



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

**Public Hearing to Adopt the FY 2024-2025 Final Budget
Wednesday August 21, 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

Open Public Hearing- Adopt the FY2024-2025 Final Budget

Call to Order

Open time for public expression regarding the adoption of the 2024-2025 Final Budget. Any person may address the Board regarding the adoption of the 2024-2025 Final Budget.

Close Public Hearing- Adopt the FY 2024-2025 Final Budget

REGULAR MEETING- Call TO ORDER

OPEN TIME FOR PUBLIC EXPRESSION

Please observe a three minute time limit

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a more lengthy presentation or Board deliberation will be considered for placement on the agenda for discussion at a future meeting. There will also be an opportunity to comment on action items, following Board discussion and before any action is taken. The Board asks anyone who speaks to state their name.

DIRECTOR MATTERS/AGENDA AMENDMENTS

Directors may report on their activities and meetings.

Any changes to the agenda may be made at this time.

CHIEF'S REPORT

The Fire Chief will report on the district's business activities and operations.

COMMUNICATIONS-

BOARD CALENDER EVENTS-Elections

COMMITTEE REPORTS-

Directors may report on committee activities and meetings

CONSENT CALENDAR ITEMS

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

1. Approval of Minutes July 21, 2024
And the July 31 Special Board meeting
 - 1.1 Regular Meeting of August 21, 2024
2. Approval of Expenditures for August 21, 2024
 - 2.1 Paid bills in the amount of \$81,337.50
 - 2.2 Paid Payroll in the amount of \$ 17,366.83

Old BUSINESS

1. Upstairs (Discussion/Action)
Key discussion points: No action
Decision(s) made:
Action items and assignee(s)

2. SOP Review
Key discussion points: SOP #2020 Payroll/Sick Leave SB616
Decision(s) made:
Action items and assignee(s)

4. Landscaping
Key discussion points: Started
Decisions made:
Action Items and assignees:

5. Type 3

Key discussion points: With COVID and the current supply chain with the chassis, I can explain the reasoning why West-Mark cannot lock things down.

Due to Chassis timing West-Mark cannot purchase parts until we have the chassis in hand. (that is the 3.5% however the supply chain on Raw Materials has stabilized, however finished goods are still carrying a 4% per year increase and Interest has gone up a considerable amount).

The Chassis price will only adjust if International does not hold their pricing. There are CARB factors and model year factors involved and the Chassis is just a pass-through for us. West-Mark only needs a letter from your group to get the Chassis on order. The Price quoted is the Boulder Creek truck and your team has mentioned removing some items which would drop the price.

Decisions made:
Action Items and assignees:

- 6.. Henflings
Key discussion points: Lease agreement
Decisions made:
Action Items and assignees:

8. Final Budget 24/25
Key discussion points:
Decisions made:
Action Items and assignees:

NEW BUSINESS

1. Felton Fire

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 –September 18, 2024

ADJOURNMENT

BEN LOMOND FIRE PROTECTION DISTRICT



Fiscal Year 2024-2025 FINAL Budget

40100	PROPERTY TAX-CURRENT SEC-GEN		
	1	\$1,086,156	
		Total	\$1,086,156
40110	PROPERTY TAX-CURRENT UNSEC-GEN		
	1	\$21,744	
		Total	\$21,744
40440	RENTS AND CONCESSIONS		
	1 Henflings monthly rental (\$3,824 /mo)	\$45,888	
	2 Verizon monthly rental (\$652/ mo)	\$7,824	
		Total	\$53,712
40830	ST-HOMEOWNERS' PROPERTY TAX RELIEF		
	1	\$5,128	
		Total	\$5,128
40894	STATE OTHER- GRANT FUNDING		
	1 FEMA grant - Education Trailer		\$269,807
	2 FEMA grant - % resp. Fire Chief's funds		\$13,491

Total Tax	\$1,113,028
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Carry-over funds from FY 2023/2024 \$189,000

