



BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday August 20, 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 July 16, 2025
2. Regular Meeting of August 20, 2025
3. Approval of Expenditures for August 20, 2025
 - 1.1 Paid bills in the amount of \$ 26,256.29
 - 1.2 Paid Payroll in the amount of \$17,088.08

Old BUSINESS

1. SOP Review
Key discussion points: SOP #2110 Grievance
Decision(s) made:
Action items and assignee(s)
2. Landscaping
Key discussion points:
Decisions made:
Action Items and assignees:
3. Type 3
Key discussion points: Need to move funds from carryover 24-25 to Mobile Equip.
Decisions made:
Action Items and assignees:
4. Felton Fire
Key discussion points:
Decisions made:
Action Items and assignees:
5. Preliminary Budget
Key discussion points: Set approval final budget for September 17th Meeting.
Decisions made: Run notice in paper
Action Items and assignees: Chief will run notice

NEW BUSINESS

1. Resolution 2025-02 Carryover Funds from Fiscal Year 2024-2025
Key discussion points: \$445,000 split between committed funds. \$156,000 GL 86209 Carry over to FY 25-26 Budget for Mobile Equipment. The rest split between Committed Funds
Decisions made:
Action Items and assignees:
2. Ordinance updating fee schedule for fire prevention services.
Key discussion points: Set Ordinance for adoption with the approval of 25-26 budget.
Decisions made: Run notice in paper
Action Items and assignees: Chief will run notice

CLOSED SESSION

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

INFORMATION/FUTURE MEETINGS

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

Scheduling of future meetings

Regular Meeting –September 17th 2025

ADJOURNMENT



Ben Lomond Fire Protection District
Post Office Box 27, Ben Lomond, California 95005
Telephone: 831-336-5495 Fax: 831-336-0300

TO:	Board of Directors	FROM:	Stacie Brownlee Fire Chief
SUBJECT:	Chief's Report	DATE:	08/20/2025
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to calls in 43July/Aug

- Structure (0)
- EMS (15)
- Haz Mat (0)
- Vehicle Acc. (1)
- Public Service (16)
- Smoke Checks (2)
- Other, wires (0)
- Mutual Aide calls (4) Boulder, FEL(1) Capt.(1) Wat(1)SC(2)
- Wildland (0)

