



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday December 18, 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.

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-

BOARD CALENDER EVENTS-

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 November 20, 2024
 - 1.1 Regular Meeting of December 18, 2024
2. Approval of Expenditures for December 18, 2024
 - 2.1 Paid bills in the amount of \$ 29,822.14
 - 2.2 Paid Payroll in the amount of \$201,829.12

- 2.3 Volunteer Payroll in the amount of \$130,119.00
- 2.4 Board Payroll in the amount of \$6900.
- 2.5 Strike Team in the amount of \$31,137.24
- 2.6 Regular Pay in the amount \$33,672.88

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 #2050 Internet Email Usage
Decision(s) made:
Action items and assignee(s)
- 3. Landscaping
Key discussion points: Miller came out and will set a date to pour the flag pole
Decisions made:
Action Items and assignees:
- 4. Type 3
Key discussion points: No update
Decisions made:
Action Items and assignees:
- 5.. Henflings
Key discussion points:
Decisions made:
Action Items and assignees
- 6. Felton Fire
Key discussion points: No update
Decisions made:
Action Items and assignees:

NEW BUSINESS

- 1. Appointment In-Lieu of Election and Oath of Office
Key discussion points:
Decisions made:
Action Items and assignees:
- 2. Baymont Ride along
Key discussion points: Matt Sanders fund raiser for the school. Cleared it with Scotts Valley fire. 1st day of school
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 –January 15, 2025

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:	12/18/2024
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to calls in 38 Nov/Dec

- Structure (1)
- EMS (20)
- Haz Mat (0)
- Vehicle Acc. (5)
- Public Service (7)
- Smoke Checks (5)
- Other, wires (0)
- Mutual Aide calls (2) Boulder, (11) Felton,
- Storm related (0)
- Wildland (0)

Training

- Truck Block-

Logistic

Fire Prevention/Ed

Firewise Newell Creek

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

Date: December 18, 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

\$ 29,822.14 .

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

December 18, 2024 .

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

11/27/2024

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 - December 2024	\$141.69	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 09/30/24	\$300.00	<input type="checkbox"/>
SANTA CRUZ COUNTY CLERK - ELECTIONS	//	62888	Billing for costs of appointing candidate in lieu of Nov 5 2024 election	\$125.00	<input type="checkbox"/>
SANTA CRUZ FIRE EQUIPMENT	//	61730	Annual maintenance of fire extinguishers performed 11/13/24	\$708.63	<input type="checkbox"/>
SANTA CRUZ FIRE EQUIPMENT	//	61845	Semi-annual range system service performed 11/26/24	\$273.53	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	86110	Landscape- tubing, electrical supplies, connectors, junction boxes-lighting related	\$797.89	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maint. supplies (gutter scoop, Simple Green, blades, etc)	\$106.08	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	86110	Upstairs- paint, painting supplies, flashing,caulk, thermostat	\$315.86	<input type="checkbox"/>
SCM PERFORMANCE	//	86110	Labor- wire all outside wall plugs and step lights, ran conduit from sub panel to wall box, mounted outside low-voltage transformer, trenched for spot lights, etc	\$3,300.00	<input type="checkbox"/>
SCM PERFORMANCE	//	86110	Labor/ 2 days (paint upstairs bath and wash room, wiring	\$1,680.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill-	\$83.18	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- 2204/ trailer hitch	\$174.97	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe, back up softwares	\$46.99	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	86209	Main account bill- down payment for camper shell for 2204 Chevrolet	\$1,000.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Main account bill- fire prevention -schools	\$43.68	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- food items 5th Tuesday, 1@ Fire Prev (reimbursed)	\$720.92	<input type="checkbox"/>
US BANK CORPORATE PAYMENT	//	62920	Main account bill- fuel	\$243.23	<input type="checkbox"/>

CLAIMS BY VENDOR

11/27/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
SYSTEMS			purchases		
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61221	Main account bill- HULU, Verizon Wireless and Comcast billings	\$1,072.32	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	63070	Main account bill- SLV Water and PG&E billings	\$1,303.03	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	86110	Main account bill- upstairs / washer & dryer, flooring, etc	\$6,436.88	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	86110	Main account bill-photocells and other electrical supplies, copper wire, gang boxes	\$975.08	<input type="checkbox"/>
			Total	\$19,848.96	

