-time employees
- Sworn, appointed, [or elected](#) firefighters
- ~~Volunteer~~ [Reserve](#) firefighters
- Civilian employees
- ~~Support Group and CERT volunteers~~
- ~~Board or Directors~~
- [Volunteers](#)

**On-duty** - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The job classification title held by a firefighter.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other district members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

# Mosquito Fire Protection District

## Policy Manual

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### *Policy Manual*

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

### **103.5 DISTRIBUTION OF THE POLICY MANUAL**

~~A copy~~ Copies of the Policy Manual shall be ~~located in the Station 75 front admin office:~~ distributed to the following:

- Fire Chief
- Captains
- Administration Division Officer
- Fire Prevention Office
- Each fire station

An electronic version of the Policy Manual will be made available on the district network for access by all employees. The electronic version will be limited to viewing and printing specific chapters or sections. No changes shall be made to the electronic version without authorization from the Fire Chief or the authorized designee.

### **103.6 POLICY MANUAL ACCEPTANCE**

As a condition of employment, all members are required to read and obtain necessary clarification of this Policy Manual. All are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its content.

### **103.7 REVISIONS TO POLICIES**

All ~~members are responsible for keeping abreast of all Policy Manual~~ revisions. ~~All changes to~~ the Policy Manual will be ~~posted on the district Intranet.~~

~~The Fire Chief or Captain will forward notice of revisions to the Policy Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email, review the revisions, and seek clarification as needed.~~

~~Each supervisor/manager~~ provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

Each [DivisionChief] will ensure that members under his/her command are aware of any Policy Manual ~~revisions.~~ revision.

# Mosquito Fire Protection District

## Policy Manual

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### *Policy Manual*

All [department agency] members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

### **103.8 REVIEW AND MAINTENANCE OF POLICIES**

To ensure that policies remain viable and applicable to an ever changing organization, all policies must be reviewed by the District at least once every 2 years. The Policy Review and Revision Table located at the front of the Policy Manual, shall be used as the tracking document of record.

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## Records Management

### 800.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all district documents, including those in fire stations, to ensure that district records are maintained and available as needed. This policy also provides guidance on the retention, disposition, and security of records. \_

### 800.2 POLICY

It is the policy of the Mosquito Fire Protection District to promote the efficient and cost-effective conduct of district business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents, and providing for timely transfer of inactive files in compliance with legal requirements.

### 800.3 CUSTODIAN OF RECORDS

The Fire Chief shall appoint a Custodian of Records, who will oversee the records management program, including the records retention schedule. The Custodian of Records or the authorized designee should:

- (a) Remain familiar with the California Secretary of State Local Government Records Management Guidelines.
- (b) Identify what records the District has, where the records are kept, the volume, and how the records are used.
- (c) Maintain and update the ~~district's~~ district's records retention schedule, including:
  1. Preparing any amendments to the schedule and obtaining the necessary approvals for the amendments.
  2. Coordinating with the District clerk to ensure all district records are properly classified and that the retention periods are appropriate for each document.
  3. Maintaining a current version of the ~~district's~~ district's records retention schedule and making it available to members for reference.
- (d) Coordinate the placement of inactive records in storage, including:
  1. Maintaining a storage inventory.
  2. Providing an annual reminder to Division Officers and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of district records, including:
  1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
  2. Providing a list to Division Officers and section managers of records eligible to be destroyed.
  3. Obtaining any required approvals for the destruction of eligible records.

# Mosquito Fire Protection District

## Policy Manual

### *Records Management*

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4. Maintaining a list of records that have been destroyed.
- (f) Ensure confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
  - (g) Process subpoenas and requests for records as provided in the [Subpoenas subpoenas](#), the Release of Records and Public Records Act, and the Patient Medical Record Security and Privacy policies.
  - (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.
  - (i) Establish rules regarding the inspection and copying of district records as reasonably necessary for the protection of such records (Government Code § ~~6253~~). [This 7922.525; Government Code § 7922.530](#) This includes:
    1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
    2. Maintaining a schedule of fees for public records as allowed by law.
  - (j) Determine how the district website may be used to post public records in accordance with Government Code § ~~6253~~ [7922.545](#).
  - (k) Ensure that public records posted on the district website meet the requirements of Government Code § ~~6253~~ [7922.40- 680](#), including, but not limited to, posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.
  - (l) Ensure that a list and description, when applicable, of enterprise systems (as defined by Government Code § ~~6270~~ [7922.5 700](#)) is publicly available upon request and posted in a prominent location on the district website ([Government Code § 7922.710; Government Code § 7922.720](#)).

#### **800.4 MEMBERS' RESPONSIBILITY**

All members are expected to handle district records in a responsible manner and as provided in this policy.

Members are responsible to ensure that records in their control are maintained as provided in the records retention schedule.

