



# **BEN LOMOND FIRE PROTECTION DISTRICT**

## **AGENDA of the BOARD OF DIRECTORS**

**Ben Lomond Fire Protection District.  
Wednesday December 17, 2025 at 9:00 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**

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 Hackett  
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- Board Elections**

#### **COMMITTEE REPORTS- Budget- Hill & Walker, Building- Walker & Cope, Chiefs Rev.- Hackett & Maxson**

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 November 19, 2025
2. Regular Meeting of December 17, 2025
3. Approval of Expenditures for December 17, 2025



- 1.1 Paid bills in the amount of \$ 32,913.39
- 1.2 Paid Payroll in the amount of \$ 16,488.08

## Old BUSINESS

- 1. SOP Review
  - Key discussion points:** SOP #2140 Outside Employment
  - Decision(s) made:**
  - Action items and assignee(s)**
- 2. Type 3
  - Key discussion points:**
  - Decisions made:**
  - Action Items and assignees:**

## NEW BUSINESS

- 1. Swearing in of New Board Member
  - Key discussion points:**
  - Decisions made:**
  - Action Items and assignees:**
- 2. Resolution 2025-08 Department of Forestry and fire Protection Agreement #7FG25702 Grant
  - Key discussion points:**
  - Decisions made:**
  - Action Items and assignees:**
- 3. Board Elections
  - 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 –January 21, 2026

## ADJOURNMENT





# BEN LOMOND FIRE PROTECTION DISTRICT

## Board Meeting Minutes

Regular Board Meeting

Wednesday November 19, 2025 at 9:00 AM

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

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

### ROLL CALL

**Directors Present:** 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

#### 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, November 19, 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-**Chiefs Review

**COMMITTEE REPORTS-** Committees set. Budget- Marty & Lisa, Building- Marty & Andrew. Chiefs review- Kurt & Tom

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 Oct. 15<sup>th</sup> Regular & Oct. 31 Special
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 \$117,727.00
  - 1.4 Directors Payroll in the amount of \$4,300



## 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 #2130 Non-Discrimination

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

**Action items and assignee(s):** none

### 2. Type 3

**Key discussion points:**

**Decisions made:** Matt and Nick went to view the chassis. We are in the Q

**Action Items and assignees:**

## NEW BUSINESS

### 1. Resolution 2025-07 VFC Award

**Key discussion points:**

**Decisions made:**

**Action Items and assignees:** Motion was made by Director Hill seconded by Director Maxson to adopt Resolution 2025-07 "VFC Award"

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

Noes: None

Abstain: None

Absent: None

### 2. Henflings Insurance

**Key discussion points:** Mario reached out to the Board wanting to lower the umbrella \$ amount

**Decisions made:** Board agreed that the amount was set by the attorney and that we are a public entity

**Action Items and assignees:** Chief will call property manager to email Mario and advise him of the Board decision.

### 3. Station Hose Tower

**Key discussion points:** Start looking for contractors to reside the tower

**Decisions made:**

**Action Items and assignees:**

### 3. MOU Between Zayante & Ben Lomond Extrinsication Grant

**Key discussion points:** Chief signed the MOU

**Decisions made:**

**Action Items and assignees:**



**CLOSED SESSION**

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**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**

ATTEST: \_\_\_\_\_  
Chairperson Lisa Hill

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



DRAFT





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

<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>12/17/2025</b>
	<b>Approved</b>	<b>Date</b>	

**Correspondence**

**Administration**

**Operations**

BLFD responded to 36 calls in Nov/Dec

- Structure (0)
- EMS (18)
- Haz Mat (0)
- Vehicle Acc. (3)
- Public Service (11)
- Smoke Checks (3)
- Other, wires (1)
- Mutual Aide calls (2) Boulder, FEL(2) CZU(1)
- 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: December 17, 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

