



# BEN LOMOND FIRE PROTECTION DISTRICT

## AGENDA of the BOARD OF DIRECTORS

Wednesday May 21, 2025 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 Lisa Hill, Director (Vice) Tom Maxson,  
Director Sean Castagna, Director Walker, Director Cope 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 April 16, 2025
2. Approval of Special Board Meeting Minutes May 9, 2025
3. Regular Meeting of May 21, 2025
4. Approval of Expenditures for May 21, 2025
  - 1.1 Paid bills in the amount of \$ 31,217.33



1.2 Paid Payroll in the amount of \$ 24,498.67

## **Old BUSINESS**

1. SOP Review  
**Key discussion points:** SOP #2090 Bereavement Leave  
**Decision(s) made:**  
**Action items and assignee(s)**
2. Landscaping  
**Key discussion points:** Chief sent drawing for the Board to review  
**Decisions made:**  
**Action Items and assignees:**
3. Type 3  
**Key discussion points:** Starting the build  
**Decisions made:**  
**Action Items and assignees:**
4. Felton Fire  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**
5. Henflings (Discussion/Action)  
**Key discussion points:** walk through  
**Decision(s) made:**  
**Action items and assignee(s)**
6. Review Insurance policy  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**

## **NEW BUSINESS**

1. Preliminary Budget  
**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 –June 18th, 2025

## **ADJOURNMENT**





# BEN LOMOND FIRE PROTECTION DISTRICT

## Board Meeting Minutes

Regular Board Meeting

Wednesday April 16, 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 and Director Marty Walker

**Fire District Staff:** Chief Brownlee

**Absent:**

**Also Present:** Andrew Cope

**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, April 16, 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** – None

**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 March 19, 2025
  - 1.1 Regular Meeting of April 16, 2025
2. Approval of Expenditures for April 16, 2025
  - 2.1 Paid bills in the amount of \$ 122,991.59
  - 2.2 Paid Payroll in the amount of \$ 31,313.88



## Approval of Consent Calendar Items

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

Ayes: Chairperson Hill Director, Director Maxson, Director Castagna, Director Walker

Noes: None

Abstain: None

Absent: None

## Old BUSINESS

### 1. Upstairs (Discussion/Action)

**Key discussion points:** Bathroom done floor being installed

**Decision(s) made:**

**Action items and assignee(s)**

### 2. SOP Review

**Key discussion points:** SOP #2080

**Decision(s) made:** No changes

**Action items and assignee(s)**

### 3. Landscaping

**Key discussion points:** Miller will send the invoice for the bell and flag pole mount poured and flag pole up.

**Decisions made:** Bell platform was not in the flag pole bid. Last minute it was decided to pour platform for bell also. Chief made the decision to have the pad poured so it would not cost more for Miller to come out again

**Action Items and assignees:**

Motion was made by Director Maxson seconded by Director Castagna to pay for the pad bid

Ayes: Chairperson Director Hill, Director Maxson, Director Castagna, Director Walker

Noes: None

Abstain: None

Absent: None

### 4. Type 3

**Key discussion points:** build starting

**Decisions made:**

**Action Items and assignees:**

### 5. Felton Fire

**Key discussion points:** Chief advised the Board that the Felton Board is not reaching out to the Chief to help them with the ad hoc committees. The Board Chair told the Chief she did not need to attend the special Board meeting that they are having. We are up to 20 volunteers. Director Maxson wants the recorded to reflect that we give Felton 30 days' notice to terminate the contract. I advised the Board that I will attend the Saturday Board meeting and let the Felton Board know of the issues that I am having with Assistant Chief Blum.

**Decisions made:**

**Action Items and assignees:**

### 6. Appoint New Board Member

**Key discussion points:** Board appointed Andy Cope and Oath Of Office was administered

**Decisions made:**

**Action Items and assignees:** Chief administered the Oath of Office

### 7. Review Insurance Policy

**Key discussion points:** Tabled

**Decisions made:**

**Action Items and assignees:**



## NEW BUSINESS

### 1. Henflings

**Key discussion points:** Walk through scheduled for April 16<sup>th</sup> meeting

**Decisions made:**

**Action Items and assignees:**

### 2. 911 Contract

**Key discussion points:**

**Decisions made:**

**Action Items and assignees:** Motion was made by Director Maxson seconded by Director Castagna to sign the contract.

**Ayes:** Chairperson Director Hill, Director Maxson, Director Castagna, Director Walker and Director Cope

**Noes:** None

**Abstain:** None

**Absent:** None

### 3. LAFCO

**Key discussion points:** Iwalani gave presentation at April meeting

**Decisions made:**

**Action Items and assignees:** Motion was made by Director Maxson seconded by Director Castagna to vote for Iwalani Faulkner.