Training

- Vehicle Extrication

Logistic

Fire Prevention/Ed

Revenue/Expenditure Balances

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

FY 2026

Object	GL Object Title	Adopted Budget		Month-To-Date Actual		Year-To-Date Actual		Year-To-Date Variance
		Budget		Actual		Actual		
GL Key: 680600 – BEN LOMOND FIRE PROTECTN DIST								
Revenues								
Character: 01 – TAXES								
40100	PROPERTY TAX-CURRENT SEC-GEN	1,090,338.00	0.00	0.00	0.00	0.00	0.00	1,090,338.00
40110	PROPERTY TAX-CURRENT UNSEC-GEN	23,433.00	0.00	0.00	0.00	0.00	0.00	23,433.00
	Total 01 – TAXES	1,113,771.00	0.00	0.00	0.00	0.00	0.00	1,113,771.00
Character: 10 – REV FROM USE OF MONEY & PROP								
40430	INTEREST	0.00	0.00	0.00	13,535.37	0.00	0.00	-13,535.37
40440	RENTS - (PRIOR RENTS & CONC)	56,544.00	0.00	0.00	0.00	0.00	0.00	56,544.00
	Total 10 – REV FROM USE OF MONEY & PROP	56,544.00	0.00	0.00	13,535.37	0.00	0.00	43,008.63
Character: 15 – INTERGOVERNMENTAL REVENUES								
40830	ST-HOMEOWNERS' PROP TAX RELIEF	5,002.00	0.00	0.00	0.00	0.00	0.00	5,002.00
40894	ST-OTHER	8,992.00	0.00	0.00	0.00	0.00	0.00	8,992.00
	Total 15 – INTERGOVERNMENTAL REVENUES	13,994.00	0.00	0.00	0.00	0.00	0.00	13,994.00
	Total Revenues	1,184,309.00	0.00	0.00	13,535.37	0.00	0.00	1,170,773.63
Expenditures								
Character: 50 – SALARIES AND EMPLOYEE BENEF								
51000	REGULAR PAY-PERMANENT	221,000.00	7,882.50	15,641.45	0.00	0.00	0.00	205,358.55
51010	REGULAR PAY-EXTRA HELP	134,425.00	0.00	0.00	0.00	0.00	0.00	134,425.00
51015	REGULAR PAY-SICK LEAVE	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
52010	OASDI-SOCIAL SECURITY	0.00	638.33	1,281.33	0.00	0.00	0.00	-1,281.33
52015	PERS	29,600.00	1,046.08	2,810.59	0.00	0.00	0.00	26,789.41
53010	EMPLOYEE INSURANCE & BENEFITS	14,500.00	461.54	1,249.39	0.00	0.00	0.00	13,250.61
53015	UNEMPLOYMENT INSURANCE	7,000.00	1.35	9.27	0.00	0.00	0.00	6,990.73
54010	WORKERS COMPENSATION INSURANCE	20,000.00	0.00	10,257.00	0.00	0.00	0.00	9,743.00
	Total 50 – SALARIES AND EMPLOYEE BENEF	436,525.00	10,029.80	31,249.03	0.00	0.00	0.00	405,275.97
Character: 60 – SERVICES AND SUPPLIES								
61110	CLOTHING & PERSONAL SUPPLIES	34,500.00	1,517.62	3,158.22	0.00	0.00	0.00	31,341.78
61217	RADIO	43,679.00	0.00	9,458.01	0.00	0.00	0.00	34,220.99
61221	TELEPHONE-NON TELECOM 1099	20,900.00	0.00	1,261.12	0.00	0.00	0.00	19,638.88
61310	FOOD	8,000.00	0.00	0.00	0.00	0.00	0.00	8,000.00
61425	OTHER HOUSEHOLD EXP-SERVICES	3,800.00	274.30	627.36	0.00	0.00	0.00	3,172.64
61525	LIABILITY INSURANCE	58,538.00	0.00	58,536.00	0.00	0.00	0.00	2.00

Revenue/Expenditure Balances

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

FY 2026

Object	GL Object Title	Adopted	Month-To-Date	Year-To-Date	Year-To-Date
		Budget	Actual	Actual	Variance
GL Key: 680600 – BEN LOMOND FIRE PROTECTN DIST					
Expenditures					
Character: 60 – SERVICES AND SUPPLIES					
61720	MAINT-MOBILE EQUIPMENT-SERV	15,000.00	0.00	2,069.17	12,930.83
61721	MAINT-MOBILE EQUIPMT-SUPPLIES	70,950.00	129.55	228.03	70,721.97
61725	MAINT-OFFICE EQUIPMT-SERVICES	700.00	0.00	0.00	700.00
61730	MAINT-OTH EQUIP-SERVICES	8,000.00	0.00	0.00	8,000.00
61731	MAINT-OTH EQUIP-SUPPLIES	5,500.00	24.07	24.07	5,475.93
61846	MAINT-STRCT/IMPS/GRDS-OTH-SUPP	18,562.00	261.36	2,681.29	15,880.71
61848	MAINT-STRUCT/GRDS-OTH-SRV	10,000.00	0.00	6,065.43	3,934.57
61855	ROAD REPAIRS-SERVICES	1,000.00	0.00	0.00	1,000.00
61920	MEDICAL, DENTAL & LAB SUPPLIES	4,800.00	0.00	196.78	4,603.22
62020	MEMBERSHIPS	2,780.00	0.00	1,900.00	880.00
62219	PC SOFTWARE PURCHASES	14,450.00	0.00	5,843.15	8,606.85
62221	POSTAGE	500.00	0.00	0.00	500.00
62223	SUPPLIES	1,000.00	0.00	0.00	1,000.00
62301	ACCOUNTING AND AUDITING FEES	22,500.00	0.00	4,440.00	18,060.00
62327	DIRECTORS' FEES	8,000.00	0.00	0.00	8,000.00
62358	LAUNDRY SERVICES	450.00	0.00	0.00	450.00
62367	MEDICAL SERVICES-OTHER	12,000.00	0.00	620.00	11,380.00
62381	PROF & SPECIAL SERV-OTHER	28,179.00	105.00	1,677.20	26,501.80
62420	LEGAL NOTICES	600.00	0.00	0.00	600.00
62715	SMALL TOOLS & INSTRUMENTS	31,312.00	1,853.72	1,853.72	29,458.28
62826	EDUCATION AND/OR TRAINING	40,000.00	1,000.00	1,137.00	38,863.00
62888	SPEC DIST EXP-SERVICES	21,443.00	0.00	823.43	20,619.57
62920	GAS, OIL, FUEL	25,000.00	0.00	4,488.66	20,511.34
62928	TRAVEL-OTHER(NON-REPT)	5,000.00	0.00	0.00	5,000.00
63074	UTILITIES	25,578.00	0.00	1,588.63	23,989.37
Total 60 – SERVICES AND SUPPLIES		542,721.00	5,165.62	108,677.27	434,043.73
Character: 70 – OTHER CHARGES					
74230	PRINCIPAL ON FINANCED PURCH	77,500.00	0.00	0.00	77,500.00
74420	INTEREST ON FINANCED PURCHASES	6,050.00	0.00	0.00	6,050.00
Total 70 – OTHER CHARGES		83,550.00	0.00	0.00	83,550.00