CLAIMS BY VENDOR

12/04/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
IHWY, LLC	//	62381	Web hosting / Mail Accts for December 2024	\$72.50	<input type="checkbox"/>
PLEXUS GLOBAL, LLC	//	62381	New hire background - J Wyrsh	\$32.10	<input type="checkbox"/>
SCM PERFORMANCE	//	86110	Install upstairs flooring, washer & dryer door, trim bath doors, additional flooring labor (total 47 hrs)	\$5,640.00	<input type="checkbox"/>
SHEETS, JONATHAN	//	61110	Reimbursement- boots allotment	\$300.00	<input type="checkbox"/>
			Total	\$6,044.60	

CLAIMS BY VENDOR

12/11/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
BEN LOMOND FIRE DEPT AUXILIARY	//	61310	Reimburse auxiliary for Pay Night beverages bill	\$1,740.49	<input type="checkbox"/>
COAST PAPER & SUPPLY INC	//	61425	Paper goods supplies -table covers, toilet tissue, garbage liners, roll towels, multi-fold towels	\$291.25	<input type="checkbox"/>
DOCTORS ON DUTY MEDICAL GROUP INC	//	62367	New hire physical- Nathanael Walsh	\$765.00	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES-FRMS	//	53010	Monthly insurance premium - January 2025	\$139.79	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle November 2024	\$150.06	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61110	10@ glow-in-the-dark LED right andle flashlights with clip	\$483.99	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 10/31/24	\$300.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- for November 2024	\$58.00	<input type="checkbox"/>
Total				\$3,928.58	

**Board Mtg. - Vendor Totals
December 18, 2024**

Vendor Claim Sheets	\$ Amount	Date
Page 1 total	\$19,848.96	27-Nov-24
Page 2 total	\$6,044.60	4-Dec-24
Page 3 total	\$3,928.58	11-Dec-24
Grand Total Vendor Claims	\$29,822.14	

TOTALS

PAYROLL SD 02
 PAY PERIOD #25
 GL KEY# 680600

Beg Date: 11/23/24

ATTN: Auditor-Controller
 End Date: 12/06/24

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						
EMPLOYEE #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	10.00	\$750.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	2.00	\$150.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	1.00	\$75.00
803541	Nick Burgess (last PP)	\$75.00	PER SHIFT	888	7.00	\$525.00
800494	Mike Ayers(11/15 & 11/22 trng)	\$30/hr	PER hour	888	3.50	\$105.00
800494	Mike Ayers	\$75.00	PER SHIFT	888	10.00	\$750.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	2.00	\$150.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	1.00	\$75.00
803541	Nick Burgess (last PP)	\$75.00	PER SHIFT	888	7.00	\$525.00
DAY WORKER- STATION						
EMPLOYEE #						
804095	Audrey Dawson	\$36.88	HOURLY	888	80.00	\$2,950.40
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
803879	Kevin Giannini	\$25.00	HOURLY	888	16.00	\$400.00
		\$25.00	HOURLY	888	0.00	\$0.00
803842	Garrett Fisher	\$25.00	HOURLY/ FELTON-10 hrs	888	20.00	\$500.00
804074	Jon Sheets	\$25.00	HOURLY/ FELTON-10 hrs	888	70.00	\$1,750.00
803879	Kevin Giannini	\$25.00	HOURLY/ FELTON-10 hrs	888	60.00	\$1,500.00
		\$25.00	HOURLY/ FELTON-10 hrs	888	0.00	\$0.00
		\$20.00	HOURLY/ FELTON-10 hrs	888	0.00	\$0.00

Prepared by  DATE _____

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$16,325.40
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control

Employees 11
 Line Entries 22
 Total Reg. & Special Hours 32.0
 Total Regular & Special Amounts \$38,756.41