#### **800.5 SUPERVISORS' RESPONSIBILITIES**

Supervisors at fire stations are responsible for the management of records at the fire station level. The supervisors shall ensure that all records at the fire stations are retained in accordance with this policy.

#### **800.6 TRAINING**

The Custodian of Records should coordinate with the Training Officer to provide training regarding the records management program to the appropriate district members.



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## 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.

#### 1012.3.2 RETALIATION

# Mosquito Fire Protection District

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### *Discriminatory Harassment*

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~~ [Civil Rights Department](#) 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 retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.



# Mosquito Fire Protection District

## Policy Manual

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### *Discriminatory Harassment*

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~~ [Civil Rights Department 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.

### **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

# Mosquito Fire Protection District

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### *Discriminatory Harassment*

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:

- (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

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### *Discriminatory Harassment*

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~~ [Civil Rights Department](#) online training courses, the Training Officer should ensure that employees are provided the website ~~address to~~ [address for](#) the training course: ~~www.dfeh.~~ <https://calcivilrights.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).

## Family and Medical Leave

### 1040.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612; Government Code § 12945.1; Government Code § 12945.2):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin service member of the United States Armed Forces who has a serious injury or illness incurred in the line of duty. Under the California Family Rights Act (CFRA), this includes care for a domestic partner.
- Under CFRA, leave due to a qualifying exigency (as defined in Unemployment Insurance Code § 3302.2) related to the covered active duty or call to active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Administration or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any collective bargaining agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

#### 1040.1.1 DEFINITIONS

Definitions related to this policy include:

**CFRA** - California Family Rights Act (Government Code § 12945.1; Government Code § 12945.2).

**Child** - A child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent). Under CFRA, a child includes a legal ward and child of a domestic partner (Government Code § 12945.2).

**FMLA** - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

**Qualified health care professional** - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some

# Mosquito Fire Protection District

## Policy Manual

### *Family and Medical Leave*

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purposes; any health care provider from whom the district benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

**Spouse** - The person with whom an employee has entered into a marriage as defined or recognized by the location in which the marriage was entered into (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122).

**Family Member** – (Under CFRA) - A child, parent, grandparent, grandchild, sibling, spouse, or domestic partner as defined in Family Code § 297.

**Family Member** – (Under FMLA) - A spouse, child, or parent as defined by 29 CFR 825.122.

#### **1040.2 POLICY**

It is the policy of the Mosquito Fire Protection District to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

#### **1040.3 ELIGIBLE EMPLOYEES**

Employees are eligible for FMLA/CFRA after working for the Mosquito Fire Protection District for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110; Government Code § 12945.2).

For leave under FMLA, employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site (29 USC § 2611; 29 CFR 825.110).

#### **1040.4 TYPE AND DURATION OF LEAVE**

Generally, eligible employees are entitled under FMLA/CFRA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

##### **1040.4.1 SERIOUS HEALTH CONDITIONS**

Eligible employees may take up to 12 weeks of leave to care for a family member with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200; Government Code § 12945.2).

Under FMLA, if both spouses are employed by the Mosquito Fire Protection District, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).

# Mosquito Fire Protection District

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### *Family and Medical Leave*

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- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

#### 1040.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200; Government Code § 12945.2). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

Under FMLA, if both parents are employed by the Mosquito Fire Protection District, the combined number of work weeks of leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

#### 1040.4.3 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.

# Mosquito Fire Protection District

## Policy Manual

### *Family and Medical Leave*

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- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

#### 1040.4.4 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the covered veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the Mosquito Fire Protection District, the combined number of work weeks of leave is limited to 26 during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

#### 1040.4.5 FAMILY MILITARY LEAVE

An employee who is a spouse or registered domestic partner of a member of the military who is deployed to designated combat zones is entitled to take up to 10 days unpaid leave (Military and Veterans Code § 395.10).

#### 1040.4.6 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

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### *Family and Medical Leave*

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Intermittent leave for any employee shall be tracked and calculated.

#### 1040.4.7 PREGNANCY DISABILITY LEAVE

FMLA is separate and distinct from disability leave for pregnant employees. Pregnant employees may be entitled to a disability leave as provided in the Pregnancy Disability Leave Policy in addition to any FMLA/CFRA leave.

#### 1040.4.8 LEAVE FOR VICTIMS OF CRIME OR ABUSE

Eligible employees may take leave if the employee is the victim of a crime, abuse, or sexual assault and needs leave for any of the purposes specified in Labor Code § 230.1. Reasonable advance notice of leave is required except in cases where notice is not feasible. Information relating to this leave shall be kept confidential to the extent permitted by law (Labor Code § 230.1).

The District shall provide written notice of the rights specified in this section to newly hired employees and upon request (Labor Code § 230.1).