Revenue/Expenditure Balances

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

FY 2026

Object	GL Object Title	Adopted Budget	Month-To-Date		Year-To-Date		Year-To-Date Variance
			Actual	Variance	Actual	Variance	
GL Key: 680600 – BEN LOMOND FIRE PROTECTN DIST							
Expenditures							
Character: 60 – SERVICES AND SUPPLIES							
61720	MAINT-MOBILE EQUIPMENT-SERV	15,000.00	0.00		2,069.17		12,930.83
61721	MAINT-MOBILE EQUIPMT-SUPPLIES	70,950.00	129.55		228.03		70,721.97
61725	MAINT-OFFICE EQUIPMT-SERVICES	700.00	0.00		0.00		700.00
61730	MAINT-OTH EQUIP-SERVICES	8,000.00	0.00		0.00		8,000.00
61731	MAINT-OTH EQUIP-SUPPLIES	5,500.00	24.07		24.07		5,475.93
61846	MAINT-STRUCT/IMPS/GRDS-OTH-SUPP	18,562.00	261.36		2,681.29		15,880.71
61848	MAINT-STRUCT/GRDS-OTH-SRV	10,000.00	0.00		6,065.43		3,934.57
61855	ROAD REPAIRS-SERVICES	1,000.00	0.00		0.00		1,000.00
61920	MEDICAL, DENTAL & LAB SUPPLIES	4,800.00	0.00		196.78		4,603.22
62020	MEMBERSHIPS	2,780.00	0.00		1,900.00		880.00
62219	PC SOFTWARE PURCHASES	14,450.00	0.00		5,843.15		8,606.85
62221	POSTAGE	500.00	0.00		0.00		500.00
62223	SUPPLIES	1,000.00	0.00		0.00		1,000.00
62301	ACCOUNTING AND AUDITING FEES	22,500.00	0.00		4,440.00		18,060.00
62327	DIRECTORS' FEES	8,000.00	0.00		0.00		8,000.00
62358	LAUNDRY SERVICES	450.00	0.00		0.00		450.00
62367	MEDICAL SERVICES-OTHER	12,000.00	0.00		620.00		11,380.00
62381	PROF & SPECIAL SERV-OTHER	28,179.00	105.00		1,677.20		26,501.80
62420	LEGAL NOTICES	600.00	0.00		0.00		600.00
62715	SMALL TOOLS & INSTRUMENTS	31,312.00	1,853.72		1,853.72		29,458.28
62826	EDUCATION AND/OR TRAINING	40,000.00	1,000.00		1,137.00		38,863.00
62888	SPEC DIST EXP-SERVICES	21,443.00	0.00		823.43		20,619.57
62920	GAS, OIL, FUEL	25,000.00	0.00		4,488.66		20,511.34
62928	TRAVEL-OTHER(NON-REPT)	5,000.00	0.00		0.00		5,000.00
63074	UTILITIES	25,578.00	0.00		1,588.63		23,989.37
Total 60 – SERVICES AND SUPPLIES		542,721.00	5,165.62		108,677.27		434,043.73
Character: 70 – OTHER CHARGES							
74230	PRINCIPAL ON FINANCED PURCH	77,500.00	0.00		0.00		77,500.00
74420	INTEREST ON FINANCED PURCHASES	6,050.00	0.00		0.00		6,050.00
Total 70 – OTHER CHARGES		83,550.00	0.00		0.00		83,550.00