VOLUNTEER PAY \$21,969.47
TOTAL 32.00 \$38,756.41

38,756.41 +
 1,184.00 -
 37,572.41 *

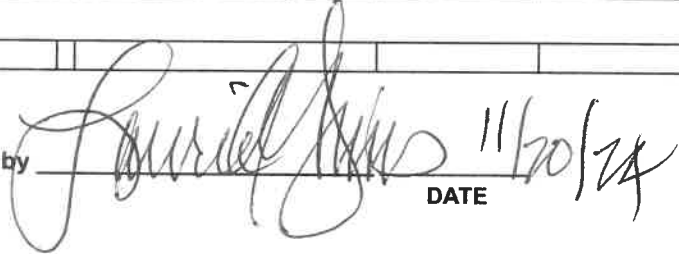
51000 Regular Pay \$16,325.40
 51015 Sick Pay \$0.00
 51010 Volunteer Pay \$21,969.47
 53010 Emp Ins & Ben \$461.54
Total \$38,756.41

PAYROLL SD 02
 PAY PERIOD #24
 GL KEY# 680600

Beg Date: 11/09/24

ATTN: Auditor-Controller
 End Date: 11/22/24

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	24.00	\$888.00
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800493	Mark Brown	\$75.00	PER SHIFT	888	7.00	\$525.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	7.00	\$525.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
800493	Mark Brown	\$75.00	PER SHIFT	888	7.00	\$525.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	7.00	\$525.00
DAY WORKER- STATION						
EMPLOYEE #						
804095	Audrey Dawson	\$36.88	HOURLY	888	80.00	\$2,950.40
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
803842	Garrett Fisher	\$25.00	HOURLY/ FELTON-10 hrs	888	40.00	\$1,000.00
804074	Jon Sheets	\$25.00	HOURLY/ FELTON-10 hrs	888	70.00	\$1,750.00
803879	Kevin Giannini	\$25.00	HOURLY/ FELTON-10 hrs	888	60.00	\$1,500.00
804060	Jacob Auldridge	\$25.00	HOURLY/ FELTON-10 hrs	888	10.00	\$250.00
804050	Connor Scarborough	\$25.00	HOURLY/ FELTON-10 hrs	888	10.00	\$250.00

Prepared by  DATE 11/20/24

Pay Type	Hours	Dollars
REGULAR HOURS	24.00	\$16,424.40
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control

Employees 43
 Line Entries 59 57

Total Reg. & Special Hours 24.0
 Total Regular & Special Amounts \$163,072.71



TOTAL 24.00 \$163,072.71

51000 Regular Pay \$16,424.40
 51015 Sick Pay \$0.00
 51010 Volunteer Pay \$146,186.77
 53010 Emp Ins & Ben \$461.54
Total \$163,072.71

PAYROLL SD 02 - Ben Lomond Fire P D**GL KEY# 680600**

EMPLOYEE #	EMPLOYEE	PAY TYPE	KEY CODE	TOTAL PAY
802526	Dave Bingham	BOARD	005	\$1,400.00
803751	Glenn Cady	BOARD	005	\$1,300.00
803350	Sean Castagna	BOARD	005	\$1,300.00
800976	Lisa Hill	BOARD	005	\$1,500.00
801217	Tom Maxson	BOARD	005	\$1,400.00
803723	Nicholas Adam	VOL PAY	190	\$8,602.00
803760	Mike Aluffi	VOL PAY	190	\$5,888.00
803323	Rick Alves	VOL PAY	190	\$2,080.00
803460	Dylan Arndt	VOL PAY	190	\$1,242.00
804029	Landon Ayers	VOL PAY	190	\$1,952.00
800494	Mike Ayers	VOL PAY	190	\$11,295.00
804060	Jacob Auldridge	VOL PAY	190	\$1,430.00
801690	Scott Bingham	VOL PAY	190	\$506.00
800493	Mark Brown	VOL PAY	190	\$9,522.00
803541	Nick Burgess	VOL PAY	190	\$8,510.00
803695	Sam Capwell	VOL PAY	190	\$1,496.00
803273	Jess Carkner	VOL PAY	190	\$2,838.00
803840	Rory Cox	VOL PAY	190	\$2,944.00
803401	Casey Cunningham	VOL PAY	190	\$1,380.00
803608	Tyler Dawson	VOL PAY	190	\$1,488.00
803888	James Edelman	VOL PAY	190	\$6,592.00
803842	Garrett Fisher	VOL PAY	190	\$7,659.00
804051	Owen Garrahan	VOL PAY	190	\$2,576.00
803879	Kevin Giannini	VOL PAY	190	\$6,556.00
802426	Shane Hill	VOL PAY	190	\$3,184.00
803174	Brian Jansen	VOL PAY	190	\$2,272.00
802946	Haakon Langmo	VOL PAY	190	\$1,840.00
803821	Jesse LaVerne	VOL PAY	190	\$6,348.00
803822	Alexander Marks	VOL PAY	190	\$3,887.00
803491	Jacob Matsuoka	VOL PAY	190	\$2,398.00
803550	Duquan Ruff	VOL PAY	190	\$464.00
802428	Steven Ruff	VOL PAY	190	\$5,980.00
801757	Matt Sanders	VOL PAY	190	\$2,484.00
804050	Connor Scarborough	VOL PAY	190	\$2,464.00
803871	Samuel Schubert	VOL PAY	190	\$4,862.00
804074	Jonathan Sheets	VOL PAY	190	\$2,244.00
804086	Elias Steiger	VOL PAY	190	\$308.00
803804	Wyatt Vandervoort	VOL PAY	190	\$880.00
803725	Trent Walker	VOL PAY	190	\$4,620.00
804090	Tonka Whitney	VOL PAY	190	\$1,328.00
803821	Jesse LaVerne	Strike Tm	190	\$2,519.65
803541	Nick Burgess	Strike Tm	190	\$4,626.14
803608	Tyler Dawson	Strike Tm	190	\$1,010.99
803879	Kevin Giannini	Strike Tm	190	\$1,010.99
			TOTAL	\$146,186.77

