



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday July 16, 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- Records request & response to records request

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 June 18, 2025
2. Regular Meeting of July 16, 2025
3. Approval of Expenditures for July 16, 2025
 - 1.1 Paid bills in the amount of \$ 128,341.70
 - 1.2 Paid Payroll in the amount of \$ 18,556.88

1.3 Felton Volunteer Fire Payroll in the amount \$28,435.00

Old BUSINESS

1. SOP Review
Key discussion points: SOP #2100 Gifts
Decision(s) made:
Action items and assignee(s)
2. Landscaping
Key discussion points: New drawing
Decisions made:
Action Items and assignees:
3. Type 3
Key discussion points:
Decisions made:
Action Items and assignees:
4. Felton Fire
Key discussion points:
Decisions made:
Action Items and assignees:
5. Preliminary Budget
Key discussion points: None
Decisions made:
Action Items and assignees:

NEW BUSINESS

1. Resolution 2025-01 Application For Certification of Consent to Self-insure as a Public Agency Employer Self-Insurer
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 –August 20, 2025

ADJOURNMENT



BEN LOMOND FIRE PROTECTION DISTRICT

Board Meeting Minutes

Regular Board Meeting

Wednesday June 18, 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 Andrew Cope

Fire District Staff: Chief Brownlee

Absent: Director Marty Walker

Also Present:

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, June 18, 2025, Chairperson Hill called the meeting to order at 9:00 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

DIRECTOR MATTERS/AGENDA AMENDMENTS-

CHIEF'S REPORT

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

COMMUNICATIONS – Audit letter from Zach (PnPCPA)

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 May 21, 2025
 - 1.1 Regular Meeting of June 18, 2025
2. Approval of Expenditures for June 18, 2025
 - 2.1 Paid bills in the amount of \$ 32,874.88
 - 2.2 Paid Payroll in the amount of \$ 31,423.48

Approval of Consent Calendar Items

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

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

Noes: None

Abstain: None

Absent: Director Walker

Old BUSINESS

1. SOP Review

Key discussion points: SOP #2095

Decision(s) made: No changes

Action items and assignee(s)

2. Landscaping

Key discussion points: New drawings waiting for cost on lawn.

Decisions made:

Action Items and assignees:

3. Type 3

Key discussion points:

Decisions made:

Action Items and assignees: Motion was made by Director Castagna seconded by Director Hill to pay the \$155,388.72 for the chassis up front.

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

Noes: None

Abstain: None

Absent: Director Walker

4. Felton Fire

Key discussion points: Records request to Felton fire

Decisions made: Director Hill will write up a letter for a public records act request for Felton Fire

Action Items and assignees: All emails & text 11/1/24-6/25/25 between Board and Chief

5. Preliminary Budget

Key discussion points: No changes

Decisions made:

Action Items and assignees:

NEW BUSINESS- 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 – July 16, 2025

ADJOURNMENT

The meeting was adjourned at 9:30 AM

ATTEST:

Chairperson Lisa Hill

Stacie Brownlee, Secretary

DRAFT



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:	07/16/2025
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to calls in 52 Jun/July

- Structure (0)
- EMS (25)
- Haz Mat (2)
- Vehicle Acc. (4)
- Public Service (16)
- Smoke Checks (0)
- Other, wires (4)
- Mutual Aide calls (5) Boulder, FEL(2)
- Wildland (0)

Training

- Engine Block

Logistic

Fire Prevention/Ed

Firewise Zayante Fire

From: **norm crandell** <ncrandell@feltonfire.com>

Date: Mon, Jul 7, 2025 at 8:42 AM

Subject: Formal acknowledgement of receipt of PRA request.

To: Lisa Hill <lisa@jeffhillandsons.com>

CC: Victoria Thompson <vthompson@abc-law.com>, Isaac Blum <firechief@feltonfire.com>

Error! Filename not specified.

Error! Filename not specified.***FELTON FIRE
PROTECTION DISTRICT***

131 Kirby Street, Felton CA 95018 831 335-4422

July 7, 2025

Lisa Hill

Ben Lomond Fire Department, Board Chair

RESPONSE TO PUBLIC RECORDS ACT REQUEST – FELTON FIRE

PROTECTION DISTRICT

(CA. Gov't Code §7920.000 et seq.)