GRAND TOTAL REVENUES	\$1,639,038
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51000 REGULAR PAY-PERMANENT

1 Fire Chief, Secretary, Day workers, Duty Chiefs	\$196,000	
		Total \$221,000

51010 REGULAR PAY-EXTRA HELP

1 Pay night for Paid Call FFs and Duty Chiefs	\$115,000	
2 Special Projects	\$19,425	
		Total \$134,425

51015 REGULAR PAY-SICK LEAVE

1 Sick Leave	\$10,000	
		Total \$10,000

52010 OASDI-SOCIAL SECURITY

1 FICA	\$28,000	
		Total \$28,000

52015 RETIREMENT

1 Retirement contributions (currently at 28%)	\$26,000	
2 PARS fees	\$3,600	
		Total \$29,600

53010 EMPLOYEE INSURANCE AND BENEFITS

1 Life/Vision (all empl FDAC/EBA)	\$2,000	
2 Chief Health Benefit (\$1k/mo)	\$12,000	
3 Misc	\$500	
		Total \$14,500

53015 UNEMPLOYMENT INSURANCE

1 Unemployment Ins contributions	\$7,000		
		Total	\$7,000

54010 WORKERS COMPENSATION INSURANCE

1 Insurance Contributions	\$20,000		
		Total	\$20,000

TOTAL SALARIES & BENEFITS \$464,525

61110 CLOTHING & PERSONAL SUPPLIES

Items for personal use, including safety equipment: Badges, belts, gloves, goggles, helmets, masks, raincoats, rubber boots, uniforms, uniform allowance

1 PPE	\$19,000		
2 Helmet Shields	\$1,500		
3 Passport/Accountability Equipment	\$1,000		
4 Match AFG funds 50/50 Grant	\$10,000		
5 Helmet lights	\$1,500		
6 Other	\$1,500		
		Total	\$34,500

61215 RADIO SERVICES

Special communication equipment

1 Netcom Services	\$17,000		
2 County Radio Shop Services	\$500		
3 Tablet Command	\$10,000		
4 Other radio	\$16,179		
		Total	\$43,679

61221 TELEPHONE-NON TELECOM

1 Internet and telephone service (Comcast, HULU)	\$8,000		
2 Cellular phone service (incl. ipads)(Verizon)	\$10,000		
3 Misc.	\$500		
		Total	\$18,500

61310	Food		
	1 Food-Fire Calls / Meetings / Paynight	\$8,000	
		Total	\$8,000
61425	OTHER HOUSEHOLD EXPENSE-SERVICES		
	<i>Kitchen utensils; bedding and laundry; Brooms, mops, wax, cleaners; Curtain, drapes, rugs (when not capitalized) ; Garbage cans, hot plates, towels, toilet tissue, PLUS refuse disposal per current state guidelines.</i>		
	1 Household, bathroom	\$3,800	
		Total	\$3,800
61525	LIABILITY INSURANCE		
	1 Annual Premium- FAIRA (incr. 2022)	\$58,538	
		Total	\$58,538
61720	MAINT-MOBILE EQUIPMENT-SERVICES		
	<i>Automotive supplies such as lubrication oil, light bulbs, spark plugs, coolant, tires, tubes, fan belts, etc; Contractual repairs and overhauls.</i>		
	1 Maint. & repairs to mobile equipment-labor costs	\$11,000	
	2 Annual Contribution - Air Unit	\$2,000	
	3 Annual Contribution - Education Trailer	\$2,000	
		Total	\$15,000
61721	MAINT-MOBILE EQUIPMENT-SUPPLIES		
	1 Tire replacement	\$2,000	
	2 Maint. & repair parts	\$28,000	
		Total	\$30,000
61725	MAINT-OFFICE EQUIPMENT-SERVICES		
	<i>Costs of repairing office equipment; Service agreements for maintenance of office equipment; Cost of printer ink and copier toner.</i>		

1 Copier maintenance agreement and misc.	\$700	
		Total \$700

61730 MAINT-OTHER EQUIPMENT-SERVICES-labor
Costs of repairing firefighting equip. and related equip.; Cost of repairing rescue equip.