Total Vol & Board 40**Line Entries 40**

Approved by _____

DATE

Ben Lomond Fire Prot. District Volunteer Payroll 11/01/23-10/31/24

Assistant Chief **Payroll total**
 Ayers, Mike 800494 \$11,295.00

Captain
 Bingham, Scott 801690 \$506.00
 Brown, Mark 800493 \$9,522.00
 Burgess, Nick 803541 \$8,510.00
 Ruff, Steven 802428 \$5,980.00
 Sanders, Matthew 801757 \$2,484.00

District Board Approval

Date: _____

Engineer
 Adam, N. 803723 \$8,602.00
 Aluffi, M. 803760 \$5,888.00
 Arndt, D. 803460 \$1,242.00
 Cox, R. 803840 \$2,944.00
 Cunningham, C. 803401 \$1,380.00
 Fisher, G 803842 \$7,659.00
 Langmo, H 802946 \$1,840.00
 LaVerne, J. 803821 \$6,348.00
 Marks, L. 803822 \$3,887.00

Sean Castagna

Dave Bingham

FF/EMT
 Aldridge, J 804060 \$1,430.00
 Capwell, S 803695 \$1,496.00
 Carkner, J. 803273 \$2,838.00
 Giannini, K. 803879 \$6,556.00
 Matsuoka, J. 803491 \$2,398.00
 Schubert, S. 803871 \$4,862.00
 Sheets, J 804074 \$2,244.00
 Vandervoort, W 803804 \$880.00
 Steiger, E 804086 \$308.00
 Walker, T. 803725 \$4,620.00

Lisa Hill

Firefighter
 Alves, R. 803323 \$2,080.00
 Ayers, L 804029 \$1,952.00
 Dawson, T. 803608 \$1,488.00
 Edleman, B 803888 \$6,592.00
 Garrahan, O 804051 \$2,576.00
 Hill, Shane 802426 \$3,184.00
 Jansen, B. 803174 \$2,272.00
 Ruff, D. 803550 \$464.00
 Scarborough, C 804050 \$2,464.00
 Whitney, T 804049 \$1,328.00

Tom Maxson

Glenn Cady

Grand Total:

