



# BEN LOMOND FIRE PROTECTION DISTRICT

## AGENDA of the BOARD OF DIRECTORS

Wednesday December 20, 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](mailto: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-

### 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 November 15, 2023
  - 1.1 Regular Meeting of December 20, 2023
2. Approval of Expenditures for December 20, 2023

- 2.1 Paid bills in the amount of \$ 18,542.48
- 2.2 Paid Payroll in the amount of \$ 16,248.83

## **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:** SOP #2010 / SOP #2130  
**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:** 8445 Glen Arbor  
**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 –January 17, 2024

## **ADJOURNMENT**



**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>12/20/2023</b>
	<b>Approved</b>	<b>Date</b>	

**Correspondence**

**Administration**

**Operations**

BLFD responded to calls in 40 Nov/Dec

- Structure (0)
- EMS (28)
- Haz Mat (0)
- Vehicle Acc. (2)
- Public Service (4)
- Smoke Checks (3)
- Other, wires (3)
- Mutual Aide Of these calls (14) 4 Boulder, 4 Fel, 1 Santa Cruz, Scotts Valley 2, Central 2, Cal Fire 1
- Storm related (0)
- Wildland (0)

**Training**

- Vehicle Ex

**Logistic**

**Fire Prevention/Ed**



# BEN LOMOND FIRE PROTECTION DISTRICT

## Board Meeting

Minutes Regular Board Meeting

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

### Roll Call

**Directors Present:** Chairperson Director Lisa Hill, Director, Director Tom Maxson, Director Dave Bingham & Director Glen Cady

**Fire District Staff:** Chief Brownlee

**Absent:** (Vice) Sean Castagna

**Also Present:**

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

## Approval of Consent Calendar Items

Motion was made by Director Bingham seconded by Director Cady 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. *Some discussion.*

**Decision(s) made:**

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

3. SOP Review

**Key discussion points:** SOP# 2010 Directors will review the SOP from the JPA from Workers Comp.

**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:** Board approved the change order to do the wall on the Love Creek side. Board agreed to have Albert do the iron. They would like to see the color options.

**Decisions Made:**

**Action Items and assignees:**

6. Arden Property

**Key discussion points:** *have this on the next agenda with address*

**Decisions Made:**

**Action Items and assignees:**

7. Pedestrian Safety on Glen Arbor

**Key discussion points:** Board asked to remove from agenda

**Decisions made:**

**Action Items and assignee(s)**

### 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. 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 – December 20, 2023

**ADJOURNMENT**

The meeting was adjourned at 09:45 AM

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

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

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

**Date: December 20, 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

\$ 18,542.48 .

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

December 20, 2023 .

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

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**CLAIMS BY VENDOR**

11/15/2023

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

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<b>Vendor</b>	<b>Claim Date</b>	<b>GL Obj</b>	<b>Message</b>	<b>Amount</b>	
<b>GL Key: 680600</b>					
FIRE RISK MANAGMENT SERVICES- FRMS	/ /	53010	Monthly insurance premium - December 2023	\$123.59	<input type="checkbox"/>
PALACE ART & OFFICE SUPPLY	/ /	62223	Hanging folders , copy paper	\$103.08	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	/ /	52015	PARS administrator services for month ending 09/3023	\$300.00	<input type="checkbox"/>
SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM	/ /	62826	Bal. due- adjusted rates for classes(Burgess and Brown)	\$10.00	<input type="checkbox"/>
			<b>Total</b>	<u>\$536.67</u>	

**CLAIMS BY VENDOR**

11/20/2023

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

<b>Vendor</b>	<b>Claim Date</b>	<b>GL Obj</b>	<b>Message</b>	<b>Amount</b>	
<b>GL Key: 680600</b> BURGESS, NICK	/ /	61846	Reimb. - 10@ LM-LED40W-FB black - for new landscape work (receipt from Ewing)	\$1,445.22	<input type="checkbox"/>
SANTA CRUZ FIRE EQUIPMENT	/ /	61845	Semi-annual range hood/suppression system service, annual maintenance of fire extinguishers	\$604.13	<input type="checkbox"/>
SCM PERFORMANCE	/ /	61845	Mounting of light boxes in stairs, ran new water line for wall-install bittle filler/ fountain in bay	\$1,200.00	<input type="checkbox"/>
SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM	/ /	62826	Fire Ethical Leadership class (N Burgess)	\$185.00	<input type="checkbox"/>
<b>Total</b>				<b>\$3,434.35</b>	