**Ayes:** Chairperson Director Hill, Director Maxson, Director Castagna, Director Walker and Director Cope

**Noes:** None

**Abstain:** None

**Absent:** None

## 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.

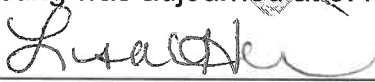
## FUTURE MEETINGS

Regular Board Meeting – April 16, 2025

## ADJOURNMENT

The meeting was adjourned at 9:45 AM

ATTEST:

  
\_\_\_\_\_  
Chairperson Lisa Hill

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





# BEN LOMOND FIRE PROTECTION DISTRICT Special Board Meeting Minutes

Special Board Meeting

Friday May 09, 2025 at 11:00 AM

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

Telephone: 831-336-5495

## Roll Call

**Directors Present:** Chairperson Director Lisa Hill, Director Sean Castagna, Director Andrew Cope  
Director Tom Maxson and Director Marty Walker

**Fire District Staff:** Chief Brownlee

## Absent:

**Also Present:** Audrey Dawson, Kevin Giannini, Tess Fitzgerald, Jesse Kathan

## 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 Friday, May 09, 2025, Chairperson Hill called the meeting to order at 11:00 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

1. Shared Service agreement with Felton Fire District

### Key discussion points:

**Decisions made:** Chair and Vice chair Lisa Hill and Tom Maxson will deliver the letter today to Felton Chair Crandell

**Action Items and assignees:** Motion was made by Director Castagna seconded by Director Hill to terminate the agreement for temporary services per section 6.1 of the contract dated 11/1/2024 between Ben Lomond Fire Protection District and Felton Fire Protection District

**Ayes:** Chairperson Director Hill, Director Maxson, Director Castagna, Director Walker and Director Cope

**Noes:** None

**Abstain:** None

**Absent:** None

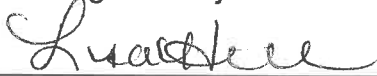
## FUTURE MEETINGS

Regular Board Meeting – May 21, 2025

## ADJOURNMENT

The meeting was adjourned at 11:45 AM

ATTEST:

  
\_\_\_\_\_  
Chairperson Lisa Hill

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



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

**Date: May 21, 2025**

**To: County Auditor, Controller**

**From: Laurie Dennis (831) 336-5495**

**Subject: Approved Bills for Payment Transmittal**

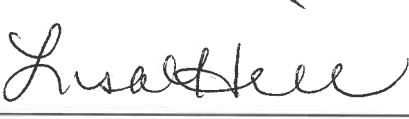
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Vendor bills have been approved for payment out of district funds totaling an amount of

\$ 24,498.67.

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

May 21, 2025.

Signed 

Signed 

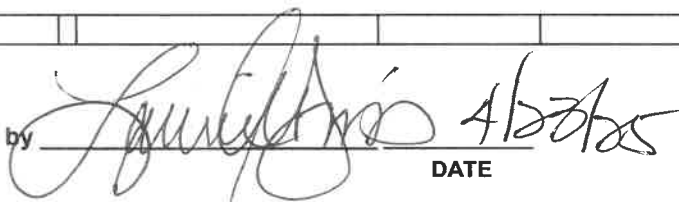
Signed 

Signed 

Signed 



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	31.25	\$1,156.25
			SICK	022	0.00	\$0.00
<b>DUTY CHIEF</b>						
<b>EMPLOYEE #</b>						
800494	Mike Ayers	\$75.00	PER SHIFT	888	11.00	\$825.00
800493	Mark Brown	\$75.00	PER SHIFT	888	1.00	\$75.00
803541	Nick Burgess	\$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	11.00	\$825.00
800493	Mark Brown	\$75.00	PER SHIFT	888	1.00	\$75.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	2.00	\$150.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
803842	Garrett Fisher	\$25.00	HOURLY	888	40.00	\$1,000.00
803879	Kevin Giannini	\$25.00	HOURLY	888	32.00	\$800.00
804050	Connor Scarborough	\$25.00	HOURLY	888	8.00	\$200.00
		\$25.00	HOURLY	888	0.00	\$0.00
804095	Audrey Dawson	\$36.88	HOURLY	888	70.00	\$2,581.60
803842	Garrett Fisher	\$25.00	HOURLY/ FELTON-10 hrs	888	40.00	\$1,000.00
803879	Kevin Giannini	\$25.00	HOURLY/ FELTON-10 hrs	888	60.00	\$1,500.00
804089	Jordan Velasco	\$25.00	HOURLY/ FELTON-10 hrs	888	30.00	\$750.00
		\$25.00	HOURLY/ FELTON-10 hrs	888	0.00	\$0.00
		\$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	31.25	\$14,823.85
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