**\$ 32,913.39** .

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

**December 17, 2025** .

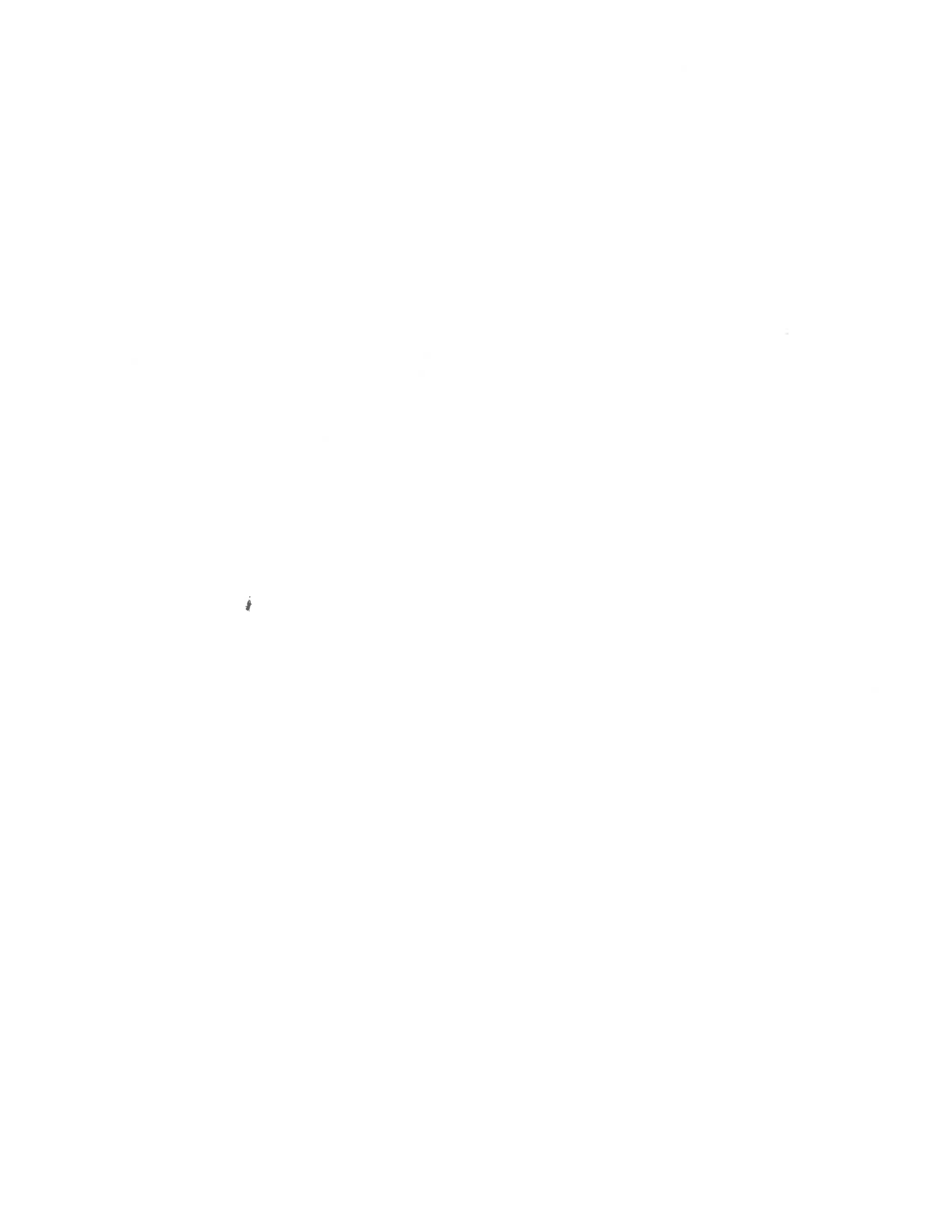
Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_



