BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Ben Lomond Fire Protection District.
Wednesday June 17, 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 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-

COMMITTEE REPORTS- Budget- Hill & Walker, Building- Hackett & Cope, Chiefs Rev.- Walker & 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 May 20, 2026

2. Regular Meeting of June 17, 2026
3. Approval of Expenditures for June 17, 2026
1.1 Paid bills in the amount of $44,323.08
1.2 Paid Payroll in the amount of $ 17,298.58

Old BUSINESS

1. SOP Review
   Key discussion points: SOP #218/4200 Purchasing Authorization/Bidding Procedure
   Decisions made
   Action items and assignee(s)
2. Type 3
   Key discussion points: Contract signature/ Resolution to move funds
   Decisions made:
   Action Items and assignees:
3. RING
   Key discussion points: Update
   Decision(s) made:
   Action items and assignee(s)
4. 2026-2027 Budget
   Key discussion points: Set date for public hearing
   Decision(s) made:
   Action items and assignee(s)
5. JPA
   Key discussion points:
   Decision(s) made:
   Action items and assignee(s)
6. Henflings
   Key discussion points: Letter attached to Board pack
   Decision(s) made:
   Action items and assignee(s)

NEW BUSINESS

1. Resolution NO. 2026-01 Moving Funds from Committed Mobile Equipment to GL#86209
   Key discussion points: Resolution to move funds
   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 –July 15, 2026

ADJOURNMENT/

BEN LOMOND FIRE PROTECTION DISTRICT
Board Meeting Minutes
Regular Board Meeting
Wednesday May 20, 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 Lisa Hill, Director Andrew Cope, Director Kirt Hackett and Director Marty Walker
Fire District Staff: Chief Brownlee
Absent: Director Tom Maxson,
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, May 20, 2026, Vice Chairperson Walker 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- Kirt & Andrew. Chiefs review- Marty & 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 April 15, 2026
2. Regular Meeting of May 20, 2026
3. Approval of Expenditures for May 20, 2026
   1.1 Paid bills in the amount of $ 155,569.75
   1.2 Paid Payroll in the amount of $16,850.58

Approval of Consent Calendar Items

Motion was made by Director Hill seconded by Director Hackett to approve all Consent Calendar items
Ayes: Director Hill, Director Walker and Director Cope & Hackett
Noes: None
Abstain: None
Absent: Director Maxson

Old BUSINESS

1. SOP Review
   Key discussion points: SOP #2180 Purchasing Authorization
   Decision(s) made: Molding #2180 and #4200 together
   Action items and assignee(s) Chief will work on it.
2. Type 3
   Key discussion points: Delivery date still May
   Decisions made: None
   Action Items and assignees: None
3. RING
   Key discussion points: Board discussed Ring. Have Supervisor Martinez come to a meeting
   Decisions made: None
   Action Items and assignees: None
4. Budget 26-27
   Key discussion points:
   Decision(s) made: None
   Action items and assignee(s) Motion was made by Director Hill seconded by Director Hackett to approve the 2026-2027 Preliminary Budget as presented.

Ayes: Director Hill, Director Walker and Director Cope & Hackett
Noes: None
Abstain: None
Absent: Director Maxson

5. JPA-Ring
   Key discussion points: Reviewed JPA for Fire District Council
   Decision(s) made: None
   Action items and assignee(s) Board approved the JPA as written.

NEW BUSINESS

1. Henflings:
   Key discussion points: Board was given the letter from Mario.
   Decision(s) made: None
   Action items and assignee(s) Board wants to see drawings and dimensions on the bike

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 –June 17, 2026

ADJOURNMENT

ATTEST: ______________________________ ______________________________
Chairperson Tom Maxson Stacie Brownlee, Secretary

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

TO:	Board of Directors	FROM:	Stacie Brownlee Fire Chief
SUBJECT:	Chief's Report	DATE:	06/17/2026
	Approved	Date	

Correspondence

Administration

Operations

BLFD responded to 67 calls in May/June

- Structure (0)
- EMS (46)
- Haz Mat (0)
- Vehicle Acc. (4)
- Public Service (5)
- Smoke Checks (2)
- Other, wires (2)
- Mutual Aide calls (5) Boulder, FEL (2)
- Wildland (1)

Training

Structure /Hose and Engineering

Logistic

Crew asking if they could do a raffle for vehicle extraction

Fire Prevention/Ed

Ben Lomond Fire Protection District
Board of Directors

RESOLUTION NO. **2026-01**
MOVING FUNDS FROM DISTRICT COMMITTED FUNDS ACCOUNT 34351; MOBILE EQUIPMENT

BE IT RESOLVED by the Board of Directors of the Ben Lomond Fire Protection District, on motion by Director ____________, duly seconded by Director ______________that Funds be moved from Committed Funds Mobile Equipment sub fund 34351 and distributed as follows:

86209 GL Mobile Equipment in the amount of $79,885.28 - for purchase of new Type 3 (Balance Due after lease disbursement)

REGULARLY PASSED AND ADOPTED this 17th day of June 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____
Tom Maxson, Chairperson
Board of Directors
Ben Lomond Fire Protection Dist.

