



# BEN LOMOND FIRE PROTECTION DISTRICT

## AGENDA of the BOARD OF DIRECTORS

Ben Lomond Fire Protection District.  
Wednesday November 19, 2025 at 9:00 AM  
Ben Lomond Firehouse, 9430 Hwy 9, Ben Lomond, California  
Telephone: 831-336-5495 Fax: 831-246-8890  
bldchief@benlomondfd.com is inviting you to a Meeting

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

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

### FLAG SALUTE/MOMENT OF SILENCE

### ROLL CALL

President Director Lisa Hill, Director (Vice) Tom Maxson,  
Director 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-** Chiefs review

**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 October 15, 2025 & approval of the Special meeting October 31, 2025
2. Regular Meeting of November 19, 2025
3. Approval of Expenditures for November 19, 2025
  - 1.1 Paid bills in the amount of \$ 23,758.54



- 1.2 Paid Payroll in the amount of \$ 16,617.08
- 1.3 Volunteer Payroll in the amount of \$4,300.
- 1.4 Directors Payroll in the amount of \$ 117,727.00

**Old BUSINESS**

- 1. SOP Review  
**Key discussion points:** SOP #2130 Non-Discrimination  
**Decision(s) made:**  
**Action items and assignee(s)**
- 2. Type 3  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**

**NEW BUSINESS**

- 1. Resolution 2025-07 VFC Award  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**
- 2. Henflings Insurance  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**
- 3. Station Hose Tower  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**
- 4. MOU Between Zayante and Ben Lomond Extrication Grant  
**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 –December 17, 2025

**ADJOURNMENT**





# BEN LOMOND FIRE PROTECTION DISTRICT

## Minutes of the Special BOARD OF DIRECTORS

Wednesday October 31, 2025 at 10:30 AM

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

Telephone: 831-336-5495 Fax: 831-246-8890

blfdchief@benlomondfd.com is inviting you to a Meeting

### ROLL CALL

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

**Fire District Staff:** Chief Brownlee

**Absent:** none

**Also Present:** none

### CALL TO ORDER BOARD SPECIAL BOARD MEETING

The meeting of the Board of Directors of the Ben Lomond Fire Protection District was held on Wednesday, October 15, 2025, Chairperson Hill called the meeting to order at 9:10 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.

### NEW BUSINESS

#### 1. Roof Repair

**Key discussion points:** Leak in the upstairs, leaking down the wall.

**Decisions made:** Have one of the firefighters repair the roof where it is leaking.

**Action Items and assignees:** Motion was made by Director Hill seconded by Director Maxson to pay the firefighter to repair the leak.

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

**Noes:** None

**Abstain:** None

**Absent:** None

### ADJOURNMENT

ATTEST:

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

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





# BEN LOMOND FIRE PROTECTION DISTRICT

## Minutes of the BOARD OF DIRECTORS

Public Hearing to Adopt Ordinance No. 2025-02 Adoption of the 2025  
California and the 2024 International Fire Code

Wednesday October 15, 2025 at 9:00 AM

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

Telephone: 831-336-5495 Fax: 831-246-8890

bdfdchief@benlomondfd.com is inviting you to a Meeting

### ROLL CALL

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

**Fire District Staff:** Chief Brownlee

**Absent:** none

**Also Present:** none

### Open Public Hearing- Adopt the Ordinance 2025-02 Adoption of 2025 California and the 2024 International Fire Code

#### Call to Order

Open time for public expression regarding the adoption of the 2025 California and the 2024 International Fire Code

Any person may address the Board regarding the adoption of the 2025 California and the 2024 International Fire Code

There were no public comments.

#### Close Public Hearing- Ordinance 2025-02 Adoption of 2025 California and the 2024 International Fire Code

1. Ordinance 2025-02 Adoption of 2025 California and the 2024 International Fire Code

##### Key discussion points:

##### Decisions made:

**Action Items and assignees:** Motion was made by Director Hill seconded by Director Maxson to adopt Ordinance 2025-02 Adoption of 2025 California and the 2024 International Fire Code.

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

Noes: None

Abstain: None

Absent: None

### 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, October 15, 2025, Chairperson Hill called the meeting to order at 9:10 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.

### 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- None

COMMITTEE REPORTS- None

Directors may report on committee activities and meetings	
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### 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.	
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1. Approval of Minutes September 17, 2025
2. Regular Meeting of October 15, 2025
3. Approval of Expenditures for October 15, 2025
  - 1.1 Paid bills in the amount of \$ 13,108.35
  - 1.2 Paid Payroll in the amount of \$16,950.58

#### Approval of Consent Calendar Items

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

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

Noes: None

Abstain: None

Absent: None

### Old BUSINESS

1. SOP Review
  - Key discussion points:** SOP #2120 Sexual Harassment
  - Decision(s) made:** No changes
  - Action items and assignee(s):** none
2. Landscaping
  - Key discussion points:** Landscaping finished. Remove from agenda
  - Decisions made:**
  - Action Items and assignees:**
3. Type 3
  - Key discussion points:**
  - Decisions made:** Matt and Nick will be going to view the chassis
  - Action Items and assignees:**
4. Felton Fire
  - Key discussion points:** Remove from agenda
  - Decisions made:**
  - Action Items and assignees:**

### NEW BUSINESS

- 1 Adopting an Ordinance and Adoption of a Negative Declaration
  - Key discussion points:** Changes to part 1 and 2 have been revised and added in to the draft copy.
  - Decisions made:** action is contingent on the Board of Supervisor's response



**Action Items and assignees:** Motion was made by Director Hill seconded by Director Maxson to adopt Ordinance 2025-02 2025 California and 2024 International Fire Code action is contingent on the Board of Supervisor's response

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

Noes: None

Abstain: None

Absent: None

2. Fiscal Year 2025-2026 Appropriation Limitation Resolution 2025-06

**Key discussion points:**

**Decisions made:**

**Action Items and assignees:** Motion was made by Director Hill seconded by Director Walker to adopt Resolution 2025-06 "Fiscal Year 2025-2026 Appropriation Limitation

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

Noes: None

Abstain: None

Absent: None

3. Ben Lomond Fire Board Vacancy

**Key discussion points:** 2 applicants. Both great for the position

**Decisions made:**

**Action Items and assignees:** Motion was made by Director Maxson seconded by Director Cope to appoint Kirt Hackett.

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

Noes: None

Abstain: None

Absent: None

4. Henflings Walkthrough

**Key discussion points:**

**Decisions made:** Ansul system will be paid for by Ben Lomond Fire for the inspection. After the initial inspection, the Ansul system will be the responsibility of the tenant to get it annually inspected. Also advised the tenant to keep area around water heater clear of debris.

