



# BEN LOMOND FIRE PROTECTION DISTRICT

## AGENDA of the BOARD OF DIRECTORS

Ben Lomond Fire Protection District.

Wednesday March 18, 2026 at 9:00 AM

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

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

[blfdchief@benlomondfd.com](mailto: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 Tom Maxson, Director (Vice) Marty Walker, Director Kirt Hackett

Director Lisa Hill, Director Andrew Cope and Fire Chief Stacie Brownlee

#### REGULAR MEETING- Call TO ORDER

#### OPEN TIME FOR PUBLIC EXPRESSION

Please observe a three minute time limit

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a more lengthy presentation or Board deliberation will be considered for placement on the agenda for discussion at a future meeting. There will also be an opportunity to comment on action items, following Board discussion and before any action is taken. The Board asks anyone who speaks to state their name.

#### DIRECTOR MATTERS/AGENDA AMENDMENTS

Directors may report on their activities and meetings.

Any changes to the agenda may be made at this time.

#### CHIEF'S REPORT

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

#### COMMUNICATIONS-

#### BOARD CALENDER EVENTS- 700 Forms

#### 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 February 18, 2026

2. Regular Meeting of March 18, 2026
3. Approval of Expenditures for March 18, 2026
  - 1.1 Paid bills in the amount of \$ 32,757.99
  - 1.2 Paid Payroll in the amount of \$ 16,638.08

#### **Old BUSINESS**

1. SOP Review  
**Key discussion points:** SOP #2150 Separation of District Employment  
**Decision(s) made:**  
**Action items and assignee(s)**
2. Type 3  
**Key discussion points:**  
**Decisions made:**  
**Action Items and assignees:**
3. RING  
**Key discussion points:** Letter from the Board  
**Decision(s) made:**  
**Action items and assignee(s)**

#### **NEW BUSINESS**

1. 2026-2027 Budget  
**Key discussion points:** Upcoming budget request \$ amounts for future projects?  
**Decision(s) made:**  
**Action items and assignee(s)**

#### **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 –April 15, 2026

#### **ADJOURNMENT/**



# BEN LOMOND FIRE PROTECTION DISTRICT

## Board Meeting Minutes

Regular Board Meeting

Wednesday February 18, 2026 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 Tom Maxson, Director Andrew Cope, Director Kirt Hackett and Director Marty Walker

**Fire District Staff:** Chief Brownlee

**Absent:** Director Lisa Hill

**Also Present:**

**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, February 18, 2026, Chairperson Maxson called the meeting to order at 9:00 AM.

### OPEN TIME FOR PUBLIC EXPRESSION

Please observe a three-minute time limit

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board deliberation will be considered for placement on the agenda for discussion at a future meeting. There will also be an opportunity to comment on action items, following Board discussion and before any action is taken. The Board asks anyone who speaks to state their name.

### DIRECTOR MATTERS/AGENDA AMENDMENTS

Directors may report on their activities and meetings.

Any changes to the agenda may be made at this time.

### CHIEF'S REPORT

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

### COMMUNICATIONS-

### BOARD CALENDER EVENTS-

**COMMITTEE REPORTS-** Committees set. Budget- Marty & Lisa, Building- Marty & Andrew. Chiefs review- Kirt & 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 January 21, 2026
2. Regular Meeting of February 18, 2026
3. Approval of Expenditures for February 18, 2026
  - 1.1 Paid bills in the amount of \$ 21,193.05
  - 1.2 Paid Payroll in the amount of \$16,863.08

Approval of Consent Calendar Items

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

Ayes:, Director Maxson, Director Walker and Director Cope & Hackett

Noes: None

Abstain: None

Absent: Director Hill

#### Old BUSINESS

1. SOP Review

**Key discussion points:** SOP #2160 Confidentiality Regarding Resignations

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

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

2. Type 3

**Key discussion points:**

**Decisions made:** None

**Action Items and assignees:**

3. RING

**Key discussion points:** Board approved the support letter to the County

**Decisions made:**

**Action Items and assignees:**

#### NEW BUSINESS

1. 2024-2025 Audit

**Key discussion points:**

**Decision(s) made:** None

**Action items and assignee(s)**

2. Ride Along Baymont

**Key discussion points:** Board approved the ride along

**Decision(s) made:**

**Action items and assignee(s)**

#### 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 –March 18, 2026

#### ADJOURNMENT

ATTEST: \_\_\_\_\_  
Chairperson Tom Maxson

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

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

**Date: March 18, 2026**

**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

\$ 32,757.99.

