



# BEN LOMOND FIRE PROTECTION DISTRICT

## AGENDA of the BOARD OF DIRECTORS

Wednesday July 19, 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 Chiefs Review

### 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 June 21, 2023
  - 1.1 Regular Meeting of July 19, 2023
2. Approval of Expenditures for July 19, 2023
  - 2.1 Paid bills in the amount of \$ 92,757.76
  - 2.2 Paid Payroll in the amount of \$ 14,579.34

**Old BUSINESS**

1. Upstairs (Discussion/Action)  
**Key discussion points:** No Report  
**Decision(s) made:**  
**Action items and assignee(s)**
  
2. Mill St. (Discussion/Action)  
**Key discussion points:** December 29, 2023 Dead line  
**Decision(s) made:**  
**Action items and assignee(s)**
  
4. SOP Review  
**Key discussion points:** SOP #2010 Review  
**Decision(s) made:**  
**Action items and assignee(s)**
  
5. Pierce 2002 Donated by Millbrae  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**
  
6. LAFCO  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**
  
7. Apparatus Room Doors  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**
  
8. Landscaping  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**
  
9. Arden Property  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**

**10. 2023-2024 Annual Budget Adoption**

**Key discussion points:** Set date for adoption and public hearing

**Decisions made:**

**Action Items and assignees:**

**11. Santa Cruz County Agreement**

**Key discussion points:**

**Decisions made:**

**Action Items and assignees:**

**NEW BUSINESS**

**1. Resolution 2023-04 Carryover Funds Fiscal Year 22-23**

**Key discussion points:** Carryover Funds in the amount of \$551,000 to be put into GL account 86110 Building and Improvements for front yard

**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 –August 16, 2023

**ADJOURNMENT**



# BEN LOMOND FIRE PROTECTION DISTRICT

## Board Meeting

Minutes Regular Board Meeting

Wednesday, June 21, 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 Maxson, Director Bingham & Director Cady

**Fire District Staff:** Fire Chief Brownlee

**Absent:** Director Castagna

**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, June 23, 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-** Board wanted to note that the sale of the Brookside property went through and the \$ amount received for the sale was in the amount after fees \$6505.05 this \$ amount went into other income in our budget line items.

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** – Fee increase by Attorney

**BOARD CALENDER EVENTS-** Chiefs Review Sean/ Lisa

**COMMITTEE REPORTS-**

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 May 17, 2023
  - 1.1 Regular Meeting of June 21, 2023
2. Approval of Expenditures for May 17, 2023
  - 1.1 Paid bills in the amount of \$53,241.09

1.2 Paid Payroll in the amount of \$14,251.74  
Approval of Consent Calendar Items

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

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

**Old BUSINESS**

1. Upstairs (Discussion/Action)

**Key discussion points:** No report  
**Decision(s) made:**  
**Action items and assignee(s)**

2. Mill St. (Discussion/Action)

**Key discussion points:** Keep on the agenda and add the deadline date  
**Decision(s) made:**  
**Action items and assignee(s)** Deadline date 12/2023

3. SOP Review

**Key discussion points:** SOP# 2000 no changes  
**Decision(s) made:**  
**Action items and assignee(s)**

4. Pierce 2002

**Key discussion points:** Radio installed did not work. Waiting for replacement  
**Decisions made:** None  
**Action Items and assignee(s)**

6. LAFCO

**Key discussion points:** Discussion about LAFCO  
**Decisions made:**  
**Action Items and assignees:**

7. Apparatus Room Doors

**Key discussion points:**

**Decisions Made:** Board approved bid from Eaton

**Action Items and assignees:** Motion was made by Director Bingham seconded by Director Hill to approve Eaton Bid for doors

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

08. Landscaping

**Key discussion points:**

**Decisions Made:** Board approved Miller bid.

**Action Items and assignees:** Motion was made by Director Maxson seconded by Director Hill to approve Miller concrete bid for front yard project

