



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday February 21, 2024 at 9:00 AM

Ben Lomond Firehouse, 9430 Hwy 9, Ben Lomond, California

Telephone: 831-336-5495 Fax: 831-336-0300

bldchief@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 Sean Castagna, Director (Vice) Glen Cady, Director Dave Bingham, Director Lisa Hill, 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 January 17, 2024
 - 1.1 Regular Meeting of February 21, 2024
2. Approval of Expenditures for February 21, 2024

- 2.1 Paid bills in the amount of \$33,195.07
- 2.2 Paid Payroll in the amount of \$ 15882.58

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 Payroll/Sick Leave SB616
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. Glen Arbor Project
Key discussion points: Steve Wisener March 20th Meeting
Decisions made:
Action Items and assignees:

- 2. Fund Raiser School
Key discussion points:
Decisions made:
Action Items and assignees:

- 3. Type 3
Key discussion points: Unable to fulfill order. International is off the table. Freightliner only option. \$25,000 more.
Decisions made:
Action Items and assignees:

4. Audit 22/23

Key discussion points:

Decisions made:

Action Items and assignees:

5. Henflings

Key discussion points:

Decisions made:

Action Items and assignees:

6. Felton Fire Activities

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 –March 20, 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:	02/21/2024
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to calls in 58 Jan/Feb

- Structure (0)
- EMS (21)
- Haz Mat (0)
- Vehicle Acc. (1)
- Public Service (8)
- Smoke Checks (4)
- Other, wires (9)
- Mutual Aide Of these calls (15) (9) Boulder, (1) Fel, Central (3), SV(1), CZU(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, January 17, 2024 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 Tom Maxson, & Director Glen Cady

Fire District Staff: Chief Brownlee

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, January 17, 2024, 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- Jamie requested Steve Wiesner at the next Board meeting to discuss the Glen Arbor Project

DIRECTOR MATTERS/AGENDA AMENDMENTS- Board asked Chief to email Steve Wisener
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 – Chief advised 700 forms are due before April

BOARD CALENDER EVENTS- None

COMMITTEE REPORTS- Sean and Lisa will be on the Budget committee

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
 - 1.1 Paid bills in the amount of \$26,550.82
 - 1.2 Paid Payroll in the amount of \$ 15,785.58
- Approval of Consent Calendar Items

Motion was made by Director Castagna seconded by Director Bingham 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: Sean did not write the action letter since work has been started on the building. The Board will continue to watch for progress

Decision(s) made:

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

3. SOP Review

Key discussion points: SOP# 2020.

Decision(s) made: Board requested Chief to give them a clean copy with no strike outs for next meeting.

Action items and assignee(s)

4. LAFCO

Key discussion points: No report

Decisions made:

Action Items and assignees:

5. Landscaping

Key discussion points:

Decisions Made: Board would like a break down on expense on the project

Action Items and assignees:

6. Arden Property

Key discussion points: *More discussion*

Decisions Made:

Action Items and assignees:

New Business

1. Election Of the Board

Key discussion points:

Decisions Made: Sean President, Vice Glen Cady

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 – February 21, 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: February 21, 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
\$ 33,195.07.

These payments were approved by the Board of Directors during their meeting on
February 21, 2024.

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

01/17/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
AYERS, MIKE	/ /	62826	Fee for Company Officer 2B class 11/06-11/11/23	\$300.00	<input type="checkbox"/>
FAIRA	/ /	61525	Annual Premium - balance due / transposition of original invoice paid 07/01/23	\$180.00	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	/ /	61110	Spectacle kit assembly for mask (S Ruff)	\$78.55	<input type="checkbox"/>
Total				\$558.55	

CLAIMS BY VENDOR

01/24/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
AL BORGES DBA STUDIO 64 IRONWORKS	//	86110	Down payment/progress billing for custom exterior solid steel guardrails and handrails to code.	\$15,000.00	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	//	62381	Property Managment - Henfling's Tavern for January 2024	\$157.50	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 11/30/23	\$300.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe and back up softwares	\$46.85	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Arden property SLV Water and PG&E billings	\$69.78	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- digital inflator w/gauge	\$27.24	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62826	Main account bill- Firefighter training books	\$396.79	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- food purchase/ BFFA training	\$55.38	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62920	Main account bill- fuel purchase	\$84.05	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- parts for 2267 (lighted fan, absorbant pkts)	\$64.29	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62221	Main account bill- psotage stamps	\$76.65	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- SLV Water and PG&E billings	\$1,077.42	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Verizon and Comcast billings	\$1,090.42	<input type="checkbox"/>
Total				\$18,446.37	