1 Ladder Testing	\$600	
2 Maint. chainsaw	\$720	
3 Santa Cruz Fire Equip maint all fire extinguishers	\$1,075	
4 Gas Sensor Maintenance (O2 & CH4)	\$800	
5 Hurst hydraulic tools	\$2,000	
6 Misc. Repairs	\$2,805	
		Total \$8,000

61731 MAINT-OTH EQUIP-SUPPLIES
Costs of repairing firefighting equip. and related equip.parts

1 Chainsaw chains, misc. parts	\$3,500	
2 Misc. parts	\$2,000	
		Total \$5,500

61845 MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES
**Any cost to maintain or make structural improvements or improvements to buildings or grounds*

1 Generator - Annual maintenance	\$555	
2 Septic Tank Maintenance	\$500	
3 Furnace Maintenance	\$410	
4 S. Cruz Fire Equip maint on kitchen Extg Sys	\$700	
5 Health Permit Fees	\$2,000	
6 General building maintenance services	\$5,835	
		Total \$10,000

61846 MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES
**Any cost to maintain or make structural improvements*

or improvements to buildings or grounds

1 General building maintenance supplies	\$10,495		
2 Misc. supplies	\$8,067		
		Total	\$18,562

61855 ROAD REPAIRS-SERVICES

Any repairs to roads damaged by fire apparatus.

Installation and cost of street signs on non-county roads when needed.

1 Street signs	\$500		
2 Road repairs	\$500		
		Total	\$1,000

61920 MEDICAL, DENTAL & LAB SUPPLIES

Note: medical supplies

1 Oxygen	\$1,500		
2 Medical Supplies	\$2,000		
3 Misc. medical equipment	\$1,300		
		Total	\$4,800

62020 MEMBERSHIPS

Includes memberships in societies, associations, and other organizations

1 Santa Cruz County Fire Chiefs Association	\$400		
2 Santa Cruz County EMS Integration Authority	\$1,500		
3 FDAC	\$280		
4 Other	\$600		
		Total	\$2,780

62219 PC SOFTWARE PURCHASES

1 First Due (incidents)	\$5,450		
2 Misc. software purchase (Cloud based software Adobe, back-up softwares)	\$9,000		
		Total	\$14,450

62221	POSTAGE		
	1 UPS	\$100	
	2 USPS	\$400	
		Total	\$500

62223	OFFICE SUPPLIES		
	1 Office Supplies	\$500	
	2 Misc.	\$500	
		Total	\$1,000

62301	ACCOUNTING AND AUDITING FEES		
	1 Payroll /Claims Services for FY	\$3,500	
	2 Property Tax Admin. Fees	\$8,000	
	3 Annual Audit (not in 2024/25)	\$0	
		Total	\$11,500

62327	DIRECTORS' FEES		
	<i>Fees paid to Fire Commissioners</i>		
	1 Meeting fees	\$8,000	
		Total	\$8,000

62358	LAUNDRY SERVICES		
	1 Cleaning of PPE	\$450	
		Total	\$450

62367	MEDICAL SERVICES-OTHER		
	1 FF Physicals / follow-up tests	\$12,000	

Total \$12,000

62381 PROF & SPECIAL SERV-OTHER

Most professional and specialized services performed by outsiders: legal services, appraisals, accounting and auditing, surveys, fire marshal services.

1 Computer Networking Service	\$2,500
2 LAFCO Fees	\$1,300
3 Legal Services	\$20,000
4 Claims System Tech Support	\$300
5 Nozzle Fees/Toxic Fees (Monterey Bay Unified Air F	\$327
6 Fire Management Consulting	\$1,039
7 Misc.	\$4,634

Total \$30,100

62420 LEGAL NOTICES

Expenses for the publication of legally required notices and reports

1 SV & SLV Press-Banner	\$350
2 Misc.	\$250

Total \$600

62715 SMALL TOOLS & INSTRUMENTS

Small tools not classified as fixed assets; Carpentry, machine and general purpose tools, drafting, engineering and surveying tools; Gardening tools; specialized tools and instruments (not nails bolts, screws, etc.)