#### **1040.5 EMPLOYEE BENEFITS WHILE ON LEAVE**

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the District may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The District may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

#### **1040.6 SUBSTITUTION OF PAID ACCRUED LEAVES**

Subject to applicable collective bargaining agreements and civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave, and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA and/or CFRA leave. Employees may not use paid accrued leave to extend FMLA/CFRA leave beyond 12 work weeks per year.

##### 1040.6.1 USE OF SICK LEAVE

Employees are required to first exhaust paid sick leave concurrently with FMLA/CFRA leave if the leave is for the employee's own serious health condition.



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### *Family and Medical Leave*

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Employees may choose to use paid sick leave concurrently with leave under this policy (Labor Code § 233):

- To care for a family member (as defined by Labor Code § 245.5) with a serious health condition.

#### **1040.7 USE OF FMLA/CFRA LEAVE**

If an employee takes a leave of absence for any reason that is FMLA/CFRA-qualifying, the District may designate that non-FMLA/CFRA leave as running concurrently with the employee's 12-week FMLA/CFRA leave entitlement. The only exception is for Firefighters who are on workers' compensation leave pursuant to Labor Code § 4850.

#### **1040.8 PROCEDURES**

The following procedures will apply for all employees requesting leave under FMLA/CFRA:

- (a) When a leave is requested for a medical or other FMLA/CFRA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the district's operations (29 USC § 2612; 29 CFR 825.302).
- (b) An employee who wishes to take FMLA/CFRA must provide his/her supervisor with 30 days' advance notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303).
- (c) At the time of the request, the employee must complete a FMLA/CFRA request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the District, the supervisor should forward the request and any medical certifications to the Administration and ensure the employee is provided the necessary forms and FMLA/CFRA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312).

# Mosquito Fire Protection District

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### *Family and Medical Leave*

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#### **1040.9 REINSTATEMENT FOLLOWING LEAVE**

Generally, employees returning from FMLA/CFRA within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Administration or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA/CFRA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the Administration, will determine whether non-FMLA/CFRA leave should apply.

#### **1040.10 RESPONSIBILITY**

Supervisors should work with the Administration or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Administration should advise the supervisor and inform members of their rights and responsibilities.

#### **1040.11 RECORDS**

The District will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the district's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA/CFRA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

#### **1040.12 NOTICE TO EMPLOYEES**

The Fire Chief should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the District where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).



## Mosquito Fire Protection District

**Board of Directors Meeting**  
Thursday, Oct 27, 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 Oct 27, 2022</p> <p>Time:, Oct 27, 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> <p><i>Present Director James Young, Don Stever, Wayne Gregson and Linnea Ugglä.</i></p> <p><i>Absent: Director Megan Holmsky.</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.</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  |

**CONSENT CALENDAR ITEMS**

- 5.1 Approval of Expenditures- Expenses Sep 26, 2022
- Approval of Expenditures- Expenses Oct 12, 2022
- Approval of Expenditures- Expenses Oct 13, 2022

J. Young

- 5.2 Policy 1027 Drug and Alcohol-Free Workplace
- Policy 1055 Job Description Support Group Volunteer
- SOP 410 Community Evacuation Procedures-Support Group
- SOP Community Evac Original

D. Stever

*Motion to approve Agenda and Consent Calendar by Director Young, second by Director Stever. Ayes; Directors Young, Stever, Gregson and Ugkla. Noes: 0  
Absent: Director Holmsky*

**6. Approval of Minutes**

- 6.1 Minutes Sep 14, 2022 Special MTG
- 6.2 Minutes Sep 22, 2022

J. Rosevear

*Motion to approve Minutes of September 14, 2022 and Minutes of September 22, 2022 by Director Young, second by Director Ugkla. Ayes; Directors Young, Stever, Gregson and Ugkla. Noes: 0 Absent: Director Holmsky*

**7. Chief's Report**

J. Rosevear

**8. Issue Items**

- 8.1 Adopt Resolution 2022-07 approving the Mosquito Fire Protection District Annual Report and Five-year Findings Report for the Fire Impact Fee Program in compliance with Government Code Sections 66006 and 66001.

J. Rosevear

*Motion to adopt Resolution 2022-07 by Director Young, second by Director Ugkla. Ayes; Directors Young, Stever, Gregson and Ugkla. Noes: 0  
Absent: Director Holmsky*

- 8.2 Approve Budget 22-23 transfers and Final Budget 22-23.

J. Rosevear

*Motion to approve Budget 22-23 transfers by Director Young, second by Director Stever. Ayes; Directors Young, Stever, Gregson and Ugkla. Noes: 0  
Absent: Director Holmsky.*

*Motion to approve Final Budget 22-23 by Director Young, second by Director Ugkla. Ayes; Directors Young, Stever, Gregson and Ugkla. Noes: 0*



## Policy Committee

Don Stever and Linnea Ugglá

Policy 1027 was pulled from the agenda in September for further scrutiny. It was revised and re-sent to our Stakeholders for October Board approval. Policies 1051 and 1055 are new for October.

