



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday January 18, 2023 at 9:00 AM

Ben Lomond Firehouse, 9430 Hwy 9, Ben Lomond, California

Telephone: 831-336-5495 Fax: 831-336-0300

blfdchief@benlomondfd.com is inviting you to a Meeting

The Board meeting agenda and all supporting documents are available for public review at 9430 Hwy 9, Ben Lomond, CA, 72 hours in advance of a scheduled board meeting.

District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Assistant as soon as possible, but at least two days prior to the meeting.

CALL TO ORDER

FLAG SALUTE/MOMENT OF SILENCE

ROLL CALL

President Director Lisa Hill, Director (Vice) Sean Castagna, Director Dave Bingham

Director Glen Cady and Director Tom Maxson

Fire Chief Stacie Brownlee

REGULAR MEETING- Call TO ORDER

OPEN TIME FOR PUBLIC EXPRESSION

Please observe a three minute time limit

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a more lengthy presentation or Board deliberation will be considered for placement on the agenda for discussion at a future meeting. There will also be an opportunity to comment on action items, following Board discussion and before any action is taken. The Board asks anyone who speaks to state their name.

DIRECTOR MATTERS/AGENDA AMENDMENTS

Directors may report on their activities and meetings.

Any changes to the agenda may be made at this time.

CHIEF'S REPORT

The Fire Chief will report on the district's business activities and operations.

COMMUNICATIONS –

BOARD CALENDER EVENTS Ethics/ Form 700

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Approval of Minutes December 21, 2022
 - 1.1 Regular Meeting of January 18, 2023
2. Approval of Expenditures for January 18, 2023
 - 2.1 Paid bills in the amount of \$No bills paid due to storm
 - 2.2 Paid Payroll in the amount of \$ 34,705.62 \$6571.02 Regular pay. 28,134.60 Strike Team pay.

Old BUSINESS

1. Upstairs (Discussion/Action)
Key discussion points: No Report
Decision(s) made:
Action items and assignee(s)

2. Brookside Property (Discussion/Action)
Key discussion points: One offer to review
Decision(s) made:
Action items and assignee(s)

3. Mill St. (Discussion/Action)
Key discussion points: Letter sent to McPherson. No Report
Decision(s) made:
Action items and assignee(s)

4. SOP Review
Key discussion points: SOP1090 review/SOP1100
Decision(s) made:
Action items and assignee(s)

5. Pierce 2002 Donated by Millbrae
Key discussion points: All most in service
Decisions made:
Action Items and assignees:

6. LAFCO
Key discussion points: No Report
Decisions made:
Action Items and assignees:

7. Apparatus Room Doors
Key discussion points: No Report
Decisions made:
Action Items and assignees:

8. Landscaping
Key discussion points: Sent proposed drawings
Decisions made:
Action Items and assignees:

9. Oath of Office

Key discussion points: Dave Bingham

Decisions made:

Action Items and assignees: Sign exactly as your name is on the Oath

NEW BUSINESS

1. Code Adoption

Key discussion points:

Decisions made:

Action Items and assignees:

CLOSED SESSION

At any time during the regular meeting, the Board may adjourn to a closed session to consider land negotiations, litigation, and personnel matters or to discuss with legal counsel matter within the attorney-client privilege. Chiefs Review. Authority; Gov. Code Section Code §54956.8, 54956.9, and 54957:

INFORMATION/FUTURE MEETINGS

Items of a general nature that the staff wishes to bring to the attention of the Board, and any future agenda items.

Scheduling of future meetings

Regular Meeting –January 18, 2023

ADJOURNMENT



BEN LOMOND FIRE PROTECTION DISTRICT

Board Meeting

Minutes Regular Board Meeting

Wednesday, December 21, 2022 at 9:00 AM

Ben Lomond Firehouse, 9430 Hwy 9, Ben Lomond, California

Telephone: 831-336-5495 Fax: 831-336-0300

Roll Call

Directors Present: Chairperson Director Maxson, Director, Director Castagna Director Hill

Fire District Staff: Fire Chief Brownlee

Absent: Director Director Bingham, Director Cady

Also Present:

FLAG SALUTE/MOMENT OF SILENCE

ROLL CALL

Call to Order

CALL TO ORDER BOARD REGULAR BOARD MEETING

The meeting of the Board of Directors of the Ben Lomond Fire Protection District was held on Wednesday, December 21, 2022, Chairperson Maxson called the meeting to order at 9:00 AM.