**Action Items and assignees:**

5. Pay Night

**Key discussion points:**

**Decisions made:** Board approved \$7500 budget

**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 –November 19, 2025

**ADJOURNMENT**

ATTEST:

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

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





# **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>11/19/2025</b>
	<b>Approved</b>	<b>Date</b>	

## **Correspondence**

### **Administration**

### **Operations**

BLFD responded to 48 calls in Oct/Nov

- Structure (0)
- EMS (29)
- Haz Mat (0)
- Vehicle Acc. (4)
- Public Service (13)
- Smoke Checks (0)
- Other, wires (2)
- Mutual Aide calls (5) Boulder, FEL(2)
- Wildland (0)

### **Training**

- Medical/Large animal/ Swift water

### **Logistic**

- RING Radio System

### **Fire Prevention/Ed**



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

**Date: November 19, 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

**\$ 23,758.54** .

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

**November 19, 2025** .

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_



# CLAIMS BY VENDOR

10/15/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
ATCHISON, BARISONE & CONDOTTI	//	62381	Services 09/01-09/30/25	\$127.60	<input type="checkbox"/>
BEN LOMOND FIRE DEPT AUXILIARY	//	86110	Reimburse auxiliary- payment to Artemisias Garden, front landscape and plants	\$4,456.00	<input type="checkbox"/>
BROWNLEE, STACIE	//	62888	Employee Reimburse - AAA batteries, Halloween candy	\$300.00	<input type="checkbox"/>
CAL FIRE- Attn: SFT Course Payments	//	62826	Fire Apparatus Driver/Oper 1B-FADO1B0904 - 9 students	\$1,260.00	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES- FRMS	//	53010	Monthly insurance premium - November 2025	\$149.29	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle 09/01-09/30/25	\$154.16	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	Labor- U2290- rewire center console, replace parts	\$1,920.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61721	U2290- replaced FICM, pedal sensor, asstd. fuse blocks, amps, connectors, breakers	\$1,054.07	<input type="checkbox"/>

**Total** 9,421.12

0.00 \*

127.6 +

4,456.00 +

300.00 +

1,260.0 +

149.29 +

154.16 +

1,920.00 +

1,054.07 +

9,421.12 \*



# CLAIMS BY VENDOR

10/29/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
BOUND TREE MEDICAL, LLC	//	61920	6- pediatric defib pads	\$278.75	<input type="checkbox"/>
County OF Santa Cruz - H S A	//	62826	Renewal for Capwell and Brownlee, new Scarborough	\$300.00	<input type="checkbox"/>
EMT CERTIFICATION FUND / EMSA	//	62826	EMT program - renewal Capwell and Brownlee, new Scarborough	\$149.00	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 08/31/25	\$300.00	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61731	Chainsaw fuels	\$160.94	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	E2311- maint. parts	\$21.88	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	62888	Fire Prevention trailer- fuels (will be reimb.)	\$142.34	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maint supplies	\$28.15	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	B2204 - Install leveling kit-labor	\$560.00	<input type="checkbox"/>
SILKE COMMUNICATIONS	//	61217	5 new pagers (VHF Minitor 7)	\$2,886.37	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe, back up softwares	\$55.07	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	Main account bill- batteries, furnace filter	\$206.29	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- E2213 - hose gasket, sealed gearbox shaft, microphone	\$128.92	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62826	Main account bill- education trailer step and equipment (will be reimbursed)	\$223.65	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Main account bill- food items for 5th Tuesday feed	\$105.78	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62920	Main account bill- fuel purchases	\$145.25	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Main account bill- Labor Law posters renewal, meals during Fire Prevention at schools (will be reimbursed)	\$911.63	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63074	Main account bill- SLV Water billing	\$152.55	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63074	Main account bill- SLV Water billing for Arden property	\$71.94	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62221	Main account bill- stamps and package shipping	\$86.28	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62715	Main account bill- tow strap	\$70.60	<input type="checkbox"/>



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**CLAIMS BY VENDOR**

10/29/2025

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

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<b>Vendor</b>	<b>Claim Date</b>	<b>GL Obj</b>	<b>Message</b>	<b>Amount</b>
SYSTEMS			and webbing for Large Animal equipemtn	
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61221	Main account bill-Verizon billing, Starlink, fax billing	\$1,114.63 <input type="checkbox"/>
			<b>Total</b>	<b>\$8,100.02</b>

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# CLAIMS BY VENDOR

11/05/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
BROWNLEE,STACIE	//	61425	Employee Reimburse - cleaning/household purchases COSTCO	\$136.00	<input type="checkbox"/>
BROWNLEE,STACIE	//	61310	Employee Reimburse - food items Halloween night	\$477.00	<input type="checkbox"/>
ERNIE'S AUTO CENTER	//	61721	Parts- C2201 low beam light bulb	\$13.07	<input type="checkbox"/>
ERNIES SERVICE CENTER (JERP Inc)	//	61720	2204- alignment and inspection	\$189.25	<input type="checkbox"/>
IHWY, LLC	//	62381	Web hosting / Mail Accts for November 2025	\$105.00	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61730	Annual service/ inspection of edraulic tools	\$1,399.23	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61721	Task Force Tips- gearbox subassembly	\$848.31	<input type="checkbox"/>
			<b>Total</b>	<b>\$3,167.86</b>	



# CLAIMS BY VENDOR

11/12/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
AAA Workspace	//	62223	2026 calendars, case of copy paper	\$106.81	<input type="checkbox"/>
BOUND TREE MEDICAL, LLC	//	61920	6 @ adult defib electrodes	\$263.27	<input type="checkbox"/>
DOCTORS ON DUTY MEDICAL GROUP INC	//	62367	New hire physical- Julian Auldrige	\$624.00	<input type="checkbox"/>
FIRE RISK MANAGMENT SERVICES-FRMS	//	53010	Monthly insurance premium - for December 2025	\$153.09	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle - 10/01-10/31/25	\$154.16	<input type="checkbox"/>
NORTH GLASS WINDOWS & DOORS INC	//	61846	1 @ Milgard window- upstairs	\$755.88	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 09/30/25	\$300.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees- for October 2025	\$30.50	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel purchases	\$681.83	<input type="checkbox"/>
<b>Total</b>				<b>\$3,069.54</b>	







EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
800973	Stacie Brownlee	\$46.70	SALARY	888	0.00	\$3,736.00
			Health Benefit Stipend	ILB	0.00	\$461.54
			VACATION	011	0.00	\$0.00
			SICK	022	0.00	\$0.00
803033	Laurie Dennis	\$37.00	REGULAR HOURS	888	24.00	\$888.00
			SICK	022	0.00	\$0.00
<b>DUTY CHIEF</b>						
<b>EMPLOYEE #</b>						
800494	Mike Ayers	\$75.00	PER SHIFT	888	9.00	\$675.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	5.00	\$375.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
<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	8.00	\$200.00
804050	Connor Scarborough	\$25.00	HOURLY	888	24.00	\$600.00
804095	Audrey Dawson	\$25.00	HOURLY	888	2.00	\$50.00

Prepared by *[Signature]* 10/22/25  
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	24.00	\$7,724.00
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 24.0  
 Total Regular & Special Amounts \$8,185.54



<b>TOTAL</b>	<b>24.00</b>	<b>\$8,185.54</b>
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51000 Regular Pay	\$7,724.00
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$8,185.54</b>

..0..

0.00 \*

8,185.54 +

888.00 -

7,297.54 \*



**PAYROLL SD 02**  
**PAY PERIOD #23**  
**GL KEY#**

**Beg Date: 10/25/25**

**ATTN: Auditor-Controller**  
**End Date: 11/07/25**

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	8.00	\$600.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	6.00	\$450.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
803842	Garrett Fisher	\$25.00	HOURLY	888	48.00	\$1,200.00
804095	Audrey Dawson	\$25.00	HOURLY	888	32.00	\$800.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by

*[Signature]* 11/10/25  
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$7,970.00
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

**Payroll Batch Control**

Employees 48

Line Entries 49

Total Reg. & Special Hours 32.0

Total Regular & Special Amounts \$130,458.54

<b>VOLUNTEER PAY</b>		\$122,027.00
<b>TOTAL</b>	<b>32.00</b>	<b>\$130,458.54</b>

*Corrected*

51000 Regular Pay	\$7,970.00
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$122,027.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$130,458.54</b>

0.0 \*

0.00 \*

130,458.54 +

1,184.0 -

129,274.54 \*



**ALL SD 02 - Ben Lomond Fire P D**

**Y# 680600**

<b>EMPLOYEE #</b>	<b>EMPLOYEE</b>	<b>PAY TYPE</b>	<b>KEY CODE</b>	<b>TOTAL PAY</b>
803350	Sean Castagna	BOARD	005	\$1,200.00
804131	Andrew Cope	BOARD	005	\$700.00
800976	Lisa Hill	BOARD	005	\$1,200.00
801217	Tom Maxson	BOARD	005	\$1,200.00
803723	Nicholas Adam	VOL PAY	190	\$6,578.00
803760	Michael Aluffi	VOL PAY	190	\$4,370.00
803323	Rick Alves	VOL PAY	190	\$1,680.00
803460	Dylan Arndt	VOL PAY	190	\$391.00
804060	Jacob Auldridge	VOL PAY	190	\$3,344.00
800494	Mike Ayers	VOL PAY	190	\$8,085.00
801690	Scott Bingham	VOL PAY	190	\$345.00
800493	Mark Brown	VOL PAY	190	\$4,853.00
803541	Nicholas Burgess	VOL PAY	190	\$7,820.00
804166	Taylor Bush	VOL PAY	190	\$416.00
803695	Sam Capwell	VOL PAY	190	\$1,584.00
804162	Jeffrey Chen-Bromley	VOL PAY	190	\$1,136.00
803401	Casey Cunningham	VOL PAY	190	\$621.00
804095	Audrey Dawson	VOL PAY	190	\$4,899.00
803608	Tyler Dawson	VOL PAY	190	\$1,248.00
803842	Garrett Fisher	VOL PAY	190	\$5,911.00
804051	Owen Garrahan	VOL PAY	190	\$7,408.00
803879	Kevin Giannini	VOL PAY	190	\$3,828.00
802426	Shane Hill	VOL PAY	190	\$4,092.00
803174	Brian Jansen	VOL PAY	190	\$1,024.00
802946	Haakon Langmo	VOL PAY	190	\$2,116.00
803821	Jesse LaVerne	VOL PAY	190	\$4,738.00
804163	Alexander Manning Hodson	VOL PAY	190	\$400.00
803822	Alexander Marks	VOL PAY	190	\$2,622.00
803491	Jacob Matsuoka	VOL PAY	190	\$1,496.00
804130	Jonathan Reed	VOL PAY	190	\$2,000.00
802428	Steven Ruff	VOL PAY	190	\$4,968.00
801757	Matthew Sanders	VOL PAY	190	\$1,794.00
804050	Michael Scarborough	VOL PAY	190	\$5,060.00
803871	Samuel Schubert	VOL PAY	190	\$1,540.00
804167	Asher Schwarzbach	VOL PAY	190	\$848.00
804074	Jonathan Sheets	VOL PAY	190	\$5,874.00
804086	Elian Steiger	VOL PAY	190	\$4,048.00
804111	Jacob Susinetti	VOL PAY	190	\$3,376.00
804089	Jordan Velasco	VOL PAY	190	\$2,860.00
803725	Trent Walker	VOL PAY	190	\$1,232.00
804049	Pawat Whitney	VOL PAY	190	\$1,648.00
804161	Joseph Wyrsh	VOL PAY	190	\$1,474.00
			<b>TOTAL</b>	<b>\$122,027.00</b>

**Total Vol & Board 42**  
**Line Entries 42**

Approved by \_\_\_\_\_ DATE \_\_\_\_\_



California Department of Forestry and Fire  
Protection 2025-2026 Application for Funding  
Cooperative Forestry Assistance Act of 1978  
Volunteer Fire Capacity (VFC) Program  
Agreement # 7GF



**A. Department/Organization**

Organization Name: Ben Lomond Fire Protection District  
Contact's First Name: Stacie Contact's Last Name: Brownlee  
Street Address: 9430 Highway 9  
Mailing Address:  
City: Ben Lomond County: Santa Cruz Zip Code: 95005  
State: California CAL FIRE Unit: CZU - San Mateo-Santa Cruz Unit  
Phone Number: (831) 336-5495 Email Address: blfdchief@benlomondfd.com  
Unique Entity ID: G1GAK11JNKZ8

To check to see what your UEI Number is, or to apply for one,  
please visit the [SAM.GOV](https://sam.gov) website.