Revenue/Expenditure Balances

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

FY 2026

Object	GL Object Title	Adopted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance
GL Key: 680600 -- BEN LOMOND FIRE PROTECTN DIST					
Expenditures					
Character: 80 -- FIXED ASSETS					
86110	BUILDINGS AND IMPROVEMENTS	80,000.00	2,560.00	3,418.13	76,581.87
86203	COMPUTER EQUIPMENT	8,000.00	0.00	0.00	8,000.00
86204	EQUIPMENT	5,513.00	0.00	0.00	5,513.00
	Total 80 -- FIXED ASSETS	93,513.00	2,560.00	3,418.13	90,094.87
	Total Expenditures	1,156,309.00	17,755.42	143,344.43	1,012,964.57
	Total 680600 -- BEN LOMOND FIRE PROTECTN DIST	28,000.00	-17,755.42	-129,809.06	157,809.06
		28,000.00	-17,755.42	-129,809.06	157,809.06

PAYROLL SD 02
 PAY PERIOD #16
 GL KEY#

Beg Date: 07/19/25

ATTN: Auditor-Controller
 End Date: 08/01/25

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	5.00	\$375.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	5.00	\$375.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	1.00	\$75.00
		\$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
804095	Audrey Dawson	\$25.00	HOURLY	888	5.50	\$137.50
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by

Laurie Dennis
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$7,882.50
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 \$8,344.04

VOLUNTEER PAY		\$0.00
TOTAL	32.00	\$8,344.04

0. *
 8,344.04 +
 1,184. -
 7,160.04 *

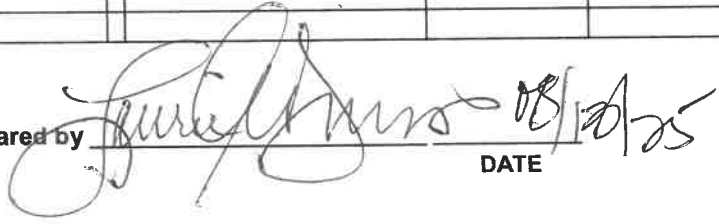
51000 Regular Pay	\$7,882.50
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$8,344.04

PAYROLL SD 02
 PAY PERIOD #17
 GL KEY#

Beg Date: 08/02/25

ATTN: Auditor-Controller
 End Date: 08/15/25

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	2.00	\$150.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	12.00	\$900.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
DAY WORKER- STATION						
EMPLOYEE #						
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
803879	Kevin Giannini	\$25.00	HOURLY	888	32.00	\$800.00
804095	Audrey Dawson	\$25.00	HOURLY	888	12.50	\$312.50
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by  08/15/25
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$8,282.50
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

Payroll Batch Control

Employees 7
 Line Entries 8

Total Reg. & Special Hours 32.0
 Total Regular & Special Amounts \$8,744.04



TOTAL 32.00 \$8,744.04

51000 Regular Pay	\$8,282.50
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
Total	\$8,744.04

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 0 *
 8,744.04 +
 1,184.00 -
 7,560.04 *

CLAIMS BY VENDOR

07/16/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
EMT CERTIFICATION FUND / EMSA	/ /	62826	EMT program - recertification Schubert #E183369	\$37.00	<input type="checkbox"/>
GREENWASTE RECOVERY INC	/ /	61425	Garbage & Recycle for 06/01-06/30/25	\$150.06	<input type="checkbox"/>
L.N. CURTIS & SONS	/ /	61110	10 @ gray Nomex blend hoods	\$1,620.60	<input type="checkbox"/>
OVERHEAD DOORS OF SALINAS	/ /	61848	Troubleshoot bay door 07/10/25- capacitor and transformer not working, failed circuit board, will provide quote to replace parts.	\$226.43	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	/ /	52015	PARS administrator services for month	\$300.00	<input type="checkbox"/>
SANTA CRUZ CO - HSA	/ /	62826	EMS Program - renewal Schubert #E183369	\$100.00	<input type="checkbox"/>
			Total	\$2,434.09	