**Payroll Batch Control**  
 Employees 10  
 Line Entries 16  
 Total Reg. & Special Hours 31.3  
 Total Regular & Special Amounts \$15,285.39

0.00	*	<b>VOLUNTEER PAY</b>	\$0.00
		<b>TOTAL</b>	<b>31.25</b>
15,285.39	+		
1,156.25	-		
14,129.14	*		
0.00	*		
		51000 Regular Pay	\$14,823.85
		51015 Sick Pay	\$0.00
		51010 Volunteer Pay	\$0.00
		53010 Emp Ins & Ben	\$461.54
		<b>Total</b>	<b>\$15,285.39</b>



**PAYROLL SD 02**  
**PAY PERIOD #10**  
**GL KEY# 680600**

**Beg Date: 04/26/25**

**ATTN: Auditor-Controller**  
**End Date: 05/09/25**

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	32.00	\$1,184.00
			SICK	022	0.00	\$0.00
<b>DUTY CHIEF</b>						
<b>EMPLOYEE #</b>						
800494	Mike Ayers	\$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
		\$75.00	PER SHIFT	888	0.00	\$0.00
800494	Mike Ayers	\$75.00	PER SHIFT	888	7.00	\$525.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	7.00	\$525.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
803879	Kevin Giannini	\$25.00	HOURLY	888	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	40.00	\$1,000.00
803879	Kevin Giannini	\$25.00	HOURLY/ FELTON-10 hrs	888	60.00	\$1,500.00
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
		\$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 05/07/25

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$15,470.40
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

**Payroll Batch Control**  
 Employees 12  
 Line Entries 13  
 Total Reg. & Special Hours 32.0  
 Total Regular & Special Amounts \$15,931.94



0.00 *		
15,931.94 +		
1,184.00 -		
14,747.94 *		
	<b>TOTAL</b>	<b>32.00</b>
		<b>\$15,931.94</b>
	51000 Regular Pay	\$15,470.40
	51015 Sick Pay	\$0.00
	51010 Volunteer Pay	\$0.00
	53010 Emp Ins & Ben	\$461.54
	<b>Total</b>	<b>\$15,931.94</b>



# CLAIMS BY VENDOR

04/16/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
COAST PAPER & SUPPLY INC	//	61425	Paper goods supplies - White multi-fold towels, garbage liners, small trash bags	\$210.30	<input type="checkbox"/>
COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER	//	62301	Property Tax Admin. Fee - FY2024/2025	\$8,694.00	<input type="checkbox"/>
EMT CERTIFICATION FUND / EMSA	//	62826	EMT program - Ayers E039781 and Cunningham E145642	\$74.00	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES-FRMS	//	53010	Monthly insurance premium - May 2025	\$147.39	<input type="checkbox"/>
IHWY, LLC	//	62381	SSL Certificate renewal for benlomondfd.com	\$149.00	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 02/28/25	\$300.00	<input type="checkbox"/>
SANTA CRUZ CO - HSA	//	62826	EMS Program -	\$200.00	<input type="checkbox"/>
<b>Total</b>				<b>\$9,774.69</b>	



# CLAIMS BY VENDOR

04/23/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
ATCHISON, BARISONE & CONDOTTI	//	62381	Services 03/01-03/31/25	\$82.80	<input type="checkbox"/>
JLV ELECTRIC INC	//	86110	Upstairs remodel- electrical work (rewire receptacles and wiring, troubleshoot, install conduit, relocate junction/wires in app bay ceiling)	\$2,280.00	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61110	Repair drysuit- patch, replace wrist gasket, leak testing	\$385.44	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe, microsoft backups, etc	\$55.04	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- Arden property SLV Water billing	\$70.94	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62715	Main account bill- budgeted scene lighting and cordless tools	\$3,767.93	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- Fastrak tag, S2365 bleed valve (reimbursed), batteries	\$695.17	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61110	Main account bill- Passport ID name tags (Scarborough)	\$18.60	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	Main account bill- PG&E and SLV Water billings	\$1,405.54	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62221	Main account bill- postage (mailing NetComm contract)	\$4.37	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	86110	Main account bill- upstairs shower handle, plumbing	\$72.25	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Verizon, final Comcast and Starlink billings	\$1,184.51	<input type="checkbox"/>
<b>Total</b>				<b>\$10,022.59</b>	



