



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday November 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, 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- Volunteer Payroll

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 October 18, 2023
 - 1.1 Regular Meeting of November 15, 2023
2. Approval of Expenditures for November 15, 2023
 - 2.1 Paid bills in the amount of \$ 32,805.10
 - 2.2 Paid Payroll in the amount of \$ 17,183.58
 - 2.3 Volunteer Payroll in the amount of \$114,106.00
 - 2.4 Board Payroll in the amount of \$5,300.00

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: From Marcus Mendes County Code Compliance You may already be familiar with our past enforcement efforts on this case. They applied for a permit to demo the structure, but such demolition was never performed, and the permit expired.

Attached is the decision and order rendered by the administrative hearing officer. Apparently, the hearing officer decided the case must be addressed to the family trust, and not Mark Milani. The earliest we can place the matter on our hearing calendar is January 2024, which I intend to do so.

From Ryan Murphy RDL Construction The old contractor was supposed to be in the process of reviving the permit or applying for a new one to make sure the demos complete before the end of the year. I will follow up with the owner see if I can get a hold of the contractor and get you a better update

Action items and assignee(s)

3. SOP Review
Key discussion points: Tabled SOP #2010
Decision(s) made:
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

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 –December 20, 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:	11/15/2023
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to calls in 38 Oct/Nov

- Structure (0)
- EMS (32)
- Haz Mat (1)
- Vehicle Acc. (1)
- Public Service (2)
- Smoke Checks (2)
- Other, wires (0)
- Mutual Aide Of these calls (5) 3 Boulder, 1 Fel, 1 Santa Cruz,
- Storm related (0)
- Wildland (0)

Training

- Vehicle Ex

Logistic

Fire Prevention/Ed

Fire Prevention at Quail Hollow

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

Date: November 15, 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

\$ 32,805.10 .

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

November 15, 2023 .

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

10/18/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
ATCHISON, BARISONE & CONDOTTI	/ /	62381	Services 09/01-09/30/23 related to Lamothe claims	\$561.00	<input type="checkbox"/>
BURGESS, NICK	/ /	61846	Reimb. - Invoice for Scotts Valley Sprinkler for pipe, conduit, PVC and asstd. hardware for lighting runs on new patio/stairs exterior	\$1,099.70	<input type="checkbox"/>
L.N. CURTIS & SONS	/ /	61110	4 @ gray Innotex hoods (part of 50/50 grant)	\$544.35	<input type="checkbox"/>
PALACE ART & OFFICE SUPPLY	/ /	62223	Calendars, message pad	\$46.74	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	/ /	52015	PARS administrator services for month ending 08/31/23	\$300.00	<input type="checkbox"/>
			Total	\$2,551.79	

CLAIMS BY VENDOR

10/25/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
L.N. CURTIS & SONS	/ /	62888	Elkhart nozzles (budgeted) 2@ 1.5"handline tip, 1@ 1.5" shutoff smooth bore orange bale, 2@ 1.5" shutoff white bale, 1@ 1.5" high range, 1@ 2.5 shutoff	\$4,096.00	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	/ /	62715	5 @ FirePro X TIC, 5 carabiner keepers (budgeted)	\$2,881.00	<input type="checkbox"/>
PEHLING & PEHLING CPAS	/ /	62301	Audit services- Initial payment for Audit service for FY ends 2022 and 2023	\$4,110.00	<input type="checkbox"/>
SCM PERFORMANCE	/ /	61720	Labor hours for work to - move water line, run conduit for front area lighting, run plumbing in front for redirect of gutter waste lines - part of landscape project	\$3,840.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62219	Main account bill- Adobe, google backup softwares	\$46.82	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61221	Main account bill- Comcast, Verizon and HULU billings	\$1,092.39	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62715	Main account bill- covers, suspension kit for new saws	\$226.74	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61310	Main account bill- crew meals and beverages after call 10/03	\$108.36	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62888	Main account bill- Fire Prevention expenses (will be reimb.) , Halloween candy	\$425.55	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61846	Main account bill- lighting and electrical supplies (Riverside Lighting), lumber- related to landscape project	\$1,183.38	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61110	Main account bill- repair of turnout trouser- S Ruff	\$126.20	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	63070	Main account bill- SLV Water and PG&E billing	\$825.33	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	63070	Main account bill- SLV Water billing for Arden	\$45.01	<input type="checkbox"/>
Total				\$19,006.78	

CLAIMS BY VENDOR

11/01/2023

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 November	\$72.50	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	62715	budgeted items- Stihl cut-off saw TS 500 with atch, Stihl MS 500IR with attachments	\$4,022.46	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61846	Landscape project - supplies for moving of water line, conduit run for exterior lighting, assorted hardware	\$1,401.30	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	62826	Lumber and materials for training props	\$200.74	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	62888	Materials for fire prevention at schools (will be reimbursed)	\$171.31	<input type="checkbox"/>
SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM	/ /	62826	Fire Evaluator Training CEET class (Burgess)	\$125.00	<input type="checkbox"/>
SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM	/ /	62826	Fire Registered Instruct. RIO class (Burgess)	\$175.00	<input type="checkbox"/>
Total				\$6,168.31	