Re: PUBLIC RECORDS ACT REQUEST RECEIVED ON Wednesday, June 25, 2025

The Felton Fire Protection District responds to your public records request for information received on Wednesday, June 25, 2025, as indicated below.

This is a request under the California Public Records Act (California Government Code § 6250 et seq.) and Article I, § 3 of the California Constitution.

I am requesting:

1. All emails between Stacie Brownlee and Issac Blum or any member of the Felton Fire Protection District Board of Directors between the dates of 11/1/2024 and 6/25/2025.

2. All emails between Issac Blum and any member of the Felton Fire Board of Directors between the dates of 11/1/2025 and 6/25/2025.

3. All emails or text messages between members of the Felton Fire Board of Directors between 11/1/2024 and 6/25/2025.

Under the California Public Records Act (CPRA) you are entitled to copies of identifiable, non-exempt public records (Govt. Code section 7922.500). Please note that the CPRA requires the District to provide access to, or copies of, records responsive to your request which are in its possession, subject to certain exceptions. The CPRA does not require the District to provide information, answer questions, or create records which do not exist.

The Felton Fire Protection District has extended its time to respond to your request to Monday, July 21, 2025 *[NOTE: 14 days for 1st extension/ or seek longer or additional extension with requester's consent]* pursuant to the California Public Records Act, Government section 7920.000 et seq. (the "CPRA"), for the following reason:

Government Code § 7922.535(c)(1) • The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.

Government Code § 7922.535(c)(2) • The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.

Government Code § 7922.535(c)(3) • The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.

We appreciate your patience while we thoroughly process your request. Please do not hesitate to contact us with any questions.

Thank you,

Norm Crandell

Felton Board Chair

ncrandell@feltonfire.com



Ben Lomond Fire Protection District

9430 Highway 9, Ben Lomond CA 95005

831-336-5495 / fax 831-336-0300

www.benlomondfd.com

VIA ELECTRONIC AND U.S. MAIL

June 25, 2025

Felton Fire Protection District
131 Kirby Street, Felton CA 95018

ncrandell@feltonfire.com, dconrad@feltonfire.com, janderson@feltonfire.com,
eschwanbeck@feltonfire.com, mshults@feltonfire.com, firechief@feltonfire.com

Re: Public Records Act Request

Dear Felton Board and Fire Chief,

I submit this request for copies of records prepared, owned, used, or retained by the Felton Fire Protection District ("the District"), pursuant to the California Public Records Act. As you likely know, this government code requires agencies to provide a response to Public Record Act requests within ten days of receipt of a request. Pursuant to this legal requirement, I look forward to your prompt response and timely disclosure of the following documents.

Please provide copies of the records and documents¹ listed below. Please provide any public record identified in the following electronic formats in that electronic format, instead of in paper format: PDF format or all Microsoft Office formats, including Word, Excel, Access, and Power Point. Specifically, I request copies of the following documents:

1. All emails between Stacie Brownlee and Isaac Blum or any member of the Felton Fire Protection District Board of Directors between the dates of 11/1/2024 and 6/25/2025;
2. All emails between Isaac Blum and any member of the Felton Fire Board of Directors between the dates of 11/1/2024 and 6/25/2025;

¹ The term "document" as used in this request has the same broad definition as is given the term "writing" in section 6252(f) of the Government Code:

Any handwriting, typewriting, printing, Photostatting, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

3. All emails or text messages between members of the Felton Fire Board of Directors between 11/1/2024 and 6/25/2025.

If any records in the above request are claimed to be exempt from disclosure, I request that: (1) you exercise your discretion to disclose some or all of the records notwithstanding the exemption; and (2) with respect to records containing both exempt and non-exempt content, you redact the exempt content and disclose the rest, consistent with Government Code § 6253(a). Additionally, if any records are withheld or redacted, please provide a written response that describes the records being withheld or redacted and the claimed reason for exemption under the Public Records Act.

If you contend that this request does not reasonably describe identifiable public records, I request that you promptly assist by eliciting additional information that will clarify this request and more clearly identify the records being sought. See § 6253.1.