# CLAIMS BY VENDOR

11/29/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
BROWNLEE,STACIE	//	61310	Employee Reimburse - sodas / Safeway bill	\$97.48	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Landscape project- lighting and electrical supplies	\$202.82	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61425	squeegee handle, window cleaning supplies	\$80.82	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	USB cable 2200. key battery 2203	\$24.18	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61720	Main account bill- 2203 alignment at Prior's Tires	\$100.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe and back-up softwares	\$46.83	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Arden property- SLV Water and PG&E billings	\$62.28	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	Main account bill- automated soap dispenser	\$38.70	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- food items - Halloween feed	\$739.18	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61425	Main account bill- hand soap refills for dispenser	\$80.65	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- HULU, Comcast and Verizon Wireless billings	\$1,099.53	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill- oxygen, pulse ox, tourniquet	\$279.27	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61731	Main account bill- pager lithium batteries, alkaline batteries for BAs	\$202.38	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- station SLV Water and PG&E billings	\$866.98	<input type="checkbox"/>
<b>Total</b>				<b>\$3,921.10</b>	

# CLAIMS BY VENDOR

12/06/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
BEN LOMOND FIRE DEPT AUXILIARY	//	62888	Reimbursement for paynight gifts- aprons	\$1,589.00	<input type="checkbox"/>
EMT CERTIFICATION FUND / EMSA	//	62826	EMT program - EMT renewal J Matsuoka E133983	\$37.00	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	//	62381	Property Managment - Henfling's Tavern for December 2023	\$157.50	<input type="checkbox"/>
IHWY, LLC	//	62381	Web hosting / Mail Accts for December 2023	\$72.50	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61730	Hurst hydraulic tools service (spreader, cutter and RAMs) completed on 11/07/23	\$1,998.60	<input type="checkbox"/>
PLEXUS GLOBAL, LLC	//	62381	New hire background- Kleingartner	\$27.10	<input type="checkbox"/>
SANTA CRUZ CO - HSA	//	62826	EMS Program - renewal for J Matsuoka #E133983	\$100.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- November 2023	\$63.34	<input type="checkbox"/>
SILKE COMMUNICATIONS	//	61731	Repair LCD color display -E2212 damaged	\$234.58	<input type="checkbox"/>
<b>Total</b>				<b>\$4,279.62</b>	

# CLAIMS BY VENDOR

12/11/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
CAL FIRE- Attn: Accts Receivable	/ /	62826	CFSTES Training- Co Offcr 2B (5@ \$140) 11/06-11/12/23	\$700.00	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES- FRMS	/ /	53010	Monthly insurance premium - January 2024	\$125.29	<input type="checkbox"/>
GREENWASTE RECOVERY INC	/ /	61425	Garbage & Recycle for 11/01-11/30/23	\$145.30	<input type="checkbox"/>
LEE & ASSOCS RESCUE EQUIP INC	/ /	62888	4-Gas Detector (confined space kit, charger, mount) - budgeted	\$4,484.83	<input type="checkbox"/>
WEX BANK	/ /	62920	Shell Card billing - fuel charges for November	\$915.32	<input type="checkbox"/>
				<b>Total</b>	<b>\$6,370.74</b>

**Board Mtg. - Vendor Totals  
December 20, 2023**

<b>Vendor Claim Sheets</b>	<b>\$ Amount</b>	<b>Date</b>
Page 1 total	\$536.67	15-Nov-23
Page 2 total	\$3,434.35	20-Nov-23
Page 3 total	\$3,921.10	29-Nov-23
Page 4 total	\$4,279.62	6-Dec-23
Page 5 total	\$6,370.74	11-Dec-23
<b>Grand Total Vendor Claims</b>	<b>\$18,542.48</b>	

