



Board of Directors' Response to the 2025–2026 El Dorado County Civil Grand Jury Report

Mosquito Fire Protection District

Case No. 26-04

September 7, 2026



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Exhibits Accompanying This Response

- Exhibit A: District Policy 1200 Board of Directors
- Exhibit B: Preliminary Budget 26-27
- Exhibit C: Financial Spreadsheet from June Board Meeting
- Exhibit D: District Policy 213 Purchasing and Procurement
- Exhibit E: 2015-2016 El Dorado Grand Jury Report PP 3-4
- Exhibit F: District Policy 1202
- Exhibit G: Meeting Minutes for April 30, 2025, Meeting
- Exhibit H: Meeting Minutes for March 24, 2026, Meeting



Cover Letter

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

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

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

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

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

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

Respectfully submitted,

Mosquito Fire Protection District



Purpose of This Response

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



Section 2: Executive Summary

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

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

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

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

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

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

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



Section 3: Methodology

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

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

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

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



Section 4 – Formal Responses to Findings

Finding 1. The Mosquito Fire Protection District Board does not have a monthly spending plan.

District Response: The District partially disagrees with this finding.

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

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

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

Finding 2. The Mosquito Fire Protection District Board has improperly relinquished its governance responsibility regarding district spending.

District Response: The District respectfully disagrees with this finding.

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

Consistent with this policy, the Board exercises its fiscal oversight responsibilities through the adoption of the annual budget, review of recurring financial reports, approval of warrants and expenditures requiring



Board action, consideration of budget amendments when necessary, review of independent annual financial audits, and discussion of financial matters during public meetings (Exhibits B, C).

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

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

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

Finding 3. Mosquito Fire Protection District Board Agendas and Board Member Packages have errors, are late, and are often incomplete.

District Response: The District partially agrees with this finding.

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

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

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



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

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

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

Finding 4. Mosquito Fire Protection District Board meetings suffer from a lack of meeting control and discipline.

District Response: The District agrees with this finding.

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

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

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



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

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

Finding 5. The Mosquito Fire Protection District Board President's interactions with the Fire Chief go beyond the principles expressed in the Mosquito Fire Protection District Policy Manual.

District Response: The District partially disagrees with this finding.

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

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

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

The District also recognizes the unique realities of operating a small rural volunteer fire protection district. The 2015–2016 El Dorado County Civil Grand Jury acknowledged that, within a district such as Mosquito, community members and family members frequently served in multiple capacities and that such



overlapping roles are often a practical necessity in a small volunteer-based organization rather than an indication of improper governance (Exhibit E, pp. 3-4). The District continues to operate within those same realities, where regular interaction among Board members, volunteers, command staff, and District personnel is common in support of emergency services. While Board members may serve in an operational capacity, they abide by all District policies.

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

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

Finding 6. The Mosquito Fire Protection District Board President violates District Policy by talking with legal counsel without Board approval and without another Director present.

District Response: The District partially agrees with this finding.

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

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

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



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

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

Finding 7. The effectiveness of the Mosquito Fire Protection District Board is impeded by actions that likely constitute violations of the Brown Act.

District Response: The District respectfully disagrees with this finding.

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

Based upon that review, the District did not identify any statement in which the Board President suggested a probable violation of the Ralph M. Brown Act. Accordingly, the District does not believe the record supports this portion of the finding.

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

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

Finding 8. Mosquito Fire Protection District Board members lack knowledge in the governance and operations of a Fire Protection District.

District Response: The District partially agrees with this finding.

The District agrees that effective governance requires specialized knowledge and recognizes that serving on the Board of Directors of a Fire Protection District presents unique responsibilities that are often unfamiliar to newly elected or appointed Directors. It is extremely unlikely that in a district the size of the Mosquito Fire Protection District you will routinely have five community members, who are willing to serve on the Board,



are previously versed in governance, fiscal oversight, public meeting laws, ethics, personnel oversight, emergency services, and understand the distinction between governance and operations.

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

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

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

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

Finding 9. Due to the end of the FEMA grant and decline in other funding sources the Mosquito Fire Protection District is very likely to experience a large reduction in funding leading to a financial crisis.

District Response: The District partially agrees with this finding.

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

The District agrees that the expiration of the current FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant will reduce an important source of temporary funding if replacement funding is not identified. However, the District notes that this financial challenge did not originate with the current Board and is not solely attributable to the expiration of the FEMA grant. Rather, it reflects long-standing structural



funding limitations affecting many rural special districts, including those previously identified by the 2015–2016 El Dorado County Civil Grand Jury, the 2019–2020 Civil Grand Jury, the El Dorado Local Agency Formation Commission (LAFCO), independent financial audits, and ongoing public budget discussions.

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

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



Section 5 – Formal Responses to Recommendations

Recommendation R1a. The Grand Jury recommends that the Mosquito Fire Protection District Board of Directors require the Fire Chief to prepare a monthly spending plan for the 2026–2027 fiscal year to support regular fiscal monitoring and improved budget oversight by September 2026.