**B. Area to be served by award (include areas covered by contract or written mutual aid agreements).**

Number of Communities: 1 Area: 8.30 square miles  
Congressional District #: CA-#  
Population: 7,378 Annual Budget: \$ 1,396,326.00  
Latitude N 37 ° 4 ' 58 " Longitude W 122 5 11 "

(Latitude must be between 32 and 42 degrees. Longitude must be between 114 and 125 degrees. Latitude and Longitude minutes and seconds must be between 0 and 60. Use a central point in the Applicant's service area for the general area covered by the project).

All projects **MUST** have a project area.



**C. Activity: Annual number of emergency incidents.**

Fire: 19 + EMS: 392 + Other: 313 = Total: 724

**D. Indian Tribal Community (If project includes an Indian Tribal Community, please provide):**

Population: Size (acres): # of structures:

Distance to nearest fire station (miles):

**CAL FIRE USE ONLY (Formula-driven)**

Total Application Request (up to 50%; \$500 minimum, \$20,000 maximum)

Project Total Cost: \$ 17,985.00

Amount Funded for this Agreement:



**E. Proposed Project (List individual items for funding. Include tax and shipping in unit cost):**

	Type	Item	Quantity	Unit Cost	Item Total
1.	Communications	MOTOROLA MINITOR	5	\$ 565.00	\$ 2,825.00
2.	Safety - Wildland	CREWBOSS WILDLAND P	10	\$ 255.00	\$ 2,550.00
3.	Safety - Wildland	WILDLAND COATS CREW	10	\$ 410.00	\$ 4,100.00
4.	Safety - Structural	STRUCTURE GLOVES	10	\$ 140.00	\$ 1,400.00
5.	Safety - Structural	STRUCTORE HELMET	6	\$ 535.00	\$ 3,210.00
6.	Safety - Structural	STRUCTORE BOOTS	4	\$ 675.00	\$ 2,700.00
7.	Equipment - Wildland	FLASH LIGHTS	10	\$ 60.00	\$ 600.00
8.	Equipment - Structural	HELMET LIGHT	10	\$ 60.00	\$ 600.00
9.					\$ 0.00
10.					\$ 0.00
11.					\$ 0.00
12.					\$ 0.00
13.					\$ 0.00
14.					\$ 0.00
15.					\$ 0.00
16.					\$ 0.00
17.					\$ 0.00
18.					\$ 0.00
19.					\$ 0.00
20.					\$ 0.00
21.					\$ 0.00
22.					\$ 0.00

**F. CAL FIRE USE ONLY (Formula-Driven)**

Project Total Cost: \$ 17,985.00



**G. Additional Information. 1. Briefly describe the area to be served: fire protection system, water system, equipment, facilities, staffing, hazards, etc. and purpose of proposed project. 2. How will the request(s) maintain or bring your organization into compliance with NFPA 1977? (Limited to space below)**

Ben Lomond located on State Highway 9 about 12 miles from Santa Cruz. We are 8.4 square miles. The region consists of forest and coastal redwoods. Fire Protection system is a volunteer department. Augmented by mutual aid/auto-aid agreements with neighboring volunteer and paid departments. The fleet consists of 3 type 1 engines a type 3 engine, one BLS transport ambulance and a swift water boat. The department was built in the 1940's. Water system is a combination of private wells and storage tanks in the outlying areas and hydrants in town supplied by SLV Water District. Hazards for the area range from structure fires, vegetation fires, vehicle accidents and medicals throughout the year. Heavy wind and rain create landslides during the severe winter months. Our biggest concerns are the growing months of fire season. Ben Lomond Fire trains every Tuesday night and some weekends in all areas. We strive to keep firefighters equipped with current PPE and equipment. Every year we are hit hard with wind and rain that poses more potential wildland threats from down trees and vegetation growth.

In addition to the original request(s), Applicants may list alternative projects for excess or unused funds, which the State will review during the initial application process. The State will determine which of the Applicant's projects are eligible for funding if excess or unused funds become available. Upon advance written approval by the State, the applicant may use additional/excess funding up to the contract maximum amount to purchase State approved items in listed order of priority on their application.

Deviations from the original application are considered an amendment and require prior approval before the amended expenditures can be made.

**The funds will be only for those projects accomplished and/or items purchased between Agreement Approval Date and June 30, 2026. The Recipient agrees to provide CAL FIRE with itemized documentation of the Agreement project expenditures and bill CAL FIRE as soon as the project is complete, but no later than September 1, 2026.**

The Recipient gives CAL FIRE or any authorized representative access to examine all records, books, papers, or documents relating to the Agreement. The Recipient shall hold harmless CAL FIRE and its employees for any liability or injury suffered through the use of property or equipment acquired under this Agreement. The applicant certifies that to the best of the applicant's knowledge and belief, the data in this application is true.

I certify that the above and attached information is true and correct:



3/16/25  
Date Signed

Original Signature Required: Grantee's Authorized Representative

Printed Name: Stacie Brownlee

Title: Fire Chief

Executed on: 03/16/2025  
Date

at Ben Lomond  
City

Organization Name: Ben Lomond Fire Protection District



**Grant Assurances for Cooperative Forestry Assistance Act of 1978  
Volunteer Fire Capacity (VFC)**

Organization Name: Ben Lomond Fire Protection District

Contact's First Name: Stacie

Contact's Last Name: Brownlee

Street Address: 9430 Highway 9

Mailing Address:

City: Ben Lomond

County: Santa Cruz

Zip Code: 95005

State: California

CAL FIRE Unit:

Phone Number: (831) 336-5495

Email Address: blfdchief@benlomondfd.com

UEI Number: G1GAK11JNKZ8

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for the Volunteer Fire Capacity grant, of the Cooperative Forestry Assistance Act of 1978 and has the institutional, managerial and financial capability to ensure proper planning management, and completion of the grant.
2. Will assure that grant funds are used only for items requested and approved in the application.
3. Assures that all wildland fire response employees (full-time, part-time, or volunteer) are fully equipped with appropriated wildland fire response personal protective equipment that meets NFPA 1977, *Standard on Protective Clothing and Equipment for Wildland Fire Fighting*, and are trained to a proficient level in the use of the personal protective equipment. Wildland fire suppression safety clothing, and equipment includes:
  - Safety helmet
  - Goggles
  - Ear Protection
  - Fire-resistant (i.e. Nomex) hood, shroud, or equivalent face and neck protection
  - Fire-resistant (i.e. Nomex) shirt and pants
  - Gloves
  - Safety work boots
  - Wildland fire shelter
  - Communications Equipment
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.