1 Small tools, shop tools	\$1,000
2 Saws/ Dewalt sets (3)	\$3,000
3 TIC (pers. & V320)	\$3,000
4 Swiftwater equipment/Boat Motor	\$7,000
5 Ropes/Hardware	\$10,000
6 Scene Lighting	\$3,000
7 Misc.	\$5,000

Total \$32,000

62826 EDUCATION AND/OR TRAINING

1 S230/231, Wildland, Driver Operator, etc.	\$3,000
2 EMT Recerts	\$1,000
3 TargetSolutions annual renewal	\$3,000
4 Misc. training	\$13,000

Total **\$20,000**

62888 SPECIAL DISTRICT EXPENSE-SERVICES

Specialized supplies and services peculiar to one or a few districts, for which an account has not been otherwise provided:

Books for circulating (Libraries)

Film development, supplies and expense (fire)

Election expense

Hoses, couplings and nozzles (fire)

1 FF Year/High Point FF Plaques Pay night	\$200
2 Foam	\$1,100
3 Fire Prev., Supplies, Equip.	\$3,000
4 Hoses, couplings and nozzles (fire)	\$6,000
5 Election Expense	\$2,000
6 Gas Monitor	\$5,200
7 Misc	\$3,943

Total **\$21,443**

62920 GAS, OIL, FUEL

1 Fuel (Shell card charges and diesel tank fills)	\$25,000
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Total **\$25,000**

62928 TRAVEL OTHER

Includes: Auto & truck gasoline; delivery charges; Reimbursement for private car use; Reimbursement for meals, lodging, bridge tools, train, bus, air fare; any other authorized travel expense

1 Conference Travel	\$2,500
2 Misc. Travel & Training	\$2,500

Total **\$5,000**

63070

UTILITIES

Cost of gas, electricity, water, butane, heating oil, sewage disposal, etc

1 289 Arden Way (PG&E)	\$500
2 9430 Hwy 9 (PG&E)	\$15,000
3 SLV Water (station & Arden)	\$5,000

Total **\$20,500**

74230

PRINCIPAL ON LEASE PURCHASES

1 New Engine Lease - Type 3	\$74,700
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Total **\$74,700**

74420

INTEREST ON LEASE PURCHASES

1 New Engine Lease - Type 3	\$8,900
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Total **\$8,900**

86110

BUILDINGS AND IMPROVEMENTS

Major alterations or improvements to existing structures: Buildings, landscaping, Pipelines, Wells, pavement, Drains, Fences, Hydrant.

1 Station repairs	\$64,500
2 Landscape / station front project	\$109,000
3 Upstairs	\$70,000

Total **\$243,500**

86203

EQUIPMENT (Computer Equipment)

1 Replace computer equip.	\$10,000
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\$10,000

86204

EQUIPMENT

Expenditures for the acquisition of physical property of a permanent

nature other than land, buildings and improvements. Include: Freight or other carriage charges; Sales, use and transportation taxes; installation costs.

1 Misc. \$5,513

Total \$5,513

86209 MOBILE EQUIPMENT

1 Chevrolet 2500HD 4WD \$82,700

2 Fire Education Trailer (FEMA grant) \$283,298

Total \$365,998

Grand Total **\$1,639,038**

07/22/24

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

Date: August 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

\$ 81,337.50.

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

August 21, 2024.

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

07/17/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
ATCHISON, BARISONE & CONDOTTI	/ /	62381	Services 06/01-06/30/24 related to engine purchase contract	\$51.00	<input type="checkbox"/>
DOCTORS ON DUTY MEDICAL GROUP INC	/ /	62367	Firefighter new hire physicals- Whitney and Scarborough	\$1,196.00	<input type="checkbox"/>
GROSS, RUSSELL E. , REAL ESTATE, INC.	/ /	62381	Property Managment - Henfling's Tavern July 2024	\$157.50	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	/ /	52015	PARS administrator services for month ending May 31, 2024	\$300.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	/ /	61425	Dump fees- June	\$28.00	<input type="checkbox"/>
SANTA CRUZ COUNTY EMS INTEGRATION AUTHORITY	/ /	62020	Dues - assessment for EMSIA for 2024/2025	\$1,500.00	<input type="checkbox"/>
Total				\$3,232.50	