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

March 18, 2026.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

**CLAIMS BY VENDOR**

02/25/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
L.N. CURTIS & SONS	//	61110	2 @ yellow 880 MSA Cairns helmet (part of 50/50 grant)	\$1,039.53	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61721	Chain saw mount 2204	\$253.30	<input type="checkbox"/>
PEHLING & PEHLING CPAS	//	62301	Audit services- preparation and filing of State Controller Office reporting	\$620.00	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 12/31/25	\$300.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61720	Main account bill- 2266 smog check- Ernies Service	\$59.75	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62826	Main account bill- Academy training books, blackout SCBA masks for training	\$780.47	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Main account bill- Adobe, back up softwares	\$64.10	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63074	Main account bill- Arden PG&E and SLV Water billings	\$86.04	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61217	Main account bill- Radio VHF High Band frequencies	\$2,760.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63074	Main account bill- Station PG&E and SLV water billings	\$2,247.77	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Main account bill- Verizon and Starlink billings, faxline	\$1,123.57	<input type="checkbox"/>
<b>Total</b>				<b>\$9,334.53</b>	

# CLAIMS BY VENDOR

03/04/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
COAST PAPER & SUPPLY INC	//	61425	Paper goods supplies - garbage liners, multi-fold towels	\$155.67	<input type="checkbox"/>
County OF Santa Cruz - H S A	//	62826	J LaVerne- EMT fee #E213462	\$150.00	<input type="checkbox"/>
EMT CERTIFICATION FUND / EMSA	//	62826	EMT program - State EMT fee J. LaVerne #E213462	\$75.00	<input type="checkbox"/>
IHWY, LLC	//	62381	Web hosting / Mail Accts for March 2026	\$105.00	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61110	10 wildland nomex coats, 10 wildland nomex , 10 pair gloves	\$7,928.38	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61721	12 large tool clamps	\$123.83	<input type="checkbox"/>
L.N. CURTIS & SONS	//	61721	6 tool clamps	\$37.04	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	62826	BFFA training supplies (will be reimbursed)	\$271.85	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61846	Station maintenance - cable ties, stair lights (upstair treads), misc. hardware	\$276.61	<input type="checkbox"/>
SCARBOROUGH LUMBER & BUILDING SUPPLY	//	61721	Vehicle maintenance supplies	\$29.53	<input type="checkbox"/>
SCOTT'S PPE RECON INC	//	61110	Turnouts pant repair- patch hole in leg, replace knee, clean (Chen-Bromley)	\$123.00	<input type="checkbox"/>
<b>Total</b>				<b>\$9,275.91</b>	

# CLAIMS BY VENDOR

03/11/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 680600</b>					
FIRE RISK MANAGMENT SERVICES-FRMS	//	53010	Monthly insurance premium - April 2026	\$176.26	<input type="checkbox"/>
GREENWASTE RECOVERY INC	//	61425	Garbage & Recycle Feb 2026	\$154.16	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES INC	//	61110	Shipping on returned/replaced boots (replaces prev. inv.)	\$15.30	<input type="checkbox"/>
PUBLIC AGENCY RETIREMENT SERVICES	//	52015	PARS administrator services for month ending 01/31/26	\$300.00	<input type="checkbox"/>
SANTA CRUZ REGIONAL 911	//	61217	per Tablet Command Part. Agrmt- annual charges for FY25/26 (TC fees, staffing, end user lic - 12, GPS)	\$12,529.17	<input type="checkbox"/>
SCM PERFORMANCE	//	61720	Labor- 2204 oil change, tire rotation, cab air filter change	\$160.00	<input type="checkbox"/>
SCM PERFORMANCE	//	61848	Labor- troubleshoot hot water heater upstairs, replace circuit breaker	\$160.00	<input type="checkbox"/>
WEX BANK	//	62920	Shell Card billing - fuel purchases	\$652.66	<input type="checkbox"/>
<b>Total</b>				<b>\$14,147.55</b>	

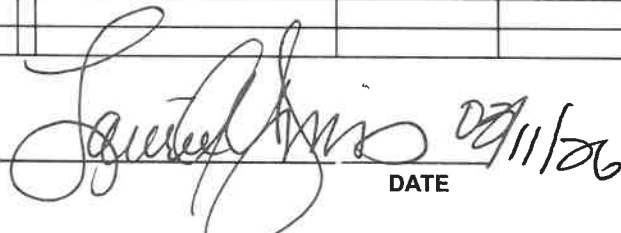


PAYROLL SD 02  
 PAY PERIOD #06  
 GL KEY#

Beg Date: 02/28/26

ATTN: Auditor-Controller  
 End Date: 03/13/26

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	4.00	\$300.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	7.00	\$525.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
803842	Garrett Fisher	\$25.00	HOURLY	888	16.00	\$400.00
804051	Owen Garrahan	\$25.00	HOURLY	888	32.00	\$800.00
804050	Connor Scarborough	\$25.00	HOURLY	888	32.00	\$800.00
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by  DATE 02/11/26