District Response: The recommendation requires further analysis.

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

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

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

Recommendation R1b. The Grand Jury recommends that the Mosquito Fire Protection District Board of Directors require the Fire Chief to prepare a monthly spending plan as a standard component of the District's annual budget process.

District Response: The recommendation requires further analysis.

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

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

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



recommendation

Recommendation R2. The Grand Jury recommends that the Mosquito Fire Protection District Board follow its own Policy of overseeing the District's fiscal well-being with a monthly review of actual spending compared to its monthly spending plan starting September 2026.

District Response: The recommendation requires further analysis.

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

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

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

Recommendation R3. The Grand Jury recommends that all materials for the Mosquito Fire Protection District Board Member Package for each scheduled meeting be submitted to the Board Clerk at least seven (7) days before the regularly scheduled meeting to match the policy timeframe for agenda submission beginning with the September 2026 meeting.

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

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

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



to Directors at that same time.

Recommendation R4. The Grand Jury recommends that at the beginning of each calendar year the Mosquito Fire Protection District Board select a Board President by reaffirming the sitting Board President or electing a new one beginning January 2027.

District Response: The recommendation has been implemented.

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

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

Recommendation R5. The Grand Jury recommends that the Mosquito Fire Protection District Board and Fire Chief develop by January 2027 a communication plan that defines communication procedures to ensure all Directors are kept informed of all communications between the Board President and the Fire Chief.

District Response: The recommendation requires further analysis.

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

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

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

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



Recommendation R6. The Grand Jury recommends that the Mosquito Fire Protection District Board revise District policy to specify the consequences against any Director who violates District policy, such as unauthorized contact with legal counsel, by September 2026.

District Response: The recommendation requires further analysis.

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

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

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

Recommendation R7. The Grand Jury recommends that all Mosquito Fire Protection District Directors adhere to the requirements of the Brown Act immediately.

District Response: The recommendation has been implemented.

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

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

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



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

Recommendation R8. The Grand Jury recommends that the Mosquito Fire Protection District work with the El Dorado County Board of Supervisors and the Local Agency Formation Commission (LAFCO) to provide the means for practical, focused, hands-on business and governance training for every new Fire Protection District Director beginning January 2027.

District Response: The recommendation requires further analysis.

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

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

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

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

Recommendation R9. The Grand Jury recommends that the Mosquito Fire Protection District address the financial crisis with the El Dorado County Board of Supervisors with a funding plan in place by July 2027 prior to the expiration of the FEMA grant in December 2027.

District Response: The recommendation requires further analysis.

The District agrees that long-term financial sustainability is one of its most significant governance and operational priorities. As discussed in the District's response to Finding 9, the anticipated expiration of the



FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant represents one of several financial challenges facing the District and many similarly situated rural fire protection districts.

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

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

The Board will continue to evaluate long-term financial strategies and determine whether the development of a formal funding plan, and additional coordination with partner agencies, would further support the District's long-term financial sustainability. Any long-term funding strategy will be developed and considered through the Board's normal public planning and decision-making process, and within a time frame not exceeding six months from the date of publication of the report the District will provide a definitive response to this recommendation.



Administrative Record Index

The following exhibits are referenced throughout this response and are attached in full immediately following this Index.

Exhibit A: District Policy 1200 Board of Directors

Exhibit B: Preliminary Budget 26-27

Exhibit C: Financial Spreadsheet from June Board Meeting

Exhibit D: District Policy 213 Purchasing and Procurement

Exhibit E: 2015-2016 El Dorado Grand Jury Report PP 3-4

Exhibit F: District Policy 1202

Exhibit G: Meeting Minutes for April 30, 2025, Meeting

Exhibit H: Meeting Minutes for March 24, 2026, Meeting



ADMINISTRATIVE RECORD

Exhibit A

District Policy 1200 Board of Directors

Mosquito Fire Protection District • Response to the 2025–2026 El Dorado County Civil Grand Jury Report

District Board Members

1200.1 PURPOSE AND SCOPE

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

1200.2 POLICY

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

1200.2.1 DISTRICT BOARD OF DIRECTORS

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

1200.2.2 BOARD OF DIRECTORS ROLE

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

1200.2.3 BOARD OFFICERS

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

1200.2.4 BOARD OFFICER ROLES

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

Mosquito Fire Protection District

Policy Manual

District Board Members

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

1200.2.5 BOARD MEMBERS DECORUM

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

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

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

1200.2.6 BOARD MEMBER RESIGNATION

(a) An office becomes vacant before the expiration of its term upon the delivery of a letter of resignation by the resigning board member to the Board Clerk. The letter may be delivered by mail, in person, or electronically.

(b) The letter of resignation shall specify a date on which the resignation will become effective and no acceptance or rejection by the Board is necessary.