CLAIMS BY VENDOR

07/24/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
SANTA CRUZ COUNTY ENVIRONMENTAL HEALTH SERVICES	//	61845	Health permit renewal FY 24/25	\$1,977.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe, back up software	\$46.90	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill- Analgesic billing (oxygen), multiple sizes med gloves	\$200.71	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61110	Main account bill- Arden property- SLV Water and PG&E billings	\$95.60	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62715	Main account bill- exterior camera, AED battery	\$1,031.13	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Main account bill- Fit Test calibration (will be shared with other valley depts.)	\$970.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	Main account bill- gate lock, fence lettering	\$462.87	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	86203	Main account bill- ipad replacement	\$1,535.91	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61731	Main account bill- Otterbox case for ipad	\$97.82	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61215	Main account bill- pager	\$61.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- station SLV Water and PG&E billings	\$1,293.74	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Verizon Wireless billing	\$675.56	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill-warning beacons for LZ kits, repair parts for air unit (reimbursed by JPA)	\$314.50	<input type="checkbox"/>
WHITNEY, PAWAT	//	61110	Reimburse- boots purchase	\$358.26	<input type="checkbox"/>
Total				\$9,121.00	

CLAIMS BY VENDOR

08/07/2024

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 physicals- Aldridge and Garrahan	\$1,215.00	<input type="checkbox"/>
IHWY, LLC	//	62381	Web hosting / Mail Accts for August 2024	\$72.50	<input type="checkbox"/>
K2 REFRIGERATION LLC	//	61845	Service on freezer on 07/25/24	\$125.00	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61731	Gear 911-red briefcase	\$86.12	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61110	3 pair structure boots (Fisher, Auldridge, Van derVoort)	\$1,866.08	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61731	SCBA repair and replace gauge line assemble	\$393.12	<input type="checkbox"/>
PRESS BANNER	//	62420	Public Notice for 08/02/24- adopt 24/25 budget	\$136.60	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- July 2024	\$29.00	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Broom/dust pan, padlocks, hardware for station maintenance, etc	\$241.81	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	62888	Quail Hollow keys	\$19.57	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	Tire foam, car wash liquid, fuses, funnel	\$91.92	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel purchases	\$956.32	<input type="checkbox"/>
Total				\$5,233.04	

CLAIMS BY VENDOR

08/14/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
FIRE RISK MANAGMENT SERVICES-FRMS	/ /	53010	Monthly insurance premium - September 2024	\$143.59	<input type="checkbox"/>
GREENWASTE RECOVERY INC	/ /	61425	Garbage & Recycle for 07/01-07/31/24	\$150.06	<input type="checkbox"/>
LAFCO	/ /	62381	LAFCO Fees FY2024/2025	\$1,145.22	<input type="checkbox"/>
SILKE COMMUNICATIONS	/ /	61731	Replaced system board (shipping)	\$14.23	<input type="checkbox"/>
WINNER CHEVROLET INC	/ /	86209	2024 Chevrolet Silverado K2500 (1GC5YNE7XRF434518)	\$62,297.86	<input type="checkbox"/>
Total				\$63,750.96	

**Board Mtg. - Vendor Totals
August 21, 2024**

Vendor Claim Sheets	\$ Amount	Date
Page 1 total	\$3,232.50	17-Jul-24
Page 2 total	\$9,121.00	24-Jul-24
Page 3 total	\$5,233.04	7-Aug-24
Page 4 total	\$63,750.96	14-Aug-24
Grand Total Vendor Claims	\$81,337.50	