**Payroll Batch Control**

Employees 7  
 Line Entries 8

Total Reg. & Special Hours 32.0  
 Total Regular & Special Amounts \$8,206.54

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$7,745.00
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

**VOLUNTEER PAY**  
**TOTAL 32.00 \$8,206.54**

51000 Regular Pay	\$7,745.00
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$8,206.54</b>

0.00 \*  
 8,206.540 +  
 1,184.000 -  
 7,022.540 \*

**PAYROLL SD 02**  
**PAY PERIOD #05**  
**GL KEY#**

**Beg Date: 02/14/26**

**ATTN: Auditor-Controller**  
**End Date: 02/27/26**

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	6.00	\$450.00
803541	Nick Burgess	\$75.00	PER SHIFT	888	2.00	\$150.00
801757	Matt Sanders	\$75.00	PER SHIFT	888	6.00	\$450.00
		\$75.00	PER SHIFT	888	0.00	\$0.00
<b>DAY WORKER- STATION</b>						
<b>EMPLOYEE #</b>						
803842	Garrett Fisher	\$25.00	HOURLY	888	32.00	\$800.00
804051	Owen Garrahan	\$25.00	HOURLY	888	24.00	\$600.00
804050	Connor Scarborough	\$25.00	HOURLY	888	16.00	\$400.00
804095	Audrey Dawson	\$25.00	HOURLY	888	8.00	\$200.00

Prepared by

*Laurie Dennis*  
 DATE

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$9,970.00
VACATION	0.00	\$0.00
Health Benefit Stipend	0.00	\$461.54
SICK	0.00	\$0.00

**Payroll Batch Control**

Employees 9

Line Entries 10

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	\$9,970.00
51015 Sick Pay	\$0.00
51010 Volunteer Pay	\$0.00
53010 Emp Ins & Ben	\$461.54
<b>Total</b>	<b>\$8,431.54</b>

0.000 \*

8,431.540 +

1,184.000 -

7,247.540 \*

# 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>Revenues</b>						
<b>Character: 01 - TAXES</b>						
40100	PROPERTY TAX-CURRENT SEC-GEN	1,090,338.00	1,090,338.00	0.00	605,507.37	484,830.63
40110	PROPERTY TAX-CURRENT UNSEC-GEN	23,433.00	23,433.00	0.00	21,771.82	1,661.18
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	0.00	1,778.91	-1,778.91
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	0.00	11,693.24	-11,693.24
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	0.00	749.19	-749.19
40160	SUPP PROP TAX-PRIOR SEC	0.00	0.00	0.00	1,249.15	-1,249.15
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	0.00	715.58	-715.58
Total 01 - TAXES		1,113,771.00	1,113,771.00	0.00	643,465.26	470,305.74
<b>Character: 07 - FINES, FORFEITURES &amp; ASSMNTS</b>						
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	0.00	146.42	-146.42
44143	REDMPTN PNLTTES FOR DELINQ TXS	0.00	0.00	0.00	175.67	-175.67
Total 07 - FINES, FORFEITURES & ASSMNTS		0.00	0.00	0.00	322.09	-322.09
<b>Character: 10 - REV FROM USE OF MONEY &amp; PROP</b>						
40430	INTEREST	0.00	0.00	0.00	100,129.24	-100,129.24
40440	RENTS - (PRIOR RENTS & CONC)	56,544.00	56,544.00	0.00	33,716.48	22,827.52
Total 10 - REV FROM USE OF MONEY & PROP		56,544.00	56,544.00	0.00	133,845.72	-77,301.72
<b>Character: 15 - INTERGOVERNMENTAL REVENUES</b>						
40830	ST-HOMEOWNERS' PROP TAX RELIEF	5,002.00	5,002.00	0.00	2,666.50	2,335.50
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	0.00	2,666.50	11,327.50
<b>Character: 23 - MISC. REVENUES</b>						
42384	OTHER REVENUE	0.00	0.00	0.00	1,882.73	-1,882.73
Total 23 - MISC. REVENUES		0.00	0.00	0.00	1,882.73	-1,882.73
Total Revenues		1,184,309.00	1,184,309.00	0.00	782,182.30	402,126.70
<b>Expenditures</b>						
<b>Character: 50 - SALARIES AND EMPLOYEE BENEF</b>						
51000	REGULAR PAY-PERMANENT	221,000.00	221,000.00	7,970.00	135,046.49	85,953.51
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	OASDI-SOCIAL SECURITY	28,000.00	28,000.00	645.01	20,648.75	7,351.25
52015	PERS	29,600.00	29,600.00	1,346.08	20,601.79	8,998.21
53010	EMPLOYEE INSURANCE & BENEFITTS	14,500.00	14,500.00	461.54	8,681.69	5,818.31
53015	UNEMPLOYMENT INSURANCE	7,000.00	7,000.00	88.91	630.59	6,369.41

