



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday March 19, 2025 at 9:00 AM

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

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

bldchief@benlomondfd.com is inviting you to a Meeting

The Board meeting agenda and all supporting documents are available for public review at 9430 Hwy 9, Ben Lomond, CA, 72 hours in advance of a scheduled board meeting.

District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Assistant as soon as possible, but at least two days prior to the meeting.

FLAG SALUTE/MOMENT OF SILENCE

ROLL CALL

President Director Lisa Hill, Director (Vice) Tom Maxson,
Director Sean Castagna, Director Walker 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- 700 Form, Ethic Training

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 February 19, 2025
 - 1.1 Regular Meeting of March 19, 2025
2. Approval of Expenditures for March 19, 2025
 - 2.1 Paid bills in the amount of \$ 30,621.76
 - 2.2 Paid Payroll in the amount of \$ 31,886.88

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 #2070 Purchasing and Bidding Procedures

Decision(s) made:

Action items and assignee(s)

3. Landscaping

Key discussion points: 2 proposals from Miller. One for the flag pole and the other is for around the tree.

Decisions made:

Action Items and assignees:

4. Type 3

Key discussion points: chassis in the que

Decisions made:

Action Items and assignees:

5. Felton Fire

Key discussion points:

Decisions made:

Action Items and assignees:

6. Appointment of New Board Member

Key discussion points: Posted running 17th and 24th of Feb, Applications due March 13, 3 application was turned in. To fill term ending in 2028

Decisions made:

Action Items and assignees:

7. LAFCO Election

Key discussion points: Vote for positions

Decisions made:

Action Items and assignees:

8. Review Insurance policy

Key discussion points:

Decisions made:

Action Items and assignees:

NEW BUSINESS

CLOSED SESSION

At any time during the regular meeting, the Board may adjourn to a closed session to consider land negotiations, litigation, and personnel matters or to discuss with legal counsel matter within the attorney-client privilege. Authority; Gov. Code Section Code §54956.8, 54956.9, and 54957.

INFORMATION/FUTURE MEETINGS

Items of a general nature that the staff wishes to bring to the attention of the Board, and any future agenda items.

Scheduling of future meetings

Regular Meeting –April 16, 2025

ADJOURNMENT



BEN LOMOND FIRE PROTECTION DISTRICT

Board Meeting Minutes

Regular Board Meeting

Wednesday February 19, 2025 at 9:00 AM

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

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

Roll Call

Directors Present: Chairperson Director Lisa Hill, Director Sean Castagna, Director Tom Maxson

Fire District Staff: Chief Brownlee

Absent:, Director Glen Cady

Also Present: Jim Anderson, Iwalani Faulkner, Marty Walker, Matt Sanders and Nick Burgess

FLAG SALUTE/MOMENT OF SILENCE

ROLL CALL

CALL TO ORDER BOARD REGULAR BOARD MEETING

The meeting of the Board of Directors of the Ben Lomond Fire Protection District was held on Wednesday, February 19, 2025, Chairperson Hill called the meeting to order at 9:02 AM.

OPEN TIME FOR PUBLIC EXPRESSION

Please observe a three-minute time limit

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

PUBLIC EXPRESSION- None

DIRECTOR MATTERS/AGENDA AMENDMENTS-

CHIEF'S REPORT

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

COMMUNICATIONS –

BOARD CALENDAR EVENTS- None

COMMITTEE REPORTS- None

Directors may report on committee activities and meetings

CONSENT CALENDAR ITEMS

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

1. Approval of Minutes January 15, 2024
 - 1.1 Regular Meeting of February 19, 2025
2. Approval of Expenditures for February 19, 2025
 - 2.1 Paid bills in the amount of \$ 41,110.35
 - 2.2 Paid Payroll in the amount of \$ 29,525.70

Approval of Consent Calendar Items

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

Ayes: Chairperson Director Castagna, Director Maxson, Director Hill

Noes: None

Abstain: None

Absent: Glen Cady

Old BUSINESS

1. Upstairs (Discussion/Action)

Key discussion points: No report

Decision(s) made:

Action items and assignee(s)