\$130,119.00

Total Payroll

Check Sheet - Volunteer Payroll 11/01/22 - 10/31/23

<u>Assistant Chief</u>	<u>Calls</u>	<u>Payroll</u>	<u>Training</u>	<u>Payroll</u>	<u>Sub-total</u>	<u>GRAND TOTAL</u>
Ayers, M.	387	\$9,675.00	54	\$1,620.00	\$11,295.00	\$11,295.00
<u>Captain</u>	<u>Calls</u>	<u>Payroll</u>	<u>Training</u>	<u>Payroll</u>	<u>Sub-total</u>	
Bingham, S	15	\$345.00	7	\$161.00	\$506.00	
Brown, M.	368	\$8,464.00	46	\$1,058.00	\$9,522.00	
Burgess, N.	322	\$7,406.00	48	\$1,104.00	\$8,510.00	
Ruff, S.	213	\$4,899.00	47	\$1,081.00	\$5,980.00	
Sanders, M.	96	\$2,208.00	12	\$276.00	\$2,484.00	\$27,002.00
<u>Engineer</u>	<u>Calls</u>	<u>Payroll</u>	<u>Training</u>	<u>Payroll</u>	<u>Sub-total</u>	
Adam, N.	330	\$7,590.00	44	\$1,012.00	\$8,602.00	
Aluffi, M.	211	\$4,853.00	45	\$1,035.00	\$5,888.00	
Arndt, D.	38	\$874.00	16	\$368.00	\$1,242.00	
Cox, R.	111	\$2,553.00	17	\$391.00	\$2,944.00	
Cunningham, C.	26	\$598.00	34	\$782.00	\$1,380.00	
Fisher, G	293	\$6,739.00	40	\$920.00	\$7,659.00	
Langmo, H	56	\$1,288.00	24	\$552.00	\$1,840.00	
LaVerne, J.	216	\$4,968.00	60	\$1,380.00	\$6,348.00	\$39,790.00
Marks, L.	118	\$2,714.00	51	\$1,173.00	\$3,887.00	
<u>FF/EMT</u>	<u>Calls</u>	<u>Payroll</u>	<u>Training</u>	<u>Payroll</u>	<u>Sub-total</u>	
Auldridge, J	45	\$990.00	20	\$440.00	\$1,430.00	
Capwell, S	29	\$638.00	39	\$858.00	\$1,496.00	
Carkner, J.	101	\$2,222.00	28	\$616.00	\$2,838.00	
Giannini, K.	264	\$5,808.00	34	\$748.00	\$6,556.00	
Matsuoka, J.	77	\$1,694.00	32	\$704.00	\$2,398.00	
Schubert, S.	187	\$4,114.00	34	\$748.00	\$4,862.00	
Sheets, J	85	\$1,870.00	17	\$374.00	\$2,244.00	
Vandervoort, W	22	\$484.00	18	\$396.00	\$880.00	
Steiger, E	9	\$198.00	5	\$110.00	\$308.00	
Walker, T.	178	\$3,916.00	32	\$704.00	\$4,620.00	
						\$27,632.00
<u>Firefighter</u>	<u>Calls</u>	<u>Payroll</u>	<u>Training</u>	<u>Payroll</u>	<u>Sub-total</u>	
Alves, R.	93	\$1,488.00	37	\$592.00	\$2,080.00	
Ayers, L	100	\$1,600.00	22	\$352.00	\$1,952.00	
Dawson, T.	62	\$992.00	31	\$496.00	\$1,488.00	
Edleman, B	355	\$5,680.00	57	\$912.00	\$6,592.00	
Garrahan, O	143	\$2,288.00	18	\$288.00	\$2,576.00	
Hill, Shane	153	\$2,448.00	46	\$736.00	\$3,184.00	
Jansen, B.	99	\$1,584.00	43	\$688.00	\$2,272.00	
Ruff, D.	29	\$464.00	0	\$0.00	\$464.00	
Scarborough, C	130	\$2,080.00	24	\$384.00	\$2,464.00	
Whitney, T	68	\$1,088.00	15	\$240.00	\$1,328.00	
						\$24,400.00
sub-totals						
				Total:	\$130,119.00	\$130,119.00

Ben Lomond Fire Protection District

9430 Highway 9

831-336-5495

Email

Ben Lomond, CA 95005

831-336-0300

Website

Bill To: Felton Fire Protection District

Phone: 831-335-4422

Invoice #: 112524Vol

Address:

131 Kirby Street, Felton CA 95018

Fax: 831-335-2635

Invoice Date:

Email:

11/25/2024

Invoice For:

**Staffing services provided-
Volunteer stipend responses**

**Response year
ending 10/31/24**

Dates	Description	# Hours	Per Hour Rate	Notes	Price
	3 @ A/C responses	3	\$ 25.00		\$ 75.00
	29 @ Engineer responses	29	\$ 23.00		\$ 667.00
	125 @ Firefighter/EMT	125	\$ 22.00		\$ 2,750.00
	17 @ Firefighter	17	\$ 16.00		\$ 272.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Posted 12/15/24

Invoice Subtotal	\$ 3,764.00
Federal/State/FICA	8.00%
	\$ 301.12
TOTAL	\$ 4,065.12

Make all checks payable to Ben Lomond Fire Protection District.
If paying by Journal Entry- please credit 680600-51000

BLFD YTD with var- Brd Report

As Of = @today; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R,E
 GL Key [680600] and Dept [*]

Object	GL Object Title	FY 2025				Year-To-Date Variance
		Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	
GL Key: 680600 – BEN LOMOND FIRE PROTECTN DIST						
Revenues						
Character: 01 – TAXES						
40100	PROPERTY TAX-CURRENT SEC-GEN	1,086,156.00	1,086,156.00	0.00	0.00	1,086,156.00
40110	PROPERTY TAX-CURRENT UNSEC-GEN	21,744.00	21,744.00	0.00	22,411.36	-667.36
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	0.00	488.98	-488.98
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	1,267.46	3,912.97	-3,912.97
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	300.91	854.66	-854.66
40160	SUPP PROP TAX-PRIOR SEC	0.00	0.00	85.26	668.71	-668.71
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	30.12	179.96	-179.96
Total 01 – TAXES		1,107,900.00	1,107,900.00	1,683.75	28,516.64	1,079,383.36
Character: 07 – FINES, FORFEITURES & ASSMNTS						
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	11.26	63.31	-63.31
44143	REDMPTN PNLTIES FOR DELINQ TXS	0.00	0.00	15.89	81.90	-81.90
Total 07 – FINES, FORFEITURES & ASSMNTS		0.00	0.00	27.15	145.21	-145.21
Character: 10 – REV FROM USE OF MONEY & PROP						
40430	INTEREST	0.00	0.00	0.00	60,043.14	-60,043.14
40440	RENTS & CONCESSIONS	53,712.00	53,712.00	0.00	22,950.17	30,761.83
Total 10 – REV FROM USE OF MONEY & PROP		53,712.00	53,712.00	0.00	82,993.31	-29,281.31
Character: 15 – INTERGOVERNMENTAL REVENUES						
40830	ST-HOMEOWNERS' PROP TAX RELIEF	5,128.00	5,128.00	770.40	770.40	4,357.60
40894	ST-OTHER	283,298.00	283,298.00	0.00	237,457.30	45,840.70
Total 15 – INTERGOVERNMENTAL REVENUES		288,426.00	288,426.00	770.40	238,227.70	50,198.30
Character: 23 – MISC. REVENUES						
42380	NSF CHECKS	0.00	0.00	0.00	-3,824.54	3,824.54
42384	OTHER REVENUE	0.00	0.00	0.00	513.55	-513.55
Total 23 – MISC. REVENUES		0.00	0.00	0.00	-3,310.99	3,310.99
Total Revenues		1,450,038.00	1,450,038.00	2,481.30	346,571.87	1,103,466.13
Expenditures						
Character: 50 – SALARIES AND EMPLOYEE BENEF						
51000	REGULAR PAY-PERMANENT	196,000.00	196,000.00	0.00	89,780.15	106,219.85
51010	REGULAR PAY-EXTRA HELP	134,425.00	134,425.00	-4,065.12	93,868.36	40,556.64
51015	REGULAR PAY-SICK LEAVE	10,000.00	10,000.00	0.00	0.00	10,000.00
52010	OASDI-SOCIAL SECURITY	28,000.00	28,000.00	0.00	23,439.69	4,560.31
52015	PERS	29,600.00	29,600.00	300.00	12,483.84	17,116.16
53010	EMPLOYEE INSURANCE & BENEFITS	14,500.00	14,500.00	141.69	5,548.92	8,951.08

BLFD YTD with var- Brd Report

As Of = @today; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R, E
 GL Key [680600] and Dept [*]