- Policy 1027 Drug and Alcohol-Free Workplace
- Policy 1051 Attendance and Reporting Illness or Injury
- Policy 1055 Job Description Support Group Volunteer

Since the activity brought on by the Mosquito Fire, the Chief asked us to review and revise our Support Group Evacuation Procedure from September 2021.

- Procedure 410 Community Evacuation Procedures – Support Group

As of today, the Policy Committee has reviewed and now adopted 34 policies into the Lexipol system since we began in January. There still remains 17 policies to review in our old policy manual.

## Communications Committee

Don Stever, Linnea Ugglá, Trent Williams, Jack Rosevear, Dan Hunt, Diane Brady, Karen Paul

### Official Social Media Communication Pages

The team agreed that going forward, all official public communications would be posted to these 3 social media pages. After further discussions about the posting promptness, the committee agreed to drop the Mosquito-Swansboro FB page from our list of channels. These are the channels that MFPD will reliably post important community information.

Facebook - Mosquito/Swansboro & MFPD

NextDoor - MFPD

### Socia Media Management - *Repeat of last month's message:*

Many well-intentioned folks see posts on social media that they feel should be addressed, so they forward them directly to our station management. This has had the unintended consequences of distracting them from their job on an almost daily basis. To help alleviate this, the Communications Committee will act as that point of contact going forward. We have set up a group email address and are asking everyone to send their social media concerns directly to us. We will review every request and determine how it should best be handled.

Please send your social media concerns to:

[Communications@mfpd.us](mailto:Communications@mfpd.us)

When an email has been received, the committee is working on an established criteria for reviewing and responding to every email that is submitted. That's not to say that every nasty social media post will be countered on-line, but we will review every submission to ensure that misinformation that directly impacts the good of our District is appropriately corrected.

### **Web Site**

We welcomed 2 new committee members to our committee this month. Thank you, Diane Brady and Karen Paul for your positive additions to the team now 7 strong.

1. Discuss fixing, migrating and redesigning our site vs taking the old code
  - WordPress appears to be the right tool for a 'display' type site like ours
  - Cross-training is a big concern
  - After the election (Nov 8) Linnea will lead some exploratory efforts to trial templates, which would simplify both web site appearance and long term maintenance.

### **Mosquito Siren Project**

A while ago, a district siren project was looked into but not acted upon. The committee was asked to look into it again.

Don – Spoke with a vendor will get the 'quote' to help educate us about siren requirements  
Team - Will also engage the Sheriff for input as well.



## MOSQUITO FIRE PROTECTION DISTRICT

8801 ROCK CREEK ROAD

PLACERVILLE, CA 95667

(530) 626-9017

Fax (530) 626-3240

[www.mfpd.us](http://www.mfpd.us)

### *Chief's Report October-November 2022*

Calls for Service: October 23- November 13

Fires- 1 (reported structure fire- burn pile)

Vehicle Accident- 1 (motorcycle- 1 air ambulance)

Medical Aid- 2 (1 air ambulance)

Public Assist- 4

Fire Alarm- 1 (false)

With fire season 2022 now behind us, a reminder that burn permits are required, obtained on-line only. The Fire District does not issue burn permits, which are under the jurisdiction of Cal Fire and El Dorado County Air Quality District. Burn piles 4'x 4' or smaller, obtain a burn permit at <https://burnpermit@fire.ca.gov>. For larger burn piles obtain a permit at <https://www.edcgov.us/government/airqualitymanagement/burn-permit-application>. Burn barrels are not allowed.

Firefighters consistently covered more 24-hour shifts at Station 75, during fire season, than ever before. We were able to maintain three firefighters on duty during the summer months, when the Community is at its highest risk. This was made possible through shift stipend funding through our FEMA SAFER Volunteer staffing grant. During the winter and spring months, we will reduce staffing to a minimum of two fire fighters on duty. This reduction is to preserve our grant funding for Summer 2023 staffing, which is the final year of the Grant. We will continue to explore and apply for every possible grant program.

This is the time of year, as the season turns cold, to use caution with fireplaces, wood stoves and portable heating devices. Placement of portable heating devices is critical, to prevent the ignition of combustible materials such as beds and couches. An annual safety check and cleaning of the chimney or wood stove pipe will prevent a fire which could spread into the attic. Now is also the time to check batteries for smoke detectors. Always have a functioning carbon monoxide detector. We are happy to conduct an interior or exterior fire safety inspection upon your request. Please contact Captain Lugo @ 530-626-9017.