TOTALS

PAYROLL SD 02
 PAY PERIOD #17
 GL KEY# 680600

Beg Date: 08/03/24

ATTN: Auditor-Controller
 End Date: 08/16/24

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	32.00	\$1,184.00
			SICK	022	0.00	\$0.00
DUTY CHIEF						
800494	Mike Ayers	\$75.00	PER SHIFT	888	7.00	\$525.00
800493	Mark Brown	\$75.00	PER SHIFT	888	9.00	\$675.00
		\$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
DAY WORKER- STATION						
803842	Garrett Fisher	\$25.00	HOURLY	888	72.00	\$1,800.00
803879	Kevin Giannini	\$25.00	HOURLY	888	8.00	\$200.00
		\$25.00	HOURLY	888	0.00	\$0.00
803842	Garrett Fisher	\$25.00	HOURLY	888	8.00	\$200.00
804029	Landon Ayers	\$25.00	HOURLY	888	8.00	\$200.00

Prepared by Laurie Dennis
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$8,520.00
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control
 Employees 7
 Line Entries 9
 Total Reg. & Special Hours 32.0
 Total Regular & Special Amounts \$8,981.54

VOLUNTEER PAY		\$0.00
TOTAL	32.00	\$8,981.54


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0.00 *

8,981.54 +
 1,184.00 -
 7,797.54 *

51000 Regular Pay	\$8,520.00
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$8,981.54

EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
800973	Stacie Brownlee	\$46.70	SALARY	888	0.00	\$3,736.00
			Health Benefit Stipend	ILB	0.00	\$461.54
			VACATION	011	0.00	\$0.00
			SICK	022	0.00	\$0.00
803033	Laurie Dennis	\$37.00	REGULAR HOURS	888	30.75	\$1,137.75
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	8.00	\$600.00
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
		\$75.00	PER SHIFT	888	0.00	\$0.00
DAY WORKER- STATION						
EMPLOYEE #						
803842	Garrett Fisher	\$25.00	HOURLY	888	56.00	\$1,400.00
803879	Kevin Giannini	\$25.00	HOURLY	888	24.00	\$600.00
		\$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 08/05/24

Pay Type	Hours	Dollars
REGULAR HOURS	30.75	\$7,923.75
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 30.8
 Total Regular & Special Amounts \$8,385.29

VOLUNTEER PAY		\$0.00
TOTAL	30.75	\$8,385.29

51000 Regular Pay	\$7,923.75
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$8,385.29



BEN LOMOND FIRE PROTECTION DISTRICT

Board Meeting

Minutes Regular Board Meeting

Wednesday, July 17, 2024 at 8:00 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:

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, July 17, 2024, Chairperson Castagna called the meeting to order at 8:02 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 – Election

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 June 19, 2024
 - 1.1 Regular Meeting of July 17, 2024
2. Approval of Expenditures for June 19, 2024
 - 1.1 Paid bills in the amount of \$120,984.64
 - 1.2 Paid Payroll in the amount of \$ 16,651.08

Approval of Consent Calendar Items

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

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

Noes: None

Abstain: None

Absent: None

At 8:15 the board moved into closed session to accommodate time constraints of the Property Manager.

Old BUSINESS

1. Upstairs (Discussion/Action)

Key discussion points: Moving slowly, some progress

Decision(s) made:

Action items and assignee(s)

2. SOP Review

Key discussion points: Chief will run a report to show the Board the hours.

Director Bingham will contact the attorney to ask if it is legal for them to double dip.

Decision(s) made:

Action items and assignees

3. Landscaping

Key discussion points: Chief will get quotes for the flag pole and bell to be set

Decisions Made:

Action Items and assignees:

4. Type 3

Key discussion points: Board would like Chief to get proposals for the new type 3

Decisions made:

Action Items and assignees:

5. Henflings

Key discussion points: See reportable action from closed session

Decisions made:

Action Items and assignees:

6. Preliminary Budget 24/25

Key discussion points: Public Notice will be set

Decisions made:

Action Items and assignees:

NEW BUSINESS- None

CLOSED SESSION- Authority; Gov. Code Section Code §54956.8:

At 8:15 the Board adjourned to a closed session to discuss Henflings Lease.

