



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday January 17, 2024 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- 700 Forms

BOARD CALENDER EVENTS-

COMMITTEE REPORTS- Budget

Directors may report on committee activities and meetings

CONSENT CALENDAR ITEMS

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Approval of Minutes December 20, 2023
 - 1.1 Regular Meeting of January 17, 2024
2. Approval of Expenditures for January 17, 2024

- 2.1 Paid bills in the amount of \$26,550.82
- 2.2 Paid Payroll in the amount of \$ 15,785.58

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 #2020
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

- 1. Election Of Directors
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 –February 21, 2024

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:	01/17/2024
	Approved	Date	

Correspondence
Administration
Operations

BLFD responded to calls in 38 Dec/Jan

- Structure (0)
- EMS (34)
- Haz Mat (0)
- Vehicle Acc. (1)
- Public Service (3)
- Smoke Checks (0)
- Other, wires (0)
- Mutual Aide Of these calls (9) 4 Boulder, 4 Fel, Central 1,
- Storm related (0)
- Wildland (0)

Training

- Water Movement

Logistic

Fire Prevention/Ed



BEN LOMOND FIRE PROTECTION DISTRICT

Board Meeting

Minutes Regular Board Meeting

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

Roll Call

Directors Present: Chairperson Director Lisa Hill, Director (Vice) Sean Castagna, Director Dave Bingham & Director Glen Cady

Fire District Staff: Chief Brownlee

Absent: : Director Tom Maxson

Also Present Jamie Helmer

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, December 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-

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- Election of Board Officers January Meeting

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 November 15, 2023
 - 1.1 Regular Meeting of December 20, 2023
 2. Approval of Expenditures for December 20, 2023
 - 1.1 Paid bills in the amount of \$18,542.48
 - 1.2 Paid Payroll in the amount of \$16,248.83
- Approval of Consent Calendar Items

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

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

Noes: None

Abstain: None

Absent Director Maxson

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: Follow Up letter to the County, Director Castagna will send Chief the letter to send to the County.

Decision(s) made:

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

3. SOP Review

Key discussion points: SOP# 2010 No change to #2010 and SOP#2130 adopted.

Decision(s) made: Board talked about hiring a company to review SOP'S

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 to rock the outside and inside of the existing walls and do the Love Creek side in rock also. Chief will look for a 2nd bid on the rock.

Decisions Made:

Action Items and assignees:

6. Arden Property

Key discussion points: *More discussion*

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. 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 – January 17, 2024

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: January 17, 2024

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

\$ 26,550.82 .

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

January 17, 2024 .

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

12/20/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
MONTEREY BAY SYSTEMS	/ /	61725	Contract base rate charge for 12/20/23-03/19/24 and contract overage charge for 09/20-12/19/23	\$119.16	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	/ /	52015	PARS administrator services for month ending 10/31/23	\$300.00	<input type="checkbox"/>
SANTA CRUZ REGIONAL 911	/ /	61215	Tablet Command fees for 2023/2024 - includes End User License (10), STATUS License (10), Manage (9), Annual Infrastructure fees	\$8,491.67	<input type="checkbox"/>
SCM PERFORMANCE	/ /	61845	Labor to install 2" gray water pipe behind lower wall-landscape project	\$360.00	<input type="checkbox"/>
Total				\$9,270.83	

CLAIMS BY VENDOR

12/27/2023

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
MUNICIPAL EMERGENCY SERVICES INC	//	61110	Alterations/ repairs pant-knees replacement	\$386.37	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	62826	Plywood for training prop	\$98.99	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	station maintenance supplies (sealant, bulbs, electrical supplies)	\$215.94	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe, Microsoft backups, domain renewal	\$111.16	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill- Analgesic (oxygen) billing, glucose strips and supplies, medical supplies	\$266.61	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Arden property- PG&E and SLV Water billings	\$74.14	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- paynight food expenses	\$1,749.89	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Main account bill- Paynight plaques, compliance poster renewal	\$249.10	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	Main account bill- station maint. supplies	\$22.94	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- station SLV Water and PG&E billings	\$979.74	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Verizon Wireless, HULU and Comcast billings	\$1,100.51	<input type="checkbox"/>
Total				\$5,255.39	