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

Absent Director Castagna

**09. Arden Property**

**Key discussion points:** no report

**Decisions Made:**

**Action Items and assignees:**

**10. 2023-2024 Annual Preliminary Budget Review**

**Key discussion points:** Board approved preliminary budget.

**Decisions Made:**

**Action Items and assignees:** Motion was made by Director Hill seconded by Director Maxson to approve the 2023-2024 Preliminary Budget

**Ayes:** Chairperson Director Hill, Director Cady, & Director Maxson, and Director Bingham

**Noes:** None

**Abstain:** None

**Absent:** Director Castagna

**New Business**

**1. Santa Cruz County Agreement**

**Key discussion points:**

**Decisions made:** Waiting for contract from County

**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: Salary Survey/ Brookside property update.

**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 – July 19, 2023

**ADJOURNMENT**

The meeting was adjourned at 10:00 AM

ATTEST: \_\_\_\_\_  
Chairperson Hill

\_\_\_\_\_  
Stacie Brownlee, Secretary

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

**Date: July 19, 2023**

**To: County Auditor, Controller**

**From: Laurie Dennis (831) 336-5495**

**Subject: Approved Bills for Payment Transmittal**

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

**\$ 92,757.76** .

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

**July 19, 2023** .

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

# CLAIMS BY VENDOR

06/21/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
ATCHISON, BARISONE & CONDOTTI	//	62381	Services 05/01-05/31/23 re sale of Brookside property	\$153.00	<input type="checkbox"/>
COUNTY OF SANTA CRUZ - AUDITOR/CONTROLLER	//	62301	FY 22/23 fees for claims processed (250 @\$6.60)	\$1,650.00	<input type="checkbox"/>
COUNTY OF SANTA CRUZ - AUDITOR/CONTROLLER	//	62301	FY 22/23 payroll fees (65 cks @\$8.36 and 143 deposits @\$7.36)	\$1,595.88	<input type="checkbox"/>
MONTEREY BAY SYSTEMS	//	61725	Contract base rate for 06/20-09/19/23 and contract overage charge for 03/20-06/19/23	\$129.74	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 04/30/23	\$300.00	<input type="checkbox"/>
SILKE COMMUNICATIONS	//	61730	Pager repair-shipping	\$27.25	<input type="checkbox"/>
ZAYANTE FIRE DISTRICT	//	62301	Fees for County contract review by Atchison, Barrisone & Condotti- 4 way split	\$107.25	<input type="checkbox"/>
<b>Total</b>				<b>\$3,963.12</b>	

# CLAIMS BY VENDOR

06/28/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	Engine radio repair and mic repair parts	\$29.29	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maint.- misc. screws, angle brackets, stain, etc.	\$127.56	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- 5th Tuesday food items, COSTCO pallet of water	\$774.05	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	Main account bill- Brass key services, picture frames	\$54.54	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Brookside SLV Water billing- final one	\$43.51	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62920	Main account bill- fuel purchases	\$41.67	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- lift / leveling kit for 2203 (Venom Terra Hunter and asstd parts)	\$3,169.45	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61215	Main account bill- magnetic tablet mounts, mic mounts	\$370.34	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61110	Main account bill- shipping fees/postage	\$22.54	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- SLV Water and PG&E billings	\$721.93	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- SLV Water and PG&E billings for Arden property	\$65.88	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- steering stablizer	\$343.15	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Verizon billing, HULU and Comcast billing	\$1,077.13	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill-Adobe, backup softwares	\$95.41	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill-headset earpiece replacements in engines	\$54.48	<input type="checkbox"/>
<b>Total</b>				<b>\$6,990.93</b>	