CLAIMS BY VENDOR

07/23/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
ATCHISON, BARISONE & CONDOTTI	//	62381	Services 06/01-06/30/25 (related to Henflings/ J. Miller)	\$193.20	<input type="checkbox"/>
FIRE DISTRICTS ASSN OF CA	//	62020	Annual dues/ renewal FY 25/26 membership	\$100.00	<input type="checkbox"/>
OVERHEAD DOORS OF SALINAS	//	61848	Labor charges remove opener and install RSX operator - completed 07/16/25	\$3,808.00	<input type="checkbox"/>
OVERHEAD DOORS OF SALINAS	//	61846	Operatore RSX 1/2HP single phase- bay door/ replaced opener	\$2,270.00	<input type="checkbox"/>
SANTA CRUZ COUNTY ENVIRONMENTAL HEALTH SERVICES	//	61848	Health Permit renewal - annual (HMMP, APSA Facility and state fees)	\$2,031.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe and back ups	\$55.02	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill- Analgesic Services billing, exam gloves	\$196.78	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61110	Main account bill- name tag (Velasco)	\$20.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Main account bill- Natl Fire Code books	\$823.43	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63074	Main account bill- PG&E and SLV Water billings for Arden property	\$104.20	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63074	Main account bill- PG&E and SLV Water billings for station	\$1,484.43	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Verizon billing, Starling billing	\$1,261.12	<input type="checkbox"/>
Total				\$12,347.18	

CLAIMS BY VENDOR

08/06/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
COAST PAPER & SUPPLY INC	/ /	61425	Paper goods supplies - Multifold towels, toilet tissue, roll towels	\$221.80	<input type="checkbox"/>
IHWY, LLC	/ /	62381	Web hosting / Mail Accts for August 2025	\$105.00	<input type="checkbox"/>
L.N. CURTIS & SONS	/ /	61110	1 black helmet, 2 yellow helmets	\$1,517.62	<input type="checkbox"/>
L.N. CURTIS & SONS	/ /	62715	3 @ fire hooks, 3 @ axes	\$1,853.72	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61425	household supplies- distilled vinegar, swiffer refills	\$52.50	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61731	Range knob, USB cable	\$24.07	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61846	Station maint. supplies- flex hose, weed killer, paint roller	\$261.36	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61721	vehicle maint supplies- car wash, hitch pin for Ed Trlr (reimb), etc.	\$129.55	<input type="checkbox"/>
SCARBOROUGH MICHAEL CONNOR SCM PERFORMANCE	/ /	62826	EMT fees	\$1,000.00	<input type="checkbox"/>
	/ /	86110	moved 6-8" of dirt, haul off	\$2,560.00	<input type="checkbox"/>
Total				\$7,725.62	

CLAIMS BY VENDOR

08/13/2025

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 physicals- Bush, Chen-Bromley, Manning	\$2,223.00	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES- FRMS	/ /	53010	Monthly insurance premium - September 2025	\$160.69	<input type="checkbox"/>
GREENWASTE RECOVERY INC	/ /	61425	Garbage & Recycle for 07/01-07/31/25	\$154.16	<input type="checkbox"/>
PLEXUS GLOBAL, LLC	/ /	62381	New hire backgrounds- Reed, Chen-Bromley Manning-Hodson, Bush	\$114.55	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	/ /	52015	PARS administrator services for month ending 06/30/25	\$300.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	/ /	61425	Dump fees- July 2025	\$215.01	<input type="checkbox"/>
WEX BANK	/ /	62920	Shell Card billing - fuel purchases	\$581.99	<input type="checkbox"/>
Total				\$3,749.40	

**Board Mtg. - Vendor Totals
August 20, 2025**

Vendor Claim Sheets	\$ Amount	Date
Page 1 total	\$2,434.09	16-Jul-25
Page 2 total	\$12,347.18	23-Jul-25
Page 3 total	\$7,725.62	6-Aug-25
Page 4 total	\$3,749.40	13-Aug-25
Grand Total Vendor Claims	\$26,256.29	