OPEN TIME FOR PUBLIC EXPRESSION

Please observe a three-minute time limit

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board deliberation will be considered for placement on the agenda for discussion at a future meeting. There will also be an opportunity to comment on action items, following Board discussion and before any action is taken. The Board asks anyone who speaks to state their name.

PUBLIC EXPRESSION- None

DIRECTOR MATTERS/AGENDA AMENDMENTS-

Directors may report on their activities and meetings.

Any changes to the agenda may be made at this time.

CHIEF'S REPORT

The Fire Chief will report on the district's business activities and operations.

COMMUNICATIONS – None

BOARD CALENDER EVENTS-

COMMITTEE REPORTS- None

Directors may report on committee activities and meetings

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Approval of Minutes November 16, 2022
 - 1.1 Regular Meeting of December 21, 2022
 2. Approval of Expenditures for December 21, 2022
 - 1.1 Paid bills in the amount of \$16,342.63
 - 1.2 Paid Payroll in the amount of \$13,241.76
- Approval of Consent Calendar Items

Motion was made by Director Castagna seconded by Director Hill to approve all Consent Calendar items.

Ayes: Chairperson Director Maxson, Director Castagna, & Director Hill

Noes: None

Abstain: None

Absent Director Cady and Director Bingham

Old BUSINESS

1. Upstairs (Discussion/Action)

Key discussion points: None

Decision(s) made: None

Action items and assignee(s)

2. Type 3 (Discussion/Action)

Key discussion points:

Remove until further

Decision(s) made:

Action items and assignee(s) None

3. Brookside Property (Discussion/Action)

Key discussion points: 2 offers

Decision(s) made: Move to closed session

Action items and assignee(s) From closed session Board approved 2nd offer.

Motion was made by Director Castagna seconded by Director Hill to approve 2nd offer

Ayes: Chairperson Director Maxson, Director Castagna, & Director Hill

Noes: None

Abstain: None

Absent Director Cady and Director Bingham

4. Mill St. (Discussion/Action)

Key discussion points: No response from McPherson

Decision(s) made:

Action items and assignee(s)

5. SOP Review

Key discussion points: SOP 1090 accepted revised SOP 1100 table until next meeting

Decision(s) made:

Action items and assignee(s)

6. Pierce 2002

Key discussion points: 2211 to be surplus

Decisions made: Almost in service. 2211 will be declared surplus and donated to Fort Jones Fire

Action Items and assignee(s)

Motion was made by Director Castagna seconded by Director Hill to approve 2211 to be declared surplus and donated to Fort Jones Fire

Ayes: Chairperson Director Maxson, Director Castagna, & Director Hill

Noes: None

Abstain: None

Absent Director Cady and Director Bingham

7. New Type 1
Key discussion points: Remove until further
Decisions made:
Action Items and assignee(s)

8. LAFCO
Key discussion points: No report
Decisions made:
Action Items and assignees:

9. Update on Fleet
Key discussion points: Remove
Decisions made: Board requested remove and continue to update fleet schedule
Action Items and assignees:

10. Apparatus Room Doors
Key discussion points:
Decisions Made: Waiting for quote on the doors and the building
Action Items and assignees:

11. Landscaping
Key discussion points: Like to see stairs drawn on the side
Decisions Made:
Action Items and assignees:

12. Personnel TIC
Key discussion points: Thermal Image
Decisions made: Board approved Chief to purchase the TICs and advised her that if items that are budgeted do not need approval of the Board unless exceeding 50% more than the budgeted item
Action Items and assignee(s)

Motion was made by Director Castagna and seconded by Director Maxson to allow the Chief to purchase items that have been budgeted, if it does not exceed 50% more than the original budgeted amount. These budgeted items do not need additional Board approval

Ayes: Chairperson Director Maxson, Director Castagna, & Director Hill
 Noes: None
 Abstain: None
 Absent: Director Cady and Director Bingham

New Business

1. Payroll for Volunteers
Key discussion points:
Decisions made: Chief would like to increase the volunteers pay \$5.00 more per response for Assistant Chief, Captains, Engineers, EMT and Firefighters.
Action Items and assignee(s)

