



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday October 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, Director Tom Maxson and 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- Firefighters gift/Paynight, Appropriation of Funds

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 September 20, 2023
 - 1.1 Regular Meeting of October 18, 2023
2. Approval of Expenditures for October 18, 2023
 - 2.1 Paid bills in the amount of \$ 18,834.74
 - 2.2 Paid Payroll in the amount of \$ 17,154.08

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)
3. SOP Review
Key discussion points: Tabled SOP #2010 #1030 For Review for grant
Decision(s) made: attached is policy 1030 for review per our grant
Action items and assignee(s)
4. LAFCO
Key discussion points: No reports
Decisions made:
Action Items and assignees:
5. Landscaping
Key discussion points: Started
Decisions made:
Action Items and assignees:
6. Arden Property
Key discussion points: No report
Decisions made:
Action Items and assignees:
7. Pedestrian Safety on Glen Arbor
Key discussion points:
Decisions made:
Action Items and assignees

NEW BUSINESS

1. Paynight/Gift

Key discussion points:

Decisions made:

Action Items and assignees:

2. Appropriation Limit Fiscal Year 23-24 Resolution 2023-06

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. 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 –November 15, 2023

ADJOURNMENT



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:	10/18/2023
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to calls in 38 Sept/Oct

- Structure (0)
- EMS (33)
- Haz Mat (1)
- Vehicle Acc. (3)
- Public Service (3)
- Smoke Checks (0)
- Other, wires (0)
- Mutual Aide Of these calls (14) 4 Boulder, 1 Central, 6 Fel, 1 Scotts Valley, 1 Santa Cruz, 1 Los Gatos
- Storm related (0)
- Wildland (0)

Training

- Engine Block

Logistic

Fire Prevention/Ed

Fire Prevention at SLVE & BCE



BEN LOMOND FIRE PROTECTION DISTRICT

Board Meeting

Minutes Regular Board Meeting

Wednesday, September 20 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 Lisa Hill, Director (Vice) Sean Castagna, Director Tom Maxson, Director Dave Bingham & Director Glen Cady

Fire District Staff: Chief Brownlee

Absent:

Also Present: Jamie Helmer, Jack Muncey

FLAG SALUTE/MOMENT OF SILENCE

ROLL CALL

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, September 20, 2023, Chairperson Hill called the meeting to order at 9:02 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- New business agenda item Pedestrian Safety on Glen Arbor will be moved up before old Business.

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- None

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 August 16, 2023
 - 1.1 Regular Meeting of September 20, 2023
 2. Approval of Expenditures for September 20, 2023
 - 1.1 Paid bills in the amount of \$14,168.14
 - 1.2 Paid Payroll in the amount of \$16,353.33
- Approval of Consent Calendar Items

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

Ayes: Chairperson Director Hill, Director Cady, Director Castagna, Director Maxson, and Director Bingham

Noes: None

Abstain: None

Absent: None

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. *Some discussion.*

Decision(s) made:

Action items and assignee(s) Deadline date 12/2023

3. SOP Review

Key discussion points: SOP# 2010 Director Bingham would like it to remain on the agenda to review. *Tabled.*

Decision(s) made:

Action items and assignee(s)

4. LAFCO

Key discussion points: No report

Decisions made:

Action Items and assignees:

5. Landscaping

Key discussion points: Starts in September

Decisions Made: Sean requested to find out how long the project will take

Action Items and assignees:

6. Arden Property

Key discussion points: *No action*

Decisions Made:

Action Items and assignees:

7. Santa Cruz County Agreement

Key discussion points: Director Bingham directed Chief to review the contract and compare it to the attorney's recommendations to see if the County met all attorneys' recommendations. Chief advised the Board that she had emailed the contracts to the Board. Director Bingham advised the Chief that it is her job to review the contract and advise the Board if the recommendations have been met by the County because she was the Board secretary.

Decisions made: Board agreed to sign the contract and advised the Chief to sign it

Action Items and assignee(s) Chief will sign and email back to the County. Chief will send the Board the recommendations and changes to the contract

New Business

01. Pedestrian Safety on Glen Arbor

Key discussion points: Jamie presented to the Board a power point on the concerns with Glen Arbor.

Decisions Made: The Board agreed to support and sign the letter of support

Action Items and assignees: Jamie and Chief will work on the letter and Director Hill will sign the letter in support from the Board. Board asked to leave on the agenda for October meeting.