Please respond to this request in writing within 10 days with the estimate of any anticipated costs to provide the documents. Please do not hesitate to contact me at 831-234-6092 or lhill@benlomondfd.com if you have any questions about the scope of our request.

I request that if this request takes longer than 10 days to fulfill, you produce records on a rolling basis as you identify and review them

Thank you in advance.

Sincerely,

Lisa Hill, Board Chair

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

Date: July 16, 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

\$ 128,341.70 .

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

July 16, 2025 .

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

06/18/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
ATCHISON, BARISONE & CONDOTTI	//	62381	Service 05/01-05/31/25	\$180.60	<input type="checkbox"/>
EMT CERTIFICATION FUND / EMSA	//	62826	EMT program - renewal Giannini #E182479	\$37.00	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61721	E2249- hose (1.5"x 25' yellow spec. type II)	\$217.93	<input type="checkbox"/>
PALACE ART & OFFICE SUPPLY	//	62223	Copy paper, manilla folders	\$87.14	<input type="checkbox"/>
SANTA CRUZ CO - HSA	//	62826	EMS Program - renewal Giannini #E182479	\$100.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2200 Labor for annual service and inspection, fluids and filters rotate tires	\$400.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2201 Labor for annual service and inspection, replace battery, plug rt rear tire, fluids and filters	\$640.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2203 Labor- annual service and inspection, rotate tires, install gas monitor charger	\$400.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2204 Labor- annual service and inspection, fluids and filters, rotate tires	\$400.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2210 labor- install power module	\$160.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2213 Labor- annual service and inspection, fluids and filters, box of gloves	\$1,645.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2231 Labor- install new primer and pump	\$480.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2249 labor- annual service and inspection, front end service, filters and fluids, replace battery, grease front end, air filter auxiliary pump	\$877.98	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2266 labor- annual service and inspection, filters and fluids, front end check	\$480.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2290 labor- annual service and inspection, replace whell hub, rotate tires, clean battery nodes	\$640.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61721	2290- hub assembly right front wheel	\$366.44	<input type="checkbox"/>
SILKE COMMUNICATIONS	//	61217	BK repair (19420153) clean and reinstall LCD dislav. replace cracked keypad cover	\$419.22	<input type="checkbox"/>
Total				\$7,531.31	

CLAIMS BY VENDOR

06/25/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
CHUCK WISE EMERGENCY VEHICLE SERVICE	//	61217	BK parts for 2213 and 2249 (whips, cable adapter)	\$1,252.20	<input type="checkbox"/>
MONTEREY BAY SYSTEMS	//	61725	Contract base charge for 06/20/24-06/19/25 and overage charge for 03/20-06/29/25	\$217.08	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2210 - annual service and inspection incl fluids and filters, DOT air line fittings, rear lights	\$1,832.59	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2212 - Annual servcie and inspection	\$1,600.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	2231 - annual service and inspection, change fluids and filters, grease chassis	\$1,613.00	<input type="checkbox"/>
STRYKER SALES CORPORATION	//	61920	AED for 2204	\$1,971.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe, back up space,	\$51.99	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	Main account bill- brkfst tableclothes, Bissell floor cleaner	\$327.35	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62826	Main account bill- cover for Educ. Trailer (reimb), EMT clasee fee and books (Reed)	\$2,310.87	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- Pallet of bottled water, food items for 5th Tuesday	\$1,569.81	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61110	Main account bill- SCBA, tank for 2204	\$3,656.97	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- shovel guard, 2231 priming pump (Burtons)	\$1,239.81	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63074	Main account bill- SLV Water and PG&E billings	\$102.04	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63074	Main account bill- station SLV Water and PG&E billings	\$1,352.48	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Verizon billing, Starlink, fax line billing	\$1,108.41	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill-glucose test strips, monitor, Analgesic Services billing	\$317.59	<input type="checkbox"/>
Total				\$20,523.19	