- 5. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have a family, business or other ties.
- 6. Will comply with all applicable requirements of all other Federal laws, Executive orders, regulations, Program and Administrative requirements, policies, and other requirements governing this program.
- 7. Will comply with USDA Forest Service Civil Rights requirements.

See the [Forest Service Civil Rights literature](#) on their web page.

- 8. Understands that failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.
  - In compliance with NFPA 1977 and trained in the use of Wildland PPE.
  - Not in compliance with NFPA 1977, but applying for grant funding to purchase Wildland PPE and/or provide required training.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Printed Name of Authorized Agent: Stacie Brownlee

Signature of Authorized Agent: Stacie Brownlee

Title of Authorized Agent: Fire Chief

Date: 03/16/2025

**Submission requires an unsigned and signed application.**

- 1. Please complete and save an **unsigned** application.
- 2. In addition, please **sign and date** an application (electronic or wet signature OK).
- 3. On one email, please attach both the **unsigned** and **signed** applications and submit to [CALFIRE.GRANTS@FIRE.CA.GOV](mailto:CALFIRE.GRANTS@FIRE.CA.GOV).

**Electronic copies must be submitted by May 5, 2025 at 11:59pm.**





**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
 Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

**(Read instructions on page two before completing certification.)**

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

<b>ORGANIZATION NAME</b> Ben Lomond Fire Protection District	<b>PR/AWARD NUMBER OR PROJECT NAME</b> 7FG25007
---	--

**NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)**

Prefix:  First Name:

Middle Name:

Last Name:

Suffix:

Title:

<b>SIGNATURE(S)</b> <input style="width: 95%; height: 40px;" type="text"/>	<b>DATE</b> <input style="width: 95%; height: 40px;" type="text"/>
---	---

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.



### **Instructions for Certification**

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



BEFORE THE BOARD OF DIRECTORS OF THE

#1 Oakmont Fire Protection District  
COUNTY OF Fresno, STATE OF CALIFORNIA

IN THE MATTER OF: Resolution Number: 24-0000  
Approving the Department of Forestry and Fire Protection Agreement # 7FG25xxx for services from the date of last signatory on page 1 of the Agreement to August 31, 2026 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Oakmont Fire Protection District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2025-26 up to and no more than the amount of \$ 10,000.

BE IT FURTHER RESOLVED that John Miller, Fire Chief of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Oakmont Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Oakmont Fire Protection District, at a regular meeting thereof, held on the 22nd day of October, 2025 by the following vote:

AYES: **STOVER, TOWER, KERNS, OSGOOD**

NAYS: NONE

ABSENT: **HARRIS**

#9 Steven Kerns  
Signature, Board of Directors Member

#10 Steven Kerns, Board Member  
Printed Name and Title

#9 James Tower  
Signature, Board of Directors Member

#10 James Tower, Director  
Printed Name and Title

-----CERTIFICATION OF RESOLUTION-----  
ATTEST:

I Sarah Osgood, Clerk of the Oakmont Fire Protection District,  
County of Fresno, California do hereby certify that this is a true and correct copy of the original  
Resolution Number 24-0000

WITNESS MY HAND OR THE SEAL OF THE Oakmont Fire Protection District, on  
this 22nd day of October, 2025.

Sarah Osgood  
Signature  
Clerk of the Board, Oakmont Fire Protection District  
Title and Name of Local Agency

OFFICIAL SEAL  
OR NOTARY CERTIFICATON



**KEY FOR COMPLETION OF SAMPLE RFC RESOLUTION**  
**Electronic Signatures Are Acceptable**

- #1 Enter the official name of the county, city, district, fire dept., etc.
- #2 Enter the name of the county in which the local agency is located.
- #3 Enter the resolution number.
- #4 Enter the grant number from Agreement, Page 2, Upper Right Conner. (i.e. 7GF25xxx)
- #5 Enter the award amount from the Agreement. (i.e. \$10,000)
- #6 Enter the name and title of official who is authorized by the Board to sign the agreement.
- #7 Enter the date, month and year of the Board meeting at which the resolution is adopted.
- #8 Enter the vote. Use either the names of the Board Members or the number vote in each category (i.e. Ayes: 4, Nays: 0, Absent: 1)
- #9 Signatures of Board Members signing resolution. Must be different than the official authorized to sign the Agreement in number 6.
- #10 Enter printed names of the Board Members signing resolution.

**CERTIFICATION OF RESOLUTION SECTION**

This section is not required if there is an official seal or a notary certification provided in the OFFICAL SEAL OR NOTARTY CERTIFICATION SECTION.

- #11 Enter the printed name of official Certifying Resolution. This must be a different official than the Board Members signing the resolution in #9 and whose names are printed in #10
- #12 Signature of the official certifying the resolution.
- #13 Enter the title of the official signing Certification of Resolution.

**OFFICIAL SEAL OR NOTARY CERTIFICATION SECTION**

The Official Seal and Notary Certification is NOT required if the CERTIFICATION OF RESOLUTION SECTION is completed.

- #14 Stamp or emboss the official seal or provide a notary certification below the OFFICIAL SEAL OR NOTARY CERTIFICATION SECTION heading.