2. SOP Review

Key discussion points: SOP #4200 Purchasing and Bidding Procedure

Decision(s) made: Board removed in 4200.1.2 but which are not furnished by district employees

Action items and assignee(s) Chief will remove and Revise the date on SOP 4200

3. Landscaping

Key discussion points: Still working Terry Miller to come out

Decisions made:

Action Items and assignees:

4. Type 3

Key discussion points: Chassis in Q

Decisions made:

Action Items and assignees:

5. Henflings

Key discussion points: Sign amendment

Decisions made: Lisa signed the amendment for the lease

Action Items and assignees:

6. Felton Fire

Key discussion points: Update on services to Felton Fire

Decisions made: Board concerned that the Chief has a lot on her plate. Chief advised the Board that so far it is going well.

Action Items and assignees:

7. Appoint New Board Member

Key discussion points: Board appointed Marty Walker

Decisions made: Glen Cady last meeting was on February 19th Chief will post for this position

Action Items and assignees:

Motion was made by Director Maxson seconded by Director Castagna to appoint Marty Walker to fill the board vacancy.

Ayes: Chairperson Director Hill, Director Maxson, Director Castagna

Noes: None

Abstain: None

Absent: Glen Cady

NEW BUSINESS

1. Review Insurance Policy

Key discussion points: Board will look at the policy in more depth

Decisions made: Look at Board coverage and Henflings

Action Items and assignees:

2. **LAFCO**

Key discussion points: Jim Anderson and Iwalani Faulkner gave their presentation

Decisions made: Board will vote at the March meeting

Action Items and assignees:

3. **Type 1**

Key discussion points: Captain Sanders presented Board with 2 standard terms and conditions.

Decisions made: Board was advised that it is 4 years for a new engine build. We need to lock in. Chief advised the Board that the budget is strong at this time to handle this commitment.

Action Items and assignees:

Motion was made by Director Castagna seconded by Director Hill to approve 956 Option B of the 2 standard terms and conditions.

Ayes: Chairperson Director Hill, Director Maxson, Director Castagna

Noes: None

Abstain: None

Absent: Glen Cady

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 – March 18, 2025

ADJOURNMENT

The meeting was adjourned at 9:45 AM

ATTEST:

Chairperson Lisa Hill

Stacie Brownlee, Secretary

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

Date: March 19, 2025

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

\$ 30,621.76 .

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

March 19, 2025 .

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

02/26/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
ATCHISON, BARISONE & CONDOTTI	//	62381	Services 01/01-01/31/25 (related to former Henflings lease)	\$1,324.80	<input type="checkbox"/>
GOLDEN STATE EMERGENCY VEHICLE SERVICE INC	//	61721	E2210 - datalink module	\$183.91	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending Dec 2024	\$300.00	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	fleet maint supplies	\$37.74	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maint and repair supplies	\$37.79	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	62826	Training supplies swiftwater drills/ purchases for BFFA \$1,099.45 (will be reimbursed)	\$1,172.34	<input type="checkbox"/>
SILKE COMMUNICATIONS	//	61215	Pager belt clips and batteries	\$175.61	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe, Microsoft back up	\$55.01	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	Main account bill- automatic soap dispenser	\$57.82	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- boat parts, fleet	\$515.01	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Comcast (2)and Verizon billings	\$1,499.65	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- food items storm prep	\$152.89	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	86203	Main account bill- iPads for 2204 and 2266, Starling equipment	\$3,220.13	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	86110	Main account bill- landscape/ flag lighting	\$586.12	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62221	Main account bill- postage/shipping	\$73.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- SLV Water and PG&E billings	\$102.11	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- SLV Water and PG&E billings	\$2,053.43	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62920	Main account bill-fuel purchase	\$86.04	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62715	Main account bill-gear lockers (half reimbursed by auxiliary)	\$1,402.68	<input type="checkbox"/>
Total				\$13,036.08	