# CLAIMS BY VENDOR

05/07/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
IHWY, LLC	//	62381	Web hosting / Mail Accts for May (increase to 32 accts)	\$105.00	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61110	3 @ yeallow Nomes shrouds	\$154.62	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	Apparatus maintenance supplies	\$80.17	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	62715	Sawsal blades, wheel grinder, etc	\$170.95	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maintenance supplies	\$79.38	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Supplies for upstairs- trim finishing	\$55.48	<input type="checkbox"/>
THE POLICE AND SHERIFFS PRESS, INC	//	61110	ID Cards- A Dawson	\$18.60	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel charges	\$913.45	<input type="checkbox"/>
			<b>Total</b>	<b>\$1,577.65</b>	



# CLAIMS BY VENDOR

05/14/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
ATCHISON, BARISONE & CONDOTTI	//	62381	Service 04/01-04/30/25	\$27.60	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES- FRMS	//	53010	Monthly insurance premium - June 2025	\$156.89	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle for 04/01-04/30/25	\$150.06	<input type="checkbox"/>
LEE & ASSOCS RESCUE EQUIP INC	//	61721	Gas detectore (LEI,02,CO,H2S) with mount	\$2,201.87	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 03/31/25	\$300.00	<input type="checkbox"/>
SANTA CRUZ FIRE EQUIPMENT	//	61848	Semi-annual service on kitchen suppression system	\$287.32	<input type="checkbox"/>
<b>Total</b>				<b>\$3,123.74</b>	









# **Ben Lomond Fire Protection District**

**Post Office Box 27, Ben Lomond, California 95005**

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

<b>TO:</b>	<b>Board of Directors</b>	<b>FROM:</b>	<b>Stacie Brownlee Fire Chief</b>
<b>SUBJECT:</b>	<b>Chief's Report</b>	<b>DATE:</b>	<b>05/21/2025</b>
	<b>Approved</b>	<b>Date</b>	

## **Correspondence**

### **Administration**

### **Operations**

BLFD responded to calls in 57 Apr/May

- Structure (0)
- EMS (23)
- Haz Mat (0)
- Vehicle Acc. (1)
- Public Service (17)
- Smoke Checks (1)
- Other, wires (2)
- Mutual Aide calls (1) Boulder,
- Wildland (0)

### **Training**


- Engine Block

### **Logistic**

### **Fire Prevention/Ed**

Quail Hollow with the new trailer.



	<b>Ben Lomond Fire Protection District</b>	<b>Policy # 2090</b>  <b>Date 4/06</b>
	<b>SOP ADMINISTRATION PERSONNEL</b>	<b>TITLE: Bereavement Leave</b>  <b>Revision date 6/12</b>

**2090.1** This policy shall apply to probationary and regular employees in all classifications.

**2090.2** In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three days. This is in addition to regular sick leave and vacation time. Certification may be required by the Fire Chief.

**2090.3** "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.



# BEN LOMOND FIRE PROTECTION DISTRICT



## Fiscal Year 2025-2026 PRELIMINARY Budget

<b>40100</b>	<b>PROPERTY TAX-CURRENT SEC-GEN</b>		
	1		\$1,090,338
		Total	<b>\$1,090,338</b>
<b>40110</b>	<b>PROPERTY TAX-CURRENT UNSEC-GEN</b>		
	1		\$23,433
		Total	<b>\$23,433</b>
<b>40440</b>	<b>RENTS AND CONCESSIONS</b>		
	1 Henflings monthly rental (\$3,824 /mo)		\$48,720
	2 Verizon monthly rental (\$652/ mo)		\$7,824
		Total	<b>\$56,544</b>
<b>40830</b>	<b>ST-HOMEOWNERS' PROPERTY TAX RELIEF</b>		
	1		\$5,002
		Total	<b>\$5,002</b>
<b>40894</b>	<b>STATE OTHER- GRANT FUNDING</b>		
	1 FEMA grant - % resp. Fire Chief's funds		<b>\$8,992</b>