# CLAIMS BY VENDOR

07/05/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
FAIRA	//	61525	Annual Premium - coverage for 07/01/23- 06/30/24	\$46,358.00	<input type="checkbox"/>
FIRE DISTRICTS ASSN OF CA	//	62020	Membership renewal FY 2023/2024	\$187.50	<input type="checkbox"/>
FIRST DUE	//	62219	Renewal- incl. occupancy, inspections, NFIRS rptg, personnel, CAD integration importing	\$5,250.00	<input type="checkbox"/>
IHWY, LLC	//	62381	Web hosting / Mail Accts for July 2023	\$72.50	<input type="checkbox"/>
LAFCO	//	62381	LAFCO Fees FY 2023/2024	\$1,272.78	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61730	SCBA repair- minor regulator repair, stem purge	\$38.30	<input type="checkbox"/>
SAN LORENZO VALLEY FIRE DISTRICT'S COUNCIL	//	61720	Annual Contribution - FY 2023/2024 for Air Support Unit	\$2,000.00	<input type="checkbox"/>
SAN LORENZO VALLEY FIRE DISTRICT'S COUNCIL	//	61720	Annual Contribution - FY 2023/2024 for Education trailer	\$2,000.00	<input type="checkbox"/>
SANTA CRUZ COUNTY EMS INTEGRATION AUTHORITY	//	62020	Dues assessment for FY2023/2024 EMSIA	\$1,500.00	<input type="checkbox"/>
SANTA CRUZ COUNTY FIRE AGENCIES INSURANCE GROUP	//	54010	Workers Comp. contribution for FY2023/2024	\$13,670.00	<input type="checkbox"/>
SANTA CRUZ COUNTY FIRE CHIEFS ASSOCIATION	//	62020	Dues for FY 2023/2024	\$300.00	<input type="checkbox"/>
<b>Total</b>				<b>\$72,649.08</b>	

# CLAIMS BY VENDOR

07/12/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
FIRE RISK MANAGMENT SERVICES-FRMS	/ /	53010	Monthly insurance premium - August 2023	\$130.29	<input type="checkbox"/>
GREENWASTE RECOVERY INC	/ /	61425	Garbage & Recycle for 06/01-06/30/23	\$135.78	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	/ /	62381	Property Managment - Henfling's Tavern for July 2023	\$157.50	<input type="checkbox"/>
SANTA CRUZ REGIONAL 911	/ /	61215	NetCom fees for FY 2023/2024 - first half	\$7,864.00	<input type="checkbox"/>
WEX BANK	/ /	62920	Shell Card billing - fuel charges	\$867.06	<input type="checkbox"/>
<b>Total</b>				<b>\$9,154.63</b>	



**PAYROLL SD 02**

**ATTN: Auditor-Controller**

**PAY PERIOD #14**

**Beg Date: 06/24/23**

**End Date: 07/07/23**

**GL KEY# 680600**

EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY	Total Salary	
800973	Stacie Brownlee	\$42.82	SALARY	888	0.00	\$1,712.80	\$3,580.80	
			Health Benefit Stipend	ILB	0.00	\$461.54		
		\$46.70	SALARY	888	0.00	\$1,868.00		Incr. eff 07/01/23
			VACATION	011	0.00	\$0.00		
			SICK	022	0.00	\$0.00		
803033	Laurie Dennis	\$31.99	REGULAR HOURS	888	15.00	\$479.85	\$1,007.10	
		\$37.00	REGULAR HOURS	888	14.25	\$527.25		Hrly rate chg eff 07/01/23
			SICK	022	0.00	\$0.00		
<b>DUTY CHIEF</b>								
<b>EMPLOYEE #</b>								
800494	Mike Ayers	\$50.00	PER SHIFT	888	7.00	\$350.00	\$350.00	
803541	Nick Burgess	\$50.00	PER SHIFT	888	0.00	\$0.00	\$0.00	
								Ayers \$425.00
								Burgess \$450.00
800494	Mike Ayers	\$75.00	PER SHIFT	888	1.00	\$75.00	\$75.00	Shift rate chg eff 07/01/23 to \$75
803541	Nick Burgess	\$75.00	PER SHIFT	888	6.00	\$450.00	\$450.00	
<b>DAY WORKER- STATION</b>								
<b>EMPLOYEE #</b>								
803760	Mike Aluffi	\$20.00	HOURLY	888	16.00	\$320.00	\$320.00	
803842	Garrett Fisher	\$20.00	HOURLY	888	24.00	\$480.00	\$480.00	
		\$20.00	HOURLY	888	0.00	\$0.00	\$0.00	
803760	Mike Aluffi	\$25.00	HOURLY	888	16.00	\$400.00	\$400.00	Hrly rate chg eff 07/01/23 to \$25
803842	Garrett Fisher	\$25.00	HOURLY	888	20.00	\$500.00	\$500.00	
		\$25.00	HOURLY	888	0.00	\$0.00	\$0.00	