**TOTALS**

PAYROLL SD 02  
 PAY PERIOD #25  
 GL KEY# 680600

Beg Date: 11/25/23

ATTN: Auditor-Controller  
 End Date: 12/08/23

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	30.00	\$1,110.00
			SICK	022	0.00	\$0.00
<b>DUTY CHIEF</b>						
<b>EMPLOYEE #</b>						
800494	Mike Ayers	\$75.00	PER SHIFT	888	6.00	\$450.00
800493	Mark Brown	\$75.00	PER SHIFT	888	3.00	\$225.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	5.00	\$375.00
800494	Mike Ayers	\$100.00	PER SHIFT- Duty FFPD	190	3.00	\$300.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
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 Laurie Dennis 12/11/23  
 DATE

**Payroll Batch Control**  
 Employees 7  
 Line Entries 9  
 Total Reg. & Special Hours 30.0  
 Total Regular & Special Amounts \$8,657.54

Pay Type	Hours	Dollars
REGULAR HOURS	30.00	\$8,196.00
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00



VOLUNTEER PAY	Hours	Dollars
<b>TOTAL</b>	<b>30.00</b>	<b>\$8,657.54</b>

51000 Regular Pay	\$8,196.00
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$8,657.54</b>

PAYROLL SD 02  
 PAY PERIOD #24  
 GL KEY# 680600

Beg Date: 11/11/23

ATTN: Auditor-Controller  
 End Date: 11/24/23

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	18.75	\$693.75
			SICK	022	0.00	\$0.00
<b>DUTY CHIEF</b>						
<b>EMPLOYEE #</b>						
800494	Mike Ayers	\$75.00	PER SHIFT	888	8.00	\$600.00
800493	Mark Brown	\$75.00	PER SHIFT	888	2.00	\$150.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
803760	Mike Aluffi	\$25.00	HOURLY	888	24.00	\$600.00
803842	Garrett Fisher	\$25.00	HOURLY	888	40.00	\$1,000.00
803879	Kevin Giannini	\$25.00	HOURLY	888	14.00	\$350.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by  11/20/23  
 DATE


Pay Type	Hours	Dollars
REGULAR HOURS	18.75	\$7,129.75
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 18.8  
 Total Regular & Special Amounts \$7,591.29

		
VOLUNTEER PAY		\$0.00
<b>TOTAL</b>	<b>18.75</b>	<b>\$7,591.29</b>

0.00 \*  
 7,591.29 +  
 693.75 -  
 6,897.54 \*

51000 Regular Pay	\$7,129.75
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$7,591.29</b>

	<b>Ben Lomond Fire Protection District</b>	<b>Policy # 2130</b>  <b>Date 4/06</b>
	<b>SOP ADMINISTRATION PERSONNEL</b>	<b>TITLE: Non-Discrimination</b>  <b>Revision date 12/01/23</b>

**2130.1** It is the policy of the Ben Lomond Fire Protection District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

## **POLICY AND NOTICE OF NONDISCRIMINATION**

Ben Lomond Fire Protection District complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:


- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including language).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

It is against the law for Ben Lomond Fire Protection District to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

### **To File a Complaint**

If you think that Ben Lomond Fire Protection District has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person or by mail, fax or email with: Stacie Brownlee Fire Chief, [blfdchief@benlomondfd.com](mailto:blfdchief@benlomondfd.com)

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

	<b>Ben Lomond Fire Protection District</b>	<b>Policy # 2130</b>  <b>Date 4/06</b>
	<b>SOP ADMINISTRATION PERSONNEL</b>	<b>TITLE: Non-Discrimination</b>  <b>Revision date 12/01/23</b>

**E-mail:** [CRCLCompliance@hq.dhs.gov](mailto:CRCLCompliance@hq.dhs.gov) (fastest method to submit your complaint)

**Fax:** 202-401-4708

**U.S. Mail:**

U.S. Department of Homeland Security  
Office for Civil Rights and Civil Liberties  
Compliance Branch, Mail Stop #0190  
2707 Martin Luther King, Jr. Ave., SE  
Washington, D.C. 20528

For additional information: [www.dhs.gov/crcl](http://www.dhs.gov/crcl) Phone: 202-401-1474 Toll-Free: 1-866-644-8360

**Information and Services for Persons with Disabilities and Persons with Limited English Proficiency**

Ben Lomond Fire Protection District

- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

**If you need these services, please contact:**

Stacie Brownlee  
Fire Chief  
831-336-5495  
9430 Highway 9  
Ben Lomond Ca 95005