**BEFORE THE BOARD OF DIRECTORS OF THE  
Ben Lomond Fire Protection District**

**COUNTY OF Santa Cruz County, STATE OF CALIFORNIA**

**IN THE MATTER OF:**

**Resolution Number: 2025-07**

**Approving the Department of Forestry and Fire Protection Agreement # 7FG25007 for services from the date of last signatory on page 1 of the Agreement to August 31, 2026 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.**

**BE IT RESOLVED** by the Board of Directors of the Ben Lomond Fire Protection District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2025-26 up to and no more than the amount of \$7,280.00.

**BE IT FURTHER RESOLVED** that Stacie Brownlee of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Ben Lomond Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Ben Lomond Fire Protection District, at a regular meeting thereof, held on the 19th day of November 2025, by the following vote:

AYES:

\_\_\_\_\_  
Signature, Board of Directors Member

NAYS:

ABSENT:

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature, Board of Directors Member

\_\_\_\_\_  
Printed Name and Title

-----**CERTIFICATION OF RESOLUTION**-----

**ATTEST:**

I Stacie Brownlee, Clerk of the Ben Lomond Fire Protection District, County of Santa Cruz California do hereby certify that this is a true and correct copy of the original Resolution Number 2025-07.

WITNESS MY HAND OR THE SEAL OF THE Ben Lomond Fire Protection District, on this 19<sup>th</sup> day of November, 2025.

**OFFICIAL SEAL  
OR NOTARY CERTIFICATON**

\_\_\_\_\_  
Signature  
Fire Chief Ben Lomond Fire Protection District

\_\_\_\_\_  
Title and Name of Local Agency



**State of California  
Department of Forestry and Fire Protection (CAL FIRE)  
Cooperative Fire Protection  
GRANT AGREEMENT**

**APPLICANT:**

**PROJECT TITLE:** Volunteer Fire Capacity

**GRANT AGREEMENT:** 7FG25007

**PROJECT PERFORMANCE PERIOD is from date upon approval through August 31, 2026.**

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

**PROJECT DESCRIPTION:** Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

**Total State Grant not to exceed \$7,280.00** (or project costs, whichever is less).

*\*The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY  
AND FIRE PROTECTION**

Applicant	
By _____ Signature of Authorized Representative	By _____
Title _____	Title: <b>David Scheurich</b> <b>Staff Chief, Cooperative Fire Protection</b>
Date _____	Date _____

**CERTIFICATION OF FUNDING**

GRANT AGREEMENT NUMBER <b>7FG25007</b>	PO ID	SUPPLIER ID
FUND <b>0001</b>	FUND NAME General Fund	
PROJECT ID 354025DG2012154	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING <b>\$7,280.00</b>
GL UNIT 3540	BUD REF 001	CHAPTER 4
PROGRAM NUMBER 9999000FED	ENY <b>2025</b>	ADJ. INCREASING ENCUMBRANCE <b>\$ 0.00</b>
ACCOUNT 5340580	ALT ACCOUNT <b>5340580002</b>	ADJ. DECREASING ENCUMBRANCE <b>\$ 0.00</b>
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92801	UNENCUMBERED BALANCE <b>\$7,280.00</b>

**I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.**

\_\_\_\_\_  
Signature of CAL FIRE Accounting Officer

\_\_\_\_\_  
Date

**VOLUNTEER FIRE CAPACITY PROGRAM  
TERMS AND CONDITIONS**

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

**STATE OF CALIFORNIA  
Natural Resources Agency**

Agreement for the Volunteer Fire Capacity Program of the  
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the  
Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and  
\_\_\_\_\_  
hereinafter called  
"LOCAL AGENCY", covenants as follows:

**RECITALS:**

1. STATE has been approved as a passthrough agent of the United States Department of  
Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire  
Capacity program in California, hereinafter referred to as VFC, authorized by the  
Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C.  
2106), as amended.

2. This is a subaward under the FY2025 State of California Volunteer Fire Capacity Projects  
Grant #25-DG-11052012-154 awarded to STATE by the Forest Service on September 20,  
2025. The Federal Assistance Listing for the award is 10.698, Cooperative Fire Program.  
This subaward is funded solely with Federal funds and is subject to the Office of  
Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as  
adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and  
conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection  
capability.

3. LOCAL AGENCY desires to participate in said VFC and agrees to the terms and  
conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2025.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and  
approved by the Department of General Services, if required. LOCAL AGENCY  
may not commence performance until such approval has been obtained.

5. **INCORPORATION:** The Procedural Guide for Volunteer Fire Capacity Program  
2025, submitted Application for Funding and associated Grant Assurances are hereby  
incorporated by reference as part of the Grant Agreement.

6. **TIMELINESS:** Time is of the essence in this Agreement.

7. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and  
required resolution properly signed and executed to STATE at the email address  
specified in paragraph 12, with a timestamp no later than January 31, 2026 or  
LOCAL AGENCY will forfeit the funds.

8. **GRANT AND BUDGET CONTIGENCY CLAUSE:** It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2025** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$7,280.00** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and AUGUST 31, 2026.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than NOVEMBER 1, 2026 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. **LIMITATIONS:** LOCAL AGENCY shall notify STATE prior to purchase of any Equipment as defined under 2 CFR 200.1 "Equipment." Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFC, upon expenditure of United States Government Funds. Pursuant to 2 CFR 200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$10,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFC Funds.

17. **FEDERAL INTEREST IN EQUIPMENT:** Items of equipment with a current fair market value in excess of \$10,000 (per-unit) may be retained or sold by LOCAL AGENCY once it is no longer needed for the original project, program, or for other activities supported by the awarding Federal agency. However, the Federal agency is entitled to an amount calculated by multiplying the percentage of the Federal agency's contribution towards the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the STATE may permit the LOCAL AGENCY to retain, from the Federal share, \$1,000 of the proceeds to cover expenses associated with the selling and handling of the equipment. LOCAL AGENCY will notify STATE of the disposal of such items.

16. **UNDERRUNS:** In the event that the total cost of a funded project is less than the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for Agreement funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.

15. **OVERRUNS:** In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the Agreement share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.

14. **COMBINING:** In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.

13. **PURPOSE:** Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.