CLAIMS BY VENDOR

07/02/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
FAIRA	//	61525	Annual Premium - FY 07/01/25-06/30/26 Property and Liability package policy	\$58,536.00	<input type="checkbox"/>
FIRST DUE	//	62219	Annual renewal- occupancy, inspections, incident reporting, CAD integration	\$5,788.13	<input type="checkbox"/>
PEHLING & PEHLING CPAS	//	62301	Audit services- payment toward audit	\$4,440.00	<input type="checkbox"/>
SAN LORENZO VALLEY FIRE DISTRICT'S COUNCIL	//	61720	Annual Contribution - FY 2025-2026 Air Support JPA contribution	\$2,000.00	<input type="checkbox"/>
SANTA CRUZ COUNTY FIRE AGENCIES INSURANCE GROUP	//	54010	Workers Compensation premium FY 2025/2026	\$10,257.00	<input type="checkbox"/>
SANTA CRUZ COUNTY FIRE CHIEFS ASSOCIATION	//	62020	Dues - annual for FY 2025/2026	\$300.00	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maintenance supplies	\$149.93	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	86110	Trim, other supplies for upstairs	\$858.13	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	Vehicle maintenance supplies	\$98.48	<input type="checkbox"/>
SOUTHERN COUNTIES LUBRICANTS, LLC	//	62920		\$3,833.18	<input type="checkbox"/>
Total				\$86,260.85	

CLAIMS BY VENDOR

07/09/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
DOCTORS ON DUTY MEDICAL GROUP INC	//	62367	New hire physical - Wyrsh	\$620.00	<input type="checkbox"/>
ERNIE'S AUTO CENTER	//	61720	Fluids and filters all vehicle annuals	\$69.17	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES- FRMS	//	53010	Monthly insurance premium - August 2025	\$141.69	<input type="checkbox"/>
LAFCO	//	62381	LAFCO Fees FY 2025-2026	\$1,379.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- for May (invoice recd late)	\$58.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- June 2025	\$145.00	<input type="checkbox"/>
SANTA CRUZ COUNTY EMS INTEGRATION AUTHORITY	//	62020	Dues - FY 2025-2026	\$1,500.00	<input type="checkbox"/>
SANTA CRUZ REGIONAL 911	//	61217	First half FY 2025/2026 fees (dispatch, hiplink, Mobile support, GIS)	\$9,088.50	<input type="checkbox"/>
SILKE COMMUNICATIONS	//	61217	2- cable assembly replacements	\$369.51	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel charges	\$655.48	<input type="checkbox"/>
				Total	\$14,026.35

**Board Mtg. - Vendor Totals
July 16, 2025**

Vendor Claim Sheets	\$ Amount	Date
Page 1 total	\$7,531.31	18-Jun-25
Page 2 total	\$20,523.19	25-Jun-25
Page 3 total	\$86,260.85	2-Jul-25
Page 4 total	\$14,026.35	9-Jul-25
Grand Total Vendor Claims	\$128,341.70	

TOTALS

PAYROLL SD 02
PAY PERIOD #14
GL KEY#

Beg Date: 06/21/25

ATTN: Auditor-Controller
End Date: 07/04/25

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
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	6.00	\$450.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	6.00	\$450.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	2.00	\$150.00
		\$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
804095	Audrey Dawson	\$25.00	HOURLY	888	17.00	\$425.00
804086	Elias Steiger	\$25.00	HOURLY	888	32.00	\$800.00
		\$25.00	HOURLY	888		\$0.00

Prepared by *[Signature]* DATE 7/7/25

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$8,395.00
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control

Employees 8

Line Entries 9

Total Reg. & Special Hours 32.0

Total Regular & Special Amounts \$8,856.54



VOLUNTEER PAY		\$0.00
TOTAL	32.00	\$8,856.54

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 0 *
 8,856.54 +
 1,184. -
 7,672.54 *

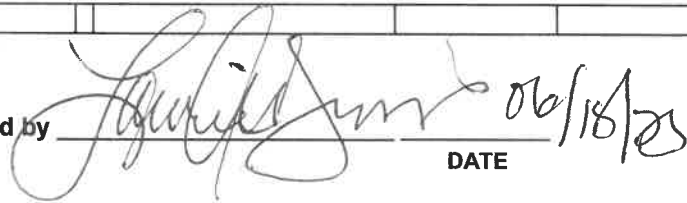
51000 Regular Pay	\$8,395.00
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$8,856.54