Mosquito Fire Protection District

Policy Manual

District Board Members

(c) A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months by failing to attend regular board meetings. For good cause, however, the Board may authorize the member's absence.

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

1200.2.7 HARASSMENT AND DISCRIMINATION

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

1200.2.8 CODE OF ETHICS TRAINING

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

1200.2.9 CONFLICT OF INTEREST

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

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



ADMINISTRATIVE RECORD

Exhibit B

Preliminary Budget 26-27

Mosquito Fire Protection District • Response to the 2025–2026 El Dorado County Civil Grand Jury Report

Mosquito Fire Protection District
Prelim Budget 2026-2027
July 2026 through June 2027

MFPD Preliminary Budget FY 26-27 Single Column v#8

		MFPD Multi-Column Budget	July 2026 - June 2027
		26-27 V-#8	
		Revenue	
		0001R Real Carry not previously in budget	0.00
		0001 guess Carry over	(8,927.23)
		0100 · Prop Tax Curr Secured	190,248.00
		0110 · Prop Tax Curr Unsecured	3,849.00
		0120 · Prop Tax Prior Unsecured	(45.00)
		0130 · Unsecured Prop Tax Prior	120.00
		0140- Supplemental Taxes	3,100.00
		0150- Supplemental Prior	420.00
		1175 · Special Tax Direct Assessments	186,120.00
		0360- Penalties	3,000.00
		0400 - Rev Interest	10,000.00
		0430 · Development Fee	0.00
		4400 · Rev Interest	0.00
		0820 · ST Homeowner Prop Tax relief	1,115.00
		0880 ST Other	0.00
		1060 Grants	119,250.50
		1128 Federal: USDA (Strike teams)	250,000.00
		1200 Revenue Other Govt.	0.00
		1310 Transfer from Reserves (General)	0.00
		1321 Transfer from Reserves (Allocated)	0.00
		1350 Transfer from Reserves (Unallocated)	0.00
		1744 Misc Inspections or Services	0.00
		1940 Misc Revenue	21,778.60
		1942 Misc Reimbursement	0.00
		Total Revenue	871,028.87
		Expense	
		300000 · Salaries and Employee Benefit	
		303000 · Perm Employees/Elect Official	0.00
		303001 · Temporary Employees	125,709.75
		303002 · Overtime	85,000.00
		303004 · Stipends / Other Compensation	219,250.00
		303020 · Retirement	0.00
		303021 · O.A.S.D.I.	23,352.30
		303022 · Medi Care	5,474.20
		303030 · Vacation, Sick, Holiday	0.00
		303040 · Health Insurance	0.00
		303041 · Unemployment Insurance Employer (\$	12,806.10
		303060 · Workers' Compensation Employer	52,355.00
		Total 300000 · Salaries and Employee Benefit	523,947.35
		400000 · Services and Supplies	
		404021 · Fire Turnouts	22,875.00
		404022 · Uniforms	6,000.00
		404040 · Telephone Co. Vendor Payments	4,227.00
		404042 Radio Vendor Payments	0.00
		404043 · Dispatch Fees-Contract	4,000.00
		404060 · Food & Food Products	1,325.75
		404080 · Household Expense-Station Supplies	230.00
		404083 - Laundry	0.00
		404084 - Expendable Equipment	0.00
		404085 · Refuse Disposal	2,600.00
		404087 · Exterm / Fumgn Services	620.00
		404100 · Insurance Premium	46,552.06
		404140 · Manlt. Equipment	0.00
		404142 * Maint. Comm Equipment	0.00
		404144 · Maint. Computer System/Software	0.00

Mosquito Fire Protection District
Prelim Budget 2026-2027
July 2026 through June 2027

MFPD Preliminary Budget FY 26-27 Single Column v#8

		MFPD Multi-Column Budget	July 2026 - June 2027
		26-27 V-#8	
	404145 · Maint. Equipment Parts		200.00
	404160 · Veh. Maint. Outside labor		7,000.00
	404161 · Veh Maint. Parts Direct Charge		3,000.00
	404164 · Veh Maint. Tires & Tubes		1,500.00
	404180 · Maint Building & Improvements		500.00
	404183 · Maint. Grounds		0.00
	404197 · Maint Building Supplies		250.00
	404200 · Medical, Dental & Lab Supplies		0.00
	404220 · Memberships		1,700.00
	404260 · Office Expense		500.00
	404261 · Postage		120.00
	404263 · Subscription Newspaper Journals		100.00
	404300 · Professional & Specialized Serv		10,750.00
	404304 * Agency fee County/ Lafco		504.00
	404305 · Audit & Accounting Services		8,800.00
	404313 · Legal Services		5,000.00
	404322-Medical Exams		5,000.00
	404324 · Medical Dental Lab Supplies		500.00
	404335 - Election Dept Services		0.00
	404400 · Publications & Legal Notices		250.00
	404420 - Rent & Lease Equipment		500.00
	404460 · Equip. Small tools & Instrument		100.00
	404463 - Equipment Telephone Radio		130.00
	404500 · Special Dept. Expense		18,423.00
	404502 · Educational Materials		500.00
	404507 · Fire & Safety Supplies		750.00
	404538 - Software		0.00
	404539 - Software License		15,365.60
	404600 - Transportation & Travel		0.00
	404602 - Mileage Employee Private auto		0.00
	404606 · Fuel Purchases		24,836.75
	404609 · Staff Development		280.00
	404617 Staff Development Non 1099		0.00
	404700 · Utilities		15,600.00
	Total 400000 · Services and Supplies		210,589.16
	600000 · Fixed Assets		
	606020 · Buildings & Grounds		50,000.00
	606040 · 606040 Equipment		20,000.00
	Total 600000 · Fixed Assets		70,000.00
	Contingency & Reserves		
	7700 Contingency		66,492.36
	7800 Transfer to Reserves		0.00
	Total Expense		871,028.87