STATE: Department of Forestry and Fire Protection  
 Grants Management Unit, Attn: VFC  
 P. O. Box 944246  
 Sacramento, California 94244-2460  
 E-MAIL: CALFIRE.GRANTS@fire.ca.gov

LOCAL AGENCY: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Telephone Number(s): \_\_\_\_\_  
 E-mail: \_\_\_\_\_

12. **ADDRESSES:** The mailing addresses of the parties hereto under the terms of the Agreement are:

18. **EQUIPMENT INVENTORY**: Any single item purchased in excess of \$10,000 will be assigned a VFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFC Property Number assigned.
19. **AUDIT**: LOCAL AGENCY agrees that the STATE, the Department of General Services, the California State Auditor, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. **DISPUTES**: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. **MONITORING**: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. **INDEMNIFICATION**: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. **CIVIL RIGHTS**: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public points of contact/reception areas.
24. **DRUG-FREE WORKPLACE REQUIREMENTS**: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

- 25. **TERM: The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through August 31, 2026.**
- 26. **TERMINATION:** This Agreement may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
- 27. **AMENDMENTS:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
- 28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
- 29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or a de minimis rate if LOCAL AGENCY does not have an approved NICRA, not to exceed 15%. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

- Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and LOCAL AGENCY may be ineligible for funding of any future State Agreement if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)
  - 25. **TERM: The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through August 31, 2026.**
  - 26. **TERMINATION:** This Agreement may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
  - 27. **AMENDMENTS:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
  - 28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
  - 29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or a de minimis rate if LOCAL AGENCY does not have an approved NICRA, not to exceed 15%. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.
- c. Every employee who works on the proposed Agreement will:
- 1) receive a copy of the company's drug-free workplace policy statement; and,
  - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.
- b. Establish a Drug-Free Awareness Program to inform employees about:
- 1) the dangers of drug abuse in the workplace;
  - 2) the person's or organization's policy of maintaining a drug-free workplace;
  - 3) any available counseling, rehabilitation and employee assistance programs; and,
  - 4) penalties that may be imposed upon employees for drug abuse violations.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.



**E. Proposed Project (List individual items for funding. Include tax and shipping in unit cost):**

	Type	Item	Quantity	Unit Cost	Item Total
1.	Communications	MOTOROLA MINITOR	5	\$ 565.00	<del>\$ 2,825.00</del>
2.	Safety - Wildland	CREWBOSS WILDLAND P	10	\$ 255.00	\$ 2,550.00
3.	Safety - Wildland	WILDLAND COATS CREW	10	\$ 410.00	\$ 4,100.00
4.	Safety - Structural	STRUCTURE GLOVES	10	\$ 140.00	\$ 1,400.00
5.	Safety - Structural	STRUCTORE HELMET	6	\$ 535.00	\$ 3,210.00
6.	Safety - Structural	STRUCTORE BOOTS	4	\$ 675.00	\$ 2,700.00
7.	Equipment - Wildland	FLASH LIGHTS	10	\$ 60.00	\$ 600.00
8.	Equipment - Structural	HELMET LIGHT Safety	10	\$ 60.00	\$ 600.00
9.					\$ 0.00
10.					\$ 0.00
11.					\$ 0.00
12.					\$ 0.00
13.					\$ 0.00
14.					\$ 0.00
15.					\$ 0.00
16.					\$ 0.00
17.					\$ 0.00
18.					\$ 0.00
19.					\$ 0.00
20.					\$ 0.00
21.					\$ 0.00
22.					\$ 0.00

**F. CAL FIRE USE ONLY (Formula-Driven)**

Award: \$7,280 AJ	Project Total Cost: \$ 17,985.00
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## INSTRUCTIONS FOR EXECUTING THE VFC AGREEMENT AND RESOLUTION

### VFC AGREEMENT CHECKLIST:

- \_\_\_\_\_ **Signature Page** - Fill in the official business name of the department on Page 1 **There are two spots:** At the top of the page next to "APPLICANT" and the upper-middle.
- \_\_\_\_\_ **Signature Page** - Have the Official, as authorized by the Resolution, sign and date the Agreement on Page 1, Signature of Authorized Representative. The date MUST NOT be any earlier than the date of the Resolution.
- \_\_\_\_\_ **Terms and Conditions** - On Page 2 of Agreement, before Paragraph 1, fill in your official business name as "LOCAL AGENCY."
- \_\_\_\_\_ **Terms and Conditions** – On Page 4, Paragraph 12, Addresses, fill in the official name, mailing address for payment and contact information.

### VFC RESOLUTION CHECKLIST:

- \_\_\_\_\_ **Resolution** - The governing body of your department must adopt a Resolution authorizing its chairperson (or other officer) to execute the Agreement between your department and the State of California, Department of Forestry and Fire Protection (CAL FIRE).
- \_\_\_\_\_ **Resolution** - Official signatures. The Certification of Resolution **or** the Official Seal **or** a Notary Certification must be completed. Only one needs to be completed, not all three.


### SUBMITTAL:

- \_\_\_\_\_ **Email, DO NOT MAIL! Please send one email with three (3) separate attachments.**
- \_\_\_\_\_ VFC Agreement and Terms of Conditions completed
- \_\_\_\_\_ Resolution completed
- \_\_\_\_\_ AD-1048 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier covered Transactions
- \_\_\_\_\_ Email no later than **January 31, 2026** to: [CALFIRE.GRANTS@fire.ca.gov](mailto:CALFIRE.GRANTS@fire.ca.gov)

### IMPORTANT INFORMATION

- ❖ **DO NOT** purchase any items or services to be funded by this award until you receive a copy of the fully executed Agreement and Terms of Conditions signed by CAL FIRE.
- ❖ Projects, and/or purchases funded by the award must occur during the project performance period. The performance period is the period between the date your agreement was signed and fully executed by CAL FIRE and August 31, 2026. **Purchases made outside of the project performance period will not be eligible for reimbursement.**
- ❖ You must use your department's funds and then bill CAL FIRE at the email address specified in the agreement. The bill submitted by your department must clearly delineate the projects performed and/or items purchased. Vendor invoice(s) and proof of payment to the vendor(s), must be included for items purchased. Further billing and invoice instructions will be included in your fully executed Agreement.



	<b>Ben Lomond Fire Protection District</b>	<b>Policy # 2130</b>  <b>Date 4/06</b>
	<b>SOP ADMINISTRATION PERSONNEL</b>	<b>TITLE: Non-Discrimination</b>  <b>Revision date 12/01/23</b>

**2130.1** It is the policy of the Ben Lomond Fire Protection District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

## **POLICY AND NOTICE OF NONDISCRIMINATION**

Ben Lomond Fire Protection District complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including language).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.