PAYROLL SD 02
 PAY PERIOD #13
 GL KEY# 680600

Beg Date: 06/07/25

ATTN: Auditor-Controller
 End Date: 06/20/25

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
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	\$75.00	PER SHIFT	888	6.00	\$450.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	4.00	\$300.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	4.00	\$300.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
800494	Mike Ayers	\$75.00	PER SHIFT	888	1.00	\$75.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	1.00	\$75.00
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	10.00	\$368.80
804074	Jon Sheets	\$25.00	HOURLY/ FELTON-10 hrs	888	10.00	\$250.00
804089	Jordan Velasco	\$25.00	HOURLY/ FELTON-10 hrs	888	20.00	\$500.00
		\$25.00	HOURLY/ FELTON-10 hrs	888	0.00	\$0.00
		\$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 06/18/25

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$9,238.80
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control
 Employees 20
 Line Entries 31
 Total Reg. & Special Hours 32.0
 Total Regular & Special Amounts \$38,135.34

VOLUNTEER PAY \$28,435.00
TOTAL 32.00 \$38,135.34

38,135.34 +
 1,184.00 -
 36,951.34 *

51000 Regular Pay	\$9,238.80
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$28,435.00
53010 Emp Ins & Ben	\$461.54
Total	\$38,135.34

4.23%

Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; 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 [*]

FY 2025

Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance
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	80,770.64	1,153,628.18	-67,472.18
40110	PROPERTY TAX-CURRENT UNSEC-GEN	21,744.00	21,744.00	171.14	23,298.66	-1,554.66
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	149.69	2,052.22	-2,052.22
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	1,129.24	13,329.56	-13,329.56
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	148.55	1,988.60	-1,988.60
40160	SUPP PROP TAX-PRIOR SEC	0.00	0.00	71.25	972.01	-972.01
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	104.97	673.70	-673.70
Total 01 -- TAXES		1,107,900.00	1,107,900.00	82,545.48	1,195,942.93	-88,042.93
Character: 07 -- FINES, FORFEITURES & ASSMNTS						
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	12.74	115.57	-115.57
44143	REDMPTN PNLTIES FOR DELINQ TXS	0.00	0.00	20.60	157.02	-157.02
Total 07 -- FINES, FORFEITURES & ASSMNTS		0.00	0.00	33.34	272.59	-272.59
Character: 10 -- REV FROM USE OF MONEY & PROP						
40430	INTEREST	0.00	0.00	13,486.33	149,857.60	-149,857.60
40440	RENTS & CONCESSIONS	53,712.00	53,712.00	671.96	31,653.89	22,058.11
Total 10 -- REV FROM USE OF MONEY & PROP		53,712.00	53,712.00	14,158.29	181,511.49	-127,799.49
Character: 15 -- INTERGOVERNMENTAL REVENUES						
40830	ST-HOMEOWNERS' PROP TAX RELIEF	5,128.00	5,128.00	770.40	5,136.00	-8.00
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	242,593.30	45,832.70
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	1,895.78	3,363.23	-3,363.23
Total 23 -- MISC. REVENUES		0.00	0.00	1,895.78	-461.31	461.31
Total Revenues		1,450,038.00	1,450,038.00	99,403.29	1,619,859.00	-169,821.00
Expenditures						
Character: 50 -- SALARIES AND EMPLOYEE BENEF						
51000	REGULAR PAY-PERMANENT	196,000.00	196,000.00	5,955.89	165,008.04	30,991.96
51010	REGULAR PAY-EXTRA HELP	134,425.00	134,425.00	-2,274.80	114,575.03	19,849.97
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	4,714.08	45,513.37	-17,513.37
52015	PERS	29,600.00	29,600.00	3,019.81	31,202.69	-1,602.69
53010	EMPLOYEE INSURANCE & BENEFITS	14,500.00	14,500.00	1,341.69	13,615.07	884.93

Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; 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	Year-To-Date Variance	
GL Key: 680600 – BEN LOMOND FIRE PROTECTN DIST							
Expenditures							
Character: 50 – SALARIES AND EMPLOYEE BENEF							
53015	UNEMPLOYMENT INSURANCE	7,000.00	7,000.00	31.23	1,884.12	5,115.88	
54010	WORKERS COMPENSATION INSURANCE	20,000.00	20,000.00	0.00	13,543.00	6,457.00	
	Total 50 – SALARIES AND EMPLOYEE BENEF	439,525.00	439,525.00	12,787.90	385,341.32	54,183.68	
Character: 60 – SERVICES AND SUPPLIES							
61110	CLOTHING & PERSONAL SUPPLIES	34,500.00	34,500.00	3,676.97	20,201.81	14,298.19	
61217	RADIO	0.00	43,679.00	1,671.42	39,371.33	4,307.67	
61221	TELEPHONE-NON TELECOM 1099	18,500.00	18,500.00	2,078.26	12,779.66	5,720.34	
61310	FOOD	8,000.00	8,000.00	2,269.49	9,239.65	-1,239.65	
61425	OTHER HOUSEHOLD EXP-SERVICES	3,800.00	3,800.00	150.06	3,107.05	692.95	
61525	LIABILITY INSURANCE	58,538.00	58,538.00	0.00	58,041.00	497.00	
61720	MAINT-MOBILE EQUIPMENT-SERV	15,000.00	15,000.00	11,168.57	-17,022.12	32,022.12	
61721	MAINT-MOBILE EQUIPMNT-SUPPLIES	30,000.00	30,000.00	8,157.96	21,055.93	8,944.07	
61725	MAINT-OFFICE EQUIPMNT-SERVICES	700.00	700.00	217.08	730.86	-30.86	
61730	MAINT-OTH EQUIP-SERVICES	8,000.00	8,000.00	650.80	3,564.03	4,435.97	
61731	MAINT-OTH EQUIP-SUPPLIES	5,500.00	5,500.00	160.17	1,545.24	3,954.76	
61846	MAINT-STRUCT/IMPS/GRDS-OTH-SUPP	18,562.00	18,562.00	327.35	3,520.47	15,041.53	
61848	MAINT-STRUCT/GRDS-OTH-SRV	0.00	10,000.00	122.69	3,115.54	6,884.46	
61855	ROAD REPAIRS-SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	
61920	MEDICAL, DENTAL & LAB SUPPLIES	4,800.00	4,800.00	2,288.59	3,624.04	1,175.96	
62020	MEMBERSHIPS	2,780.00	2,780.00	0.00	2,139.71	640.29	
62219	PC SOFTWARE PURCHASES	14,450.00	14,450.00	175.04	6,349.30	8,100.70	
62221	POSTAGE	500.00	500.00	0.00	95.05	404.95	
62223	SUPPLIES	1,000.00	1,000.00	87.14	324.94	675.06	
62301	ACCOUNTING AND AUDITING FEES	19,500.00	19,500.00	0.00	12,516.74	6,983.26	
62327	DIRECTORS' FEES	8,000.00	8,000.00	0.00	7,300.00	700.00	
62358	LAUNDRY SERVICES	450.00	450.00	0.00	0.00	450.00	
62367	MEDICAL SERVICES-OTHER	12,000.00	12,000.00	0.00	6,686.00	5,314.00	
62381	PROF & SPECIAL SERV-OTHER	30,100.00	30,100.00	285.60	14,680.92	15,419.08	
62420	LEGAL NOTICES	600.00	600.00	0.00	508.60	91.40	
62715	SMALL TOOLS & INSTRUMENTS	42,000.00	42,000.00	0.00	26,397.52	15,602.48	
62826	EDUCATION AND/OR TRAINING	20,000.00	20,000.00	1,954.77	14,297.11	5,702.89	
62888	SPEC DIST EXP-SERVICES	32,443.00	32,443.00	-325.75	3,410.34	29,032.66	
62920	GAS, OIL, FUEL	25,000.00	25,000.00	1,171.81	16,359.71	8,640.29	
62928	TRAVEL-OTHER(NON-REPT)	5,000.00	5,000.00	0.00	1,753.42	3,246.58	

Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; 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 [*]

