



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday March 20, 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 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 February 21, 2024
 - 1.1 Regular Meeting of March 20, 2024
2. Approval of Expenditures for March 20, 2024

- 2.1 Paid bills in the amount of \$272,822.25
- 2.2 Paid Payroll in the amount of \$ 16,109.83

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 #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:

- 7. Glen Arbor Project
Key discussion points: Steve Wisener March 20th Meeting
Decisions made:
Action Items and assignees:

- 8. 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:

- 09. Henflings
Key discussion points:
Decisions made:
Action Items and assignees:

10. Felton Fire Activities

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 –April 17, 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:	03/20/2024
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to calls in 30 Feb/Mar

- Structure (0)
- EMS (21)
- Haz Mat (0)
- Vehicle Acc. (2)
- Public Service (3)
- Smoke Checks (2)
- Other, wires (2)
- Mutual Aide Of these calls (5) (5) Boulder
- Storm related (0)
- Wildland (0)

Training

- Wildland

Logistic

Fire Prevention/Ed

Highlands Park

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

Date: March 20, 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

\$ 272,822.25 .

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

March 20, 2024 .

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

02/28/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
COAST PAPER & SUPPLY INC	//	61425	Paper goods supplies - Multifold towels, toilet tissue, roll towels	\$192.78	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 12/31/23	\$300.00	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61731	Chainsaw maintenance- Stihle bar, chain, chaing sharpener	\$229.50	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	62826	Materials for BFFA training props (will be reimb.)	\$403.65	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Power strips, sanding pads, etc	\$184.13	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	62715	Rescue chain saw 20"	\$1,578.59	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	Wheel cleaner, brake cleaner, water odor treatment	\$76.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill- glucose meter, glucose test kit	\$38.13	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62826	Main account bill- (M Brown)- NFPA training book Technical Search and Rescue Incidents	\$179.74	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- 2267 / adhesive and patches	\$424.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Arden property SLV Water and PG&E billings	\$70.45	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Comcast, Verizon and HULU billings	\$1,093.74	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- food items	\$65.31	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62920	Main account bill- fuel purchases	\$95.87	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61425	Main account bill- kitchen handtowels and washclothes	\$77.36	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- PG&E and SLV Water billings for station	\$1,496.27	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- pike pole 2310, air wedge bag pump kit 2200	\$69.83	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- softwares (Adobe, amazon web services)	\$46.86	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62221	Main account bill-shipping fees (patch mock-up)	\$26.00	<input type="checkbox"/>
Total				\$6,648.21	

CLAIMS BY VENDOR

03/06/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
ERNIE'S AUTO CENTER	//	61721	Parts- 2201 for oil and filter	\$76.64	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	//	62381	Property Managment - Henfling's Tavern for February 2024	\$157.50	<input type="checkbox"/>
IHWY, LLC	//	62381	Web hosting / Mail Accts for for March 2024	\$72.50	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	E2210- labor to fix vent fan, mis-firing issue	\$240.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61846	Labor for wiring front steps	\$240.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	Labor- 2266 cab had issue with power/ door locks	\$320.00	<input type="checkbox"/>
Total				\$1,106.64	

CLAIMS BY VENDOR

03/13/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle for 02/01-02/29/24	\$145.30	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	//	62381	Property Managment - Henfling's Tavern for March 2024	\$157.50	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- February 2024	\$28.00	<input type="checkbox"/>
TERRY MILLER CONCRETE	//	86110	Change orders 1-5 for completion of :remove existing ramp,install concrete steps/ landing & parking area, remove flag pole and bell foundation, enlarge lwr patio, footing, 6' block wall, stamped concr	\$64,300.00	<input type="checkbox"/>
TERRY MILLER CONCRETE	//	86110	Progress payments 1 & 2- completion of : upper patio and ramp, retaining wall #1, lower patio, lower wall, ADA parking area	\$199,780.00	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel purchases	\$656.60	<input type="checkbox"/>
Total				\$265,067.40	

PAYROLL SD 02
PAY PERIOD #06
GL KEY# 680600

Beg Date: 03/02/24

ATTN: Auditor-Controller
End Date: 03/15/24

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 #						
800493	Mike Ayers	\$75.00	PER SHIFT	888	5.00	\$375.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	7.00	\$525.00
801757	Matt Sanders	\$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
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