CLAIMS BY VENDOR

03/05/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
ERNIE'S AUTO CENTER	/ /	61720	C2201- 4 new tires, smog on U2290	\$1,146.83	<input type="checkbox"/>
IHWY, LLC	/ /	62381	Web hosting / Mail Accts for March 2025	\$72.50	<input type="checkbox"/>
L.N. CURTIS & SONS	/ /	61110	1 @ yellow Cairns traditional helmet	\$429.92	<input type="checkbox"/>
PLEXUS GLOBAL, LLC	/ /	62381	New hire background - M Kornher	\$54.20	<input type="checkbox"/>
SILKE COMMUNICATIONS	/ /	61215		\$4,805.97	<input type="checkbox"/>
			Total	\$6,509.42	

CLAIMS BY VENDOR

03/12/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
CROSS CONNECTIONS EMERGENCY SEERVICES INC	//	61215	Remote heads, cable assembly, external speaker	\$2,587.38	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES-FRMS	//	53010	Monthly insurance premium -April 2025	\$154.99	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle February 2025	\$150.06	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	62826	Repair of 2 SCBA (academy)	\$6,101.14	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61731	SCBA parts- 5@cap bands, 10@ band assembly neck	\$460.10	<input type="checkbox"/>
PRESS BANNER	//	62420	2 weeks posting of board vacancy	\$141.80	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- February 2025	\$29.00	<input type="checkbox"/>
SCOTT'S PPE RECON INC	//	61110	Turnout repairs	\$219.00	<input type="checkbox"/>
SILKE COMMUNICATIONS	//	61215	Whip antenna	\$188.12	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel purchases	\$1,044.67	<input type="checkbox"/>
Total				\$11,076.26	

PAYROLL SD 02
 PAY PERIOD #06
 GL KEY# 680600

Beg Date: 03/01/25

ATTN: Auditor-Controller
 End Date: 03/14/25

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	31.50	\$1,165.50
			SICK	022	0.00	\$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	4.00	\$300.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	8.00	\$600.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	2.00	\$150.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
800494	Mike Ayers	\$75.00	PER SHIFT	888	4.00	\$300.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	8.00	\$600.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	2.00	\$150.00
DAY WORKER- STATION						
EMPLOYEE #						
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
803879	Kevin Giannini	\$25.00	HOURLY	888	32.00	\$800.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
804095	Audrey Dawson	\$36.88	HOURLY	888	80.00	\$2,950.40
803842	Garrett Fisher	\$25.00	HOURLY/ FELTON-10 hrs	888	30.00	\$750.00
803879	Kevin Giannini	\$25.00	HOURLY/ FELTON-10 hrs	888	60.00	\$1,500.00
804074	Jonathan Sheets	\$25.00	HOURLY/ FELTON-10 hrs	888	30.00	\$750.00
804089	Jordan Velasco	\$25.00	HOURLY/ FELTON-10 hrs	888	40.00	\$1,000.00
		\$25.00	HOURLY/ FELTON-10 hrs	888	0.00	\$0.00
804050	Connor Scarborough	\$20.00	HOURLY/ FELTON-10 hrs	888	10.00	\$200.00

Prepared by _____ DATE _____

Pay Type	Hours	Dollars
REGULAR HOURS	31.50	\$15,101.90
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control
 Employees 11
 Line Entries 17
 Total Reg. & Special Hours 31.5
 Total Regular & Special Amounts \$15,563.44