FY 2025

Object	GL Object Title	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						
63074	UTILITIES	0.00	16,500.00	3,052.82	18,645.70	-2,145.70
Total 60 – SERVICES AND SUPPLIES		420,723.00	490,902.00	39,340.84	294,339.55	196,562.45
Character: 61 – SERVICES AND SUPPLIES-ISF						
61215	ISD-RADIO	43,679.00	0.00	0.00	0.00	0.00
61845	GSD-MAINT-STRUCT/GRDS-OTH-SRV	10,000.00	0.00	0.00	0.00	0.00
63070	GSD-UTILITIES	16,500.00	0.00	0.00	0.00	0.00
Total 61 – SERVICES AND SUPPLIES-ISF		70,179.00	0.00	0.00	0.00	0.00
Character: 70 – OTHER CHARGES						
74230	PRINCIPAL ON FINANCED PURCH	74,700.00	74,700.00	0.00	74,604.63	95.37
74420	INTEREST ON FINANCED PURCHASES	8,900.00	8,900.00	0.00	8,865.98	34.02
Total 70 – OTHER CHARGES		83,600.00	83,600.00	0.00	83,470.61	129.39
Character: 80 – FIXED ASSETS						
86110	BUILDINGS AND IMPROVEMENTS	243,500.00	432,500.00	12,199.00	71,477.29	361,022.71
86203	COMPUTER EQUIPMENT	10,000.00	10,000.00	0.00	6,260.08	3,739.92
86204	EQUIPMENT	5,513.00	5,513.00	0.00	0.00	5,513.00
86209	MOBILE EQUIPMENT	365,998.00	365,998.00	0.00	333,176.92	32,821.08
Total 80 – FIXED ASSETS		625,011.00	814,011.00	12,199.00	410,914.29	403,096.71
Total Expenditures		1,639,038.00	1,828,038.00	64,327.74	1,174,065.77	653,972.23
Total 680600 – BEN LOMOND FIRE PROTECTN DIST		-189,000.00	-378,000.00	35,075.55	445,793.23	-823,793.23
		-189,000.00	-378,000.00	35,075.55	445,793.23	-823,793.23

State of California
Department of Industrial Relations
Office of Self-Insurance Plans
11050 Olson Drive, Suite 230
Rancho Cordova, Ca. 95670
Phone (916) 464-7000
Fax (916) 464-7007



State of California
Department of Industrial Relations
OFFICE OF SELF-INSURANCE PLANS

**APPLICATION FOR CERTIFICATE OF CONSENT
TO SELF-INSURE AS A PUBLIC AGENCY EMPLOYER SELF-INSURER**
All questions must be answered. If not applicable, enter "N/A".

To the Director of the Department of Industrial Relations: The public agency employer identified below submits the following information to obtain a Certificate of Consent to Self-Insure the payment of workers' compensation under California Labor Code Section 3700.

LEGAL NAME OF APPLICANT (Show exactly as on Charter or other official documents):

Ben Lomond Fire Protection District

Address: 9430 Highway 9

City: Ben Lomond State: CA Zip + 4: 95005 -

Federal Tax ID # of Group: 94-1693487

CONTACT - Who Should Correspondence Regarding This Applicant Be Addressed To:

Name: Scott Schimke Title: Executive Director

Company Name: Golden State Risk Management Authority

Address: P.O. Box 706

City: Willows State: CA Zip + 4: 95988 -

Phone: (530) 934-5633 E-Mail: memberservices@gsrma.org

TYPE OF PUBLIC ENTITY (Check one):

City and/or County School District Police and/or Fire District Hospital District

Joint Powers Authority Other (describe):

TYPE OF APPLICATION (Check one):

New Application Reapplication (Merger/Unification) Reapplication (Name Change)

Other (describe):

Date Self-Insurance Program will begin: 07/01/2025

CURRENT WORKERS' COMPENSATION PROGRAM

- Currently Insured with State Fund Policy # _____ Expiration Date: _____
- Currently Self Insured, Certificate # 5021-161
- Other (describe): _____

CLAIMS ADMINISTRATION

Who will be administering your agency's workers' compensation claims? (Check one)

- JPA will administer
- Third Party Administrator, TPA Certificate # _____
- Public entity will self-administer Insurance Carrier will administer