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: Board went into closed session at 9:40. Regarding claims against the District. Resumed back into regular Board meeting at 9:55. Board agreed to follow attorney's recommendation to sign the letters and mail them back to claimants.

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 – October 18, 2023

ADJOURNMENT

The meeting was adjourned at 10:00 AM

ATTEST: _____
Chairperson Hill

Stacie Brownlee, Secretary

PAYROLL SD 02
 PAY PERIOD #21
 GL KEY# 680600

Beg Date: 09/30/23

ATTN: Auditor-Controller
 End Date: 10/13/23

EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
800973	Stacie Brownlee	\$46.70	SALARY	888	0.00	\$3,736.00
			Health Benefit Stipend	ILB	0.00	\$461.54
			VACATION	011	0.00	\$0.00
			SICK	022	0.00	\$0.00
803033	Laurie Dennis	\$37.00	REGULAR HOURS	888	26.75	\$989.75
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	8.00	\$600.00
800493	Mark Brown	\$75.00	PER SHIFT	888	2.00	\$150.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	4.00	\$300.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
DAY WORKER- STATION						
EMPLOYEE #						
803760	Mike Aluffi	\$25.00	HOURLY	888	32.00	\$800.00
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by

Laurie Dennis 10/11/23
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	26.75	\$7,775.75
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 26.8

Total Regular & Special Amounts \$8,237.29

VOLUNTEER PAY		\$0.00
TOTAL	26.75	\$8,237.29

0.00 *	51000 Regular Pay	\$7,775.75
0.00 *	51015 Sick Pay	\$0.00
	51010 Volunteer Pay	\$0.00
	53010 Emp Ins & Ben	\$461.54
	Total	\$8,237.29
8,237.29 +		
78.75 -		
7,247.54 *		

PAYROLL SD 02
 PAY PERIOD #20
 GL KEY# 680600

Beg Date: 09/16/23

ATTN: Auditor-Controller
 End Date: 09/29/23

EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
800973	Stacie Brownlee	\$46.70	SALARY	888	0.00	\$3,736.00
			Health Benefit Stipend	ILB	0.00	\$461.54
			VACATION	011	0.00	\$0.00
			SICK	022	0.00	\$0.00
803033	Laurie Dennis	\$37.00	REGULAR HOURS	888	30.25	\$1,119.25
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	7.00	\$525.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	5.00	\$375.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
800494	Mike Ayers	\$100.00	PER SHIFT/ Duty FFPD	190	7.00	\$700.00
DAY WORKER- STATION						
EMPLOYEE #						
803760	Mike Aluffi	\$25.00	HOURLY	888	40.00	\$1,000.00
803842	Garrett Fisher	\$25.00	HOURLY	888	40.00	\$1,000.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by

[Signature]
 DATE 09/27/23

Pay Type	Hours	Dollars
REGULAR HOURS	30.25	\$7,755.25
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control

Employees 6
 Line Entries 8

Total Reg. & Special Hours 30.3
 Total Regular & Special Amounts \$8,916.79

VOLUNTEER PAY		\$700.00
TOTAL	30.25	\$8,916.79

51000 Regular Pay	\$7,755.25
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$700.00
53010 Emp Ins & Ben	\$461.54
Total	\$8,916.79

000

8,916.79 +
 1,119.25 -
 7,797.54 *

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

Date: October 18, 2023

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

\$ 18,834.74 .

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

October 18, 2023 .

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

09/20/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
ATCHISON, BARISONE & CONDOTTI	//	62381	Services 08/014-08/31/23- related to emails and phone calls re Lamothe claims	\$943.50	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	//	62381	Property Management - Henfling's Tavern for September 2023	\$157.50	<input type="checkbox"/>
L.N. CURTIS & SONS	//	62888	1@ Quadra fog with shutoff and grip	\$821.52	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61110	Wildland gloves (21) and Wildland coats (3@small) - part of 50/50 VHF grant	\$2,061.70	<input type="checkbox"/>
MONTEREY BAY SYSTEMS	//	61725	Contract base billing 09/20-12/19/23, contract overage charge 06/20-09/19/23	\$145.73	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 07/31/23	\$300.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- August 2023	\$68.00	<input type="checkbox"/>
Total				\$4,497.95	

