



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday February 15, 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 January 18, 2023
 - 1.1 Regular Meeting of January 18, 2023
2. Approval of Expenditures for February 15, 2023
 - 2.1 Paid bills in the amount of \$105,666.31
 - 2.2 Paid Payroll in the amount of \$ 13,587.89

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: No offers
Decision(s) made:
Action items and assignee(s)

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

4. SOP Review
Key discussion points: SOP#1100 No Changes, SOP#1110
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: Asked Jeff to redraw stairs
Decisions made:
Action Items and assignees:

9. Code Adoption Resolution 2023-01

Key discussion points:

Decisions made: No Reports

Action Items and assignees:

NEW BUSINESS

1. Budget Items Expenditures

Key discussion points:

Decisions made:

Action Items and assignees:

2. LAFCO Elections

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 –March 15, 2023

ADJOURNMENT



BEN LOMOND FIRE PROTECTION DISTRICT

Board Meeting

Minutes Regular Board Meeting

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

Roll Call

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

Fire District Staff: Fire Chief Brownlee

Absent: Director

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, January 18, 2023, Chairperson Hill 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 CALENDAR 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 December 21, 2022
 - 1.1 Regular Meeting of January 18, 2023
2. Approval of Expenditures for December 21, 2022
 - 1.1 Paid bills in the amount of \$No Bills
 - 1.2 Paid Payroll in the amount of \$6571.02
 - 1.3 Paid Strike Team in the amount of \$ 28,134.60

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, Director Cady and Director Bingham

Noes: None

Abstain: None

Absent: None

Old BUSINESS

1. Upstairs (Discussion/Action)

Key discussion points: None

Decision(s) made: None

Action items and assignee(s)

2. Brookside Property (Discussion/Action)

Key discussion points:

Decision(s) made:

Action items and assignee(s) Director Maxson signed cancellation contract

3. Mill St. (Discussion/Action)

Key discussion points: No response from McPherson

Decision(s) made:

Action items and assignee(s)

4. SOP Review

Key discussion points: SOP 1090 accepted revised SOP 1100

Decision(s) made: No changes to SOP#1100

Action items and assignee(s)

5. Pierce 2002

Key discussion points:

Decisions made: None

Action Items and assignee(s)

6. LAFCO

Key discussion points: No report

Decisions made:

Action Items and assignees:

7. Apparatus Room Doors

Key discussion points:

Decisions Made: Waiting for quote on the doors and the building

Action Items and assignees:

08. Landscaping

Key discussion points: None

Decisions Made:

Action Items and assignees:

09. Oath of Office

Key discussion points:

Decisions Made:

Action Items and assignees: Director Bingham was sworn in

New Business

1. Code Adoption

Key discussion points: Waiting for Resolution

Decisions made: None

Action Items and assignee(s)

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:

INFORMATION/FUTURE MEETINGS

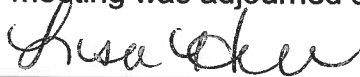
Items of a general nature that the staff wishes to bring to the attention of the Board, and any future agenda items. Director Bingham requested budget item expenditures be put back on the agenda.

FUTURE MEETINGS

Regular Board Meeting – February 15, 2023

ADJOURNMENT

The meeting was adjourned at 10:00 AM

ATTEST: 
Chairperson Hill


Stacie Brownlee, Secretary

CLAIMS BY VENDOR

12/28/2022

Filter: (Open Claims Only) (Pre-Approved Excluded)

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
BEN LOMOND LIQUORS INC	//	61310	Paynight beverage bill	\$1,023.31	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	//	62381	Property Managment - Henfling's Tavern- Dec 2022	\$157.50	<input type="checkbox"/>
MONTEREY BAY SYSTEMS	//	61725	Contract base rate 12/20/22-03/19/23 and contract overage charges 09/20-12/19/22	\$113.35	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 10/31/22	\$300.00	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	74110	E2210- maintenance parts (Fortiflash, asstd. screws)	\$47.88	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maintenance - rat-proofing materials, double sided tape,leak repair supplies, address lettering new mailbox	\$245.38	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill- Analgesic Services billing / oxygen	\$124.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Charges for Adobe, google back-up	\$44.17	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Comcast, Verizon Wireless and HULU billings	\$994.90	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Main account bill- name plates and award plate for paynight, new steel mailbox	\$608.84	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62223	Main account bill- packing tape rolls	\$12.03	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- Paynight foods, Nov. 5th Tuesday feed	\$2,024.24	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- SLV water billing for Arden	\$45.01	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- SLV Water billing/ Brookside property	\$45.01	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Station SLV Water billing	\$57.67	<input type="checkbox"/>
Total				\$5,843.29	