VOLUNTEER PAY \$0.00
TOTAL 31.50 \$15,563.44

51000 Regular Pay	\$15,101.90
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$15,563.44

PAYROLL SD 02
PAY PERIOD #05
GL KEY# 680600

Beg Date: 02/14/25

ATTN: Auditor-Controller
End Date: 02/28/25

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	\$461.50
			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 #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	10.00	\$750.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	4.00	\$300.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
800494	Mike Ayers	\$75.00	PER SHIFT	888	7.00	\$525.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
DAY WORKER- STATION						
EMPLOYEE #						
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
803879	Kevin Giannini	\$25.00	HOURLY	888	32.00	\$800.00
801757	Matt Sanders	\$25.00	HOURLY	888	4.00	\$100.00
		\$25.00	HOURLY	888	0.00	\$0.00
804095	Audrey Dawson	\$36.88	HOURLY	888	80.00	\$2,950.40
803842	Garrett Fisher	\$25.00	HOURLY/ FELTON-10 hrs	888	30.00	\$750.00
803879	Kevin Giannini	\$25.00	HOURLY/ FELTON-10 hrs	888	58.00	\$1,450.00
804074	Jonathan Sheets	\$25.00	HOURLY/ FELTON-10 hrs	888	20.00	\$500.00
804089	Jordan Velasco	\$25.00	HOURLY/ FELTON-10 hrs	888	40.00	\$1,000.00
804060	Jacob Auldridge	\$25.00	HOURLY/ FELTON-10 hrs	888	4.50	\$112.50
804050	Connor Scarborough	\$20.00	HOURLY/ FELTON-10 hrs	888	20.00	\$400.00

Prepared by *Laurie Dennis* 3/18/25
 DATE

Pay Type	Hours	Dollar
REGULAR HOURS	24.00	\$15,461.00
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.50
SICK	0.00	\$0.00

Payroll Batch Control
 Employees 14
 Line Entries 18
 Total Reg. & Special Hours 24.0
 Total Regular & Special Amounts \$16,323.44

VOLUNTEER PAY
 TOTAL 24.00 \$16,323.44

0.00	*		
16,323.44	+		
388.00	-		
15,435.44	*		
		51000 Regular Pay	\$15,461.00
		51015 Sick Pay	\$0.00
		51010 Volunteer Pay	\$400.00
		53010 Emp Ins & Ben	\$461.50
		Total	\$16,323.44

Committed Funds 03-19-2025

As Of = @today; Years = 1; Closed = N; Chart Fields = FundType, Fund, SubFund, Object, GLAccount
 Fund Type [76] and Fund [76465] and Sub Fund [76465001] and Object [34350, 34351, 34352, 34353, 34354, 34355, 34358]

FY 2025

Object	GL Object Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance	Count
GL Acct: 342 – FUND BAL-COMMITTED						
34350	COMMITTED - BLDG IMPR/RETROFT	-158,000.00	0.00	-125,000.00	-283,000.00	1
34351	COMMITTED - MOBILE EQMT REPLC	-578,680.00	0.00	-125,000.00	-703,680.00	1
34352	COMMITTED - WORKERS COMP	-562,064.00	0.00	-125,000.00	-687,064.00	1
34354	COMMITTED - CONTINGENCIES	-69,239.44	0.00	0.00	-69,239.44	1
34358	COMMITTED - CLOTHG&PERSONL RES	-326,232.76	0.00	-125,000.00	-451,232.76	1
Total 342 – FUND BAL-COMMITTED		-1,694,216.20	0.00	-500,000.00	-2,194,216.20	5
		-1,694,216.20	0.00	-500,000.00	-2,194,216.20	5



Ben Lomond Fire Protection District

Post Office Box 27, Ben Lomond, California 95005

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

TO:	Board of Directors	FROM:	Stacie Brownlee Fire Chief
SUBJECT:	Chief's Report	DATE:	03/19/2025
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to calls in 50 Feb/Mar

- Structure (1)
- EMS (26)
- Haz Mat (0)
- Vehicle Acc. (2)
- Public Service (10)
- Smoke Checks (5)
- Other, wires (6)
- Mutual Aide calls (4) Boulder, (5) Felton,
- Wildland (0)

Training

- Wildland

Logistic

Fire Prevention/Ed

Firewise, Alba

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

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

03-07-25

Proposal

Re: Bid to install flag pole with 4'x4' colored pad.

Includes:

- 1) Excavate drilled pier 18" diameter x 6' deep.
- 2) Install flag pole with concrete backfill.
- 3) Install new colored pad 4'x4'.
- 4) 2% color at walls.
- 5) Concrete 3500 PSI 6 sack and concrete pumping.
- 6) Clean up upon completion.

Exclusions:

- 1) Install of lighting.

Total.....\$4,652.00

Sign _____ **Date** _____

Due to the fluctuating cost of material this proposal is subject to change after 60 days

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

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

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

03-04-25

Proposal

Re: Bid to install 52 lf of retaining wall.