CLAIMS BY VENDOR

09/27/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
BOUND TREE MEDICAL, LLC	//	61920	1 case gloves-nitrile, powder free, LG	\$106.77	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61110	12 @ Lg yellow Nomex wildland coats (part of grant)	\$4,774.20	<input type="checkbox"/>
PACIFIC REFLEX SIGNS	//	61721	Identification tags- for color-coding engine equip	\$190.34	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	E2210- bungees	\$10.89	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maint. supplies- lg mounting screws, keys, 5 gal bucket, utility totes for storage	\$219.56	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	62826	Training prop supplies	\$54.95	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Arden property/ PG&E and SLV Water billings	\$72.24	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- food items 5th Tuesday feed	\$384.33	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- HULU, Comcast and Verizon billings	\$1,092.23	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill- medical gloves	\$21.24	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Main account bill- OHD (Fit-Test service), fire prevention schools expenses - all will be reimbursed.	\$1,552.13	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61110	Main account bill- part of grant / 6 pagers	\$2,485.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- software/ Adobe and backup	\$46.81	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- station SLV Water and PG&E billings	\$835.62	<input type="checkbox"/>
Total				\$11,846.31	

CLAIMS BY VENDOR

10/11/2023


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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
EMT CERTIFICATION FUND / EMSA	/ /	62826	EMT program - renewal Brownlee #E032781	\$37.00	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES- FRMS	/ /	53010	Monthly insurance premium - for November 2023	\$128.39	<input type="checkbox"/>
GREENWASTE RECOVERY INC	/ /	61425	Garbage & Recycle 09/01-09/30/23	\$145.30	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	/ /	62381	Property Managment - Henfling's Tavern for October 2023	\$157.50	<input type="checkbox"/>
IHWY, LLC	/ /	62381	Web hosting / Mail Accts for October 2023	\$72.50	<input type="checkbox"/>
SANTA CRUZ CO - HSA	/ /	62826	EMS Program - renewal for Brownlee #E032781	\$100.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	/ /	61425	Dump fees- for September 2023	\$28.00	<input type="checkbox"/>
STRYKER SALES CORPORATION	/ /	61731	2 battery replacements kits @ \$452.46	\$904.92	<input type="checkbox"/>
WEX BANK	/ /	62920	Shell Card billing - fuel charges	\$916.86	<input type="checkbox"/>
			Total	\$2,490.47	


**Board Mtg. - Vendor Totals
October 18, 2023**

Vendor Claim Sheets	\$ Amount	Date
Page 1 total	\$4,497.96	20-Sep-23
Page 2 total	\$11,846.31	27-Sep-23
Page 3 total	\$2,490.47	11-Oct-23
Grand Total Vendor Claims	\$18,834.74	

TOTALS

	Ben Lomond Fire Protection District	Policy # 1030 Date 04/2006
	SOP GENERAL INFORMATION	TITLE: Public Complaints Rev Date 06/2012

- 1030.1** The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.
- 1030.2** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.
- 1030.3** The method of resolving complaints shall be as follows:
- 1030.3.1** The individual with a complaint shall first discuss the matter with the Office Manager with the objective of resolving the matter informally.
 - 1030.3.2** If the individual registering the complaint is not satisfied with the disposition of the complaint by the Office Manager , the complaint may be filed with the Fire Chief. Within a reasonable time, the Fire Chief shall meet with the person filing the complaint to resolve the matter. At the option of the Fire Chief, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the Fire Chief.
 - 1030.3.3** If the individual filing the complaint is not satisfied with the disposition of the matter by the Fire Chief a written complaint may be filed with the Board of Directors within ten (10) days of receiving the Fire Chiefs decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.
- 1030.4** This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

	Ben Lomond Fire Protection District	Policy #1030 Date 10/01
	SOP GENERAL INFORMATION	TITLE: Public Complaints Property Revision date

POLICY FOR PUBLIC COMPLAINT

I. purpose

The Ben Lomond Fire Protection District is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its service based on race, color or national origin as provided under Title VI of the Civil Rights Act. In addition to Title VI, the District also prohibits discrimination based on sex, age, disability, religion, medical condition, marital status or sexual orientation.

II. SCOPE

This policy applies to any member of the community seeking District services, and/or access to District sponsored programs, activities or community training and preparedness classes.