It is against the law for Ben Lomond Fire Protection District to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

### **To File a Complaint**

If you think that Ben Lomond Fire Protection District has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person or by mail, fax or email with: Stacie Brownlee Fire Chief, [blfdchief@benlomondfd.com](mailto:blfdchief@benlomondfd.com)

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):



	<b>Ben Lomond Fire Protection District</b>	<b>Policy # 2130</b>  <b>Date 4/06</b>
	<b>SOP ADMINISTRATION PERSONNEL</b>	<b>TITLE: Non-Discrimination</b>  <b>Revision date 12/01/23</b>

**E-mail:** [CRCLCompliance@hq.dhs.gov](mailto:CRCLCompliance@hq.dhs.gov) (fastest method to submit your complaint)

**Fax:** 202-401-4708

**U.S. Mail:**

U.S. Department of Homeland Security  
Office for Civil Rights and Civil Liberties  
Compliance Branch, Mail Stop #0190  
2707 Martin Luther King, Jr. Ave., SE  
Washington, D.C. 20528

For additional information: [www.dhs.gov/crcl](http://www.dhs.gov/crcl) Phone: 202-401-1474 Toll-Free: 1-866-644-8360

**Information and Services for Persons with Disabilities and Persons with Limited English Proficiency**

Ben Lomond Fire Protection District

- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

**If you need these services, please contact:**

Stacie Brownlee  
Fire Chief  
831-336-5495  
9430 Highway 9  
Ben Lomond Ca 95005



**STATE OF CALIFORNIA  
BUSINESS, TRANSPORTATION AND HOUSING AGENCY  
OFFICE OF TRAFFIC SAFETY  
PROJECT NO. EM 26026**

**SANTA CRUZ COUNTY COLLISION RESPONSE IMPROVEMENT  
PROJECT**

**COORDINATING ADMINISTRATIVE AGENCY  
ZAYANTE FIRE PROTECTION DISTRICT**

**THIS MEMO OF UNDERSTANDING ENTERED INTO BY AND  
BETWEEN THE ZAYANTE FIRE PROTECTION DISTRICT AND  
THE BEN LOMOND FIRE PROTECTION DISTRICT**

**EXTRICATION EQUIPMENT DEPLOYMENT MEMORANDUM OF  
UNDERSTANDING**

**1. Housing, Maintenance, Repair, and Replacement.**

The accepting Agency agrees to adequately house in an enclosed secure structure, maintain and repair the Extrication equipment at its sole cost and expense. Extrication equipment shall be maintained in such condition that it is available for immediate emergency use, and at the same standard as other emergency apparatus operated by the accepting Agency.

- Repairs to the extrication equipment shall be the full responsibility of the accepting Agency.
- Replacement of the extrication equipment, which is lost, stolen, damaged or destroyed, shall be the responsibility of the accepting Agency.

**2. Inspection of Extrication Equipment.**

The accepting Agency agrees that representatives of the Office of Traffic Safety or the Coordinating Administrative Agency may inspect the equipment for purposes of verifying compliance with this agreement.

**3. Training.**

Reasonable and continued training shall be conducted by the accepting Agency so that trained and competent personnel shall at all times be available to staff and operate the extrication equipment.



#### **4. Reports and Records.**

The accepting Agency shall maintain and submit to Zayante Fire District quarterly written records of:

- Training hours by personnel at the accepting Agency.
- Maintenance records.
- Operating expenses.
- Use of the extrication equipment during an emergency.
- Reporting fair market value every other year.
- Public Relations events where the Extrication equipment is displayed and/or demonstrated to the public by the accepting Agency.

The records are to be forwarded to the Grants Administrator at the coordinating agency via electronic media, hand delivered, or United States Postal Service.

#### **Program Goals**

- Reduce traffic fatalities
- Reduce traffic injuries
- Decrease average extrication time

#### **Documented Performance Measures**

- Train up to 30 firefighters in the use of the new equipment.
- Conduct traffic safety presentations. (annually)
- Display OTS funded equipment during Safety Fairs, festivals, community events. (annually)
- Report number of times grant funded equipment is used, provide a brief overview of incident and indicate if use saved a life.
- Document average extrication time, from time of arrival to transport seeking a 5 minute reduction in extrication time.

The records shall be received by the Grants Administrator by the following dates:

- January 10, 2026
- April 10, 2026
- July 10, 2026
- October 10, 2026 Final required report
- Annual equipment recertification shall be due by October 10 in the years 2027, 2028, 2029

Reconciliation of aforementioned information by the Grant Administrator and forwarding of same to the Office of Traffic Safety is a condition of the Grant Agreement by the Zayante Fire Protection District and the Office of Traffic Safety.



**5. Extrication equipment inventory.**

An attached document (Exhibit A) shall serve as the equipment inventory list for each respective Agency.

**6. Mutual Aid Response**

As a condition of the Grant Agreement between the Office of Traffic Safety and the Zayante Fire Protection District, the extrication equipment shall be made available upon request by accepting Agency in accordance with the mutual and automatic aid response agreements.

**7. Changes to Memo of Understanding.**

It is mutually understood and agreed that no alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto and that no oral understanding or agreements not incorporated herein, and no alterations or variation of the terms hereof unless made in writing between the Accepting Agency and Coordinating Agency shall be binding.

**8. Ownership**

The Coordinating Agency, Zayante Fire Protection District shall retain ownership of the extrication equipment described in this Memo of Understanding, but hereby transfers possession to the accepting Agency, and accepting Agency hereby accepts possession from the Coordinating Agency, Zayante Fire Protection District as listed on the attached Exhibit "A".

**9. Liability**


The Coordinating Agency, Zayante Fire Protection District, assumes no liability hereunder for claims or losses accruing or resulting in connection with the performance, use, or demonstration of the Extrication Equipment listed on the attached Exhibit "A".

This memo of understanding entered into this December 17, 2025 by and between the Zayante Fire Protection District, and the Ben Lomond Fire Protection District.

Coordinating Agency  
Zayante Fire Protection District

Accepting Agency  
Ben Lomond Fire Protection District

\_\_\_\_\_

  
\_\_\_\_\_



**EXHIBIT A**  
**EQUIPMENT INVENTORY**

- One electric Spreader
- One electric Ram Set
- One electric Cutter