CLAIMS BY VENDOR

01/18/2023

Filter: (Open Claims Only) (Pre-Approved Excluded)

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
County OF Santa Cruz - H S A	//	62826	EMT renewal- M Ayers #E039781	\$100.00	<input type="checkbox"/>
EMT CERTIFICATION FUND / EMSA	//	62826	EMT program -renewal / M Ayers #E039781	\$37.00	<input type="checkbox"/>
ERNIE'S AUTO CENTER	//	61721	Parts- U2290 / 4 tires	\$1,286.16	<input type="checkbox"/>
FDAC EBA	//	53010	Monthly insurance premiums for Feb 2023	\$132.19	<input type="checkbox"/>
GRAPHICS ON THE EDGE	//	61720	C2201 - white reflective striping/ gold leaf lettering, installation and labor	\$1,485.50	<input type="checkbox"/>
GRAPHICS ON THE EDGE	//	61720	E2210- White reflective stripes/ gold leaf letterin / roof- installation and removal of existing	\$2,562.50	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle for 12/01-12/31/22	\$135.78	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	//	62381	Property Managment - Henfling's Tavern- property management Jan 2023	\$157.50	<input type="checkbox"/>
IHWY, LLC	//	62381	Web hosting / Mail Accts for Jan 2023	\$72.50	<input type="checkbox"/>
L.N. CURTIS & SONS	//	86204	1@ S789 eDraulic cutter with acces. / 1@ SP555 eDraulic spreader with acces. / 1@ R522 eDraulic ram with acces.	\$40,117.99	<input type="checkbox"/>
L.N. CURTIS & SONS	//	86204	5 assorted sizes Dry Suits, helmets, Pfd -(swift water equipment)	\$7,716.64	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	62715	11@ FirePro X TICs	\$9,713.51	<input type="checkbox"/>
OREILLY AUTOMOTIVE STORES INC	//	61721	2267 repair parts- window handle and regulator assembly	\$77.46	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 11/30/22	\$300.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- for December	\$54.00	<input type="checkbox"/>
SANTA CRUZ REGIONAL 911	//	61215	Second half services fees for 2022/2023	\$7,933.00	<input type="checkbox"/>
WATSONVILLE CADILLAC BUICK GMC	//	61720	C2201 repairs - issue with starting and stalling, numerous electrical tests/ issues, (replaced injectors, spark plugs, gaskets)	\$4,387.47	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel charges	\$660.52	<input type="checkbox"/>

CLAIMS BY VENDOR

Filter: (Open Claims Only) (Pre-Approved Excluded)

01/25/2023

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
BROWN, MARK	//	62826	Reimb.- ICS300 Class, Rope Tech Class - fees, rooms, certs	\$2,611.46	<input type="checkbox"/>
CROSS CONNECTIONS EMERGENCY SEERVICES INC	//	61110	1 KNG-M150R digital/analog w/5000 channels, mount , speaker kit and accessories. (part of VFA 50/50 grant)	\$3,202.87	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61110	3 pr Navy blue Nomex duela cert. Elite pants (part of VFA 50/50 grant)	\$964.65	<input type="checkbox"/>
SANTA CRUZ REGIONAL 911	//	61215	Tablet Command fees per agreement 2022/2023	\$5,416.43	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe, google back up softwares	\$41.60	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Arden property SLV Water billing	\$45.01	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Brookside property- SLV Water billing	\$45.01	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Main account bill- Compliance posters renewal	\$69.10	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- food during storms	\$332.93	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- moisture absorber	\$25.06	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61110	Main account bill- PPE equipement for Swiftwater - kayak tow, headlamps, waterproof radio cases, jackets, bib overalls	\$2,091.50	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Station PG&E and SLV Water billings	\$271.87	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill- test strips, Oxygen services billing	\$133.74	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Verizon, HULU and Comcast billings	\$1,020.06	<input type="checkbox"/>
Total				\$16,271.29	