[Handwritten Signature] 03/13/24
 DATE

Payroll Batch Control

Employees 7

Line Entries 8

Total Reg. & Special Hours 29.5

Total Regular & Special Amounts \$8,339.04

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

VOLUNTEER PAY	Hours	Dollars
TOTAL	29.50	\$8,339.04

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

0.00 *

8,339.04 +

1,091.50 -

7,247.54 *

PAYROLL SD 02
 PAY PERIOD #05
 GL KEY# 680600

Beg Date: 02/17/24

ATTN: Auditor-Controller
 End Date: 03/01/24

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	22.25	\$823.25
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	8.00	\$600.00
800493	Mark Brown	\$75.00	PER SHIFT	888	1.00	\$75.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	1.00	\$75.00
		\$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 02/28/24
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	22.25	\$7,309.25
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 22.3

Total Regular & Special Amounts \$7,770.79

VOLUNTEER PAY		\$0.00
TOTAL	22.25	\$7,770.79

0.00 *
 7,770.79 +
 823.25 -
 6,947.54 *

51000 Regular Pay	\$7,309.25
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$7,770.79



BEN LOMOND FIRE PROTECTION DISTRICT

Board Meeting

Minutes Regular Board Meeting

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

Roll Call

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

Fire District Staff: Chief Brownlee

Absent: none

Also Present 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, February 21, 2024, Chairperson Castagna 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- None

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 CALENDAR 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 January 17, 2023
 - 1.1 Regular Meeting of February 21, 2024
2. Approval of Expenditures for February 21, 2024
 - 1.1 Paid bills in the amount of \$33,195.07
 - 1.2 Paid Payroll in the amount of \$ 15,882.58

Approval of Consent Calendar Items

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

Ayes: Chairperson Director Castagna, Director Cady, Director Hill, 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: Next meeting contact County if no progress has been made
Decision(s) made:
Action items and assignee(s) Deadline date 12/2023
3. SOP Review
Key discussion points: SOP# 2020.
Decision(s) made: Looking into the sick leave act and tracking hours for volunteers
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: railing starting to go in
Action Items and assignees:
6. Arden Property
Key discussion points: No discussion
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: Board would like to see if Scotts Valley was informed since this fund raiser is in their District.
Action Items and assignees:
3. Type 3
Key discussion points:
Decisions made: Bring back to the committee to present to the Board what our options are.
Action Items and assignees:

4. Audit 22/23

Key discussion points:

Decisions made: Nothing to report

Action Items and assignees:

5. Henflings

Key discussion points:

Decisions made: Set up another walk through to see if repairs have been made.

Action Items and assignees:

6. Felton Fire Activities

Key discussion points:

Decisions made: Board was informed about the issue that are facing Felton Fire and what if any that we can do to help.

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 – March 20, 2024


ADJOURNMENT

The meeting was adjourned at 09:45 AM

ATTEST:

Chairperson Castagna

Stacie Brownlee, Secretary

	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 complies with the Division of Labor Standards Healthy Workplace/Healthy Families Act: California paid sick leave.

	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

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

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

03-03-24

Change order

Install 900 sq. ft. of concrete drive way extension.

- 1) *Remove existing asphalt.*
- 2) *Install new concrete driveway 900 sq. ft.*
- 3) *Import approx. 20 yards class 2 base rock and machine compact in lifts.*
- 4) *Install #4 rebar at 12" on center each way.*
- 5) *4000 PSI concrete placed at a minimum thickness of 8".*

Total.....\$37,800.00

Sign _____ **Date** _____

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



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

2/28/2024

Santa Cruz County Fire Chiefs,

The Board of Directors for the Felton Fire District has asked me to evaluate opportunities for management and staffing of the District, with my impending departure on April 26th. On February 12th, the Felton Fire Board voted to move to a paid/volunteer staffing program and is considering contracting out executive fire services for the Felton Fire Protection District.

The district staffing model change was necessary to address our annual call volume of over 930 calls. Currently the department has budget of 1.2 million and now employs paid 2/0 daytime minimum staffing. Paid daytime staff is supported with 21 volunteers with 16 additional new hires currently in training. The executive staff includes a paid Fire Chief, Administrative assistant (1/2 time) and a part time Fire Inspector.

The Board is seeking interested parties who could assume the executive functions of the Fire District, to include the Fire Chief and Administrative Assistant positions. We would also consider opportunities with training and fire prevention. It is the Board's request that you present this opportunity to your governing body for consideration.

It is our hope, through cooperating with another district, that we can continue to provide fire services in a cost-efficient manner to our residents. The paid/volunteer fire departments continue to face challenges in funding and recruitment. Our ideal Fire Chief would have experience in developing funding sources and developing long-term plans to ensure our survivability in the future.

If your agency is interested, our board has created a sub-committee to explore these opportunities. Please let me know and I will arrange the necessary introductions.

Respectfully,

A handwritten signature in black ink, appearing to read "DW", with a long horizontal stroke extending to the right.

Dan Walters
Interim Fire Chief
Felton Fire Protection District