ADMINISTRATIVE RECORD

Exhibit C

Financial Spreadsheet from June Board Meeting

Mosquito Fire Protection District • Response to the 2025–2026 El Dorado County Civil Grand Jury Report

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

	Name	Num	Amount	Terms	Date	May 20, 2026	Memo	Name Address
						Split		
May 20, 26								
	1080	1244 32326-01	48.80	MFPD05202026	05/20/2026	404539 · Software License	32326-01 Getsling Scheduler	U.S. Bank
	1080	1244 32326-02	4.65	MFPD05202026	05/20/2026	404539 · Software License	32326-02 Aplus	U.S. Bank
	1080	1244 32326-03	49.67	MFPD05202026	05/20/2026	404260 · Office Expense	32326-03 CC fee	U.S. Bank
	1080	1244 32326-04	60.00	MFPD05202026	05/20/2026	404539 · Software License	32326-04 Microsoft	U.S. Bank
	1080	1244 32326-05	121.89	MFPD05202026	05/20/2026	404700 · Utilities	32326-05 EID Water bill	U.S. Bank
	1080	1244 32326-06	15.75	MFPD05202026	05/20/2026	404539 · Software License	32326-06 Microsoft	U.S. Bank
	1080	1244 32326-07	172.02	MFPD05202026	05/20/2026	404085 · Refuse Disposal	32326-07 EDC Garbage	U.S. Bank
	1080	1244 32326-08	113.40	MFPD05202026	05/20/2026	404539 · Software License	32326-08 Microsoft	U.S. Bank
	1080	1244 32326-09	31.50	MFPD05202026	05/20/2026	404539 · Software License	32326-09 Microsoft	U.S. Bank
	1080	1244 32326-10	199.88	MFPD05202026	05/20/2026	404085 · Refuse Disposal	32326-10 EDC disposal	U.S. Bank
	1080	1244 32326-11	48.24	MFPD05202026	05/20/2026	404260 · Office Expense	32326-11 Vistaprint	U.S. Bank
	1080	1244 32326-12	60.00	MFPD05202026	05/20/2026	404539 · Software License	32326-12 Microsoft	U.S. Bank
	1080	1244 32326-13	15.75	MFPD05202026	05/20/2026	404539 · Software License	32326-13 Microsoft	U.S. Bank
	1080	1244 32326-14	183.28	MFPD05202026	05/20/2026	404700 · Utilities	32326-14 EDC Water	U.S. Bank
	1080	1244 32326-15	4.65	MFPD05202026	05/20/2026	404539 · Software License	32326-15 Aplus	U.S. Bank
	1080	1244 32326-16	894.03	MFPD05202026	05/20/2026	404700 · Utilities	32326-16 PGE	U.S. Bank
	1080	1244 32326-17	17.43	MFPD05202026	05/20/2026	404700 · Utilities	32326-17 PGE CC fee	U.S. Bank
	1080	1244 32326-18	126.00	MFPD05202026	05/20/2026	404539 · Software License	32326-18 Getstreamline website	U.S. Bank
	1080	1244 32326-19	49.00	MFPD05202026	05/20/2026	404539 · Software License	32326-19 Getsling Scheduler	U.S. Bank
	1080	1244 32326-20	617.76	MFPD05202026	05/20/2026	404022 · Uniforms	32326-20 WHT Shirts Uniform Grant	U.S. Bank
	1080	1244 32326-21	536.73	MFPD05202026	05/20/2026	404160 · Veh. Maint. Service Contract	32326-21 Dupratt Vehicle repair	U.S. Bank
	1080	1244 32326-22	186.00	MFPD05202026	05/20/2026	404500 · Special Dept. Expense	32326-22 Shasta college class SB	U.S. Bank
	1080	1244 32326-23	726.00	MFPD05202026	05/20/2026	404500 · Special Dept. Expense	32326-23 Emblem vehicles	U.S. Bank
	1080	1244 32326-24	101.88	MFPD05202026	05/20/2026	404500 · Special Dept. Expense	32326-24 Flag	U.S. Bank
	1080	1244 32326-25	231.90	MFPD05202026	05/20/2026	404500 · Special Dept. Expense	32326-25 New Starlink online	U.S. Bank
	1080	1244 32326-26	22.54	MFPD05202026	05/20/2026	404060 · Food & Food Products	32326-26 Water training	U.S. Bank
	1080	1244 32326-27	-377.11		05/20/2026	404500 · Special Dept. Expense	32326-27 Starlink device returned	U.S. Bank
	1080	1244 32326-28	769.54	MFPD05202026	05/20/2026	404042 · Radio Vendor Payments	32326-28 Radios PGE contract reimb	U.S. Bank
	1080	1244 32326-29	29.30	MFPD05202026	05/20/2026	404609 · Staff Development	32326-29 Online Fire Training	U.S. Bank
	1080	1244 32326-30	980.00	MFPD05202026	05/20/2026	404617 · Staff Development (NOT 1099)	32326-30 Fire Training Grant	U.S. Bank
	1080	1244 32326-31	1050.00	MFPD05202026	05/20/2026	404617 · Staff Development (NOT 1099)	32326-31 Class A1B Grant	U.S. Bank
May 20, 26			<u>7090.48</u>					