# CLAIMS BY VENDOR

11/26/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
ATCHISON, BARISONE & CONDOTTI	//	62381	Services 10/01-10/31/25	\$101.50	<input type="checkbox"/>
AYERS, MIKE	//	62826	Reimb. - pmt for DO 1B class instructor fee 10/2-10/12/25	\$800.00	<input type="checkbox"/>
SANTA CRUZ FIRE EQUIPMENT	//	61848	Semi-annual service kitchen suppression system	\$287.32	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maint. supplies	\$305.10	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61731	Main account bill- pull cord handles	\$7.65	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe and back up softwares, UPS for server	\$263.14	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63074	Main account bill- Arden property PG&E and SLV Water billings	\$76.86	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	Main account bill- car wash supplies for engines	\$97.39	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62221	Main account bill- postage	\$29.62	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Main account bill- ring cutter, bandages	\$424.73	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Main account bill- station flag replacement	\$155.61	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63074	Main account bill- station PG&E and SLV Water billings	\$1,531.71	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Verizon billing, Starlink billing	\$1,115.17	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	Main account bill- waste baskets	\$20.89	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62715	Main account bill-asstd shop tools	\$199.21	<input type="checkbox"/>
				<b>Total</b>	<b>\$5,415.90</b>



# CLAIMS BY VENDOR

12/03/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
BEN LOMOND FIRE DEPT AUXILIARY	//	86110	payment to SLV Raingutters- part of roof replacement 2025	\$2,150.00	<input type="checkbox"/>
BEN LOMOND FIRE DEPT AUXILIARY	//	61310	Reimbursement- beverages, creamers	\$266.72	<input type="checkbox"/>
BEN LOMOND FIRE DEPT AUXILIARY	//	86110	Roof repair 2025- bal. due for labor (supply charges paid directly)	\$11,506.79	<input type="checkbox"/>
IHWY, LLC	//	62381	Web hosting / Mail Accts for December 2025	\$105.00	<input type="checkbox"/>
LAVERNE, JESSE	//	62826	Reimbursement- completion of EMT course, fees, NREMT	\$1,000.00	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61730	SCBA flow testing (completed in April )	\$2,031.64	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61731	SCBA repair parts- Air Pak X3 / guage line assembly	\$772.70	<input type="checkbox"/>
<b>Total</b>				<b>\$17,832.85</b>	



**CLAIMS BY VENDOR**

12/10/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
BEN LOMOND FIRE DEPT AUXILIARY	/ /	62888	Reimbursement of portion of paynight gifts	\$4,300.00	<input type="checkbox"/>
BEN LOMOND LIQUORS INC	/ /	61310	Paynight beverages	\$729.35	<input type="checkbox"/>
COAST PAPER & SUPPLY INC	/ /	61425	Paper goods supplies - toilet tissue, towels, clear trash bags	\$288.31	<input type="checkbox"/>
GREENWASTE RECOVERY INC	/ /	61425	Garbage & Recycle 11/01-11/30/25	\$154.16	<input type="checkbox"/>
L.N. CURTIS & SONS	/ /	61110	4 black helmets, 9 Pelican flashlights (part of VFC grant)	\$2,560.85	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	/ /	52015	PARS administrator services for month ending 10/31/25	\$300.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	/ /	61425	Dump fees- November 2025	\$85.05	<input type="checkbox"/>
SANTA CRUZ FIRE EQUIPMENT	/ /	61730	Service of all fire extinguishers on 12/03/25	\$374.33	<input type="checkbox"/>
WEX BANK	/ /	62920	Shell Card billing - fuel purchases	\$872.59	<input type="checkbox"/>
<b>Total</b>				<b>\$9,664.64</b>	



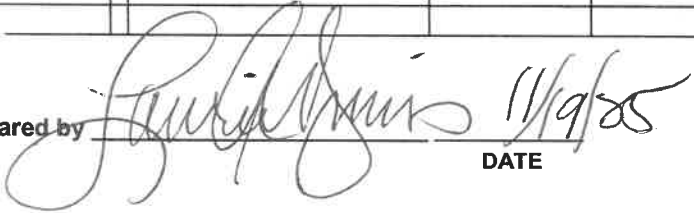
**Board Mtg. - Vendor Totals  
December 17, 2025**

<b>Vendor Claim Sheets</b>	<b>\$ Amount</b>	<b>Date</b>
Page 1 total	\$5,415.90	26-Nov-25
Page 2 total	\$17,832.85	3-Dec-25
Page 3 total	\$9,664.64	10-Dec-25
<b>Grand Total Vendor Claims</b>	<b>\$32,913.39</b>	