III. DEFINITIONS

1. Title VI of the Civil Rights Act – Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. The rights of women, the elderly, and the disabled are protected under related statutes.

2. Limited English Proficiency (LEP) - is a term used to describe individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English. The District will make efforts to provide language assistance to individuals who request language assistance.

3. Americans with Disabilities Act (ADA) - is a comprehensive piece of civil rights legislation that prohibits discrimination and guarantees those with disabilities the same rights and opportunities as other citizens.

IV. POLICY

The Ben Lomond Fire Protection District is committed to providing meaningful access to District services, programs, and activities by all persons, including those with limited English proficiency (LEP). The District will ensure that the level, quality and accessibility of service is provided without regard to race, color, national origin, sex, age, disability, religion, medical condition, marital status or sexual orientation. In addition, the District will not prevent, deny, reduce, or delay benefits related to programs and activities affecting minority and low-income populations. The Title VI Coordinator is responsible for providing leadership, direction, and compliance with Title VI and related statutes. For more information contact the Title VI Program at 650-223-7771.

V. PROCEDURE

Any person who believes they may have been discriminated against based on race, color, national origin, sex, age, disability, religion, medical condition, marital status, sexual orientation or English proficiency may file a complaint with the Ben Lomond Fire Protection District's Administrative Office. The complaint should be in writing and contain information about the complainant and alleged discrimination, such as:

1. The name, address, and phone number of complainants;
2. The name of the division and/or employee(s) against whom the complaint is filed;
3. The location, date, and description of the alleged violation; and

4. The signature of the complainant or his or her designee.

The complaint must be filed within 180 days of the alleged discrimination date. Written complaints may be sent to Ben Lomond Fire Protection District, 9430 Highway 9 Ben Lomond, CA 95005 or via email to blfdchief@benlomondfd.com.

After receipt of the complaint:

1. The Chief, or designee, will timely decide in a timely matter of whether the District has jurisdiction over the complaint, and send the complainant an acknowledgement letter informing them whether the complaint will be investigated;

2. If the Chief/designee, finds jurisdiction, they will notify the District Board about the complaint and will begin an investigation. The investigation may include interviews of the complainant, District employees, contractors, subcontractors, subgrantees, and witnesses to the alleged discrimination, as well as review of any physical or written evidence.

The Chief, or designee, may attempt to conciliate and resolve the complaint through a mutually agreeable solution. Any informal resolution must be signed by both the Fire Chief and the complainant. An appropriate, prompt, and impartial investigation of any allegations filed under Title VI or related

federal non-discrimination statutes will be conducted. A preponderance of the evidence standard will be applied during the analysis of the complaint.


When the Chief, or designee, determines that a violation has occurred, and an informal resolution is not reached, the Chief/designee shall make a recommendation to the Board for remedial actions. The Board will accept, revise, or reject the recommendations.

The Chief will provide a written response to the complainant at the end of the investigation. The Coordinator will issue one of three letters:

1. A closure letter summarizing the allegations and stating that there was not a violation and that the case will be closed; or

2. A letter of resolution summarizing the allegations and describing the informal resolution mutually agreed to by the complainant and the department or agency about which the complaint was submitted; or

3. A letter of finding (LOF) summarizing the allegations and the investigation of the alleged complaint and explaining any remedial actions to be taken by the District.

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

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	Policy # 2010 Date 4/06
	SOP ADMINISTRATION PERSONNEL	TITLE: Pre-Employment Physical Exams Revision date 6/12

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.

RESOLUTION NO. 2023-06

RESOLUTION ESTABLISHING BEN LOMOND FIRE PROTECTION DISTRICT
APPROPRIATION LIMIT FOR FISCAL YEAR 2023-2024 UNDER ARTICLE XIII-B
OF THE CALIFORNIA CONSTITUTION, AND ESTABLISHING PERIOD FOR
CONTESTING SUCH LIMIT

WHEREAS, Article XIII-B of the California Constitution provides that the state and each local government shall be subject to an annual appropriation limit as defined in that Article; and

WHEREAS, Article XIII-B Section 8(e)(2) requires the Governing Body to select the change in Cost of Living methodology each year by recorded vote; and

WHEREAS, the change in the California per capita personal income provides the greatest result rather than using the local assessment roll from the preceding year; and

WHEREAS, the Auditor-Controller has computed the appropriations limit applicable to the District for fiscal year 2023-2024 and transmitted the same to the District in a letter dated ; and,