Mosquito Fire Protection District
Bills for All Vendors

	Name	Num	Amount	Terms	Date	June 3, 2026 Split	Name Address	Memo
Jun 2, 26								
	31 - 15	202618794	944.00		06/02/2026	404500 · Special Dept. Expense	DMV	DMV Registration B-log#18794
Jun 2, 26			944.00					



ADMINISTRATIVE RECORD

Exhibit D

District Policy 213 Purchasing and Procurement

Mosquito Fire Protection District • Response to the 2025–2026 El Dorado County Civil Grand Jury Report

Purchasing and Procurement

213.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

213.2 POLICY

It is the policy of the district to conduct purchasing and procurement in an efficient, cost-effective and transparent manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the district and maintain public trust.

213.3 PURCHASING COORDINATOR

The Fire Chief may designate a member to coordinate purchases. The member's responsibilities would include:

- (a) Remaining familiar with and updating District purchasing policy and procedures.
- (b) Obtaining authorization from the Fire Chief or the authorized designee for each purchase.
- (c) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.
- (f) Forwarding all contracts and purchase orders to the or the authorized designee for review, approval, and execution.

213.4 AUTHORITY

The District's Board of Directors authorizes the Fire Chief, or a person appointed by the Fire Chief, the authority to purchase, negotiate to purchase or contract for goods, or services, supplies or equipment as necessary for the function and operation for the District. Purchases As the purchasing agent for the Fire Chief. If designated, the Purchasing Coordinator must respect and adhere to this chain of authority.

Anyone who orders goods or services without adhering to this authority and following the **205 Purchasing and Procurement Procedure**, may be held financially responsible for payment.

213.5 PURCHASES REQUIRING COMPETITIVE PURCHASE PROCESS (>\$10K)

Open and Fair competition is a best practice to ensure that all items are procured at a good value. Providing the same purchasing information, (product requirements, terms and conditions,

Mosquito Fire Protection District

Policy Manual

Purchasing and Procurement

equivalent brand options, etc.) to all vendors fosters a fair and competitive purchasing process that will benefit the District and maintain positive vendor relationships.

Sole or Single Sourcing should only be done after careful market research and a written determination that no other vendor/brand could possibly provide the benefit and value required. Only the Fire Chief holds the authority for Sole or Single Source procurement.

213.6 INTEGRITY AND CONFIDENTIALITY

Interactions among District members who are granted purchasing authority and their interactions with vendors will be performed with professionalism, courtesy, integrity and confidentiality at all times. All members are required to report potential conflicts of economic interest even if they are not in a designated classification. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the District Board Clerk.

213.7 REVIEWS

The Fire Chief shall review purchasing and procurement activities annually to ensure compliance with the District's own policies and procedures.



ADMINISTRATIVE RECORD

Exhibit E

2015-2016 El Dorado Grand Jury Report PP 3-4

Mosquito Fire Protection District • Response to the 2025–2026 El Dorado County Civil Grand Jury Report

EL DORADO COUNTY 2015-2016 GRAND JURY REPORT



MOSQUITO FIRE PROTECTION DISTRICT DYSFUNCTION

CASE 15-01 • APRIL 14, 2016

Public Release
APRIL 21, 2016

EL DORADO COUNTY 2015-2016 GRAND JURY

MOSQUITO FIRE PROTECTION DISTRICT DYSFUNCTION

Case 15-01 • April 14, 2016

BACKGROUND

El Dorado County's Mosquito Fire Protection District (MFPD) and more than 380 other fire protection districts in California draw their statutory authority from fire protection district law – California Health & Safety Code §13800.