CLAIMS BY VENDOR

01/10/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
BEN LOMOND LIQUORS INC	//	61310	Paynight 2023 beverages	\$448.85	<input type="checkbox"/>
ERNIE'S AUTO CENTER	//	61721	Parts- 2267 battery	\$194.28	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES-FRMS	//	53010	Monthly insurance premium - for February 2024	\$132.89	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle for 12/01-12/31/23	\$145.30	<input type="checkbox"/>
IHWY, LLC	//	62381	Web hosting / Mail Accts for January 2024	\$72.50	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61110	5 @ Crewboss XL wildland coats (part of VFC 50/50 grant)	\$1,989.25	<input type="checkbox"/>
SANTA CRUZ REGIONAL 911	//	61215	Second half FY 2023/2024 fees (basic services, dispatch, mobile support, GIS)	\$7,864.00	<input type="checkbox"/>
SILKE COMMUNICATIONS	//	61731	Antenna connector (Chief's)	\$29.47	<input type="checkbox"/>
SILKE COMMUNICATIONS	//	61731	E2210- David Clark interface cable	\$218.02	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel charges	\$930.04	<input type="checkbox"/>
Total				\$12,024.60	

PAYROLL SD 02
 PAY PERIOD #01
 GL KEY# 680600

Beg Date: 12/23/23

ATTN: Auditor-Controller
 End Date: 01/05/24

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	15.50	\$573.50
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	9.00	\$675.00
800493	Mark Brown	\$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	8.00	\$200.00
803842	Garrett Fisher	\$25.00	HOURLY	888	36.00	\$900.00
803879	Kevin Giannini	\$25.00	HOURLY	888	16.00	\$400.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by

Laurie Dennis 01/05/24
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	15.50	\$7,559.50
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control

Employees 7

Line Entries 9

Total Reg. & Special Hours 15.5

Total Regular & Special Amounts \$8,021.04



VOLUNTEER PAY		\$0.00
TOTAL	15.50	\$8,021.04

0.00 *
 8,021.04 +
 573.50 -
 7,447.54 *

51000 Regular Pay	\$7,559.50
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$8,021.04

PAYROLL SD 02
PAY PERIOD #26
GL KEY# 680600

Beg Date: 12/09/23

ATTN: Auditor-Controller
End Date: 12/22/23

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	16.00	\$592.00
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	5.00	\$375.00
800493	Mark Brown	\$75.00	PER SHIFT	888	2.00	\$150.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	6.00	\$450.00
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 *[Signature]* 12/20/23
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	16.00	\$7,303.00
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 16.0
 Total Regular & Special Amounts \$7,764.54

VOLUNTEER PAY		\$0.00
TOTAL	16.00	\$7,764.54

0.00
 0.00 *
 7,764.54 +
 592.00 -
 7,172.54 *

51000 Regular Pay	\$7,303.00
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$7,764.54

Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R,E

GL Key [681800] and Dept [*]