Object	GL Object Title	FY 2025				
		Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance
GL Key: 680600 – BEN LOMOND FIRE PROTECTN DIST						
Expenditures						
Character: 60 – SERVICES AND SUPPLIES						
63070	UTILITIES	16,500.00	16,500.00	1,386.21	7,004.58	9,495.42
Total 60 – SERVICES AND SUPPLIES		490,902.00	490,902.00	5,306.16	137,089.25	353,812.75
Character: 70 – OTHER CHARGES						
74230	PRINCIPAL ON FINANCED PURCH	74,700.00	74,700.00	0.00	0.00	74,700.00
74420	INTEREST ON FINANCED PURCHASES	8,900.00	8,900.00	0.00	0.00	8,900.00
Total 70 – OTHER CHARGES		83,600.00	83,600.00	0.00	0.00	83,600.00
Character: 80 – FIXED ASSETS						
86110	BUILDINGS AND IMPROVEMENTS	243,500.00	432,500.00	19,145.71	47,767.28	384,732.72
86203	COMPUTER EQUIPMENT	10,000.00	10,000.00	0.00	1,535.91	8,464.09
86204	EQUIPMENT	5,513.00	5,513.00	0.00	0.00	5,513.00
86209	MOBILE EQUIPMENT	365,998.00	365,998.00	1,000.00	309,262.82	56,735.18
Total 80 – FIXED ASSETS		625,011.00	814,011.00	20,145.71	358,566.01	455,444.99
Total Expenditures		1,639,038.00	1,828,038.00	21,828.44	734,794.88	1,093,243.12
Total 680600 – BEN LOMOND FIRE PROTECTN DIST		-189,000.00	-378,000.00	-19,347.14	-388,223.01	10,223.01
		-189,000.00	-378,000.00	-19,347.14	-388,223.01	10,223.01



BEN LOMOND FIRE PROTECTION DISTRICT

Board Meeting

Regular Board Meeting

Wednesday November 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 Glen Cady & Director Dave Bingham

Fire District Staff: Chief Brownlee, Mike Ayers, Matt Sanders

Absent:, Director Tom Maxson

Also Present: Matt Sanders, 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, November 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- 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 – None

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 October 16,2024

1.1 Regular Meeting of November 20, 2024

Director Castagna corrected the October Minutes to reflect under Henflings that the cost for review of the inspection from a contractor would not exceed \$1000.

2. Approval of Expenditures for November 20, 2024

2.1 Paid bills in the amount of \$ 280,120.77

2.2 Paid Payroll in the amount of \$ 26,467.08

Approval of Consent Calendar Items

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

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

Noes: None

Abstain: None

Absent: Director Maxson

Old BUSINESS

1. Upstairs (Discussion/Action)

Key discussion points: Started

Decision(s) made:

Action items and assignee(s)

2. SOP Review

Key discussion points: SOP #2040 Smoke Free Workplace

Decision(s) made:

Action items and assignee(s)

Motion was made by Director Hill seconded by Director Castagna to approve SOP #2040 Smoke Free Workplace

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

Noes: None

Abstain: None

Absent: Director Maxson

3. Landscaping

Key discussion points: Jeff and Chief working on the design, Lights and electrical installed

Decisions made:

Action Items and assignees:

4. Type 3

Key discussion points: No report

Decisions made:

Action Items and assignees:

- 5.. Henflings

Key discussion points: Reviewed bid from Austin Construction, Board will try to get more bids, next meeting have info from Mario on what he has done so far and cost. Call attorney on the Josh Miller past due amount and see what our legal recourse is.

Decisions made:

Action Items and assignees:

6. Felton Fire

Key discussion points: Making progress, Ben Lomond Fire volunteers are responding to Felton calls at night until they can get volunteers to show up.

Decisions made:

Action Items and assignees:

NEW BUSINESS

1. Paynight Budget

Key discussion points:

Decisions made:

Action Items and assignees:

Motion was made by Director Hill seconded by Director Castagna to approve \$7500 for Paynight

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

Noes: None

Abstain: None

Absent: Director Maxson

2. Christmas Tree Lighting

Key discussion points: Board wants to review the meeting hall rental agreement, add security and alcohol usage verbiage.

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.