TOTALS

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

Date: August 20, 2025

To: County Auditor, Controller

From: Laurie Dennis (831) 336-5495


Subject: Approved Bills for Payment Transmittal

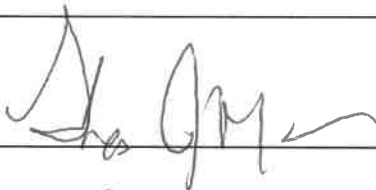
Vendor bills have been approved for payment out of district funds totaling an amount of

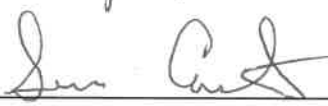
\$ 26,256.29.

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

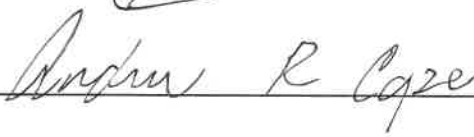
August 20, 2025.

Signed 

Signed 

Signed 

Signed 

Signed 

Ben Lomond Fire Protection District

FY 2025/26

FINAL

8/20/2025

REVENUE		
40100	PROPERTY TAX-CURRENT SEC-GEN	1,090,338.00
40110	PROPERTY TAX-CURRENT UNSEC-GEN	23,433.00
40440	RENTS & CONCESSIONS	56,544.00
40830	ST-HOMEOWNERS' PROPERTY TAX RELIEF	5,002.00
40894	STAT OTHER- GRANT FUNDING	8,992.00
	Carry-over funds from 24/25	160,000.00
TOTAL REVENUE		\$1,344,309
EXPENDITURES		
SALARIES & BENEFITS		
51000	REGULAR PAY-PERMANENT	221,000.00
51010	REGULAR PAY-EXTRA HELP	134,425.00
51015	REGULAR PAY-SICK LEAVE	10,000.00
52010	OASDI-SOCIAL SECURITY	28,000.00
52015	RETIREMENT	29,600.00
53010	EMPLOYEE INSURANCE AND BENEFITS	14,500.00
53015	UNEMPLOYMENT INSURANCE	7,000.00
54010	WORKERS COMPENSATION INSURANCE	20,000.00
TOTAL SALARIES & BENEFITS		464,525
SERVICES & SUPPLIES		
61110	CLOTHING & PERSONAL SUPPLIES	34,500.00
61217	RADIO	43,679.00
61221	TELEPHONE-NON TELECOM 1099 9/08	20,900.00
61310	FOOD	8,000.00
61425	OTHER HOUSEHOLD EXPENSE-SERVICES	3,800.00
61525	LIABILITY INSURANCE	58,538.00
61720	MAINT-MOBILE EQUIPMENT-SERVICES	15,000.00
61721	MAINT-MOBILE EQUIPMENT-SUPPLIES	70,950.00
61725	MAINT-OFFICE EQUIPMENT-SERVICES	700.00
61730	MAINT-OTHER EQUIPMENT-SERVICES	8,000.00
61731	MAINT-OTH EQUIP-SUPPLIES	5,500.00
61848	MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES	14,000.00
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	18,562.00
61855	ROAD REPAIRS-SERVICES	1,000.00
61920	MEDICAL, DENTAL & LAB SUPPLIES	4,800.00
62020	MEMBERSHIPS	2,780.00
62219	PC SOFTWARE PURCHASES	14,450.00