Includes:

- 1) Remove existing rock retaining wall (off haul debris).
- 2) Excavate hill back 3' off haul spoils
- 3) Excavate footing for new wall and off haul spoils.
- 4) Install new color stamped concrete wall with back drain (max height of 3').
- 5) 2% color at walls.
- 6) Concrete 3500 PSI 6 sack and concrete pumping.
- 7) Clean up upon completion.

Exclusions:

- 1) Encroachment permits if needed.
- 2) Sealing of walls.
- 3) Asphalt installation if needed.


Total.....\$23,480.00

Two Hundred twenty one thousand three hundred and fourty one dollars

Sign _____ Date _____

Due to the fluctuating cost of material this proposal is subject to change after 60 days

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

	Ben Lomond Fire Protection District	Policy # 2070 Date 4/06
	SOP ADMINISTRATION PERSONNEL	TITLE: Return to Work Revision date 6/12

- 2070.1** To protect personnel, including safety and non-safety employees, from sustaining further harm when performing duty, after having been absent as a result from illness or injury.
- 2070.2** An injury is defined as any illness or injury occurring either while performing duties for the District or non-work related resulting in the treating physician removing and/or restricting the employee from performing the essential functions of their job.
- 2070.3** Any illness or injury occurring in the course of performing duties for the (District) shall be reported to the immediate Supervisor. Appropriate documentation shall be completed unless the injury or illness is life threatening, at which time immediate transport to the nearest medical facility shall occur. Notification shall be in the form of a work status report that clearly states how long the employee will be restricted from performing his/her usual and customary duties. The WORK STATUS report (provided by the treating physician) shall additionally include the date of the next scheduled appointment and anticipated date the employee is expected to be released.
- 2070.4** If an employee has an illness or a non-work related injury, has not yet seen a treating physician, and feels that he/she cannot perform customary employee duties as stated on the Ben Lomond Fire Protection District Arduous Duty Physician Release, he/she shall not report to duty shift (Career Employee) or respond to any further emergency incidents or Fire District functions until notification of the illness/injury to the Fire Chief. Any illness or injury that is not work-related and effects the employee's ability to perform his/her usual and customary duties, shall be reported to the Fire Chief within twenty-four hours of the employee receiving medical treatment. Notification shall be in the form of a WORK STATUS Report (provided by the treating physician) that clearly states how long the employee will be restricted from performing his/her usual and customary duties. The work status report shall additionally include the date of the next scheduled appointment and anticipated date the employee is expected to be released.
- 2070.5** A work status report shall be submitted to the Fire Chief or Office of Administration for both on-duty and non-work-related illnesses/injuries. Submittal of the report(s) shall be within twenty-four hours of medical treatment. Each appointment with the medical provider shall be considered as medical treatment therefore, a work status report is required after each appointment.

2070.6 A medical release stating the employee is released unrestricted to perform his/her usual and customary duties, shall be based on the treating physician's medical opinion and review of and signature on the District's Arduous Duty/Physician Release from. Under no circumstance will the District accept release to unrestricted duty without the signed Arduous Duty/Physician Release. Non-safety personnel are exempt from the Arduous Duty/Physician Release, but must have a written release from the treating physician.

2070.7 Acceptance of the Arduous Duty/Physician Release constitutes Fit for Work for safety personnel. For non-safety personnel, a written release from treating physician. With authorization of the Fire Chief and the treating physician, the career employee may have the option to return to work early with an initial re-assignment of job duties until fully recovered and resumption of full normal job duties.

2070.8 In addition to the Medical Release, and prior to official return to duty, all personnel must receive administrative clearance to return to work.

2070.8.1 Administrative Release constitutes an inspection of the employee's injury file to confirm that all necessary documentation has been received.

2070.8.2 The District reserves the right, at the District's expense, to refer the employee to the District's occupational health provider or specialist referred to by the occupational health provider in order to confirm the medical release.

2070.9 Maternity Leave - The Fire District agrees to the provisions of The Family and Medical Leave Act of 1993.