Aluffi \$720.00  
Fisher \$980.00

Prepared by

*Laurie Dennis* 07/10/23  
DATE

Pay Type	Hours	Dollars
REGULAR HOURS	29.25	\$7,162.90
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

**Payroll Batch Control**

Employees 6  
Line Entries 7  
Total Reg. & Special 29.3  
r & Special Amounts \$7,624.44

**VOLUNTEER PAY** \$0.00  
**TOTAL** 29.25 \$7,624.44

0.00 \*  
7,624.44 +  
1,007.10 -  
6,617.34 \*

51000	Regular P	\$7,162.90
51015	Sick Pay	\$0.00
51010	Volunteer	\$0.00
53010	Emp Ins &	\$461.54
<b>Total</b>		<b>\$7,624.44</b>

PAYROLL SD 02  
 PAY PERIOD #13  
 GL KEY# 680600

Beg Date: 06/10/23

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

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	24.00	\$767.76
			SICK	022	0.00	\$0.00
<b>DUTY CHIEF</b>						
<b>EMPLOYEE #</b>						
800494	Mike Ayers	\$50.00	PER SHIFT	888	0.00	\$200.00
801757	Matt Sanders	\$50.00	PER SHIFT	888	0.00	\$150.00
803541	Nick Burgess	\$50.00	PER SHIFT	888	0.00	\$350.00
		\$50.00	PER SHIFT	888	0.00	\$0.00
		\$50.00	PER SHIFT	888	0.00	\$0.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
803760	Mike Aluffi	\$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* 6/23/23  
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	24.00	\$6,493.36
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 24.0  
 Total Regular & Special Amounts \$6,954.90

VOLUNTEER PAY	Hours	Dollars
TOTAL	24.00	\$0.00
		<b>\$6,954.90</b>

51000 Regular Pay	\$6,493.36
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$6,954.90</b>

6,954.90 +  
 767.76 -  
 6,187.14 \*



**Ben Lomond Fire Protection District**  
Post Office Box 27, Ben Lomond, California 95005  
Telephone: 831-336-5495 Fax: 831-336-0300

<b>TO:</b>	<b>Board of Directors</b>	<b>FROM:</b>	<b>Stacie Brownlee Fire Chief</b>
<b>SUBJECT:</b>	<b>Chief's Report</b>	<b>DATE:</b>	<b>07/19/2023</b>
	<b>Approved</b>	<b>Date</b>	

**Correspondence** Attorney legal service rate adjustment

**Administration**

**Operations**

BLFD responded to calls in 37 June/July

- Structure (0)
- EMS (19)
- Haz Mat (0)
- Vehicle Acc. (4)
- Public Service (3)
- Smoke Checks (2)
- Other, wires (2)
- Mutual Aide Of these calls (7), 1CZU, 5 Boulder, 1 SC
- Storm related (0)
- Wildland (0)

**Training**

- Command

**Logistic**

**Fire Prevention/Ed**

Park Hall

# Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; Years = 1; Chart Fields = GLKey,Character,MajorObject,Object; Balances = Adopted Budget,Adjusted Budget,Month-To-Date Actual,Year-To-Date Actual,Year-To-Date Encumbrances; Revenues/Expenditures = R,E  
 GL Key [680600]