8/13/2025

62221	POSTAGE	500.00
62223	SUPPLIES	1,000.00
62301	ACCOUNTING AND AUDITING FEES	22,500.00
62327	DIRECTORS' FEES	8,000.00
62358	LAUNDRY SERVICES	450.00
62367	MEDICAL SERVICES-OTHER	12,000.00
62381	PROF & SPECIAL SERV-OTHER	28,179.00
62420	LEGAL NOTICES	600.00
62715	SMALL TOOLS & INSTRUMENTS	31,312.00
62826	EDUCATION AND/OR TRAINING	40,000.00
62888	SPECIAL DISTRICT EXPENSE-SERVICES	21,443.00
62920	GAS, OIL, FUEL	25,000.00
62928	TRAVEL-OTHER	5,000.00
63074	UTILITIES	25,578.00
74230	PRINCIPAL ON LEASE PURCHASES	77,500.00
74420	INTEREST ON LEASE PURCHASES	6,050.00
86110	BUILDINGS AND IMPROVEMENTS	80,000.00
86203	COMP EQUIPMENT	8,000.00
86204	EQUIPMENT	5,513.00
86209	MOBILE EQUIPMENT	156,000.00
	TOTAL SERVICES & SUPPLIES	879,784
TOTAL EXPENDITURES		\$1,344,309



Ben Lomond Fire Protection District
Post Office Box 27, Ben Lomond, California 95005
Telephone: 831-336-5495 Fax: 831-336-0300

BEFORE THE BOARD OF DIRECTORS
OF THE
BEN LOMOND FIRE PROTECTION DISTRICT

Ordinance NO. 2020-01

AN ORDINANCE ESTABLISHING A SCHEDULE OF FEES FOR FIRE
PREVENTION SERVICES, PLAN REVIEWS, AND SPECIAL SERVICES
PURSUANT TO BEN LOMOND FIRE PROTECTION DISTRICT

WHEREAS, under Ben Lomond Fire Protection District **Ordinance No.2020-01**, and under California Health and Safety Code Section 13916, the Board of Directors is authorized to establish a schedule of fees for fire protection services, plan reviews, and special services;

NOW, THEREFORE BE IN ORDAINED by the Board of Directors of the Ben Lomond Fire Protection District as follows:

SERVICE FEES

Purpose:

To provide clear guidelines for issuing fire permits within the Ben Lomond Fire Protection District.

Policy:

Fire Permits shall only be issued by the Fire Chief or personnel designated by the Fire Chief.

1. Types of Fire Permits issued by the Fire District are as follows: ANSUL systems, fire alarm systems, fire sprinkler systems, and LPG tanks.
2. A Fire Permit shall only be issued to a licensed contractor acting on the property owner's behalf, or the actual property owner.
3. All fees shall be collected and entered into the fee collection log, located on the First-Class Desktop, at the time the permit is issued, with no exceptions. Upon receipt of payment, all fees, along with a copy of the permit, shall be forwarded to the Administrative Secretary for deposit.
4. No Fire Permit shall be issued without an approved set of plans.
5. Construction plans shall only be approved by the Fire Chief or certified plan check personnel authorized by the Fire District.
6. Copies of all issued permits, and approved plans shall be retained in the fire prevention cabinet.

Procedure:

1. Confirm plans have been approved by the Ben Lomond Fire Protection District.
2. Contractor or property owner shall complete the Legal Declaration printed on the reverse side, of the white copy, of the Fire Permit.
3. Access the Fire Permit template, located on First Class Server, and complete all pertinent information (date, APN#, address, permit #, job address, owner's name, contractor's name and number). Complete job description i.e. installation of a new fire sprinkler system for a single-family residence with 10,000 gallon water tanks with a hydrant.
4. Using the currently adopted fee schedule enter the fees.
5. Insert the Fire Permits (one yellow and one white) into the printer and print the permits. Have the applicant sign and date the permits. Retain the white permit for our records.
6. Log payment into the fee log located on the First-Class Server. Forward the collected payment, along with a copy of the permit, to the Administrative Secretary for deposit.
7. File the white copy of the permit and one set of approved plans in the fire prevention cabinet under the project APN#.

Ben Lomond Fire Protection District

Fee Schedule Effective 07/17/13

Building Plans	Rate
Building Plan Review Intake Fee (Non-Refundable)	\$300.00
Plan Type	
Residential occupancies (R-3) and garages, outbuildings classified as U-1 occupancies	\$.40/sq. ft.
Residential occupancies classified as R-1, R-2, R-4, R-6	\$.40/sq. ft.
Commercial / Industrial occupancies classified as A, B, E, F, H, I, M, S, and U.	\$.60/sq. ft.
<i>Above fee's collected by Santa Cruz County Planning Department</i>	
Discretionary Application Review	
Application Review (minimum 1 hour)	
Miscellaneous Plan Check Services	
On-site plan check (minimum 1 hour)	\$100 / Hour
Off-site plan check engineering fee (minimum 1 hour)	\$100 / Hour
Water storage tanks (permit, plan check, inspection)	\$75 / Hour