**TOTALS**



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	3.00	\$225.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	3.00	\$225.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
803842	Garrett Fisher	\$25.00	HOURLY	888	64.00	\$1,600.00
803879	Kevin Giannini	\$25.00	HOURLY	888	8.00	\$200.00
804095	Audrey Dawson	\$25.00	HOURLY	888	8.00	\$200.00
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by  DATE 11/19/25

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 8  
 Line Entries 9  
 Total Reg. & Special Hours 32.0  
 Total Regular & Special Amounts \$8,431.54



<b>VOLUNTEER PAY</b>		\$0.00
<b>TOTAL</b>	<b>32.00</b>	<b>\$8,431.54</b>

51000 Regular Pay	\$7,970.00
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$8,431.54</b>

0.00 \*  
 8,431.54 +  
 1,184.00 -  
 7,247.54 \*



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	5.00	\$375.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	6.00	\$450.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	2.00	\$150.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
803842	Garrett Fisher	\$25.00	HOURLY	888	40.00	\$1,000.00
804095	Audrey Dawson	\$25.00	HOURLY	888	16.00	\$400.00
804051	Owen Garrahan	\$25.00	HOURLY	888	12.00	\$300.00
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by

*[Signature]* 12/05/25  
 DATE

**Payroll Batch Control**

Employees 8

Line Entries 9

Total Reg. & Special Hours 32.0

Total Regular & Special Amounts \$8,056.54

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$7,595.00
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00



**TOTAL** 32.00 \$8,056.54

51000 Regular Pay	\$7,595.00
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$8,056.54</b>

••0• %

8,056.54 x  
 1,184.00 -  
 6,872.54 \*



# BLFD YTD with var- Brd Report

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] and Dept [\*]

FY 2026

Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance
<b>GL Key: 680600 – BEN LOMOND FIRE PROTECTIN DIST</b>						
<b>Revenues</b>						
<b>Character: 01 – TAXES</b>						
40100	PROPERTY TAX-CURRENT SEC-GEN	1,090,338.00	1,090,338.00	0.00	0.00	1,090,338.00
40110	PROPERTY TAX-CURRENT UNSEC-GEN	23,433.00	23,433.00	-127.25	21,753.18	1,679.82
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	322.32	1,231.76	-1,231.76
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	1,727.02	8,677.16	-8,677.16
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	59.23	742.63	-742.63
40160	SUPP PROP TAX-PRIOR SEC	0.00	0.00	123.89	991.00	-991.00
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	152.40	534.90	-534.90
Total 01 – TAXES		1,113,771.00	1,113,771.00	2,257.61	33,930.63	1,079,840.37
<b>Character: 07 – FINES, FORFEITURES &amp; ASSMNTS</b>						
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	16.48	114.34	-114.34
44143	REDMPTN PNLTTES FOR DELINQ TYS	0.00	0.00	12.50	131.25	-131.25
Total 07 – FINES, FORFEITURES & ASSMNTS		0.00	0.00	28.98	245.59	-245.59
<b>Character: 10 – REV FROM USE OF MONEY &amp; PROP</b>						
40430	INTEREST	0.00	0.00	0.00	62,652.66	-62,652.66
40440	RENTS - (PRIOR RENTS & CONC)	56,544.00	56,544.00	0.00	19,400.12	37,143.88
Total 10 – REV FROM USE OF MONEY & PROP		56,544.00	56,544.00	0.00	82,052.78	-25,508.78
<b>Character: 15 – INTERGOVERNMENTAL REVENUES</b>						
40830	ST-HOMEOWNERS' PROP TAX RELIEF	5,002.00	5,002.00	799.95	799.95	4,202.05
40894	ST-OTHER	8,992.00	8,992.00	0.00	0.00	8,992.00
Total 15 – INTERGOVERNMENTAL REVENUES		13,994.00	13,994.00	799.95	799.95	13,194.05
<b>Character: 23 – MISC. REVENUES</b>						
42384	OTHER REVENUE	0.00	0.00	0.00	1,561.13	-1,561.13
Total 23 – MISC. REVENUES		0.00	0.00	0.00	1,561.13	-1,561.13
Total Revenues		1,184,309.00	1,184,309.00	3,086.54	118,590.08	1,065,718.92
<b>Expenditures</b>						
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>						
51000	REGULAR PAY-PERMANENT	221,000.00	221,000.00	0.00	80,457.95	140,542.05
51010	REGULAR PAY-EXTRA HELP	134,425.00	134,425.00	0.00	117,727.00	16,698.00
51015	REGULAR PAY-SICK LEAVE	10,000.00	10,000.00	0.00	0.00	10,000.00
52010	CASDI-SOCIAL SECURITY	28,000.00	28,000.00	0.00	15,857.32	12,142.68
52015	PERKS	29,600.00	29,600.00	0.00	12,379.23	17,220.77
53010	EMPLOYEE INSURANCE & BENEFITS	14,500.00	14,500.00	0.00	5,372.27	9,127.73
53015	UNEMPLOYMENT INSURANCE	7,000.00	7,000.00	0.00	57.87	6,942.13