FY 2023

Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT					
Revenues					
Character: 01 – TAXES					
40100	PROPERTY TAX-CURRENT SEC-GEN	879,190.00	879,190.00	51,134.04	938,346.74
40110	PROPERTY TAX-CURRENT UNSEC-GEN	16,934.00	16,934.00	56.99	17,214.48
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	221.06	1,717.97
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	5,469.35	21,216.04
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	246.82	905.94
40160	SUPP PROP TAX-PRIOR SEC.	0.00	0.00	144.80	1,208.19
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	30.95	238.00
Total 01 – TAXES		896,124.00	896,124.00	57,304.01	980,847.36
Character: 07 – FINES, FORFEITURES & ASSMNTS					
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	16.77	130.72
44143	REDMPTN PNLTIES FOR DELINQ TXS	0.00	0.00	26.83	110.44
Total 07 – FINES, FORFEITURES & ASSMNTS		0.00	0.00	43.60	241.16
Character: 10 – REV FROM USE OF MONEY & PROP					
40430	INTEREST	6,000.00	6,000.00	3,573.77	27,311.45
40440	RENTS & CONCESSIONS	39,240.00	39,240.00	3,270.58	38,497.39
Total 10 – REV FROM USE OF MONEY & PROP		45,240.00	45,240.00	6,844.35	65,808.84
Character: 15 – INTERGOVERNMENTAL REVENUES					
40830	ST-HOMEOWNERS' PROP TAX RELIEF	4,392.00	4,392.00	3,394.75	4,487.00
40852	ST-OTHR TAX RELIEF SUBVENTIONS	0.00	0.00	393.40	1,772.84
40894	ST-OTHER	20,000.00	20,000.00	0.00	0.00
Total 15 – INTERGOVERNMENTAL REVENUES		24,392.00	24,392.00	3,788.15	6,259.84
Character: 19 – CHARGES FOR SERVICES					
41322	PLAN CHECKING FEES	2,500.00	2,500.00	0.00	750.00
Total 19 – CHARGES FOR SERVICES		2,500.00	2,500.00	0.00	750.00

Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R/E
 GL Key [681800] and Dept [*]

FY 2023

Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual
GL Key: 681800 -- FELTON FIRE PROTECTN DISTRICT					
Revenues					
Character: 23 -- MISC. REVENUES					
42384	OTHER REVENUE	2,000.00	2,000.00	286.05	2,387.29
Total 23 -- MISC. REVENUES		2,000.00	2,000.00	286.05	2,387.29
Total Revenues		970,256.00	970,256.00	68,266.16	1,056,294.49

Expenditures					
Character: 50 -- SALARIES AND EMPLOYEE BENEF					
51000	REGULAR PAY-PERMANENT	325,692.00	325,692.00	26,224.13	308,871.69
51010	REGULAR PAY-EXTRA HELP	129,750.00	129,750.00	3,800.00	89,696.00
51015	REGULAR PAY-SICK LEAVE	1,000.00	1,000.00	0.00	0.00
52010	OASDI-SOCIAL SECURITY	20,000.00	94,501.68	2,296.85	118,802.64
52015	PERS	183,088.00	283,088.00	3,295.68	278,055.75
53010	EMPLOYEE INSURANCE & BENEFITS	66,900.00	66,900.00	4,549.44	58,366.63
53015	UNEMPLOYMENT INSURANCE	16,000.00	16,000.00	0.00	11,459.00
54010	WORKERS COMPENSATION INSURANCE	57,123.00	57,123.00	0.00	57,123.00
Total 50 -- SALARIES AND EMPLOYEE BENEF		799,553.00	974,054.68	40,166.10	922,374.71

Character: 60 -- SERVICES AND SUPPLIES					
61110	CLOTHING & PERSONAL SUPPLIES	28,500.00	28,500.00	5,241.74	34,273.41
61215	RADIO	33,503.00	33,503.00	2,193.97	29,401.54
61221	TELEPHONE-NON TELECOM 1099	10,000.00	10,000.00	0.00	8,070.94
61310	FOOD	8,000.00	8,000.00	128.73	2,867.61
61425	OTHER HOUSEHOLD EXP-SERVICES	7,000.00	7,000.00	253.35	3,814.39
61525	LIABILITY INSURANCE	32,000.00	32,000.00	0.00	29,050.00
61720	MAINT-MOBILE EQUIPMENT-SERV	24,000.00	24,000.00	0.00	17,497.22
61721	MAINT-MOBILE EQUIPMENT-SUPPLIES	25,000.00	25,000.00	139.24	23,385.08
61725	MAINT-OFFICE EQUIPMT-SERVICES	2,500.00	2,500.00	0.00	1,958.70
61730	MAINT-OTH EQUIP-SERVICES	8,000.00	8,000.00	0.00	2,778.10
61731	MAINT-OTH EQUIP-SUPPLIES	2,500.00	2,500.00	394.42	2,017.25
61845	MAINT-STRUCT/JIMPS/GRDS-OTH-SRV	5,000.00	5,000.00	2,779.00	3,129.00
61846	MAINT-STRUCT/JIMPS/GRDS-OTH-SUPP	12,000.00	12,000.00	4,002.38	7,788.91
61920	MEDICAL, DENTAL & LAB SUPPLIES	6,500.00	6,500.00	633.43	10,645.34
62020	MEMBERSHIPS	2,450.00	2,450.00	0.00	2,077.50

Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R/E

GL Key [681800] and Dept [*]

FY 2023


Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT					
Expenditures					
Character: 60 – SERVICES AND SUPPLIES					
62219	PC SOFTWARE PURCHASES	9,500.00	9,500.00	148.99	7,471.17
62221	POSTAGE	600.00	600.00	0.00	123.86
62223	SUPPLIES	2,500.00	2,500.00	141.56	753.13
62301	ACCOUNTING AND AUDITING FEES	15,500.00	15,500.00	5,812.77	12,182.77
62327	DIRECTORS' FEES	9,000.00	9,000.00	0.00	4,400.00
62358	LAUNDRY SERVICES	1,800.00	1,800.00	115.29	1,546.74
62367	MEDICAL SERVICES-OTHER	16,000.00	16,000.00	0.00	3,261.50
62381	PROF & SPECIAL SERV-OTHER	35,130.00	35,130.00	234.00	4,994.33
62384	PUB DEF CONFLICTS CONTRACT	0.00	0.00	0.00	0.00
62420	LEGAL NOTICES	900.00	900.00	0.00	148.00
62500	EQUIPMENT LEASE & RENT	500.00	500.00	0.00	0.00
62715	SMALL TOOLS & INSTRUMENTS	5,000.00	5,000.00	0.00	1,236.74
62826	EDUCATION AND/OR TRAINING	18,000.00	18,000.00	562.00	7,362.55
62888	SPEC DIST EXP-SERVICES	22,000.00	22,000.00	8,354.31	14,636.21
62920	GAS, OIL, FUEL	21,000.00	21,000.00	304.14	8,024.39
62928	TRAVEL-OTHER(NON-REPT)	5,000.00	5,000.00	0.00	294.91
63070	UTILITIES	13,725.00	13,725.00	441.11	13,043.18
Total 60 – SERVICES AND SUPPLIES		383,108.00	383,108.00	31,880.43	258,234.47
Character: 80 – FIXED ASSETS					
86110	BUILDINGS AND IMPROVEMENTS	15,000.00	15,000.00	0.00	0.00
86203	COMPUTER EQUIPMENT	10,800.00	10,800.00	0.00	2,439.08
86204	EQUIPMENT	7,800.00	7,800.00	0.00	0.00
86209	MOBILE EQUIPMENT	375,031.00	375,031.00	0.00	0.00
Total 80 – FIXED ASSETS		408,631.00	408,631.00	0.00	2,439.08

Revenue / Expenditure Balances

As Of = @prior-fiscal-year-end; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R,E
 GL Key [681800] and Dept [*]

FY 2023

Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT					
Expenditures					
Character: 98 – APPROP FOR CONTINGENCIES					
98700	APPROP FOR CONTINGENCIES	700,000.00	525,498.32	0.00	0.00
Total 98 – APPROP FOR CONTINGENCIES		700,000.00	525,498.32	0.00	0.00
Total Expenditures					
Total 681800 – FELTON FIRE PROTECTN DISTRICT		2,291,292.00	2,291,292.00	72,046.53	1,183,048.26
		-1,321,036.00	-1,321,036.00	-3,780.37	-126,753.77
		-1,321,036.00	-1,321,036.00	-3,780.37	-126,753.77

	Ben Lomond Fire Protection District	Policy # 2020 Date 4/06
	SOP ADMINISTRATION PERSONNEL	TITLE: Payroll Distribution Revision date 11/17

To provide a consistent secure method of payroll distribution to District employees.
To be adhered to by all District personnel.

Payroll Check Disbursement:

Payroll checks and support documents shall be picked up at the County Auditor's office on each scheduled payday.

Only the Fire Chief and/or District Secretary shall be responsible for signing and receiving payrolls from the payroll division of the County Auditor's office.