FY 2023

Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Encumbrances
<b>Character: 01 - TAXES</b>						
<b>Maj Obj: 101 - PROPERTY TAXES-CURRENT SECURED</b>						
40100	PROPERTY TAX-CURRENT SEC-GEN	984,881.00	984,881.00	57,176.42	1,048,944.15	0.00
Total 101	- PROPERTY TAXES-CURRENT SECURED	984,881.00	984,881.00	57,176.42	1,048,944.15	0.00
<b>Maj Obj: 102 - PROPERTY TAX-CURRENT UNSECURED</b>						
40110	PROPERTY TAX-CURRENT UNSEC-GEN	19,597.00	19,597.00	53.08	19,282.71	0.00
Total 102	- PROPERTY TAX-CURRENT UNSECURED	19,597.00	19,597.00	53.08	19,282.71	0.00
<b>Maj Obj: 104 - PROPERTY TAXES-PRIOR UNSECURED</b>						
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	87.45	1,760.35	0.00
Total 104	- PROPERTY TAXES-PRIOR UNSECURED	0.00	0.00	87.45	1,760.35	0.00
<b>Maj Obj: 106 - SUPPLEMENTAL PROP TAXES-CURR</b>						
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	1,525.18	18,998.18	0.00
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	145.08	874.24	0.00
Total 106	- SUPPLEMENTAL PROP TAXES-CURR	0.00	0.00	1,670.26	19,872.42	0.00
<b>Maj Obj: 107 - SUPPLEMENTAL PROP TAXES-PRIOR</b>						
40160	SUPP PROP TAX-PRIOR SEC	0.00	0.00	40.03	1,216.00	0.00
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	24.04	253.03	0.00
Total 107	- SUPPLEMENTAL PROP TAXES-PRIOR	0.00	0.00	64.07	1,469.03	0.00
Total 01	- TAXES	1,004,478.00	1,004,478.00	59,051.28	1,091,328.66	0.00
<b>Character: 07 - FINES, FORFEITURES &amp; ASSMNTS</b>						
<b>Maj Obj: 133 - PENALTIES &amp; COSTS-DELINQ TAXES</b>						
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	4.79	130.84	0.00
44143	REDMPTN PNLTIES FOR DELINQ TXS	0.00	0.00	5.27	97.64	0.00
Total 133	- PENALTIES & COSTS-DELINQ TAXES	0.00	0.00	10.06	228.48	0.00
Total 07	- FINES, FORFEITURES & ASSMNTS	0.00	0.00	10.06	228.48	0.00
<b>Character: 10 - REV FROM USE OF MONEY &amp; PROP</b>						
<b>Maj Obj: 140 - INTEREST</b>						
40430	INTEREST	0.00	0.00	7,423.69	55,158.88	0.00
Total 140	- INTEREST	0.00	0.00	7,423.69	55,158.88	0.00
<b>Maj Obj: 142 - RENTS AND CONCESSIONS</b>						
40440	RENTS & CONCESSIONS	50,639.00	50,639.00	4,346.54	51,886.83	0.00
Total 142	- RENTS AND CONCESSIONS	50,639.00	50,639.00	4,346.54	51,886.83	0.00
Total 10	- REV FROM USE OF MONEY & PROP	50,639.00	50,639.00	11,770.23	107,045.71	0.00

# Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; Years = 1; Chart Fields = GLKey,Character,MajorObject,Object; Balances = Adopted Budget,Adjusted Budget,Month-To-Date Actual,Year-To-Date Actual,Year-To-Date Encumbrances; Revenues/Expenditures = R,E  
 GL Key [680600]