CLAIMS BY VENDOR

02/01/2023

Filter: (Open Claims Only) (Pre-Approved Excluded)

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600 IHWY, LLC	//	62381	Web hosting / Mail Accts for February 2023	\$72.50	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	62888	Barricade caution tapes, Red danger tape, cable ties	\$185.40	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61731	Chainsaw fluids and replacement parts (filters, chain links, spark plugs, fuel/oil, replacement chains	\$1,033.40	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Dryer install parts, rat traps and baits	\$203.33	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	Labor to replace lights E2212	\$280.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	Labor to rplace bad intake guage E2249	\$140.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	Labor- pressure relief valve E2231	\$140.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61721	LED headlights E2212	\$94.35	<input type="checkbox"/>
SILKE COMMUNICATIONS	//	61731	Two radios repaired- replaced LCD(SN#10151) and antenna, reflashed radio(SN#10140)	\$89.00	<input type="checkbox"/>
THE ED JONES CO.	//	61110	Badges- Captains Burgess 176, Ruff 114	\$288.26	<input type="checkbox"/>
THE POLICE AND SHERIFFS PRESS, INC	//	61110	ID Cards- Sam Capwell	\$17.60	<input type="checkbox"/>
Total				\$2,543.84	

CLAIMS BY VENDOR

02/08/2023

Filter: (Open Claims Only) (Pre-Approved Excluded)

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
ERNIE'S AUTO CENTER	//	61721	Parts- wiper blades E2212	\$28.32	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle for 01/01-01/31/23	\$135.78	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	//	62381	Property Managment - Henfling's Tavern February 2023	\$157.50	<input type="checkbox"/>
SOUTHERN COUNTIES LUBRICANTS, LLC	//	62920	Diesel tank fill 02/03/23 - 615 Gal @\$4.42	\$3,301.16	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fule charges	\$455.41	<input type="checkbox"/>
Total				\$4,078.17	

**Board Mtg. - Vendor Totals
February 15, 2022**

Vendor Claim Sheets	\$ Amount	Date
Page 1 total	\$5,843.29	28-Dec-22
Page 2 total	\$76,929.72	18-Jan-23
Page 3 total	\$16,271.29	25-Jan-23
Page 4 total	\$2,543.84	1-Feb-23
Page 5 total	\$4,078.17	8-Feb-23
Grand Total Vendor Claims	\$105,666.31	

TOTALS

PAYROLL SD 02
PAY PERIOD #03
GL KEY# 680600

Beg Date: 01/21/23

ATTN: Auditor-Controller
End Date: 02/03/23

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	31.50	\$1,007.69
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$50.00	PER SHIFT	888	0.00	\$650.00
		\$50.00	PER SHIFT	888	0.00	\$0.00
		\$50.00	PER SHIFT	888	0.00	\$0.00
		\$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	40.00	\$800.00
803842	Garrett Fisher	\$20.00	HOURLY	888	40.00	\$800.00
		\$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
		\$20.00	HOURLY	888	0.00	\$0.00

Prepared by

Quintessa Davis 02/01/23
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	31.50	\$6,683.29
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control

Employees 5
 Line Entries 6
 Total Reg. & Special Hours 31.5
 Total Regular & Special Amounts \$7,144.83

VOLUNTEER PAY		\$0.00
TOTAL	31.50	\$7,144.83

0.00 *
 7,144.83 +
 1,007.69 -
 6,137.14 *

51000 Regular Pay	\$6,683.29
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$7,144.83

PAYROLL SD 02
 PAY PERIOD #02
 GL KEY# 680600

Beg Date: 01/07/23

ATTN: Auditor-Controller
 End Date: 01/20/23

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	8.00	\$255.92
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$50.00	PER SHIFT	888	0.00	\$200.00
800493	Mark Brown	\$50.00	PER SHIFT	888	0.00	\$100.00
801757	Matt Sanders	\$50.00	PER SHIFT	888	0.00	\$400.00
		\$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	32.00	\$640.00
803842	Garrett Fisher	\$20.00	HOURLY	888	48.00	\$960.00
		\$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
		\$20.00	HOURLY	888	0.00	\$0.00