Payroll checks shall be distributed by the Fire District administrative staff only.


No checks shall be turned over to any person other than the named employee unless written authorization has been received previous to payroll disbursement.

Volunteer payroll will be done in the 23rd or 24th pay period each year. Payroll checks for the volunteers will be given out at the annual Holiday Party. The Holiday Party is generally held on the 1st Friday of December each year.

Out of County Strike Team Reimbursement/Payment/Procedure/Rates:

Personnel will be paid according to current rates as submitted to OES/CFAA.

Provide compensation to paid/call firefighters on the next possible pay period following the demobilization of strike team and submission of approved form OES F42 and or complete all other Ben Lomond Fire required documents.

	Ben Lomond Fire Protection District	Policy # 2020 Date 4/06
	SOP ADMINISTRATION PERSONNEL	TITLE: Payroll Distribution Revision date 7/17

To provide a consistent secure method of pay rate to District employees, volunteer Firefighters, maintenance workers and Directors. To be adhered to by all District personnel.

~~—Stipend Per Call/Drill Reimbursement For Volunteers:~~

See most recent Salary Survey

2021.2.1

	Per Call	Per Drill
Firefighter- Non-EMT	\$11.00	\$10.00
Firefighter/EMT	\$17.00	\$12.50
Fire-Engineer	\$18.00	\$15.00
Fire-Captain	\$19.00	\$23.00
Battalion Chief	\$20.00	\$30.00

~~—Directors Pay Rate: Effective 11/01/17- Chair Person \$100.00 per meeting, Director \$100.00 per meeting / paid annually.~~

~~—Duty Chiefs: \$ 50.00 a shift.~~

~~—Part Time Maintenance Worker: \$20.00 an hour.~~

~~—Additional salaries posted on current **BLFD Salary Schedule**~~

2021.2.2 Limited term contract

**BEN LOMOND FIRE PROTECTION DISTRICT
STANDARD OPERATING PROCEDURES**

ARTICLE: I Administration

SOP: 2020

SECTION: 2021 Personnel

SUBJECT: Use of limited term employees during times of disaster

Purpose: To establish procedure for use of limited term employees during times of disaster such as Wildfire, Flooding, Extreme weather, Pandemic, Earthquake, or other disasters both within the district and across the state as part of the California Fire Assistance Agreement and Master Mutual aid agreement.

Scope:

The District will reimburse employees, the full amount reimbursed from the State of California or FEMA, in accordance with the California Fire Assistance Agreement. Rates of pay for the various positions are filed annually with CAL OES and current copies may be obtained from the Fire District Office. All taxes, and any other liabilities incurred to the District shall be withheld from the payment. The District has adopted a Limited Term Contract, *Addendum A*, for employees who participate in Strike Team Deployments or extended commitment within the district. Employees are compensated from time of dispatch to the time of return to the fire station (portal to portal) for strike team deployment. Employees will be compensated on approved extended incidents within district by the hours worked on their assigned shift(s) and are compensated overtime in accordance with the contract.

Procedure:

- 1) In the event of a strike team request, an incident or series of incidents where an extended commitment will be required for continuity of operations, the Fire Chief may request approval of the board to enter into limited term employment with current volunteer staff.
- 2) The Fire Chief will inform the board of the situation in brief, the number of employees needed, and when possible, an estimated commitment time.
- 3) In the event of an immediate need, the Fire Chief is authorized to deploy 1 apparatus with no less than 2 and no more than 4 staff members on to an incident. The Fire Chief will contact the board in a timely manner to advise of the deployment.
- 4) The Company Officer of the Apparatus(s) shall complete the California State F-42 form for strike team deployment or ICS 214 form for all other incidents. All forms shall be returned to the Fire Chief or designee. The Company Officer shall also complete a Limited Term Contract for each employee, which participated in the Strike Team deployment and submit to the Fire Chief or designee.
- 5) Limited Term contract hours submitted and paid through the District's normal payroll process as "extra help" 51010.
- 6) The Fire Chief shall submit all proper documentation to CAL OES and/or FEMA for reimbursement.
- 7) Upon receipt of the reimbursement invoice, the Fire Chief shall sign and date the invoice and return to the proper agencies.