# 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
	<b>Total 70 – OTHER CHARGES</b>	<b>83,550.00</b>	<b>83,550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>83,550.00</b>
<b>Character: 80 – FIXED ASSETS</b>						
86110	BUILDINGS AND IMPROVEMENTS	80,000.00	80,000.00	0.00	49,510.71	30,489.29
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
	<b>Total 80 – FIXED ASSETS</b>	<b>249,513.00</b>	<b>249,513.00</b>	<b>0.00</b>	<b>204,899.43</b>	<b>44,613.57</b>
	<b>Total Expenditures</b>	<b>1,344,309.00</b>	<b>1,344,309.00</b>	<b>28,821.98</b>	<b>758,990.69</b>	<b>585,318.31</b>
	<b>Total 680600 – BEN LOMOND FIRE PROTECTN DIST</b>	<b>-160,000.00</b>	<b>-160,000.00</b>	<b>-28,821.98</b>	<b>23,191.61</b>	<b>-183,191.61</b>
		<b>-160,000.00</b>	<b>-160,000.00</b>	<b>-28,821.98</b>	<b>23,191.61</b>	<b>-183,191.61</b>



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

<b>TO:</b>	<b>Board of Directors</b>	<b>FROM:</b>	<b>Stacie Brownlee Fire Chief</b>
<b>SUBJECT:</b>	<b>Chief's Report</b>	<b>DATE:</b>	<b>03/18/2026</b>
	<b>Approved</b>	<b>Date</b>	

**Correspondence**

**Administration**

**Operations**

BLFD responded to 52 calls in Feb/Mar

- Structure (1)
- EMS (25)
- Haz Mat (0)
- Vehicle Acc. (1)
- Public Service (15)
- Smoke Checks (4)
- Other, wires (6)
- Mutual Aide calls (6) Boulder, FEL (2)
- Wildland (0)


**Training**

Ropes/Wildland

**Logistic**

ISO- Scheduled for May 4

**Fire Prevention/Ed**

	<b>Ben Lomond Fire Protection District</b>	<b>Policy # 2150</b> <b>Date 4/06</b>
	<b>SOP ADMINISTRATION PERSONNEL</b>	<b>TITLE: Separation from District Employment Policy</b> <b>Revision date 6/12</b>

**2150.1** Resignation - To leave District service in good standing, an employee must file a written notice of termination with the Fire Chief at least two weeks before the effective date. The Fire Chief may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the Fire Chiefs approval.

**2150.2** Layoffs - Whenever, in the judgment of the District Board of Directors, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Directors may abolish any position of employment, and the employee holding such position may be laid off or demoted.

**2150.3** Dismissal of Tenured Employees. A tenured employee may be dismissed at any time by the Fire Chief for cause, and after consulting with District Legal Counsel.

**2150.3.1** The following shall constitute sufficient cause for dismissal:

- Conviction of a felony;
- Fraud in securing employment;
- Misappropriation of District funds or property;
- Intentional or gross misconduct; and,
- Failure to respond or improve regarding an item specified in **Policy 2170 Disciplinary Action**, after an evaluation or corrective action plan has failed to produce an improvement to performance.
- Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.
- Severe physical or mental disability.

**2150.4** A probationary employee may be dismissed at any time during a probationary period without right of appeal or hearing. In case of such dismissal, the Fire Chief shall notify the dismissed probationary employee in writing that he/she is being separated from District service.

**2150.5** Dismissal of the Fire Chief shall be as outlined in the employment agreement between the Fire Chief and the District.

**2150.6** Notice of Dismissal. All employees shall be provided with a notice of dismissal. This notice shall be prepared by the Fire Chief after consultation with District Counsel and shall contain the following:

**2150.6.1** A description of the proposed action and its effective date or dates, and in the case of a tenured employee, the ordinance, regulation or rule violated;

**2150.6.2** A statement of the acts or omissions upon which the action is based;

**2150.6.3** A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

**2150.6.4** In the case of a tenured employee, a statement advising the employee of the right to file an appeal as provided in **2150.7** of this policy.

**2150.7** Procedures for Disciplinary Action and Dismissal of Tenured Employees.

**2150.7.1** A tenured employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the Fire Chief within five working days of the date of the notification. The Fire Chief shall then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format shall be available upon request. The Fire Chief shall issue his/her opinion and decision within ten working days of the hearing and may, if the Fire Chief finds that the dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.