CLAIMS BY VENDOR

11/08/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
DOCTORS ON DUTY MEDICAL GROUP INC	//	62367	New Hire physical (N Pasternak)	\$655.50	<input type="checkbox"/>
EMT CERTIFICATION FUND / EMSA	//	62826	EMT program - renewal Trent Walker #E168590	\$37.00	<input type="checkbox"/>
ERNIE'S AUTO CENTER	//	61721	2 @ 2.5 gallons- blu def	\$35.17	<input type="checkbox"/>
ERNIES SERVICE CENTER (JERP Inc)	//	61720	U2290 - smog	\$49.75	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle- October	\$145.30	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	//	62381	Property Managment - Henfling's Tavern November 2023	\$157.50	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61110	CitroSqueeze PPE gear cleaner	\$453.32	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61730	6 SCBA repaired, 3 harness repaired, asstd. pieces and adapter replaced, flow test	\$2,372.01	<input type="checkbox"/>
PLEXUS GLOBAL, LLC	//	62381	New Hire background - Kleingartner	\$12.50	<input type="checkbox"/>
SANTA CRUZ CO - HSA	//	62826	EMS Program -E168590	\$100.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- October 2023	\$96.00	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel purchases	\$964.17	<input type="checkbox"/>
Total				\$5,078.22	

**Board Mtg. - Vendor Totals
November 15, 2023**

Vendor Claim Sheets	\$ Amount	Date
Page 1 total	\$2,551.79	18-Oct-23
Page 2 total	\$19,006.78	25-Oct-23
Page 3 total	\$6,168.31	1-Nov-23
Page 4 total	\$5,078.22	8-Nov-23
Grand Total Vendor Claims	\$32,805.10	

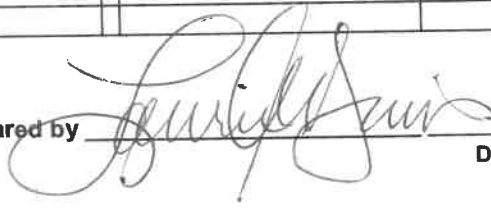
TOTALS

PAYROLL SD 02
 PAY PERIOD #23
 GL KEY# 680600

Beg Date: 10/28/23

ATTN: Auditor-Controller
 End Date: 11/10/23

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	31.00	\$1,147.00
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	7.00	\$525.00
800493	Mark Brown	\$75.00	PER SHIFT	888	3.00	\$225.00
803541	Nick Burgess	\$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  DATE 11/08/23

Pay Type	Hours	Dollars
REGULAR HOURS	31.00	\$7,933.00
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control
 Employees 35
 Line Entries 41
 Total Reg. & Special Hours 31.0
 Total Regular & Special Amounts \$127,800.54

VOLUNTEER PAY
TOTAL 31.00 \$119,406.00
\$127,800.54

0.00 *
 127,800.54 +
 1,147.00 -
 126,653.54 *

51000 Regular Pay \$7,933.00
 51015 Sick Pay \$0.00
 51010 Volunteer Pay \$119,406.00
 53010 Emp Ins & Ben \$461.54
Total \$127,800.54

PAYROLL SD 02
 PAY PERIOD #22
 GL KEY# 680600

Beg Date: 10/14/23

ATTN: Auditor-Controller
 End Date: 10/27/23

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	29.50	\$1,091.50
			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	2.00	\$150.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	3.00	\$225.00
800494	Mike Ayers	\$100.00	PER SHIFT/ Duty FFPD	190	6.00	\$600.00
DAY WORKER- STATION						
EMPLOYEE #						
803760	Mike Aluffi	\$25.00	HOURLY	888	32.00	\$800.00
803842	Garrett Fisher	\$25.00	HOURLY	888	40.00	\$1,000.00
803879	Kevin Giannini	\$25.00	HOURLY	888	8.00	\$200.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by

Samuel... 10/25/23
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	29.50	\$7,727.50
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control

Employees 8
 Line Entries 10

Total Reg. & Special Hours 29.5
 Total Regular & Special Amounts \$8,789.04

VOLUNTEER PAY		\$600.00
TOTAL	29.50	\$8,789.04

0.00 *
 8,789.04 +
 1,091.50 -
 7,697.54 *

51000 Regular Pay	\$7,727.50
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$600.00
53010 Emp Ins & Ben	\$461.54
Total	\$8,789.04