We are looking forward to the holiday season and some great community events coming up. Below is a list of important dates. Community members are always welcome to attend Tuesday night training and meet our firefighters and Support Group members. Our training has shifted to winter storm preparedness and structure fire response.



We continue to provide addressing signs for residents and installing in the Community. Firefighters put together signs and mount it at the best location at a resident's property. The cost of the sign is \$35. Contact Captain Lugo at [mlugo@mfpd.us](mailto:mlugo@mfpd.us) for ordering.

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. Fire season has passed and we are thankful for another safe year. If you have any questions or suggestions, please call me at the fire station (626-9017) or email at [jrosevear@mfpd.us](mailto:jrosevear@mfpd.us).

#### Upcoming Events:

Tuesday November 15, 22, 29- MFPD Firefighter Training- 6pm- Station 75- Public Welcome

Thursday November 17- Fire Board Meeting- 7pm- Station 75

Saturday November 19- Pilots Hosting- Firehouse Fundraiser BBQ- 4pm-7pm

Saturday November 26- Christmas Tree Cutting- 12:00pm- To Forest from Station 75

Thursday December 1- MVFA Monthly Board meeting- 3pm- Station 75

Saturday December 3 – Community Annual Holiday Sale - Station 75 10am–3 pm

Tuesday December 6, 13, 20, 27- MFPD Firefighter Training- 6pm- Station 75- Public Welcome

Thursday December 15- Special Board Meeting- Community Event Calendar and Goal Setting with Staff

Saturday December 17- MVFA Annual Christmas Dinner- Tree Lighting at 5pm- Dinner at 6pm- Station 75

Jack Rosevear, Chief

## Mosquito Fire Protection District Budget 2022 -2023

July 2022 through June 2023

Copy of Multi Column MFPDBudget22-23-Nov Board Rev IR

|               |   |                  |                       | ADD Backs paid from Strike team Admin Fees |             |                                      |           |          |   |          |          |  |   |  |
|---------------|---|------------------|-----------------------|--|-------------|--------------------------------------|-----------|----------|---|----------|----------|--|---|--|
|               |   | Jul '22 - Jun 23 | Grants Jul'22- Jun'23 | OES Engine Deployment                      | Base Budget | NOTES                                | July Mods | Aug Mods | Sep Mods  | Oct Mods | Nov Mods |  |   |  |
| <b>Income</b> |   |                  |                       |  |             |                                      |           |          |   |          |          |  |   |  |
|               | 0001 Carry Over                           | 111,607.00       |                       |  | 20,165.00   | Hopefull Guess to Balance the Budget |           |          | Note: First \$111,606.59 - \$63,498.93 of carry over is in Primary budget |          |          |  |   |  |
|               | 0001R Real Carry not previously in budget |                  |                       |  | 48,108.00   |                                      |           |          | \$63,498.93 = \$48,107.66 for Contin                                      |          |          |  |   |  |
|               | 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             |  |             | 50/50 Grant                          |           |          |   |          |          |  |   |  |
|               | 1060- FEMA RR Grants                      |                  | 257,911.00            |  |             | R&R Grant                            |           |          |   |          |          |  |   |  |
|               | 1128 Federal: USDA (Striketams)           | 135,000.00       |                       | 135,000.00                                 |             | Striketam                            |           |          |   |          |          |  |   |  |
|               | 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                   | 15,656.00        |                       |  |             |                                      |           |          |   |          |          |  |   |  |
|               | 1940c Misc Reimbursement (community)      |                  |                       |  | 2,000.00    | about 2k in past, under 1k 2022-23,  |           |          |   |          |          |  |   |  |
|               | 1940p Misc Reimbursement (post Signs)     |                  |                       |  | 656.00      |                                      |           |          |   |          |          |  | Sign donations October \$656 Regular all Sign monies (\$656) to appear here and in 4500 |  |

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Budget 2022 -2023

July 2022 through June 2023

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|---|-------------------|-----------------------|-----------------------|--|-------------------|--|--|--|--------------------------------------|---|--|
| 1940s Misc Reimbursement (School)             |                   |                       |                       |  | 7,000.00          | 5K to 9K   |  | \$6356.50 Recieved Aug 1 Still less than budgeted 7K so no change. (has not shown up on 1940 list yet) |                                      |   |  |
| 1940r Misc Reimbursement (rebates)            |                   |                       |                       |  | 1,000.00          | 728 to 1072  |  |  |                                      | 9/1 rebate \$151.34 Not over \$1K so no change                  |  |
| 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 | 9/1 \$583 + Previous \$570 = \$1,153 not over \$5K so no change |  |
| 1942 Misc Reimbursement                       | 13,615.00         |                       |                       |  | 13,615.00         |  | add \$13,615 pass through from insurance for V case. |  |                                      |   | 10-14 note says V Case \$14,251 ( \$636 increase ) |
| <b>Total Income</b>                           | <b>922,959.00</b> | <b>297,583.00</b>     | <b>135,000.00</b>     |  | <b>490,376.00</b> |  |  |  |                                      |   |  |
| <b>Gross Profit</b>                           | <b>922,959.00</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             |                       |  |                   | Lugo 1/2 salary  |  |  |                                      |   |  |
| 30???? Coridnator Benifits                    |                   | 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)  |  |  |                                      |   |  |
|   |                   |                       |                       |  | 60,000            | Pay per call/Stipend (non R&R) Should be \$91,200 to cover 2 people for 6 months and 3 people for 6 months |  |  |                                      |   |  |