~~Revised 1/1/2020~~
~~S-Brownlee~~



Ben Lomond Fire Protection District

9430 Highway 9, Ben Lomond CA 95005
 831-336-5495 / fax 831-336-0300
 www.benlomondfd.com

BLFD - SALARY SCHEDULE (as of 07/01/2023)

Position	Full/ Part	Hourly/Monthly/Annual	Pay Frequency
Fire Chief	Full time	Hourly Annual	\$46.70 \$97,134 bi-monthly
Station Maintenance Worker	Part time	Hourly	\$25.00 bi-monthly
Administrative Assistant	Part time	Hourly	\$37.00 bi-monthly
Duty Chief		Per shift	\$75.00 bi-monthly
Board Member		Per meeting	\$100.00 annually

Volunteer Pay (annually) Rates eff. 01/01/23

Title	Per Call	Per Drill
Firefighter	\$16.00	\$16.00
Firefighter / EMT	\$22.00	\$22.00
Engineer	\$23.00	\$23.00
Captain	\$23.00	\$23.00
Battalion Chief	\$25.00	\$30.00



License #851555
(650)670-0070 Cell
2 Casa Way
Scotts Valley, CA 95066
BrazilConstruction.com

**Ben Lomond Fire District
9430 Highway 9
Ben Lomond, California 95005**

**Proposal for Jobsite: Ben Lomond, California
Date of Proposal: December 10, 2023
Expiration of Proposal: January 10, 2023**

Dear Ben Lomond Fire District:

Brazil Construction proposes to furnish all labor, material and equipment necessary to complete the following work at the subject site.

Install Stone Veneer to Entry Walls

- **Grind off existing paint on walls.**
- **Furnish and install Weld Crete glue to walls.**
- **Furnish and install approximately 252 square feet of natural stone veneer (an allowance of \$18 per square foot of veneer and \$27 per linear foot of corners is in estimate, final selection will determine final pricing.) across the front of the concrete wall and a wainscoting across the newly proposed wall in the right corner matching the height of the front wall.**

Price: \$ 24,500.00

Interior Side of Walls Stone Installation option

- **Furnish and install stone veneer to specification listed above to approximately 80 square feet on the interior side of the wall.**

Add: \$7,790.00

Cap Option

- **Furnish and install approximately 77 linear feet of cap and wainscoting on top of wall and capping stone across side wall. An allowance of \$20 per linear foot for cap material is in estimate, final selection will determine final pricing.**

Price: \$ 5,700.00

Low Voltage Lights under Cap Install

- **Furnish and install (8) under cap low voltage lights below caps. Install direct bury wire and run to outlet for plugging into transformer.**

Add: \$ 3,200.00

***Labor based on 2023 prevailing wage rates.**

Scope letter to be incorporated into agreement; proposal is based on the signing of a mutually satisfactory contract.

Thank you for the opportunity to be of service.

Please call if you have any questions or to schedule.

Sincerely,

**Jake Brazil
Brazil Construction
(650) 670-0070**

Accepted By _____
Date _____

T. Miller Concrete
393 Rancho Rio Ave.
Ben Lomond, Ca. 95005
Lic. #755895

Ben Lomond Fire Department
9430 Hwy 9
Ben lomond, Ca.

01-04-24

Change order #6

- 1) Installation of 365 square ft of Eldorado stone veneer at both side of patio/bench walls.
- 2) Installation of Edlorado stone veneer at Love Creek side of block wall 380 square ft.

T, Miller will supply all necessary materials to complete the scope of work described above.

Total.....\$ 43,265.00

Sign _____ Date _____

Any questions please contact Terry at (831)818-2677 or (831)336-1133

*T. Miller Concrete
393 Rancho Rio Ave.
Ben Lomond, Ca. 95005
Lic. #755895*

*Ben Lomond Fire Department
9430 Hwy 9
Ben lomond, Ca.*

01-04-24

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Sign _____ **Date** _____

Any questions please contact Terry at (831)818-2677 or (831)336-1133