# BLFD YTD with var- Brd Report

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] and Dept [\*]

FY 2026

Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance
<b>GL Key: 680600 – BEN LOMOND FIRE PROTECTN DIST</b>						
<b>Expenditures</b>						
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>						
54010	WORKERS COMPENSATION INSURANCE	20,000.00	20,000.00	0.00	10,257.00	9,743.00
Total 50 – SALARIES AND EMPLOYEE BENEF		464,525.00	464,525.00	0.00	242,108.64	222,416.36
<b>Character: 60 – SERVICES AND SUPPLIES</b>						
61110	CLOTHING & PERSONAL SUPPLIES	34,500.00	34,500.00	0.00	3,264.72	31,235.28
61217	RADIO	43,679.00	43,679.00	0.00	12,344.38	31,334.62
61221	TELEPHONE-NON TELECOM 1099	20,900.00	20,900.00	1,115.17	5,666.54	15,233.46
61310	FOOD	8,000.00	8,000.00	266.72	1,365.28	6,634.72
61425	OTHER HOUSEHOLD EXP-SERVICES	3,800.00	3,800.00	0.00	1,766.10	2,033.90
61525	LIABILITY INSURANCE	58,538.00	58,538.00	0.00	58,536.00	2.00
61720	MAINT-MOBILE EQUIPMENT-SERV	15,000.00	15,000.00	0.00	5,013.42	9,986.58
61721	MAINT-MOBILE EQUIPMENT-SUPPLIES	70,950.00	70,950.00	97.39	9,996.01	60,953.99
61725	MAINT-OFFICE EQUIPMENT-SERVICES	700.00	700.00	0.00	200.45	499.55
61730	MAINT-OTH EQUIP-SERVICES	8,000.00	8,000.00	2,031.64	3,430.87	4,569.13
61731	MAINT-OTH EQUIP-SUPPLIES	5,500.00	5,500.00	780.35	1,168.11	4,331.89
61846	MAINT-STRUCT/IMPS/GRDS-OTH-SUPP	18,562.00	18,562.00	325.99	4,436.93	14,125.07
61848	MAINT-STRUCT/GRDS-OTH-SRV	14,000.00	14,000.00	287.32	6,352.75	7,647.25
61855	ROAD REPAIRS-SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00
61920	MEDICAL, DENTAL & LAB SUPPLIES	4,800.00	4,800.00	424.73	1,215.46	3,584.54
62020	MEMBERSHIPS	2,780.00	2,780.00	0.00	1,900.00	880.00
62219	PC SOFTWARE PURCHASES	14,450.00	14,450.00	263.14	6,271.40	8,178.60
62221	POSTAGE	500.00	500.00	29.62	115.90	384.10
62223	SUPPLIES	1,000.00	1,000.00	0.00	164.39	835.61
62301	ACCOUNTING AND AUDITING FEES	22,500.00	22,500.00	0.00	4,440.00	18,060.00
62327	DIRECTORS' FEES	8,000.00	8,000.00	0.00	4,300.00	3,700.00
62358	LAUNDRY SERVICES	450.00	450.00	0.00	0.00	450.00
62367	MEDICAL SERVICES-OTHER	12,000.00	12,000.00	0.00	4,312.00	7,688.00
62381	PROF & SPECIAL SERV-OTHER	28,179.00	28,179.00	206.50	2,467.95	25,711.05
62420	LEGAL NOTICES	600.00	600.00	0.00	460.60	139.40
62715	SMALL TOOLS & INSTRUMENTS	31,312.00	31,312.00	199.21	7,443.90	23,868.10
62826	EDUCATION AND/OR TRAINING	40,000.00	40,000.00	1,800.00	2,314.52	37,685.48
62888	SPEC DIST EXP-SERVICES	21,443.00	21,443.00	155.61	1,615.60	19,827.40
62920	GAS, OIL, FUEL	25,000.00	25,000.00	0.00	7,726.05	17,273.95
62928	TRAVEL-OTHER(NON-REPT)	5,000.00	5,000.00	0.00	0.00	5,000.00
63074	UTILITIES	25,578.00	25,578.00	1,608.57	8,411.14	17,166.86
Total 60 – SERVICES AND SUPPLIES		546,721.00	546,721.00	9,591.96	166,700.47	380,020.53