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|---|-------------------|-----------------------|-----------------------|--|-------------------|--|-----------|----------|---------------------------------|----------|--|
| 303002 · Overtime                                   | 61,000.00         |                       | 60,000.00             |  | 1,000.00          |  |           |          |                                 |          |  |
| 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.                                 | 20,656.00         | 3,720.00              | 5,298.00              |  | 11,638.00         | 6.20%  |           |          | might be lower depending on cap |          |  |
| 303022 · Medi Care                                  | 4,831.00          | 870.00                | 1,239.00              |  | 2,722.00          | 1.45%  |           |          |                                 |          |  |
| 303030 · Vacation, Sick, Holiday                    | 4,501.00          |                       |                       |  | 4,501.00          | 40 hrs Sick +78 hrs Vacation + (8 days = 64 Hrs) holidays = 182 hours per person |           |          |                                 |          |  |
| 303040 · Health Insurance                           | 18,000.00         |                       |                       |  | 18,000.00         |  |           |          |                                 |          |  |
| 303041 · Unemployment Insurance Employee            | 20,656.00         | 3,720.00              | 5,298.00              |  | 11,638.00         | 6.20%  |           |          | might be lower depending on cap |          |  |
| 303060 · Workers' Compensation Employee             | 35,018.00         | 5,406.00              | 7,699.00              |  | 21,913.00         | 9.01% + 5K left over SSD Strike team residual                                    |           |          | might be lower depending on cap |          |  |
| <b>Total 300000 · Salaries and Employee Benefit</b> | <b>471,689.00</b> | <b>112,711.00</b>     | <b>104,984.00</b>     |  | <b>253,994.00</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   |           |          |                                 |          |  |
| 404040 · Telephone Co. Vendor Payments              | 3,780.00          |                       |                       |  |                   |  |           |          |                                 |          |  |
| 404040a · Telephone AT&T Buss phone                 |                   |                       |                       |  | 1680              | \$140 per month  |           |          |                                 |          |  |
| 404040b · Telephone AT&T wireless internet          |                   |                       |                       |  | 600               | \$49.99 per month  |           |          |                                 |          |  |
| 404040G · Telephone Co. Vendor Payments             |                   | 1,500.00              |                       |  |                   | R&R Web Page Programing  |           |          |                                 |          |  |
| 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 Suppl            | 250.00            |                       |                       |  | 250.00            |  |           |          |                                 |          |  |
| 404083 Laundry                                      | 200.00            |                       |                       |  | 200.00            | Started at \$600   |           |          |                                 |          | Transferring \$400 to 4197 Change \$600 to \$200 |
| 404084 Expendable Equipment                         | 50.00             |                       |                       |  | 50.00             |  |           |          |                                 |          |  |
| 404085 · Refuse Disposal                            | 1,700.00          |                       |                       |  | 1,700.00          |  |           |          |                                 |          |  |

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|--|------------------|-----------------------|-----------------------|--|-------------|---|-----------|---|--|--|---|
| 404100 · Insurance Premium               | 19,091.00        |                       |                       |  | 19,091.00   | Almost Tripled last yearThis year started at \$33,000 Switched companies down to \$19,091 |           |   |  | Tripling again all of contingency moved?               | Different company, less money Transferring contingency back |
| 404140 · Maint. Equipment                | 837.00           |                       |                       |  | 837.00      |   |           | 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           | 1,500.00         |                       |                       |  | 1,500.00    | Started at \$1100   |           |   |  | \$400 transferring from 4083 Change \$1,100 to \$1,500 |   |
| 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    | FDAC, CSFA, Amazon, Fire Chief Assoc  |           |   | July 14 FD Assoc Mem \$200 Aug 3 CSFA \$1105= \$1305 |  |   |
| 404260 · Office Expense                  | 1,500.00         |                       |                       |  | 1,500.00    |   |           |   |  |  |   |
| 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    |           |   |  |  |   |