At 8:30 the regular meeting was reopened. Reportable Action:

The Ben Lomond Fire Protection District board has rejected the proposal that was submitted by the current lessor. The district will not be renewing the existing lease past August 31, 2024. The Ben Lomond Fire Protection District Board is requesting any interested parties submit their proposals to the district's property manager Russel Gross (REG). Proposals need to be received by July 31, 2024.

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 – August 21, 2024

ADJOURNMENT

The meeting was adjourned at 9:00 AM

ATTEST:

Chairperson Castagna

Stacie Brownlee, Secretary



BEN LOMOND FIRE PROTECTION DISTRICT Board Meeting

Minutes Special Board Meeting

Wednesday, July 31, 2024 at 7:00 PM

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:

Also Present Josh Miller

FLAG SALUTE/MOMENT OF SILENCE

ROLL CALL

CALL TO ORDER BOARD REGULAR BOARD MEETING

The meeting of the Special Board of Directors of the Ben Lomond Fire Protection District was held on Wednesday, July 31, 2024, Chairperson Castagna called the meeting to order at 7:02 PM.

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- Josh Miller spoke to the Board about the conditions at Henflings. That he was making changes and cleaning it up

DIRECTOR MATTERS/AGENDA AMENDMENTS- None

Any changes to the agenda may be made at this time.

CHIEF'S REPORT-None

COMMUNICATIONS – Election

BOARD CALENDER EVENTS- None

COMMITTEE REPORTS- None

Directors may report on committee activities and meetings

Old BUSINESS

1. Type 3

Key discussion points: Board requested Chief to email West Mark intent proceeding a formal quote, lock down better price. 3.5% just the chassis?

Decisions made:

Action Items and assignees:

2. Preliminary Budget 24/25

Key discussion points: Chief advised the Board that she made some changes to the budget. Public notice will run 2 weeks before the August 21 meeting

Decisions made:

Action Items and assignees:

3. Henflings

Key discussion points:

Decisions made: See below motions

Action Items and assignees:

Motion was made by Director Castagna seconded by Director Hill move forward with Mario Ibarra and Antonio Hernandez proposal submitted on 7-25-24 based on the following proposed lease negotiation outlined in the Boards proposed lease.

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

Noes: None

Abstain: None

Absent: None

2nd Motion was made by Director Bingham seconded by Director Cady to have the property manager Russell Gross notify the proposal from Sahra Butler (Sir Froggie's Rub) that we entered into a lease negotiation with another party and in the event the other party rejects our proposed lease negotiations the Board will revisit their proposal.

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

Noes: None

Abstain: None

Absent: None

CLOSED SESSION- Authority: Gov. Code Section Code §54956.8:

At 8:15 the Board adjourned to a closed session to discuss Henflings Lease.

At 9:00 the Special Board meeting was reopened. Reportable Action: Motions made out of closed session

The Ben Lomond Fire Protection District board has reviewed proposals that was submitted by all interested parties. The district will not be renewing the existing lease past August 31, 2024.

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 – August 21, 2024

ADJOURNMENT

The meeting was adjourned at 9:15 PM

ATTEST:

Chairperson Castagna

Stacie Brownlee, Secretary

DR. J. H. H. H.



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:	08/21/2024
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to calls in 72 July/Aug

- Structure (0)
- EMS (54)
- Haz Mat (0)
- Vehicle Acc. (3)
- Public Service (11)
- Smoke Checks (3)
- Other, wires (0)
- Mutual Aide calls (7) Boulder, (16) Felton, (1) Zayante, (3) Santa Cruz
- Storm related (0)
- Wildland (0)

Training

- Ropes/ Medical

Logistic

Fire Prevention/Ed



ATCHISON, BARISONE & CONDOTTI, APC

LAW OFFICES
PO BOX 481
SANTA CRUZ, CALIFORNIA 95061-0481
P:831-423-8383; F:831-576-2269

JOHN G. BARISONE
ANTHONY P. CONDOTTI
BARBARA H. CHOI
CATHERINE M. BRONSON

STEPHANIE M. DUCK
ALEX C. GEISE
MATTHEW B. GRACE
STEPHANIE Y. HALL
CLAIRE D. HARD
JENNEEN E. HILL
SAMUEL L. HUMY
VICTORIA K. THOMPSON
ASHLEY B. WHEELLOCK