NOW, THEREFORE, BE IT RESOLVED, that the Ben Lomond Fire Protection District selects the change in the California per capita personal income and the percent change within the County in which the special district is located methodology for use in calculating its appropriation limit for fiscal year 2023-2024; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the appropriation limit for the Ben Lomond Fire Protection District for fiscal year 2023-2024 is hereby established as \$1,478,853.00 and that such appropriations limit may be adjusted at a later date in accordance with Sections 3 and 11 of Article XIII-B of the California Constitution; and,

No action or proceeding shall be brought, the purpose of which is directly or indirectly to attach, review, set aside, void or annul the appropriations limit established by this resolution unless such action or proceeding shall have been filed and served on the district within forty-five (45) days from the date this resolution is adopted in accordance with Division 9 of the Government Code.

PASSED AND ADOPTED by the Board of Directors of the Ben Lomond Fire Protection District at a regular meeting held on the 18th (DATE) day of October (MONTH), 2023 (YEAR), by the following called vote:

AYES:

NOES:

ABSENT:

ATTEST: APPROVED:

BY

Secretary of the Board

Chairperson of the Board



COUNTY OF SANTA CRUZ

EDITH DRISCOLL
AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR
701 OCEAN STREET, SUITE 100, SANTA CRUZ, CA 95060-4073
(831) 454-2500 FAX (831) 454-2660

Ben Lomond Fire Protection District
9430 Highway 9
Ben Lomond, CA 95005

SUBJECT: FISCAL YEAR 2023-2024 APPROPRIATION LIMITATION

Dear Special District Board of Directors:

In accordance with Section 7900 et seq. of the Government Code of the State of California, you must adopt an appropriation limit by resolution each fiscal year.

We have made the required calculations and prepared a sample resolution for use by the District, both of which are attached hereto. The limit presented was prepared per Government Code 7901(b). Each special district shall select its change in population and change in non-residential growth or change in per capita income annually by a recorded vote of the governing body of the special district as outlined in the attached resolution.

Adjustments for the Fair Labor Standards Act (FLSA) and qualified capital outlay projects may be exempt from the appropriation limit.

After adopting the Districts' appropriation limit, please provide a copy of the resolution for our files.

Very truly yours,

EDITH DRISCOLL

Auditor-Controller-Treasurer-Tax Collector

by Tracy Laine, Accountant I

Attachments:

Calculation of Appropriations Subject to Limitation,
Calculation of Adjustments to the Appropriations Limitation,
Resolution Establishing Appropriation Limit for Fiscal Year 2023-2024

PROP 4 - BEN LOMOND FIRE PROTECTION DISTRICT
680600
CALCULATION OF APPROPRIATIONS SUBJECT TO LIMITATION
2023-24

Total Appropriations		\$	1,085,378
Adjustments			
Expenditure Appropriations:			
1. Qualified Capital Outlay Project			566,350
2. FLSA			<u>0</u>
Adjusted Appropriations		\$	<u>1,651,728</u>
Revenue Appropriations:			
1. Non-proceeds of taxes			(52,152)
2. User fees in excess of cost			0
3. Debt Service			<u>0</u>
Appropriations Subject to Limit		\$	<u><u>1,033,226</u></u>
Calculation of 2023-2024 Limit:			
2023-24 Appropriations Limit		\$	1,385,876
Change in Personal Income			104.44%
Change in County population			<u>98.91%</u>
Total Change Factor			<u>103.30%</u>
2023-2024 Appropriations limitation		\$	<u>1,431,610</u>
Amount Under Appropriations limitation		\$	<u>(398,384)</u>
Excess Appropriations subject to limitation		\$	<u><u>0</u></u>

PROP 4 - BEN LOMOND FIRE PROTECTION DISTRICT
680600
CALCULATION OF ADJUSTMENTS TO THE APPROPRIATIONS LIMITATION
2023-24

QUALIFIED CAPITAL OUTLAY PROJECT	
PROJECT	\$ 566,350
TOTAL ADJUSTMENT TO APPROPRIATION LIMIT	<u>\$ 566,350</u>
FAIR LABOR STANDARDS ACT (FLSA)	\$ 0
TOTAL ADJUSTMENTS TO APPROPRIATIONS	<u><u>\$ 566,350</u></u>