<b>53015</b>	<b>UNEMPLOYMENT INSURANCE</b>		
	1 Unemployment Ins contributions	\$7,000	
		Total	<b>\$7,000</b>
<b>54010</b>	<b>WORKERS COMPENSATION INSURANCE</b>		
	1 Insurance Contributions	\$20,000	
		Total	<b>\$20,000</b>
		<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$464,525</b>
<b>61110</b>	<b>CLOTHING &amp; PERSONAL SUPPLIES</b>		
	<i>Items for personal use, including safety equipment: Badges, belts, gloves, goggles, helmets, masks, raincoats, rubber boots, uniforms, uniform allowance</i>		
	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	<b>\$34,500</b>
<b>61215</b>	<b>RADIO SERVICES</b>		
	<i>Special communication equipment</i>		
	1 Netcom Services	\$17,000	
	2 County Radio Shop Services	\$500	
	3 Tablet Command	\$10,000	
	4 Other radio	\$16,179	
		Total	<b>\$43,679</b>
<b>61221</b>	<b>TELEPHONE-NON TELECOM</b>		
	1 Internet and telephone service (Comcast, HULU)	\$8,000	
	2 Cellular phone service (incl. ipads)(Verizon)	\$10,000	Do we need
	3 Star Link	\$2,400	
	4 Misc.	\$500	
		Total	<b>\$20,900</b>

<b>61310</b>	<b>Food</b>		
	1 Food-Fire Calls / Meetings / Paynight	\$8,000	
		Total	<b>\$8,000</b>
<b>61425</b>	<b>OTHER HOUSEHOLD EXPENSE-SERVICES</b>		
	<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	<b>\$3,800</b>
<b>61525</b>	<b>LIABILITY INSURANCE</b>		
	1 Annual Premium- FAIRA (incr. 2022)	\$58,538	
		Total	<b>\$58,538</b>
<b>61720</b>	<b>MAINT-MOBILE EQUIPMENT-SERVICES</b>		
	<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	<b>\$15,000</b>
<b>61721</b>	<b>MAINT-MOBILE EQUIPMENT-SUPPLIES</b>		
	1 Tire replacement / Leveling Kit	\$8,500	
	2 Maint. & repair parts	\$28,000	
	3 Bumpers/ Wench 2201	\$4,450	
	4 Outfit Type 3	\$30,000	
		Total	<b>\$70,950</b>
<b>61725</b>	<b>MAINT-OFFICE EQUIPMENT-SERVICES</b>		
	<i>Costs of repairing office equipment; Service agreements for maintenance</i>		

		<i>of office equipment; Cost of printer ink and copier toner.</i>		
		1 Copier maintenance agreement and misc.	\$700	
			<b>Total</b>	<b>\$700</b>
<b>61730</b>		<b>MAINT-OTHER EQUIPMENT-SERVICES-labor</b>		
		<i>Costs of repairing firefighting equip. and related equip.; Cost of repairing rescue equip.</i>		
		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	
			<b>Total</b>	<b>\$8,000</b>
<b>61731</b>		<b>MAINT-OTH EQUIP-SUPPLIES</b>		
		<i>Costs of repairing firefighting equip. and related equip.parts</i>		
		1 Chainsaw chains, misc. parts	\$3,500	
		2 Misc. parts	\$2,000	
			<b>Total</b>	<b>\$5,500</b>
<b>61845</b>		<b>MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES</b>		
		<i>*Any cost to maintain or make structural improvements or improvements to buildings or grounds</i>		
		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	
			<b>Total</b>	<b>\$10,000</b>
<b>61846</b>		<b>MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES</b>		