August 14, 2024

***Delivery Method via Electronic Mail (josh@henflingsbar.com
jmiller924@comcast.net) and U.S. Mail***

HENFLINGS, LLC
c/o Josh Miller
9450 Highway 9
Ben Lomond, CA 95005

PO Box 413
Ben Lomond, CA 95005-9223

Re: Lease Agreement, dated June 30, 2018

Dear Mr. Miller:

The Ben Lomond Fire Protection District (the District) entered into a June 30, 2018, Lease Agreement with HENFLINGS, LLC, amended on April 7, 2021. The lease is set to expire on August 31, 2024. As you are aware, the District will not be renewing the Lease.

You are required to remove all belongings and vacate the premises contemplated by the Lease Agreement by the end of the day on August 31, 2024.

You previously stated in an email on August 1, 2024, that all equipment, signage, and furnishings are owned by Henflings, LLC, and that you would remove them with the end of your tenancy. Although you may remove any items purchased or owned by Henflings, LLC, any items, including signage, equipment, and furnishings, that existed on the premises prior to the commencement of the Lease Agreement that Henflings, LCC has not purchased from the District, shall remain on the premises. If any items are removed that are owned by the District, the District will have no choice but to exercise legal remedies.

Please call our office if you would like to discuss this any further.

Sincerely,

Samuel Humy

month

Months 28-39(Jan. 1, 2027 thru Dec 31, 2027) ~~\$4,057.94~~/\$4,243.60
month

~~Months 40-51(Jan. 1, 2028 thru Dec 31, 2028) \$4,179.68/month~~

~~Months 52-63(Jan. 1, 2029 thru Dec 31, 2029) \$4,305.07/month~~

9. Renewal Options: Tenant shall have one (1) ~~five (5)~~ three (3) year Option to Renew the Lease. Base rent for the Option Period shall contain 3% annual rent increases.
10. Operating Expenses & Real Estate Taxes: Tenant shall be responsible for all operating expenses and any supplemental Santa Cruz County real estate taxes.
11. Security: Tenant shall be solely responsible for security to the Premises.
12. Tenant Improvements: Tenant hereby agrees to be responsible for any and all Tenant Improvements in exchange for three (3) months of free base rent. Tenant shall submit list of their Tenant Improvements for Landlord's written approval.
13. Operational Covenant: Tenant shall operate the Building and the Project in a first class manner and at all times shall keep the Project and Building in first class condition and repair.
14. Building Signage: Tenant shall be provided, at no additional cost, signage rights, if applicable, specifically including (i) Building top signage, (ii) eyebrow signage, and (iii) monument signage. All sign installation and maintenance costs shall be borne by Tenant. Signage shall be subject to Santa Cruz County Code and Landlord's reasonable approval.
15. Landlord's Improvements and Personal Property: Landlord, at their expense, shall deliver Premises in broom sweep condition with all electrical, plumbing, HVAC systems in good working condition.
16. Parking: Tenant shall be entitled to exclusive use of all of the parking spaces contained within the property parcel boundaries.

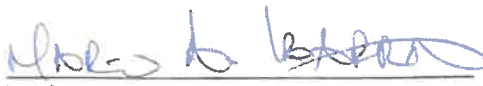
Tenant acknowledges that Premises and Building have limited private parking.
17. Security Deposit: Equal to two month's rent subject to review of Tenant's financial

9450 Highway 9
Ben Lomond, Ca. 95005

the each party and such lease, and related documents have been fully executed and delivered by both Landlord and Tenant.

Please respond to this proposal by **August 11, 2024** when it shall become null and void. On behalf of Tenant, we look forward to receiving a favorable response and a successful lease negotiation.

TENANT:

By: 
Mario Ibarra

By: _____
Antonio Hernandez

LANDLORD:

Ben Lomond Fire Protection District

By: _____

Its: _____