Prepared by Laurie Dennis 01/18/23
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	8.00	\$5,981.52
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control
 Employees 7
 Line Entries 8

Total Reg. & Special Hours 8.0
 Total Regular & Special Amounts: \$6,443.06



VOLUNTEER PAY		\$0.00
TOTAL	8.00	\$6,443.06

51000 Regular Pay	\$5,981.52
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$6,443.06

0.00 *
 6,443.06 +
 255.92 -
 6,187.14 *



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:	02/15/2023
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to calls in 38 Jan/Feb

- Structure (0)
- EMS (9)
- Haz Mat (0)
- Vehicle Acc. (4)
- Public Service (5)
- Smoke Checks (2)
- Other, wires (10)
- Mutual Aide (8) 1Cal Fire, 2 Santa Cruz, 2 Felton, 3 Boulder
- Storm related (0)
- Wildland (0)


Training

- Ropes

Logistic

Fire Prevention/Ed

Fire code adoption

	Ben Lomond Fire Protection District	Policy # 1110 Date 05/19/05
	SOP GENERAL INFORMATION	TITLE: CONFLICT OF INTEREST CODE Rev Date 06/27/18

A. PURPOSE

The purposes of this Code are to provide for the disclosure of assets, income, and business positions of designated District employees which may be materially affected by their official actions and to provide for the disqualifications of designated employees from participation in District decisions in which they may have a financial interest.

B. BACKGROUND

The Political Reform Act of 1974, Government Code Sections 81000 et seq., requires state and local agencies to adopt and promulgate Conflict of Interest Codes. The California Fair Politics Practices Commission has, pursuant to its authority under Section 83112 of the Government Code, adopted a regulation which contains the terms of a standard Conflict of Interest Code. This regulation is codified at Title 2 California Code of Regulations Section 18730. This regulation may be incorporated by reference by local agencies and, together with the designation of employees and disclosure categories, meets the requirements of the Political Reform Act.

C. ADOPTION OF CONFLICT OF INTEREST CODE

1. The terms of Title 2 California Code of Regulations Section 18730 are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the

Conflict of Interest Code of Ben Lomond Fire Protection District (hereinafter "District").

2. Pursuant to Section 18730(b)(4)(B) of the Code of Regulations, all designated employees shall file statements of economic interest with the Secretary of the District, who shall be the official filing officer.
3. As provided in Government Code Section 82011, the code reviewing body is the Santa Cruz County Board of Supervisors.
4. Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless the Board of Directors of the District, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

BEN LOMOND FIRE PROTECTION DISTRICT

LIST OF DESIGNATED EMPLOYEES AND DISCLOSURE CATEGORIES FOR CONFLICT OF INTEREST CODE

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to fines.

<u>Designated Positions*</u>	<u>Disclosure Category</u>
Attorney	1, 2, 3, 4
Consultants**	1, 2, 3, 4

* It has been determined that the positions listed below manage public investments and will file statement of economic interests pursuant to Government Code Section 87200:

- Directors
- Chief

** Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The Board may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Nothing herein excuses any consultant from any other provisions of this Conflict of Interest Code, specifically those dealing with disqualification.

DESCRIPTION OF DISCLOSURE CATEGORIES

Category 1. Investments

A designated employee assigned to Category 1 is required to disclose investments that may be materially affected by any decision made or participated in by the designated employee. The employee should complete the appropriate schedules of Form 700 for investments.

Category 2. Interests in Real Property

A designated employee assigned to Category 2 is required to disclose interests in real property that may be materially affected by any decision made or participated in by the designated employee. The employee should complete the appropriate schedule of Form 700 for interests in real property.

Category 3. Income

A designated employee assigned to Category 3 is required to disclose income that may be materially affected by any decision made or participated in by the designated employee. The employee should complete the appropriate schedules of Form 700 for income.

Category 4. Business Positions

A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management that may be materially affected by any decision made or participated in by the designated employee. The employee should complete the appropriate schedules of Form 700 for business positions.