Name of Third Party Administrator:

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip + 4: _____ - _____

Phone: _____ E-Mail: _____

of claims reporting locations to be used to handle Agency's claims: 1

Does applicant currently have a California Certificate of Consent to Self-Insure? Yes No

If yes, what is the current Certificate Number: 5021-161

Total Number of Affiliate's California employees to be covered by Group: 28

AGENCY EMPLOYER

Current # of Agency Employees: 1 # of Public Safety Employees (police/fire): 27

If school District, # of certificated employees: _____

Will all Agency employees be covered by this self-insurance plan? Yes No

If 'No', explain who is not covered and how workers' compensation coverage will be provided to the excluded employees:

JOINT POWERS AUTHORITY

Will applicant be a member of a JPA for workers' compensation ?

Yes No (If 'yes', complete the following)

Effective date of JPA Membership: 07/01/2025 JPA Certificate # 5804

Name of JPA: Golden State Risk Management Authority

AGENCY SAFETY PROGRAM

Does the Agency have a written Injury and Illness Prevention Program (IIPP)? Yes No

Individual responsible for Agency workplace safety and IIPP program:

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip + 4: _____ - _____

Phone: _____ E-Mail: _____

SUPPLEMENTAL COVERAGE

1.) Will your program be supplemented by any insurance or pooled coverage under a STANDARD workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: _____

Policy #: _____ Effective Date of Coverage: _____

2.) Will your program be supplemented by any insurance or pooled coverage under a SPECIFIC EXCESS workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: PRISM

Policy #: PRISM-PE 25 EWC-02 Effective Date of Coverage: 07/01/2025

Retention Limits: \$750,000

3.) Will your program be supplemented by any insurance or pooled coverage under an AGGREGATE EXCESS (stop loss) specific excess workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: _____

Policy #: _____ Effective Date of Coverage: _____

Retention Limits: _____

RESOLUTION FROM GOVERNING BOARD

Attach a properly executed Governing Board Resolution. See attached sample resolution on page 5.

CERTIFICATION

The undersigned on behalf of the applicant hereby applies for a Certificate of Consent to Self-Insure the payment of workers' compensation liabilities pursuant to Labor Code Section 3700. The above information is submitted for the purpose of procuring said Certificate from the Director of Industrial Relations, State of California. If the Certificate is issued, the applicant agrees to comply with applicable California statutes and regulations pertaining to the payment of compensation that may become due to the applicant's employees covered by the Certificate.

X _____
SIGNED: Authorized Official / Representative

DATE: _____

Printed Name

Title

Agency Name

RESOLUTION NO.: 2025-01 DATED: July 16, 2025

**A RESOLUTION AUTHORIZING APPLICATION
TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA
FOR A CERTIFICATE OF CONSENT TO SELF-INSURE
WORKERS' COMPENSATION LIABILITIES**

At a meeting of the Ben Lomond Fire District Board.
(Enter Name of the Board)

of the Ben Lomond Fire Protection District
(Enter Name of Public Agency, District, Etc.)

a Special Fire District organized and existing under the
(Enter Type of Agency, i.e., County, City, School District, etc.)

laws of the State of California, held on the 16 day of July, 2025,

the following resolution was adopted:

RESOLVED, that the above named public agency is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure workers' compensation liabilities and representatives of Agency are authorized to execute any and all documents required for such application.

IN WITNESS WHEREOF: I HAVE SIGNED AND AFFIXED THE AGENCY SEAL.


X _____ DATE: _____
SIGNED: Board Secretary or Chair

Printed Name

Title

Agency Name

Affix Seal Here

	Ben Lomond Fire Protection District	Policy # 2100 Date 4/06
	SOP ADMINISTRATION PERSONNEL	TITLE: Gifts Revision date 6/12

2100.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

2100.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value;

2100.1.2 Does not impose any sense of obligation on either the giver or the receiver;

2100.1.3 Does not result in any kind of special or favored treatment;

2100.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

2100.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.

2100.1.6 Donations less than \$1000.00 made to the District by individuals as a "thank you" to the firefighters for a "job well done" will be donated to the Ben Lomond Firefighters Association.