Motion was made by Director Castagna seconded by Director Hill to approve the salary increase for the volunteers effective January 1, 2023

Ayes: Chairperson Director Maxson, Director Castagna, & Director Hill
 Noes: None
 Abstain: None
 Absent: Director Cady and Director Bingham

2. Hurst Tools

Key discussion points:

Decisions made:

Action Items and assignee(s) Board advised Chief that she does not need Board approval since this was in the budget

3. Oath Of Office

Key discussion points:

Decisions made:

Action Items and assignee: Chief swore in Director Maxson and Director Hill. Director Bingham was absent

CLOSED SESSION-

At any time during the regular meeting, the Board may adjourn to a closed session. The Board moved to close session to discuss salary increase for Fire Chief. Authority; Gov. Code Section Code §54956.8, 54956.9, and 54957: Board moved to close section to discuss the offers made on the Brookside property.

INFORMATION/FUTURE MEETINGS

Items of a general nature that the staff wishes to bring to the attention of the Board, and any future agenda items.

FUTURE MEETINGS

Regular Board Meeting – January 18, 2023

ADJOURNMENT

The meeting was adjourned at 10:15 AM

ATTEST:


Chairperson ~~Maxson~~ Lisa Hill


Stacie Brownlee, Secretary

PAYROLL SD 02
PAY PERIOD #01
GL KEY# 680600

Beg Date: 12/24/22

ATTN: Auditor-Controller
End Date: 01/06/23

EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
800973	Stacie Brownlee	\$42.82	SALARY	888	0.00	\$3,425.60
			Health Benefit Stipend	ILB	0.00	\$461.54
			VACATION	011	0.00	\$0.00
			SICK	022	0.00	\$0.00
803033	Laurie Dennis	\$31.99	REGULAR HOURS	888	12.00	\$383.88
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$50.00	PER SHIFT	888	0.00	\$100.00
800493	Mark Brown	\$50.00	PER SHIFT	888	0.00	\$500.00
801757	Matt Sanders	\$50.00	PER SHIFT	888	0.00	\$100.00
		\$50.00	PER SHIFT	888	0.00	\$0.00
		\$50.00	PER SHIFT	888	0.00	\$0.00
DAY WORKER- STATION						
EMPLOYEE #						
803608	Tyler Dawson	\$20.00	HOURLY	888	0.00	\$800.00
803842	Garrett Fisher	\$20.00	HOURLY	888	0.00	\$640.00
803879	Kevin Giannini	\$20.00	HOURLY	888	0.00	\$160.00
		\$20.00	HOURLY	888	0.00	\$0.00
		\$20.00	HOURLY	888	0.00	\$0.00
		\$20.00	HOURLY	888	0.00	\$0.00
		\$20.00	HOURLY	888	0.00	\$0.00

Prepared by

Laurie Dennis 01/06/23
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	12.00	\$6,109.48
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control

Employees 10
 Line Entries 13
 Total Reg. & Special Hours 12.0
 Total Regular & Special Amounts \$34,705.62

VOLUNTEER PAY		\$28,134.60
TOTAL	12.00	\$34,705.62

0.00 *
 34,705.62 +
 33.08 -
 34,321.74 *
 0.00 *

51000 Regular Pay	\$6,109.48
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$28,134.60
53010 Emp Ins & Ben	\$461.54
Total	\$34,705.62



Ben Lomond Fire Protection District

Post Office Box 27, Ben Lomond, California 95005

Telephone: 831-336-5495 Fax: 831-336-0300

TO:	Board of Directors	FROM:	Stacie Brownlee Fire Chief
SUBJECT:	Chief's Report	DATE:	01/18/2023
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to 116 calls in Dec/Jan

- Structure (0)
- EMS (21)
- Haz Mat (0)
- Vehicle Acc. (0)
- Public Service (9)
- Smoke Checks (0)
- Other (0)
- Mutual Aide (20) 1Cal Fire, 8 Santa Cruz, 5 Felton, 2 Zayante, 4Boulder
- Storm related (66)
- Wildland (0)

Training

- Ropes/Swift Water

Logistic

Fire Prevention/Ed

Fire code adoption