BEN LOMOND FIRE PROTECTION DISTRICT

RESOLUTION NO. 2023-01

NOTICE OF INTENT TO ACCEPT THE ADOPTION THE 2022 CALIFORNIA FIRE CODE WITH AMENDMENTS AND PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE AND EXPLOSION AND FOR PROVIDING FOR THE ISSUANCE OF PERMITS AND ESTABLISHING CERTAIN FEES. THIS RESOLUTION WILL NEGATE THE PREVIOUS ADOPTION OF THE 2019 CALIFORNIA FIRE CODE WITH ADMENDMENTS

The 2022 California Fire Code and Amendments have been adopted for Ben Lomond Fire Protection District by action of the Santa Cruz County Board of Supervisors. The Board of Directors of Ben Lomond Fire Protection District ("District") hereby revoke the enforcement of the 2019 California Fire Code with amendments on this date of January 18, 2023.

Copies of the 2022 California Fire Code with amendments are available for review at the District Office, located at 9430 Highway 9, Ben Lomond CA 95005

AYES:

5

NOES:

0

ABSENT:

0

ABSTAIN:

0



Chairperson / President of the Board

ATTEST:



Secretary of the Board

APPROVED AS TO FORM:

District Council

DATED:

2-15-22

**BEN LOMOND FIRE PROTECTION DISTRICT
OF SANTA CRUZ COUNTY**

Date: February 15, 2022

To: County Auditor, Controller

From: Laurie Dennis (831) 336-5495


Subject: Approved Bills for Payment Transmittal

Vendor bills have been approved for payment out of district funds totaling an amount of

\$ 105,666.31.

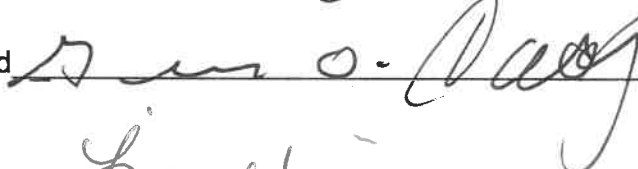
These payments were approved by the Board of Directors during their meeting on

February 15, 2022.

Signed  _____

Signed  _____

Signed  _____

Signed  _____

Signed  _____



February 7, 2023

Stacie Brownlee, Fire Chief
Ben Lomond Fire Protection District
PO Box 27
Ben Lomond, CA 95005

SUBJECT: ELECTION FOR SPECIAL DISTRICT REGULAR MEMBER ON LAFCO

Dear Chief Brownlee:

The purpose of this letter is to solicit your district's vote for the regular member seat on LAFCO. The independent special districts in Santa Cruz County get three positions on the LAFCO board. The two regular member seats are currently held by Jim Anderson (Felton Fire Protection District) with a term ending in May 2025, and Rachél Lather (Soquel Creek Water District) with a term ending in May 2023. The alternate member seat is currently held by Ed Banks (Pajaro Valley Public Cemetery District) with a term ending in May 2025. **In preparation of Commissioner Rachél Lather expiring term of office, LAFCO staff will be conducting an election to fill the regular member seat on the LAFCO board.**

Candidates

The two candidates running for LAFCO's special district regular member seat are:

- **Rachél Lather** (Soquel Creek Water District; Incumbent); and
- **James Joseph Gallagher** (Pajaro Valley Health Care District)

Background information from the candidates is enclosed. As previously mentioned, Rachél Lather is currently LAFCO's special district regular member.

Election Process

The election will be conducted by mail. Each district gets one vote for each position, which shall be executed on the enclosed ballot by either the presiding officer of the district board or by their designee. **The deadline to return the executed ballot to the LAFCO office will be no later than 4:00 p.m. on Friday, March 24, 2023.** Ballots can be mailed, hand-delivered, or emailed to the LAFCO office. If emailed, please follow-up by mailing the ballot with an original signature. LAFCO staff will open and tally the ballots at 4:00 p.m. in the LAFCO office. Anyone who wishes to observe the tally should come to the LAFCO office at that time. The Independent Special District Selection Committee rules of procedure are posted on the Policies and Rules page of LAFCO's website: <https://santacruzlafco.org/about/policies-procedures/>

Please contact me at the LAFCO office if you have any questions about the voting process.

Sincerely,

Joe A. Serrano
Executive Officer

Attachments:

- 1) Candidates' Information
- 2) Ballot and Certification of Person Voting