Every fire protection district is governed by a board of directors. The Mosquito Fire Protection District's five-member elected board of directors is independent of any county supervision and has no state oversight. MFPD employs administrative staff and firefighters as availability and funding allow. Administrative staff consists of the fire chief and one clerical staff; some limited administrative functions are also provided by the board of directors.

The Mosquito Fire Protection District is primarily a district of volunteers. Firefighting and medical response roles are fulfilled by the chief, full-time and seasonal staff that may be employed from time to time, and volunteers. The majority of firefighters, emergency medical technicians, and first responders are volunteers. The number of volunteers varies, mostly due to availability and willingness of community members to undertake that role.

Special Note

The grand jury investigation did not examine the Mosquito Fire Protection District performance during routine or emergency response to fire or medical situations.

According to statute, district boards must meet at least once every three months. The MFPD Board has met mostly on a regular monthly schedule for a number of years. A three-member majority of the district board constitutes a quorum for the transaction of business. A recorded majority vote is required for each board action and meetings are subject to the provisions of the Ralph M. Brown Act.

Small fire protection districts, as well as many counties and county districts, were adversely affected by the 2007–2009 recession. A precipitous drop in real property assessed valuation and an increased number of foreclosures impacted county real estate tax collections, while Proposition 13 continued to cap the tax rate, limiting the district's ability to meet increasing costs. Those effects continue to the present day.

In 2014, and again in 2015, the El Dorado County Board of Supervisors authorized supplemental *patch* funding to several small fire protection districts, including MFPD. To qualify for the funding, fire protection districts were required to pursue annexation or consolidation of services with other fire protection districts. They were also required to report how the funds were used within the district.

The MFPD was one of nine fire protection districts that the 2007–2008 El Dorado County Grand Jury recommended “*should make a good faith effort to reach consolidation agreements*” with other fire protection districts. Consolidation efforts by MFPD have been met with little success. They are too small in every respect, including available revenue, to be an attractive partner.

METHODOLOGY

- Reviewed fire protection district statutes
- Reviewed MFPD board agendas and minutes
- Reviewed MFPD policies and procedures
- Interviewed current and past employees of the MFPD
- Interviewed current and past volunteers of the MFPD
- Interviewed current and past MFPD board of directors
- Interviewed citizens served by the MFPD
- Reviewed past grand jury reports and many other documents
- Consulted with El Dorado County Elections officials
- Consulted with fire protection district experts

DISCUSSION

Incumbents were not challenged in the biennial elections from 2004 to 2010. Because candidates ran unopposed they did not appear on the election ballot. While not improper or illegal, it suggests a lack of community participation. The first non-incumbent in a decade was elected in 2012.

The general election of November 4, 2014 elected three new members to the MFPD Board of Directors. The first meeting of that newly elected board was in December of 2014.

As stated in the background section, all small fire protection districts were affected by the 2007–2009 recession. The Mosquito Fire Protection District’s ability to raise funds has been particularly impacted. During its formation in 1977, a crucial method to obtain revenue was omitted; no mechanism was included to provide automatic adjustments to parcel assessments based upon inflationary pressures. The property tax assessment for the MFPD has been \$204 per parcel per year whether or not it is developed; this assessment can be increased only by a vote of the district electorate.

The MFPD operated on a more or less even keel under the direction of longtime Fire Chief Leo Chaloux until his retirement in 2006, followed by Chief Davis for another six years. Then, a series of temporary chiefs were unable to maintain a steady presence. Coupled with an inexperienced board, an ensuing upheaval triggered a split of the board and community into several factions precipitating a hostile relationship. This hostility became detrimental to the stability of the district and adversely affected the number of community members willing to step forward and volunteer.

During much of 2014 and into 2015, the MFPD was actively looking for a permanent fire chief. They were ultimately successful in their search; a new fire chief was sworn in during a board meeting on June 20, 2015. Later that day, during a closed session, three of five members of the board, a majority, voted to decrease an employee's rate of pay that had previously been increased when the employee *filled in* performing some of the functions normally provided by the fire chief.

Still later that same day, a board member who had been absent during the earlier board meeting and upon learning about the pay reduction, circulated several e-mails among board members, suggesting the need for an *emergency* or *special* board meeting. The grand jury discovered that by June 22, two board members had resigned, with one citing improper behavior by several directors including Brown Act violations. The issue of the employee's rate of pay became more contentious – two of the three board members who had voted for the decrease were no longer on the board.

During a review of board meeting minutes, the grand jury noted that the August 13, 2015 minutes indicated two new directors were present. There was no mention in any minutes of two directors having resigned, postings of openings on the board, nor the selection of two new board members. Investigation found the vacancies were filled appropriately even though no minutes were published reflecting this until it was brought to MFPD's attention by the grand jury. It was also noted during the review of minutes that actions taken by the board referenced agenda items by number. However, no agenda was posted on the web site making it virtually impossible to discern what action had actually been taken.