CLAIMS BY VENDOR

01/31/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
EDELMAN, JAMES B	//	62826	Reimb.- EMT class and certification fees	\$999.00	<input type="checkbox"/>
LANGMO, HAAKON	//	61310	Employee reimbursement - food items for 5th Tues. dinner	\$328.95	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61110	Tunrout coat and pant (Burgess)	\$3,769.64	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61731	Chainsaw blades, fuel mix	\$387.72	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61425	Swiffer cleaners, cleaning supplies	\$15.24	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	vehicle wash/cleaning supplies	\$37.03	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Vent wrap, paint markers, ground plugs	\$54.27	<input type="checkbox"/>
Total				\$5,591.85	

CLAIMS BY VENDOR

02/14/2024

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- L Ayers	\$828.50	<input type="checkbox"/>
ERNIE'S AUTO CENTER	//	61721	Parts - new battery 2267	\$272.31	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES-FRMS	//	53010	Monthly insurance premium - for March 2024	\$132.89	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle for 01/01-01/31/24	\$145.30	<input type="checkbox"/>
IHWY, LLC	//	62381	Web hosting / Mail Accts for February 2024	\$72.50	<input type="checkbox"/>
INTELLISITE LLC DBA EPIC iO	//	61215	Annual renewal - Cradelpoint net-cloud services 02/26/24-02/25/25	\$1,810.80	<input type="checkbox"/>
LANGMO, HAAKON	//	61310	Employee reimbursement - food items from COSTCO for 5th Tuesday feed	\$328.95	<input type="checkbox"/>
PEHLING & PEHLING CPAS	//	62301	Audit services- balance due for Audit services for FY ends 06/2022 and 06/2023	\$4,110.00	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - for fuel charges	\$897.05	<input type="checkbox"/>
Total				\$8,598.30	

PAYROLL SD 02
 PAY PERIOD #03
 GL KEY# 680600

Beg Date: 01/20/24

ATTN: Auditor-Controller
 End Date: 02/02/24

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	29.50	\$1,091.50
			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	5.00	\$375.00
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	24.00	\$600.00
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
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  DATE 01/24

Pay Type	Hours	Dollars
REGULAR HOURS	29.50	\$7,877.50
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control

Employees 8
 Line Entries 9
 Total Reg. & Special Hours 29.5
 Total Regular & Special Amounts: \$8,339.04

VOLUNTEER PAY		\$0.00
TOTAL	29.50	\$8,339.04

0.00 *
 8,339.04 +
 1,091.50 -
 7,247.54 *

51000 Regular Pay	\$7,877.50
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$8,339.04

PAYROLL SD 02
 PAY PERIOD #04
 GL KEY# 680600

Beg Date: 02/03/24

ATTN: Auditor-Controller
 End Date: 02/16/24

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	8.00	\$296.00
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #	*					
800494	Mike Ayers	\$75.00	PER SHIFT	888	1.00	\$75.00
800493	Mark Brown	\$75.00	PER SHIFT	888	7.00	\$525.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	6.00	\$450.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
DAY WORKER- STATION						
EMPLOYEE #						
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
803879	Kevin Giannini	\$25.00	HOURLY	888	32.00	\$800.00
		\$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 02/14/24
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	8.00	\$7,082.00
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 8.0
 Total Regular & Special Amounts \$7,543.54



VOLUNTEER PAY		\$0.00
TOTAL	8.00	\$7,543.54

0.00 *
 7,543.54 +
 296.00 -
 7,247.54 *

51000 Regular Pay	\$7,082.00
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$7,543.54

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT

(Poster may be printed on 8 ½" x 11" letter size paper)

**HEALTHY WORKPLACES/HEALTHY FAMILIES ACT:
CALIFORNIA PAID SICK LEAVE
(as amended effective 1/1/2024)****Entitlement:**

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 days.
- An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry over is required.
- Other accrual plans that meet specified conditions, including PTO plans, may also satisfy the requirements.