FUTURE MEETINGS

Regular Board Meeting – January 15, 2025


ADJOURNMENT

The meeting was adjourned at 10:40 AM

ATTEST:

Chairperson Castagna

Stacie Brownlee, Secretary

	Ben Lomond Fire Protection District	Policy # 2050 Date 4/06
	SOP ADMINISTRATION PERSONNEL	TITLE: Internet & Email Usage Revision date 6/12

2050.1 The Ben Lomond Fire Protection District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2050.2 The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy establishes what is acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

2050.3 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

2050.3.1 Employees shall not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

2050.3.1.1 Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2050.3.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

2050.3.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2050.3.1.4 Internet access is to be used for District business purposes only (unless the employee is on break). Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District. (Personal use of the Internet, e-mail, and other electronic communications is strictly prohibited.)

2050.3.2 Employees do not have any right to privacy in any District computer resources, including email messages produced, sent, or received by District computers or

transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

- 2050.3.3** Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.
- 2050.3.4** The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.
- 2050.3.5** Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.
- 2050.3.6** E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.
- 2050.3.7** Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

- 2050.3.8** E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.
- 2050.3.9** Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.
- 2050.3.10** Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information. (This is especially important for law firms and accounting firms that have strict professional ethical obligations and duties toward their clients.)
- 2050.3.11** Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.
- 2050.3.12** Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.
- 2050.3.13** When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.
- 2050.3.14** Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Fire Chief is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.
- 2050.3.15** Use of another user's name/account, without express permission of the Fire Chief, to access the Internet is strictly prohibited.
- 2050.3.16** Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.
- 2050.3.17** It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail. If applicable, our customer/clients/contracts should be reminded to implement a security policy and make sure their employees understand the ramifications of sending privileged information via electronic mail. (This is especially important for law firms and accounting firms that have strict professional ethical obligations and duties toward their clients.)

- 2050.3.18** The District will not be responsible for maintaining or payment of personal Internet accounts or related software. To maintain the integrity and firewall protection of the District's network system, telephone system, or communication server to access the Internet.
- 2050.3.19** E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users shall not access such personal e-mail account using the District's network system, telephone system, or communication server.
- 2050.3.20** Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Fire Chief.
- 2050.3.21** Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.
- 2050.3.22** Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet, The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.
- 2050.3.23** Employees will only download information and/or publications for official business purposes.
- 2050.3.24** Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.
- 2050.3.25** All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.
- 2050.4** Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

Date

Signature

Print name here

Appointment In-Lieu of Election and Oath of Office

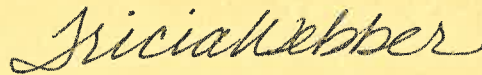
STATE OF CALIFORNIA
County of Santa Cruz

} ss.

*I, Tricia Webber, County Clerk of Santa Cruz County, do hereby certify that in lieu of election held in and for said district on the 5th day of November, 2024, **Glenn Cady** was appointed in-lieu of election to the office of Ben Lomond Fire Protection District, for a four-year beginning, December 6, 2024 exactly as if elected at a general election for such office (Elections Code § 10515).*

In Witness Whereof, I have hereunto affixed my hand and official seal this 15th day of November 2024.

Tricia Webber, County Clerk



STATE OF CALIFORNIA
County of Santa Cruz

} ss.

*I, **Glenn Cady**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

(Candidate's Signature)

Subscribed and sworn to before me, this _____ day of _____, 2024

(Signature of Person Administering Oath)

(Title)

Appointment In-Lieu of Election and Oath of Office

STATE OF CALIFORNIA
County of Santa Cruz

} ss.

I, Tricia Webber, County Clerk of Santa Cruz County, do hereby certify that in lieu of election held in and for said district on the 5th day of November, 2024, Sean Castagna was appointed in-lieu of election to the office of Ben Lomond Fire Protection District, for a four-year beginning, December 6, 2024 exactly as if elected at a general election for such office (Elections Code § 10515).

In Witness Whereof, I have hereunto affixed my hand and official seal this 15th day of November 2024.

Tricia Webber, County Clerk



STATE OF CALIFORNIA
County of Santa Cruz

} ss.

I, Sean Castagna, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Candidate's Signature)

Subscribed and sworn to before me, this _____ day of _____, 2024

(Signature of Person Administering Oath)

(Title)