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|--|------------------|-----------------------|-----------------------|--|-------------|--|--|--|---|--|--|
| 404304 * Agency fee County/ Lafco        | 350.00           |                       |                       |  | 350.00      |  |  |  |   |  |  |
| 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   | add \$13,615 pass through from insurance for V case. |  |   |  |  |
| 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   |  |  |   | Board wanted to take \$507 for insurance | Board decidd to not take money Base still at \$200 |
| 404463 · Equipment Telephone Radio       | 150.00           |                       |                       |  | 150.00      |  |  |  |   |  |  |
| 404500 · Special Dept. Expense           | 83,456.00        |                       |                       |  | 1,656.00    | CPR Training, Supplies for Watertank, Livescan, EMT Classs and Books Started at \$1,000  |  |  |   |  | \$656 moved from Donations to pay for # Sign Post  |
| 404500G · Special Dept. Expense(R&R)     |                  | 81,800.00             |                       |  |             | 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  |  |  |   | \$5,000 in Grant monies moved to 4600    |  |
| 404502 · Educational Materials           | 8,122.00         | 4,922.00              |                       |  | 200.00      | CERT Progam  |  |  |   |  |  |
| 404502G · Educational Materials          |                  | 3,000.00              |                       |  |             | R&R New Vol Marketing  |  |  |   |  |  |
| 404507 · Fire & Safety Supplies          | 345.00           |                       |                       |  | 345.00      |  |  | Noticed on Jun 20th expense list 343.52 for Annual Fire Extinguisher service |   |  |  |
| 404538 · Software                        | 0.00             |                       |                       |  | 0.00        |  |  |  |   |  |  |
| 404539 Software License                  | 15,102.00        |                       |                       |  | 15,102.00   | 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 |  |  |

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|---|-------------------|-----------------------|-----------------------|--|-------------------|--|-----------|----------|----------|---|---|
| 404600 * Transportation & Travel            | 5,500.00          | 5,000.00              | 500.00                |  | 0.00              |  |           |          |          | \$5,000 in Grant monies moved from 4500                     |   |
| 404602 * Mileage Employee Private auto      | 1,900.00          |                       |                       |  | 500.00            |  |           |          |          |   |   |
| 404602G Mileage Employee Private auto       |                   | 1,400.00              |                       |  |                   | R&R Coordinator  |           |          |          |   |   |
| 404606 · Fuel Purchases                     | 26,000.00         |                       |                       |  | 26,000.00         | Includes 5K for SCPOA  |           |          |          |   |   |
| 404609 · Staff Development                  | 5,000.00          | 5,000.00              |                       |  | 0.00              |  |           |          |          |   |   |
| 404617 Staff Deveopment Non 1099            | 0.00              |                       |                       |  | 0.00              |  |           |          |          |   |   |
| 404700 · Utilities                          | 12,000.00         |                       |                       |  | 12,000.00         | Propane & Electric & Water   |           |          |          |   |   |
| <b>Total 400000 · Services and Supplies</b> | <b>341,674.00</b> | <b>170,122.00</b>     | <b>3,200.00</b>       | <b>8,000.00</b>                            | <b>160,352.00</b> |  |           |          |          |   |   |
| <b>600000 · Fixed Assets</b>                |                   |                       |                       |  |                   |  |           |          |          |   |   |
| 606020 · Buildings & Grounds                | 19,316.00         |                       |                       |  | 500.00            |  |           |          |          |   |   |
| 606020o · Buildings & Grounds               |                   |                       |                       | 18,816.00                                  |                   | Station Projects NOT yet approved  |           |          |          |   |   |
| 606020G · Buildings & Grounds               |                   |                       |                       |  |                   |  |           |          |          |   |   |
| 606040 · 606040 Equipment                   | 29,500.00         | 14,750.00             |                       |  | 14,750.00         | Air Compressor \$5,000<br>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 |           |          |          |   |   |
| <b>Total 600000 · Fixed Assets</b>          | <b>48,816.00</b>  | <b>14,750.00</b>      | <b>0.00</b>           | <b>18,816.00</b>                           | <b>15,250.00</b>  |  |           |          |          |   |   |
| <b>Contingency &amp; Reserves</b>           |                   |                       |                       |  |                   |  |           |          |          |   |   |
| 7700 Contingency                            | 60,780.00         |                       |                       |  | 60,780.00         |  |           |          |          |   |   |
| 7800 Transfer to Reserves                   |                   |                       |                       |  |                   |  |           |          |          |   |   |
| <b>Total Contingency</b>                    | <b>60,780.00</b>  |                       |                       |  | <b>60,780.00</b>  |  |           |          |          |   |   |
| <b>Total Expense</b>                        | <b>922,959.00</b> | <b>297,583.00</b>     | <b>108,184.00</b>     | <b>26,816.00</b>                           | <b>490,376.00</b> |  |           |          |          | \$48,107.66 - (\$837.18 + \$343.52 + \$54.99) = \$46,871.97 | November Transfereing Contingency Money back plus INS savings this year. New amount Transferred all to Insurance. \$60,780.97 |