Ben Lomond Fire Prot. District Volunteer Payroll 11/01/22-10/31/23

Assistant Chief

Ayers, Mike 800494 \$9,025.00

Payroll total

Captain

Brown, Mark 800493 \$8,579.00

Burgess, Nick 803541 \$8,326.00

Ruff, Steven 802428 \$6,118.00

Sanders, Matthew 801757 \$2,530.00

District Board Approval

Date: _____

Engineer

Adam, Nick 803723 \$4,209.00

Aluffi, Mike 803760 \$6,532.00

Arndt, Dylan 803460 \$1,380.00

Cox, Rory 803840 \$5,336.00

Cunningham, Casey 803401 \$2,967.00

LaVerne, Jesse 803821 \$6,946.00

Marks, Al 803822 \$4,462.00

Morabito, Angelo 803542 \$1,380.00

Sean Castagna

FF/EMT

Capwell, Samuel 803695 \$1,540.00

Carkner, Jess 803273 \$2,574.00

Coronna, Mateo 803610 \$880.00

Giannini, Kevin 803879 \$5,676.00

Matsuoka, Jacob T 803491 \$3,058.00

Schubert, Samuel H 803871 \$7,216.00

Walker, Trent 803725 \$2,860.00

Dave Bingham

Lisa Hill

Firefighter

Alves, Rick 803323 \$2,560.00

Brown, Clay 803724 \$240.00

Dawson, Tyler 803608 \$2,688.00

Edelman, James 803888 \$6,000.00

Fisher, Garrett 803842 \$5,232.00

Hill, Shane 802426 \$2,224.00

Jansen, Brian 803174 \$2,176.00

Lunneborg, Justin 803544 \$1,392.00

Tom Maxson

Glenn Cady

Grand Total:

\$114,106.00

Total Payroll

PAYROLL SD 02 - Ben Lomond Fire P D**GL KEY# 680600**

EMPLOYEE #	EMPLOYEE	PAY TYPE	KEY CODE	TOTAL PAY
802526	Dave Bingham	BOARD	005	\$1,100.00
803751	Glenn Cady	BOARD	005	\$1,000.00
803350	Sean Castagna	BOARD	005	\$1,100.00
800976	Lisa Hill	BOARD	005	\$900.00
801217	Tom Maxson	BOARD	005	\$1,200.00
803723	Nicholas Adam	VOL PAY	190	\$4,209.00
803760	Mike Aluffi	VOL PAY	190	\$6,532.00
803323	Rick Alves	VOL PAY	190	\$2,560.00
803460	Dylan Arndt	VOL PAY	190	\$1,380.00
800494	Mike Ayers	VOL PAY	190	\$9,025.00
803724	Clay Brown	VOL PAY	190	\$240.00
800493	Mark Brown	VOL PAY	190	\$8,579.00
803541	Nick Burgess	VOL PAY	190	\$8,326.00
803695	Sam Capwell	VOL PAY	190	\$1,540.00
803273	Jess Carkner	VOL PAY	190	\$2,574.00
803610	Mateo Corona	VOL PAY	190	\$880.00
803840	Rory Cox	VOL PAY	190	\$5,336.00
803401	Casey Cunningham	VOL PAY	190	\$2,967.00
803608	Tyler Dawson	VOL PAY	190	\$2,688.00
803888	James Edelman	VOL PAY	190	\$6,000.00
803842	Garrett Fisher	VOL PAY	190	\$5,232.00
803879	Kevin Giannini	VOL PAY	190	\$5,676.00
802426	Shane Hill	VOL PAY	190	\$2,224.00
803174	Brian Jansen	VOL PAY	190	\$2,176.00
803821	Jesse LaVerne	VOL PAY	190	\$6,946.00
803544	Justin Lunneborg	VOL PAY	190	\$1,392.00
803822	Alexander Marks	VOL PAY	190	\$4,462.00
803491	Jacob Matsuoka	VOL PAY	190	\$3,058.00
803542	Angelo Morabito	VOL PAY	190	\$1,380.00
802428	Steven Ruff	VOL PAY	190	\$6,118.00
801757	Matt Sanders	VOL PAY	190	\$2,530.00
803871	Samuel Schubert	VOL PAY	190	\$7,216.00
803725	Trent Walker	VOL PAY	190	\$2,860.00
			TOTAL	\$119,406.00

Total Vol & Board 33**Line Entries 33**

Approved by _____

DATE



BEN LOMOND FIRE PROTECTION DISTRICT

Board Meeting

Minutes Regular Board Meeting

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

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, Mike Ayers

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, October 18, 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-

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 September 20, 2023
 - 1.1 Regular Meeting of October 18, 2023
 2. Approval of Expenditures for October 18, 2023
 - 1.1 Paid bills in the amount of \$18,834.74
 - 1.2 Paid Payroll in the amount of \$17,154.08
- 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: Send email to County asking if there is any update.

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.* SOP# 1030 Approved

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: Started

Decisions Made:

Action Items and assignees:

6. Arden Property

Key discussion points: *No action*

Decisions Made:

Action Items and assignees:

7. Pedestrian Safety on Glen Arbor

Key discussion points: Steve Wiesner was invited to the Board meeting. He did not show. Board signed the support letter

Decisions made:

Action Items and assignee(s) Chief will email the letter out

New Business

01. Paynight Gifts/Paynight

Key discussion points: Board approved last years budgeted amount

Decisions Made:

Action Items and assignees:

02.Appropriation Limit Fiscal Year 23-24

Key discussion points: Board approved Resolution 2023-06

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.

FUTURE MEETINGS

Regular Board Meeting – November 15, 2023


ADJOURNMENT

The meeting was adjourned at 09:45 AM

ATTEST:

Chairperson Hill

Stacie Brownlee, Secretary

	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 employee 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 driver's 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 admin assistant/ secretary 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.