FY 2023

Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Encumbrances
<b>Character: 60 – SERVICES AND SUPPLIES</b>						
<b>Maj Obj: 612 – COMMUNICATIONS</b>						
61215	RADIO	-25,500.00	-25,500.00	-2,890.34	-24,172.77	0.00
61221	TELEPHONE-NON TELECOM 1099	-18,500.00	-18,500.00	-1,077.13	-11,960.32	0.00
Total 612 – COMMUNICATIONS		-44,000.00	-44,000.00	-3,967.47	-36,133.09	0.00
<b>Maj Obj: 613 – FOOD</b>						
61310	FOOD	-8,000.00	-8,000.00	-813.70	-5,818.16	0.00
Total 613 – FOOD		-8,000.00	-8,000.00	-813.70	-5,818.16	0.00
<b>Maj Obj: 614 – HOUSEHOLD EXPENSE</b>						
61425	OTHER HOUSEHOLD EXP-SERVICES	-3,800.00	-3,800.00	-135.78	-3,395.23	0.00
Total 614 – HOUSEHOLD EXPENSE		-3,800.00	-3,800.00	-135.78	-3,395.23	0.00
<b>Maj Obj: 615 – INSURANCE</b>						
61525	LIABILITY INSURANCE	-41,028.00	-41,028.00	0.00	-41,028.00	0.00
Total 615 – INSURANCE		-41,028.00	-41,028.00	0.00	-41,028.00	0.00
<b>Maj Obj: 617 – MAINTENANCE-EQUIPMENT</b>						
61720	MAINT-MOBILE EQUIPMENT-SERV	-13,000.00	-13,000.00	-17,560.00	-4,104.01	0.00
61721	MAINT-MOBILE EQUIPMNT-SUPPLIES	-32,000.00	-32,000.00	-13,325.74	-21,683.49	0.00
61725	MAINT-OFFICE EQUIPMNT-SERVICES	-600.00	-600.00	-129.74	-490.19	0.00
61730	MAINT-OTH EQUIP-SERVICES	-8,000.00	-8,000.00	-457.71	-5,742.27	0.00
61731	MAINT-OTH EQUIP-SUPPLIES	-5,500.00	-5,500.00	0.00	-3,274.96	0.00
Total 617 – MAINTENANCE-EQUIPMENT		-59,100.00	-59,100.00	-31,473.19	-35,294.92	0.00
<b>Maj Obj: 618 – MAINTENANCE-BUILDING &amp; IMPROV</b>						
61845	MAINT-STRUCT/IMPS/GRDS-OTH-SRV	-41,500.00	-41,500.00	0.00	-10,239.20	0.00
61846	MAINT-STRUCT/IMPS/GRDS-OTH-SUPP	-18,562.00	-18,562.00	-204.94	-5,222.78	0.00
61855	ROAD REPAIRS-SERVICES	-1,000.00	-1,000.00	0.00	0.00	0.00
Total 618 – MAINTENANCE-BUILDING & IMPROV		-61,062.00	-61,062.00	-204.94	-15,461.98	0.00
<b>Maj Obj: 619 – MEDICAL, DENTAL &amp; LAB SUPP</b>						
61920	MEDICAL, DENTAL & LAB SUPPLIES	-4,800.00	-4,800.00	0.00	-1,708.88	0.00
Total 619 – MEDICAL, DENTAL & LAB SUPP		-4,800.00	-4,800.00	0.00	-1,708.88	0.00
<b>Maj Obj: 620 – MEMBERSHIPS</b>						
62020	MEMBERSHIPS	-2,780.00	-2,780.00	0.00	-2,139.01	0.00
Total 620 – MEMBERSHIPS		-2,780.00	-2,780.00	0.00	-2,139.01	0.00

# Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; Years = 1; Chart Fields = GLKey,Character,MajorObject,Object; Balances = Adopted Budget,Adjusted Budget,Month-To-Date Actual,Year-To-Date Actual,Year-To-Date Encumbrances; Revenues/Expenditures = R,E  
 GL Key [6806007]