**Mosquito Fire Protection District**  
**Budget 2022 -2023**  
 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 Revenue                         | 15656            |
| 1942                | Misc Reimbursement                   | 14251            |
| <b>Total Income</b> |                                      | <b>923595</b>    |
| <b>Gross Profit</b> |                                      | <b>923595</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             |

**Mosquito Fire Protection District**  
**Budget 2022 -2023**  
 July 2022 through June 2023

|  |  |   | <b>Jul '22 - Jun 23</b> |
|--|--|---|-------------------------|
|  |  | 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                      |
|  |  | 404085 · Refuse Disposal                            | 1700                    |
|  |  | 404100 · Insurance Premium                          | 19091                   |
|  |  | 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                             | 24251                   |

**Mosquito Fire Protection District**  
**Budget 2022 -2023**  
 July 2022 through June 2023

|  |   | Jul '22 - Jun 23 |
|--|---|------------------|
|  | 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              | 83456            |
|  | 404502 · Educational Materials              | 8122             |
|  | 404507 · Fire & Safety Supplies             | 344              |
|  | 404538 · Software                           | 0                |
|  | 404539 Software License                     | 15102            |
|  | 404600 * Transportation & Travel            | 6900             |
|  | 404602 * Mileage Employee Private auto      | 500              |
|  | 404606 · Fuel Purchases                     | 26000            |
|  | 404609 · Staff Development                  | 5000             |
|  | 404617 Staff Develeopment Non 1099          | 0                |
|  | 404700 · Utilities                          | 12000            |
|  | <b>Total 400000 · Services and Supplies</b> | <b>342310</b>    |
|  | <b>600000 · Fixed Assets</b>                |                  |
|  | 606020 · Buildings & Grounds                | 19316            |
|  | 606040 · 606040 Equipment                   | 29500            |
|  | <b>Total 600000 · Fixed Assets</b>          | <b>48816</b>     |
|  | <b>Contingency &amp; Reserves</b>           |                  |
|  | 7700 Contingency                            | 60780            |
|  | 7800 Transfer to Reserves                   |                  |
|  | <b>Total Contingency</b>                    | <b>60780</b>     |
|  | <b>Total Expense</b>                        | <b>923595</b>    |





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

## **Authorizing Participation in ERMA Mosquito Fire Protection District**

### **RESOLUTION #2022-08 OF THE BOARD OF THE MOSQUITO FIRE PROTECTION DISTRICT AUTHORIZING PARTICIPATION IN THE EMPLOYMENT RISK MANAGEMENT AUTHORITY**

WHEREAS, the Mosquito Fire Protection District (MFPD) wishes to obtain Employment Practices Liability coverage beginning 1/1/23; and

WHEREAS, the Employment Risk Management Authority (ERMA) is a self-insured joint powers authority created for the sole purpose of Employment Practices Liability Coverage. ERMA is comprised of various public entities who risk share up to \$1 million against potentially unlawful employment practices and discrimination claims; and

WHEREAS, ERMA formed primarily due to the fact that government entities have not historically been able to secure Employment Practices Liability (EPL) coverage at a competitive cost through the commercial insurance marketplace; and

WHEREAS, ERMA has met all of the high professional standards established by the California Association of Joint Powers Authorities (CAJPA) in the areas of governance, finance, claims control, safety and loss control and ERMA is fully accredited by CAJPA. CAJPA's accreditation process requires reviews by independent consultants in the areas of accounting, claims adjusting, and actuarial analysis; and

WHEREAS, ERMA provides services to both Joint Powers Insurance Authorities and individual public entities; and

WHEREAS, the MFPD has determined that it is in the best interest to become a member of ERMA for the purpose of obtaining Employment Practices Liability coverage; and

WHEREAS, ERMA requires the MFPD to pass a resolution expressing the desire and commitment of the MFPD's participation in ERMA, which requires a three year minimum participation period. MFPD also understands our entity will be bound by the provisions in the ERMA Joint Powers Agreement just as though it were fully set forth

and incorporated herein whether our entity had signed it individually or through an underlying Joint Powers Insurance Authority.

**NOW, THEREFORE, BE IT RESOLVED BY THE MFPD BOARD OF DIRECTORS:**

THAT, the MFPD approves participation in ERMA 1/1/23; and

THAT, the Fire Chief, on behalf of the MFPD is hereby authorized to take any and all actions necessary to implement the foregoing resolution.

*I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by MFPD on 11/17/22.*

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Sharlyn Fields, Board Clerk

ADOPTED: 11/17/22

RESOLUTION NO. 2022-08