Since August of 2015, there have been several reports of *name calling* and the use of inappropriately crude and vulgar language at board meetings by directors directed at other directors.

In September of 2015, a board member resigned and then rescinded that resignation. In October 2015, yet another board member resigned and also recanted.

As the grand jury investigated in the fall of 2015, it became abundantly clear that the district was in a state of dysfunction — on the verge of being unable to govern effectively.

The grand jury also noted that board meeting minutes had not been posted to the district website for meetings since September 26, 2015. This has only recently been rectified.

The grand jury discovered that the continual turnover of personnel included a component whereby family members were in potentially conflicted positions. For example, a board member's spouse was also a district employee. Those conflicts were initially troubling, but experts informed the grand jury that it was very common in a fire district like Mosquito, and was almost a necessity in a small community district of mostly volunteers.

The grand jury learned from skilled county professionals that this dysfunction may be attributable to board members entering into governmental board service without foreknowledge of and experience with governance. By its very nature governance is not naturally possessed. Rather, it is assimilated knowledge of law and procedure – skills usually acquired over time through training and experience.

In January of 2016 while the grand jury investigation was ongoing, the board president resigned as president while remaining on the board. The vice president *assumed* the role and duties of president while district policies or bylaws had no explicit directions as to what should occur should the president resign.

On February 18, 2016 one board member resigned via e-mail. At a special meeting later that same day, three more board members tried to resign en masse. However, that would have left the board without a quorum. Instead, they resigned one at a time and the remaining board members appointed replacement board members while maintaining a quorum. However, this process failed to comply with the timing and noticing provisions contained in Government Code § 1770 - 1780 which govern filling vacancies.

After the meeting, the sole remaining elected board member informed the El Dorado County Board of Supervisors that the MFPD board lacked a quorum. The board of supervisors posted vacancies for applicants and appointed two members to the MFPD Board on March 15, 2016. The MFPD Board now has a quorum enabling them to conduct business and ultimately fill the two remaining vacancies in accordance with Government Code § 1770 - 1780.

FINDINGS

- F1. The MFPD Board of Directors was inexperienced and dysfunctional.
- F2. There have been numerous Brown Act violations by the board. There is a propensity of calls for *emergency* board meetings when no true emergency exists. The Board goes into closed session inappropriately to discuss salaries
- F3. Board minutes had not been posted to the district web site in a timely manner.
- F4. Turmoil and turnover in the chief's position since 2012 has led to board members directing day-to-day administration and operations.
- F5. The current part time fire chief lives approximately 2.5 hours from the district.

RECOMMENDATIONS

- R1. Newly appointed board members should successfully complete the Fair Political Practice Commission AB1234 Local Ethics Training.
- R2. The MFPD Board of Directors should reach out to the county board of supervisors, California Special Districts Association, or others in county government for additional training and coaching on the Brown Act and effective governance.
- R3. Agendas and minutes should both be posted on the MFPD website in a timely manner. Minutes should not refer only to an agenda item unless the agenda is also available.
- R4. The MFPD administration and Board need to be more active in seeking annexation or consolidation of services with other fire protection districts. Alternatively, they need to secure additional funds by creating a ballot measure to increase parcel assessments.
- R5. The board members should support the fire chief taking control of the day-to-day administration and operations.
- R6. The fire chief should likely reside closer to, if not actually in, the district to effectively maintain control.
- R7. The bylaws and/or policies should be amended to provide a process to select officers, such as the president, if the office becomes vacant.

REQUEST FOR RESPONSES

Responses to both findings and recommendations in this report are required by law in accordance with California Penal Code §933 and §933.05 from the Mosquito Fire Protection District Board of Directors before July 20, 2016.

Address responses to:

The Honorable Suzanne N. Kingsbury
Presiding Judge of the El Dorado County Superior Court
1354 Johnson Blvd.
South Lake Tahoe, CA 96150

The Presiding Judge of the El Dorado County Superior Court additionally requests that the responses be sent electronically as a *Word* or *PDF* file to facilitate the economical and timely distribution of such responses. Please email responses to the El Dorado County Grand Jury at: courtadmin@eldoradocourt.org.

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.



ADMINISTRATIVE RECORD

Exhibit F

District Policy 1202

Mosquito Fire Protection District • Response to the 2025–2026 El Dorado County Civil Grand Jury Report

- **Use of Attorney Policy**

- **1202.1 PURPOSE AND SCOPE**

The Mosquito Fire Protection District retains legal counsel to provide guidance to the Board as needed. This policy establishes the guidelines for seeking the services of this counsel.

- **1202.2 POLICY**

To establish the process for contacting District's legal counsel.

- **1202.3 AUTHORIZATION TO CONTACT**

(a) Any Board Member who believes that legal counsel is required in the furtherance of District business shall request through the Board President that the issue be presented as an agenda item at a properly scheduled meeting of the Board of Directors.