Private hydrant (permit, plan check, inspection)	\$75 / Hour
Underground sprinkler (permit, plan check, inspection)	\$75 / Hour
Fire sprinkler plans (permit, plan check, inspection)	\$75 / Hour
LPG tank (permit, plan check, inspection)	\$75 / Hour
ANSUL systems	\$75 / Hour
Additional inspections	\$75 / Hour
Expedited plan check	\$100

Miscellaneous Fees

Late charges for delinquent fees over 30 days:	\$ 30.00
Service fee for returned checks:	\$ 30.00
Fire Incident Reports	\$ 25.00
False alarm responses (Third)	\$ 250.00

Note: False alarm response fees will be charged starting with the third, and continuing with each consecutive response to the same address in a twelve-month period.

PASSED AND ADOPTED by the Board of Directors of Ben Lomond Fire Protection District, State of California, this _____ Day of _____, 2013, by the following vote:

AYES:
NOES:
ABSTAIN:

Chairperson of Said Board

ATTEST: _____
Secretary of Said Board



BEN LOMOND FIRE PROTECTION DISTRICT

Board Meeting Minutes

Regular Board Meeting

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

Roll Call

Directors Present: Director Sean Castagna, Director Tom Maxson and Director Andrew Cope, Director Marty Walker

Fire District Staff: Chief Brownlee

Absent: Director Lisa Hill,

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, July 16, 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 – None

BOARD CALENDER EVENTS- None

COMMITTEE REPORTS- None

Directors may report on committee activities and meetings

CONSENT CALENDAR ITEMS

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

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

Approval of Consent Calendar Items

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

Ayes:, Director Maxson, Director Walker, Director Castagna, and Director Cope

Noes: None

Abstain: None

Absent: Director Hill

Old BUSINESS

1. SOP Review

Key discussion points: SOP #2100

Decision(s) made: No changes

Action items and assignee(s)

2. Landscaping

Key discussion points: Need to get someone to scrape the front yard to get rid of the weeds.

Decisions made:

Action Items and assignees:

3. Type 3

Key discussion points: None

Decisions made:

Action Items and assignees:

4. Felton Fire

Key discussion points: No response for the records request to Felton fire

Decisions made:

Action Items and assignees:

5. Preliminary Budget

Key discussion points: No changes

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-Insure

Key discussion points:

Decisions made:

Action Items and assignees:

Motion was made by Director Castagna seconded by Director Maxson to adopt Resolution 2025-01 Application for Certification of Consent to Self-insure as a Public Agency Employer Self-Insure

Ayes: Director Maxson, Director Walker, Director Castagna, and Director Cope

Noes: None

Abstain: None

Absent: Director Hill

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 – August 20, 2025

ADJOURNMENT

The meeting was adjourned at 9:30 AM

ATTEST: *Lisa Hill*
Chairperson Lisa Hill

Stacie Brownlee
Stacie Brownlee, Secretary

DRAFT

**Ben Lomond Fire Protection District
Board of Directors**

**RESOLUTION NO. 2025-02
Carryover Funds From Fiscal Year 2024-2025
SET ASIDE FUNDS IN RESERVE ACCOUNTS:**

BE IT RESOLVED by the Board of Directors of the Ben Lomond Fire Protection District, on motion by Director Walker, duly seconded by Director Pastagna that Funds be set aside in the following amounts.

34350 Committed – Bldg Imprv/Retrofit \$100,000.
34352 Committed - Workers Comp \$100,000.
34358 Committed - Clothing (PPE) \$89,000.

REGULARLY PASSED AND ADOPTED this 20th day of August 2025, by the following vote:

AYES: 5

NOES: 0

ABSENT: 0


ABSTAIN: 0



Lisa Hill, Chairperson
Board of Directors
Ben Lomond Fire Protection Dist.



Stacie Brownlee, Secretary
Board of Directors
Ben Lomond Fire Protection Dist.

	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.

