



# **BEN LOMOND FIRE PROTECTION DISTRICT**

## **AGENDA of the BOARD OF DIRECTORS**

**Wednesday April 17, 2024 at 8:00 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 March 20, 2024
  - 1.1 Regular Meeting of April 17, 2024
2. Approval of Expenditures for April 17, 2024

- 2.1 Paid bills in the amount of \$63,747.66
- 2.2 Paid Payroll in the amount of \$ 17,219.08

## Old BUSINESS

1. Upstairs (Discussion/Action)  
**Key discussion points:**  
**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:**  
**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. Rosenbauer contract break \$30,000  
**Decisions made:**  
**Action Items and assignees:**
  
09. Henflings  
**Key discussion points:** Lease agreement/ Inspection  
**Decisions made:**  
**Action Items and assignees:**

**10. Felton Fire Activities**

**Key discussion points:**

**Decisions made:**

**Action Items and assignees:**

**NEW BUSINESS**

**1. Preliminary Budget 24/25**

**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. Fire Chief

**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 –May 15, 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>04/17/2024</b>
	<b>Approved</b>	<b>Date</b>	

**Correspondence**

**Administration**

**Operations**

BLFD responded to calls in 44 Mar/April

- Structure (0)
- EMS (22)
- Haz Mat (0)
- Vehicle Acc. (1)
- Public Service (5)
- Smoke Checks (2)
- Other, wires (2)
- Mutual Aide Of these calls (12) (3) Boulder, Fel(5) AMR(2) CZU(2)
- Storm related (0)
- Wildland (0)

**Training**

- Wildland

**Logistic**

**Fire Prevention/Ed**

Firewise Love Creek



# BEN LOMOND FIRE PROTECTION DISTRICT

## Board Meeting

Minutes Regular Board Meeting

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

### Roll Call

**Directors Present:** Chairperson Director Sean Castagna, , Director Lisa Hill, Director Dave Bingham & Director Tom Maxson

**Fire District Staff:** Chief Brownlee

**Absent:** (Vice) Director Glen Cady

**Also Present** Jamie Helmer, Greg Rauch, Steve Wisener, Matt Sanders

**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, March 20, 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-** Greg Rauch expressed his concern about the safety on Glen Arbor

**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 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 February 21, 2023
  - 1.1 Regular Meeting of March 20, 2024
2. Approval of Expenditures for March 20, 2024
  - 1.1 Paid bills in the amount of \$272,822.25
  - 1.2 Paid Payroll in the amount of \$ 16,109.83

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 Hill, Director Maxson and Director Bingham  
Noes: None  
Abstain: None  
Absent Glen Cady

## Old BUSINESS

1. Upstairs (Discussion/Action)

**Key discussion points:** Everything has been ordered and delivered

**Decision(s) made:**

**Action items and assignee(s)**

2. Mill St. (Discussion/Action)

**Key discussion points:** Demo has been started

**Decision(s) made:**

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

3. SOP Review

**Key discussion points:** SOP# 2020.

**Decision(s) made:** Board will do more research on the Calif paid sick leave

**Action items and assignee(s)**

4. LAFCO

**Key discussion points:** No report

**Decisions made:**

**Action Items and assignees:**

5. Landscaping

**Key discussion points:** Board decided to go with original bid to asphalt the area that needs repair.

**Decisions Made:**

**Action Items and assignees:**

Motion was made by Director Bingham seconded by Director Hill to approve bid from Sladwick \$19,600 for asphalt project in front.

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

Noes: None

Abstain: None

Absent Glen Cady

6. Arden Property

**Key discussion points:** No discussion

**Decisions Made:**

**Action Items and assignees:**

7. Glen Arbor Project

**Key discussion points:** Steve Wisener informed the Board how the funding works for this project. \$2 million is marked for the project but will need more\$.

**Decisions made:**

**Action Items and assignees:**

8. 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:**

9. Henflings

**Key discussion points:** Chief call Russell

**Decisions made:** Set up another walk through with Board at the next meeting

**Action Items and assignees:**

10. Felton Fire Activities

**Key discussion points:**

**Decisions made:** Director Bingham spoke with Chief Walters about the letter that they sent. He said that Chief Walters would like to see Ben Lomond take them over. Board requested the Chief to set up a date to meet with Felton’s Board. Chief will contact Director Anderson.

**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 – April 17, 2024

**ADJOURNMENT**

The meeting was adjourned at 10:30 AM

ATTEST: \_\_\_\_\_  
Chairperson Castagna

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

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

**Date: April 17, 2024**

**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

\$ 63,747.66 .

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

April 17, 2024 .

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

**CLAIMS BY VENDOR**

03/20/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
BURGESS, NICK	//	62826	Reimb.- EMT fees (class, live scan, etc)	\$1,000.00	<input type="checkbox"/>
BURGESS, NICK	//	61721	Reimb.- fan for E2210 (charged to wrong credit card)	\$36.01	<input type="checkbox"/>
CALIFORNIA DEPT OF TAX & FEE ADMIN	//	62888	Use Tax - filing for 2023 sales tax due	\$663.00	<input type="checkbox"/>
EMT CERTIFICATION FUND / EMSA	//	62826	EMT program - recertification Chavez	\$37.00	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES-FRMS	//	53010	Monthly insurance premium - for April 2024	\$127.69	<input type="checkbox"/>
MONTEREY BAY SYSTEMS	//	61725	Contract base rate charge for 03/20-06/19/24 and overage charge for 12/20/23-03/19/24(\$12.04)	\$119.67	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 01/31/24	\$300.00	<input type="checkbox"/>
SANTA CRUZ CO - HSA	//	62826	EMS Program - renewal Chavez	\$100.00	<input type="checkbox"/>
<b>Total</b>				<b>\$2,383.37</b>	