# BLFD YTD with var- Brd Report

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] and Dept [\*]

FY 2026

Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance
<b>GL Key: 680600 – BEN LOMOND FIRE PROTECTN DIST</b>						
<b>Expenditures</b>						
<b>Character: 70 – OTHER CHARGES</b>						
74230	PRINCIPAL ON FINANCED PURCH	77,500.00	77,500.00	0.00	0.00	77,500.00
74420	INTEREST ON FINANCED PURCHASES	6,050.00	6,050.00	0.00	0.00	6,050.00
Total 70 – OTHER CHARGES		83,550.00	83,550.00	0.00	0.00	83,550.00
<b>Character: 80 – FIXED ASSETS</b>						
86110	BUILDINGS AND IMPROVEMENTS	80,000.00	80,000.00	13,656.79	40,954.26	39,045.74
86203	COMPUTER EQUIPMENT	8,000.00	8,000.00	0.00	0.00	8,000.00
86204	EQUIPMENT	5,513.00	5,513.00	0.00	0.00	5,513.00
86209	MOBILE EQUIPMENT	156,000.00	156,000.00	0.00	155,388.72	611.28
Total 80 – FIXED ASSETS		249,513.00	249,513.00	13,656.79	196,342.98	53,170.02
Total Expenditures		1,344,309.00	1,344,309.00	23,248.75	605,152.09	739,156.91
Total 680600 – BEN LOMOND FIRE PROTECTN DIST		-160,000.00	-160,000.00	-20,162.21	-486,562.01	326,562.01
		-160,000.00	-160,000.00	-20,162.21	-486,562.01	326,562.01



**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: 2025-08**

**Approving the Department of Forestry and Fire Protection Agreement # 7FG25702 for services from the date of last signatory on page 1 of the Agreement to September 30, 2026 under the Volunteer Fire Assistance 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 Assistance 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 \$1,712.50.

**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 17th day of December 2025, by the following vote:

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Signature, Board of Directors Member  
Lisa Hill President

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

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

Tom Maxson Vice President  
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 2025-08.

WITNESS MY HAND OR THE SEAL OF THE Ben Lomond Fire Protection District, on this 17th day of December, 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 Assistance

**GRANT AGREEMENT:** 7FG25702

**PROJECT PERFORMANCE PERIOD is from date upon approval through September 30, 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** **\$1,712.50** (or project costs, whichever is less).