Usage:

- An employee may use paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.

FAQS ISSUED FOR NEW CALIFORNIA PAID SICK LEAVE REQUIREMENTS

As noted in our briefing, [California Enacts New Time Off Requirements](#), California's SB 616 (Chapter 309, Statutes of 2023) amended the Healthy Workplaces, Healthy Families Act to expand paid sick leave requirements. On December 12, 2023, the California Department of Industrial Relations (DIR) issued guidance in a set of [Frequently Asked Questions](#) (FAQs), explaining how to administer the newly expanded paid sick leave time.

The FAQs clarify that an employer determines how the year is measured for purposes of paid sick leave. An employer can choose a calendar year, fiscal year, or other 12-month period, including a year measured by the employee's anniversary date.

The FAQs also clarify that the amount of paid sick leave afforded to an employee can be measured in days or hours, *whichever is greater*. So, an employee that takes three days of paid sick leave but only works five-hour days would still have 25 hours of paid sick time available. An employee who works 10-hour days would have a total minimum of 50 hours of paid sick leave.

Under the Healthy Workplaces, Healthy Families Act, employers have been allowed to either provide all of employees' paid sick leave at the beginning of the year (up-front) or allow employees to accrue paid sick leave time as they work (accrual). Both options are available under SB 616 as well. The FAQs clarify how an employer that uses the up-front method would transition to the new leave amounts in 2024. If an employer utilized the up-front method prior to January 1, 2024 and provided an employee with three days or 24 hours of leave on the employee's anniversary date, the employer has the choice to either frontload the two additional days on January 1, 2024 or move the measurement of the yearly period to January 1, 2024 and frontload five days. The FAQs give the following example:

An employee started on May 1, 2021, and the employer used that anniversary date to frontload three days or 24 hours on May 1, 2023. The employer may either provide two days or 16 hours on January 1, 2024 and keep the May 1 date to frontload, or can reset the frontload date to January 1, 2024 and provide the employee five days or 40 hours then.

The following chart details the administration of the up-front and accrual methods under the law before January 1, 2024 and after.

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: _____

Start Date: _____

EMPLOYER

Legal Name of Hiring Employer: _____

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? Yes No

Other Names Hiring Employer is "doing business as" (if applicable):

Physical Address of Hiring Employer's Main Office:

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: _____

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: _____ Overtime Rate(s) of Pay: _____

Rate by (check box): Hour Shift Day Week Salary Piece rate Commission

Other (provide specifics): _____


Does a written agreement exist providing the rate(s) of pay? (check box) Yes No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? Yes No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: _____

	Ben Lomond Fire Protection District	Policy # 2020 Date 4/06
	SOP ADMINISTRATION PERSONNEL	TITLE: Payroll Distribution Revision date 01/24

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 01/24

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.

2021.2.1 See most recent Salary Survey

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.

Addendum "A"
LIMITED TERM CONTRACT

All sections of the District policy, procedures and job descriptions for contract position must be adhered to. The hourly rate listed below includes a uniform allowance.

Upon execution of this contract by the respective parties, the employee listed below is a Limited Term Employee of the Ben Lomond Fire District for the specified dates and hours listed on an ICS 214 or other timekeeping form used by the incident.

Compensation will be the per hour rate, for position checked below, for every hour worked up to 53 hours in a 7-day work cycle. Every hour worked in excess of 53 hours in a 7-day work cycle will be compensated at 1.5 the per hour rate as FLSA overtime. A 7-day work cycle begins and ends on Saturday at 0000 hours.

No other benefits other than Workers Compensation Insurance. Wages paid for contracted hours only. Limited Term hours submitted and paid through the District's normal payroll process.

A Limited Term Employee is appointed at the sole discretion of the Fire Chief. The employment is at will and may be terminated without cause at any time by either party. The Limited Term Employee is entitled only to the pay earned prior to the time of termination.

Refer to the most current Cal OES Salary Survey for Ben Lomond Fire Protection District at caloes.ca.gov/mars

Start Date - _____ Start Time - _____ hours

End Date - _____ End Time - _____ hours

Total hours worked - _____

Employee Name (print) _____ (sign) _____

Signature, Fire Chief