# CLAIMS BY VENDOR

03/27/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
ADAM, NICHOLAS	//	62826	EMT class fees - NREMT	\$1,000.00	<input type="checkbox"/>
BRAZIL CONSTRUCTION INC	//	61846	Stone work on landscape area walls- materials	\$13,500.00	<input type="checkbox"/>
BROWNLEE, STACIE	//	61310	Employee Reimburse - Swiftwater Rescue Tech-training classes- food items	\$152.57	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61110	3 pair structure boots (Vandervoort, Schubert, L Ayers)	\$2,221.60	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61731	Chainsaw sharpening, chain	\$76.12	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	E2210 - reinforced cable	\$34.87	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maint. supplies (snake, floor cleaning, etc)	\$60.44	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Supplies for upstairs work	\$34.86	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	supplies for work on 2267	\$62.57	<input type="checkbox"/>
TARGETSOLUTIONS LEARNING, LLC	//	62826	Target Solutions online training platform- renewal 04/20/24-04/19/25 (30 users)	\$2,400.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- BFFA expenses (reimbursed by trng)	\$137.70	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62020	Main account bill- Amazon Prime renewal	\$151.51	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62826	Main account bill- CPR renewal fee (Fisher)	\$50.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- HULU, Comcast and Verizon billings	\$1,094.12	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61110	Main account bill- ID card (Sanders) from The Police and Sheriffs Press	\$17.60	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- PG&E and SLV Water billings for Arden	\$69.15	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill- pulse oximeter	\$25.06	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- station PG&E and SLV Water billings	\$1,570.33	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61720	Main account bill- tow fee for shipping container to Arden	\$630.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	Main account bill- upstairs build/ partial order of bathroom fixtures from Home Depot	\$3,410.93	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe and back-up softwares	\$46.88	<input type="checkbox"/>

# CLAIMS BY VENDOR

04/03/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
IHWY, LLC	/ /	62381	Web hosting / Mail Accts for April 2024	\$72.50	<input type="checkbox"/>
LEE & ASSOCS RESCUE EQUIP INC	/ /	62888	Budgeted ropes Equip. - 3 asstd rope bags, 4 var. colors rope, asstd other hardware, 4 colors webbing	\$12,005.73	<input type="checkbox"/>
STUDIO 64 IRONWORKS	/ /	86110	Final payment- custom guardrails and handrails to code, primed and painted	\$20,000.00	<input type="checkbox"/>
			<b>Total</b>	<b>\$32,078.23</b>	

**CLAIMS BY VENDOR**

04/10/2024

*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>					
FIRE RISK MANAGMENT SERVICES- FRMS	//	53010	Monthly insurance premium - May 2024	\$130.29	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle 03/01-03/31/24	\$145.30	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 02/29/24	\$300.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	E2249- troubleshoot PA interface, swap control head and reprogram	\$800.00	<input type="checkbox"/>
SCOTT'S PPE RECON INC	//	61110	PPE repairs- replace coat hardware, install throat tab, patch hole, replace collar hooks	\$159.50	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel purchases	\$1,004.66	<input type="checkbox"/>
				<b>Total</b>	<b>\$2,539.75</b>

**Board Mtg. - Vendor Totals  
April 17, 2024**

<b>Vendor Claim Sheets</b>	<b>\$ Amount</b>	<b>Date</b>
Page 1 total	\$2,383.37	20-Mar-24
Page 2 total	\$26,746.31	27-Mar-24
Page 3 total	\$32,078.23	3-Apr-24
Page 4 total	\$2,539.75	10-Apr-24
<b>Grand Total Vendor Claims</b>	<b>\$63,747.66</b>	

**TOTALS**

PAYROLL SD 02  
 PAY PERIOD #08  
 GL KEY# 680600

Beg Date: 03/30/24

ATTN: Auditor-Controller  
 End Date: 04/12/24

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	29.75	\$1,100.75
			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
803541	Nick Burgess	\$75.00	PER SHIFT	888	20.00	\$1,500.00
		\$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>						
803842	Garrett Fisher	\$25.00	HOURLY	888	40.00	\$1,000.00
803879	Kevin Giannini	\$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* 04/10/24  
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	29.75	\$8,786.75
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

**Payroll Batch Control**

Employees 6  
 Line Entries 7  
 Total Reg. & Special Hours 29.8  
 Total Regular & Special Amounts \$9,248.29

<u>VOLUNTEER PAY</u>		
<b>TOTAL</b>	<b>29.75</b>	<b>\$9,248.29</b>

••0••  
 0•00 \*  
 9,248•29 +  
 1,100•75 -  
 8,147•54 \*

51000 Regular Pay	\$8,786.75
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$9,248.29</b>

PAYROLL SD 02  
 PAY PERIOD #07  
 GL KEY# 680600

Beg Date: 03/16/24

ATTN: Auditor-Controller  
 End Date: 03/29/24

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
<b>DUTY CHIEF</b>						
<b>EMPLOYEE #</b>						
800493	Mike Ayers	\$75.00	PER SHIFT	888	3.00	\$225.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	11.00	\$825.00
		\$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>						
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
803879	Kevin Giannini	\$25.00	HOURLY	888	28.00	\$700.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by \_\_\_\_\_  
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	22.25	\$7,509.25
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

**Payroll Batch Control**  
**Employees 6**  
**Line Entries 7**  
**Total Reg. & Special Hours 22.3**  
**Total Regular & Special Amounts: \$7,970.79**

<b>VOLUNTEER PAY</b>		\$0.00
<b>TOTAL</b>	<b>22.25</b>	<b>\$7,970.79</b>

51000 Regular Pay	\$7,509.25
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$7,970.79</b>