FY 2023

Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Encumbrances
<b>Character: 60 – SERVICES AND SUPPLIES</b>						
<b>Maj Obj: 630 – UTILITIES</b>						
63070	UTILITIES	-14,500.00	-14,500.00	-831.32	-13,370.65	0.00
Total 630 – UTILITIES		-14,500.00	-14,500.00	-831.32	-13,370.65	0.00
Total 60 – SERVICES AND SUPPLIES		-473,442.00	-473,442.00	-43,235.94	-272,038.90	0.00
<b>Character: 70 – OTHER CHARGES</b>						
<b>Maj Obj: 741 – BOND REDEMPTION</b>						
74110	PRINCIPAL ON LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
Total 741 – BOND REDEMPTION		0.00	0.00	0.00	0.00	0.00
<b>Maj Obj: 742 – RETIREMENT OF OTHER L/T DEBT</b>						
74230	PRINCIPAL ON LEASE PURCHASES	-69,300.00	-69,300.00	0.00	-69,223.56	0.00
Total 742 – RETIREMENT OF OTHER L/T DEBT		-69,300.00	-69,300.00	0.00	-69,223.56	0.00
<b>Maj Obj: 744 – INTEREST ON OTHER L/T DEBT</b>						
74420	INTEREST ON LEASE PURCHASES	-14,300.00	-14,300.00	0.00	-14,247.05	0.00
Total 744 – INTEREST ON OTHER L/T DEBT		-14,300.00	-14,300.00	0.00	-14,247.05	0.00
Total 70 – OTHER CHARGES		-83,600.00	-83,600.00	0.00	-83,470.61	0.00
<b>Character: 80 – FIXED ASSETS</b>						
<b>Maj Obj: 861 – BUILDINGS AND IMPROVEMENTS</b>						
86110	BUILDINGS AND IMPROVEMENTS	-15,350.00	-15,350.00	0.00	0.00	0.00
Total 861 – BUILDINGS AND IMPROVEMENTS		-15,350.00	-15,350.00	0.00	0.00	0.00
<b>Maj Obj: 862 – EQUIPMENT</b>						
86203	COMPUTER EQUIPMENT	-10,000.00	-10,000.00	0.00	-745.06	0.00
86204	EQUIPMENT	-80,000.00	-80,000.00	-16,217.26	-69,667.38	0.00
86209	MOBILE EQUIPMENT	-23,722.00	-23,722.00	0.00	100,000.00	0.00
Total 862 – EQUIPMENT		-113,722.00	-113,722.00	-16,217.26	29,587.56	0.00
Total 80 – FIXED ASSETS		-129,072.00	-129,072.00	-16,217.26	29,587.56	0.00
		0.00	0.00	1,337.68	551,613.80	0.00

# General Ledger

As Of = @today; Years = 1; Closed = N; Chart Fields = FundType,Fund,SubFund,Object,GLAccount  
 Fund Type [76] and Fund [76465] and Sub Fund [76465001] and Object [34350, 34351, 34352, 34353, 34354, 34355, 34358]

FY 2024

Object	GL Object Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance	Count
<b>GL Acct: 342 - FUND BAL-COMMITTED</b>						
34350	COMMITTED - BLDG IMPR/RETROFT	-158,000.00	0.00	0.00	-158,000.00	1
34351	COMMITTED - MOBILE EQMT REPLC	-578,680.00	0.00	0.00	-578,680.00	1
34352	COMMITTED - WORKERS COMP	-562,064.00	0.00	0.00	-562,064.00	1
34354	COMMITTED - CONTINGENCIES	-69,239.44	0.00	0.00	-69,239.44	1
34358	COMMITTED - CLOTHG&PERSONL RES	-326,232.76	0.00	0.00	-326,232.76	1
Total 342 - FUND BAL-COMMITTED		-1,694,216.20	0.00	0.00	-1,694,216.20	5
		-1,694,216.20	0.00	0.00	-1,694,216.20	5