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

Bermond Fire Protection District  
Applicant

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

By Stacie Brouder  
Signature of Authorized Representative

By \_\_\_\_\_

Title Fire Chief

Title: **David Scheurich  
Staff Chief, Cooperative Fire Protection**

Date December 17<sup>th</sup> 2025

Date \_\_\_\_\_

**CERTIFICATION OF FUNDING**

GRANT AGREEMENT NUMBER <b>7FG25702</b>	PO ID	SUPPLIER ID
FUND <b>0001</b>	FUND NAME General Fund	
PROJECT ID 354025DG2012153	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING <b>\$1,712.50</b>
GL UNIT 3540	BUD REF 001	ADJ. INCREASING ENCUMBRANCE <b>\$ 0.00</b>
PROGRAM NUMBER 9999000FED	ENY <b>2025</b>	ADJ. DECREASING ENCUMBRANCE <b>\$ 0.00</b>
ACCOUNT 5340580	ALT ACCOUNT <b>5340580002</b>	UNENCUMBERED BALANCE <b>\$1,712.50</b>
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92802	

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

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

\_\_\_\_\_  
Date

VOLUNTEER FIRE ASSISTANCE PROGRAM  
TERMS AND CONDITIONS

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA  
Natural Resources Agency

Agreement for the Volunteer Fire Assistance 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  
*Her demand for protection District*  
\_\_\_\_\_, 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  
Assistance program in California, hereinafter referred to as VFA, authorized by the  
Infrastructure Investments and Jobs Act, Public Law 117-58, Section 40803(c)(12) and (f).
  2. This is a subaward under the FY25 State of California Volunteer Fire Assistance Grant  
#25-DG-11052012-153 awarded to STATE by the Forest Service on November 25, 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 VFA 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 February 28, 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 **\$1,712.50** 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 SEPTEMBER 30, 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 DECEMBER 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 VFA, 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 "VFA 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 VFA 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 VFA Funds.

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

LOCAL AGENCY:

*Ben Raymond Fire Protection District  
9430 Niguarda  
Ben Raymond ca. 95005  
Attention: Steve Brunker  
Telephone Number(s): 831-336-5495  
E-mail: b1f@dchierfghenlmondFd.com*

STATE:

Department of Forestry and Fire Protection  
Grants Management Unit, Attn: VFA  
P. O. Box 944246  
Sacramento, California 94244-2460  
E-MAIL: [CALFIRE.GRANTS@fire.ca.gov](mailto:CALFIRE.GRANTS@fire.ca.gov)

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.

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.

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.

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.

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.

18. **EQUIPMENT INVENTORY**: Any single item purchased in excess of \$10,000 will be assigned a VFA 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 VFA 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.

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%.

29.

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.

28.

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.

27.

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.

26.

TERM: The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through September 30, 2026.

25.

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.)

- 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.

c. Every employee who works on the proposed Agreement will:

- 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.

b. Establish a Drug-Free Awareness Program to inform employees about:

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	\$ 2,825.00
2.	Safety - Wildland	CREWBOSS WILDLAND P	10	\$ 255.00	<del>\$ 2,550.00</del>
3.	Safety - Wildland	WILDLAND COATS CREW	10	\$ 410.00	<del>\$ 4,100.00</del>
4.	Safety - Structural	STRUCTURE GLOVES	10	\$ 140.00	<del>\$ 1,400.00</del>
5.	Safety - Structural	STRUCTORE HELMET	6	\$ 535.00	<del>\$ 3,210.00</del>
6.	Safety - Structural	STRUCTORE BOOTS	4	\$ 675.00	<del>\$ 2,700.00</del>
7.	Equipment - Wildland	FLASH LIGHTS	10	\$ 60.00	\$ 600.00
8.	Equipment - Structural	HELMET LIGHT Safety	10	\$ 60.00	<del>\$ 600.00</del>
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 Amount: \$1,712.50  
AJ

Project Total Cost: \$ 17,985.00

Approved Project: \$3,425.00 Page 3 of 6

Organization Name: Ben Lomond Fire Protection District





**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> 7FG25702
---	--

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

Prefix:  First Name:

Middle Name:

Last Name:

Suffix:

Title:

<b>SIGNATURE(S)</b> 	<b>DATE</b> <input type="text" value="12-17-2025"/>
--	--

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.