(b) An individual Board Member or the Chief shall NOT contact the District's legal counsel by telephone, in person or on their own accord

- **1202.4 MAJORITY VOTE REQUIRED**

A request for a legal counsel must be deemed necessary by a majority vote of the Board of Directors.

- **1202.5 DISTRICT REPRESENTATION**

Generally, the Board shall communicate with counsel in writing. The communication shall clearly specify the issue for which advice is being sought. However, if the Board determines that personal contact with Counsel, either by telephone or in person, is a more appropriate means, the Board President along with one other Board member shall represent the District during the contact. If deemed appropriate, the Chief may also be included as a third member of the representation group.

- **1202.6 EXIGENT CIRCUMSTANCES**

(a) If an issue in question is time sensitive, the Board President, with the concurrence of one other Board Member, may initiate "preliminary" contact with legal counsel. The expenditure for this preliminary contact shall not exceed two (2) hours billed at Counsel's customary rate. The provisions set forth in 1202.5 requiring the Board President and one other Board member be present at the contact shall apply.

(b) If the provisions of this section are invoked, the Board President shall as soon as practical but no later than four (4) days after the contact, inform all Board members of the nature of the contact. If, based upon this preliminary contact, additional legal counsel will be required, the provisions set forth in 1-04-01 shall commence.



ADMINISTRATIVE RECORD

Exhibit G

Meeting Minutes for April 30, 2025, Meeting

Mosquito Fire Protection District • Response to the 2025–2026 El Dorado County Civil Grand Jury Report



Mosquito Fire Protection District

Special Meeting

Wednesday April 30, 2025 – 5 PM

Mosquito FPD Station 75

8801 Rock Creek Road Placerville, Ca. 96557

MINUTES

Item	Presenter
1. Call to Order. Topic/Date: MFPD Board Meeting April 30, 2025 Special Meeting Time: 5:00 PM Pacific Time (US and Canada) If you have a disability and are requesting an accommodation pursuant to the Americans with Disabilities Act, please contact district at 530-626-9017 or admin75@mfpd.us Join Zoom Meeting: https://us06web.zoom.us/j/82791850124?pwd=0JI7WRfKKvma6qvZ0qilE9BhpKtCx.1 Meeting 827 9185 0124 Meeting passcode 668735	L. Uggle
2. Roll Call & Quorum announced. <i>Present Directors Linnea Uggle, David Blain, Kirk Bronsord, Trent Williams, William Buhnerkempe. We have a quorum. Directors Buhnerkempe and Williams were sworn in on April 29, 2025 by board clerk.</i>	L. Uggle
3. ADOPTION OF THE AGENDA. The Board may make any necessary additions, deletions, or corrections to the Agenda.	L. Uggle

4. Issue Items 4.1 Information gathering for parcel on Dogwood. [REDACTED] <i>presented.</i> 4.2 Brown Act training. <i>CIRA representative Erike Young presented.</i>	L. Uggla
5. ADJOURN Next Regular Board Meeting- Thursday May 22, 2025 7:00pm	L. Uggla



ADMINISTRATIVE RECORD

Exhibit H

Meeting Minutes for March 24, 2026, Meeting

Mosquito Fire Protection District • Response to the 2025–2026 El Dorado County Civil Grand Jury Report



Mosquito Fire Protection District

Special Meeting

Tuesday March 24, 2026 – 11 AM

Mosquito FPD Station 75

8801 Rock Creek Road Placerville, Ca. 95667

MINUTES

Item	Presenter
1 CALL TO ORDER. 11:00 AM Topic/Date: MFPD Board Meeting March 24, 2026 - Special Meeting Time: 11 AM Pacific Time (US and Canada) If you have a disability and are requesting an accommodation pursuant to the Americans with Disabilities Act, please contact district at 530-626-9017 or admin75@mfpd.us. Zoom: https://us06web.zoom.us/j/82631999457?pwd=HoQdIlkljtjAXZj3UbisRm9wAPVOVST.1 Meeting ID: 826 3199 9457 Passcode: 223344 --- One tap mobile +16699006833,,82631999457#,,,,*223344# US (San Jose)	L. Uggla
2 ROLL CALL & QUORUM ANNOUNCED. <i>Present Directors Uggla, Bronsord, Williams, Buhnerkempe And Rodriguez.</i>	L. Uggla
3 PLEDGE OF ALLEGIANCE	L. Uggla
4 DISCUSSION ITEM – BOARD TRAINING Harassment and discrimination prevention pursuant to Government code 12950.1, Best Practice in public service. 3 hours <i>Training was conducted by Scott Fera.</i>	L. Uggla
5 PUBLIC COMMENTS Public Comments The public may address the board exclusively on items included in this agenda. We ask that your comments remain civil and respectful. Any lack of decorum will result in the forfeiture of your time. Please limit your comments to no more than 3 minutes in duration.	
6 DIRECTOR'S COMMENTS	
7 ADJOURN 2 PM Next Regular Board Meeting- Thursday March 26, 2026 7:00pm	