		<i>*Any cost to maintain or make structural improvements or improvements to buildings or grounds</i>		
		1 General building maintenance supplies	\$10,495	
		2 Misc. supplies	\$8,067	
			Total	<b>\$18,562</b>
<b>61855</b>		<b>ROAD REPAIRS-SERVICES</b>		
		<i>Any repairs to roads damaged by fire apparatus.</i>		
		<i>Installation and cost of street signs on non-county roads when needed.</i>		
		1 Street signs	\$500	
		2 Road repairs	\$500	
			Total	<b>\$1,000</b>
<b>61920</b>		<b>MEDICAL, DENTAL &amp; LAB SUPPLIES</b>		
		<i>Note: medical supplies</i>		
		1 Oxygen	\$1,500	
		2 Medical Supplies	\$2,000	
		3 Misc. medical equipment	\$1,300	
			Total	<b>\$4,800</b>
<b>62020</b>		<b>MEMBERSHIPS</b>		
		<i>Includes memberships in societies, associations, and other organizations</i>		
		1 Santa Cruz County Fire Chiefs Association	\$400	
		2 Santa Cruz County EMS Integration Authority	\$1,500	
		3 FDAC	\$280	
		4 Other	\$600	
			Total	<b>\$2,780</b>
<b>62219</b>		<b>PC SOFTWARE PURCHASES</b>		
		1 First Due (incidents)	\$5,450	
		2 Misc. software purchase (Cloud based software Adobe, back-up softwares)	\$9,000	
			Total	<b>\$14,450</b>

<b>62221</b>	<b>POSTAGE</b>		
	1 UPS	\$100	
	2 USPS	\$400	
		Total	<b>\$500</b>
<b>62223</b>	<b>OFFICE SUPPLIES</b>		
	1 Office Supplies	\$500	
	2 Misc.	\$500	
		Total	<b>\$1,000</b>
<b>62301</b>	<b>ACCOUNTING AND AUDITING FEES</b>		
	1 Payroll /Claims Services for FY	\$4,500	
	2 Property Tax Admin. Fees	\$8,000	
	3 Annual Audit	\$10,000	
		Total	<b>\$22,500</b>
<b>62327</b>	<b>DIRECTORS' FEES</b>		
	<i>Fees paid to Fire Commissioners</i>		
	1 Meeting fees	\$8,000	
		Total	<b>\$8,000</b>
<b>62358</b>	<b>LAUNDRY SERVICES</b>		
	1 Cleaning of PPE	\$450	
		Total	<b>\$450</b>
<b>62367</b>	<b>MEDICAL SERVICES-OTHER</b>		











**AMENDMENT TO AGREEMENT #24R0418**

The parties hereto agree to amend Agreement #24R0418, dated November 6, 2023, Amendment 1 dated June 12, 2024, by and between the COUNTY OF SANTA CRUZ and the BEN LOMOND FIRE PROTECTION DISTRICT, hereinafter called DISTRICT, as follows:

**Section 5** of the Agreement is hereby deleted and replaced with the following new language.

**5. COMPENSATION.** In consideration for COUNTY accomplishing said results with regards to DISTRICT's payroll and accounts payable:

A. DISTRICT agrees to pay COUNTY for payroll services rendered as follows:

- i. \$11.42 per pay period per employee for direct deposit of bi-weekly wages for fiscal year 2025-2026 services, with an adjustment for each subsequent year based upon Payroll Division costs including overhead and employment demographics of DISTRICT, and;
- ii. Up to \$10,000 for initial set up services or system modification requested by DISTRICT including Information Services Department (ISD) programming of the County Payroll system and Auditor-Controller payroll division staff time. Charges will be calculated based upon COUNTY employee documented hours and direct ISD billings. COUNTY will charge DISTRICT for these services at a current rate of \$188.70 per hour. COUNTY will notify DISTRICT in advance so that DISTRICT may approve charges.

B. DISTRICT agrees to pay COUNTY for accounts-payable services rendered as follows:

- i. \$9.08 per check/EFT issued on behalf of DISTRICT for fiscal year 2025-2026, with an adjustment for each subsequent year to be calculated based upon Claims (Accounts Payable) division costs, including overhead.

C. COUNTY agrees to submit an annual invoice for total payroll and accounts payable services provided.

**Section 6** of the Agreement is hereby deleted and replaced with the following new language.

**6. TERM.** The term of this Contract shall be: the date of execution through June 30, 2026. If this Contract is placed on the County's Continuing Agreement List before the Contract term expires, the parties agree to extend the terms and conditions of the Contract as set forth herein, and as reflected in any executed amendment hereto, until the Contract is thereafter terminated.

All other provisions of said Agreement shall remain the same.



SIGNATURE PAGE

Dated:

**4. COUNTY OF SANTA CRUZ**

By: \_\_\_\_\_  
Chief Deputy Auditor-Controller

**2. BEN LOMOND FIRE  
PROTECTION DISTRICT**

By: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**3. Approved as to insurance:**

\_\_\_\_\_

Risk Management

**1. APPROVED AS TO FORM:**

\_\_\_\_\_

Office of the County Counsel