# Ben Lomond Fire Protection District


## FY 2023/24

7/12/2023

### FINAL

REVENUE		
40100	PROPERTY TAX-CURRENT SEC-GEN	1,008,745.00
40110	PROPERTY TAX-CURRENT UNSEC-GEN	19,477.00
40440	RENTS & CONCESSIONS	52,152.00
40830	ST-HOMEOWNERS' PROPERTY TAX RELIEF	5,004.00
<b>TOTAL REVENUE</b>		<b>\$1,085,378</b>
EXPENDITURES		
SALARIES & BENEFITS		
51000	REGULAR PAY-PERMANENT	196,000.00
51010	REGULAR PAY-EXTRA HELP	105,000.00
51015	REGULAR PAY-SICK LEAVE	1,000.00
52010	OASDI-SOCIAL SECURITY	25,000.00
52015	RETIREMENT	29,600.00
53010	EMPLOYEE INSURANCE AND BENEFITS	14,500.00
53015	UNEMPLOYMENT INSURANCE	7,000.00
54010	WORKERS COMPENSATION INSURANCE	20,000.00
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>398,100</b>
SERVICES & SUPPLIES		
61110	CLOTHING & PERSONAL SUPPLIES	33,000.00
61215	RADIO	27,500.00
61221	TELEPHONE-NON TELECOM 1099 9/08	18,500.00
61310	FOOD	8,000.00
61425	OTHER HOUSEHOLD EXPENSE-SERVICES	3,800.00
61525	LIABILITY INSURANCE	46,538.00
61720	MAINT-MOBILE EQUIPMENT-SERVICES	13,000.00
61721	MAINT-MOBILE EQUIPMENT-SUPPLIES	32,000.00
61725	MAINT-OFFICE EQUIPMENT-SERVICES	700.00
61730	MAINT-OTHER EQUIPMENT-SERVICES	8,000.00
61731	MAINT-OTH EQUIP-SUPPLIES	5,500.00
61845	MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES	91,500.00
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	68,562.00
61855	ROAD REPAIRS-SERVICES	1,000.00
61920	MEDICAL, DENTAL & LAB SUPPLIES	4,800.00
62020	MEMBERSHIPS	2,780.00
62219	PC SOFTWARE PURCHASES	17,800.00
62221	POSTAGE	500.00

7/13/2023

	<b>Ben Lomond Fire Protection District</b>	<b>Policy # 2010</b>  <b>Date 4/06</b>
	<b>SOP ADMINISTRATION PERSONNEL</b>	<b>TITLE: Pre-Employment Physical Exams</b>  <b>Revision date 6/12</b>

**2010.1** All individuals who are offered full-time, temporary or part-time employment shall be required to submit to a physician's examination and controlled substance test at District expense. The examining physician will be provided a description of the job involved to assist in a determination of the individual's fitness to work.

**2010.1.1** Employment will not occur until after a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

**2010.1.2** Employment will not occur if the individual refuses to cooperate in the examination and testing.

**2010.2** Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than three months have elapsed since the individual's last day of work for the District.

**2010.3** Appointments with the medical facility providing the examination and controlled substance testing shall be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

**2010.4** When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state issued photo identification card.

**2010.5** All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the Fire Chief and his/her confidential designee shall have access to the actual test results.

**2010.6** District employment application forms shall contain a notice to applicants as follows:

*The District has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.*

**Ben Lomond Fire Protection District  
Board of Directors**

**RESOLUTION NO. 2023-04  
Carryover Funds From Fiscal Year 2022-2023  
SET ASIDE FUNDS IN RESERVE AND GL ACCOUNTS:**

BE IT RESOLVED by the Board of Directors of the Ben Lomond Fire Protection District, on motion by Director \_\_\_\_\_, duly seconded by Director \_\_\_\_\_ that Funds be set aside in the following amounts.

GL 86110 - Buildings and Improvements in the amount of \$551,000.

REGULARLY PASSED AND ADOPTED this 19th day of July 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lisa Hill, Chairperson  
Board of Directors  
Ben Lomond Fire Protection Dist.

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Stacie Brownlee, Secretary  
Board of Directors  
Ben Lomond Fire Protection Dist.

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