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

Certified Stainless Service, Inc., dba West-Mark
2704 Railroad Avenue, Ceres CA 95307
P.O. Box 100, Ceres CA 95307
(209) 537-4747 - Fax (209) 537-1753
REMIT TO: P. O. BOX 100, Ceres, CA 95307-0100

ANTICIPATORY INVOICE

INVOICE #: M43137
INVOICE DATE: 06/01/26
CUSTOMER #: 65852
TERMS: NET DUE ON COMPLET

SOLD:
BEN LOMOND FIRE PROTECTION DISTRICT
9430 HIGHWAY 9
BEN LOMOND, CA 95005

SHIP:
BEN LOMOND FIRE PROTECTION DISTRICT
9430 HIGHWAY 9
BEN LOMOND, CA 95005

P.O. #	YEAR	SERIAL NO.	MFG	FOB	SALES REP
LETTER OF INTENT	2026	M43137	WEST-MARK	ATWATER	CLP

QTY	DESCRIPTION	AMOUNT	TOTAL
1	14BN167WP-AUX WILDLAND TYPE III	556,000.00	556,000.00
	VIN#: 3HAEETAR1TL692973		
	FIRE PROTECTION AND EMERGENCY USE ONLY		

THANK YOU FOR YOUR BUSINESS!

QUOTE		556,000.00
SALES TAX	9.50%	52,820.00
SUBTOTAL		608,820.00
LESS: DEPOSIT		-155,388.72
INVOICE TOTAL		453,431.28

LESS ESCROW BALANCE: -373,546.00
NET BALANCE DUE: 79,885.28

*A convenience fee of 3% will be charged on all credit card payments.
This account is subject to a FINANCE CHARGE for late payment. This charge is computed at an annual PERCENTAGE RATE OF 18% (Periodic monthly percentage rate of 1 1/2%) on the total past due balance remaining unpaid 30 days after the date of invoice. US FUNDS ONLY. For additional Terms fo Sale see www.west-mark.com.

EXHIBIT A
PAYMENT REQUEST FORM

Community First National Bank, Escrow Agent under an Escrow Agreement dated as of 5/13/2022, by and among the said Escrow Agent, Community First National Bank (Lessor), and the Ben Lomond Fire Protection District, (Lessee) is hereby requested to pay, from the Equipment Acquisition Fund held under said Escrow Agreement, to the persons, firms or corporation designated below as payee, the amount set forth opposite each such person's firm's or corporation's name, in payment of the Acquisition Costs (as defined in said Escrow Agreement) of the Equipment described on the attached page(s) designated opposite such Payee's name and account.

Payee	Amount	Equipment
West-Mark	$373,546.00	2026 Type III Engine VIN# 92973

By executing this Payment Request Form the Lessee hereby represents that the Payee or Payees listed above who are requesting payment have delivered the Equipment or a portion of the Equipment or performed the services to the satisfaction of the Lessee and that the amounts requested above by the Payee or Payees are proportionate with the value of the Equipment delivered or services rendered by the Payee or Payees.

Partial Disbursement. The undersigned certifies that the following documents are attached to this Payment Request Form when there is a request for a partial release of funds from the Escrow Account to pay for a portion of the Equipment: (1) Invoice from the Vendor, (2) copy of the agreement between Lessee and Vendor (if requested by the Lessor or Escrow Agent), (3) front and back copy of the original MSO/Title (if payment from Escrow Account is for a chassis) listing Community First National Bank and/or its assigns as the first lien holder. By executing this Payment Request Form and attaching the documents as required above, the Lessee shall be deemed to have accepted this portion of the Equipment for all purposes under the Lease, including, without limitation, the obligation of Lessee to make the Rental Payments with respect thereto in a proportionate amount of the total Rental Payment. By executing this Payment Request Form Lessee agrees that Lessee is the title owner to this portion of the Equipment and that in the event that any third party makes a claim to such title that Lessee will take all measures necessary to secure title including, without limitation, the appropriation of additional funds to secure title to this portion of the Equipment and keep the Lease in full force and effect.

Final Disbursement. The undersigned certifies that the following documents are attached to this Payment Request Form when there is a final release of funds from the Escrow Account: (1) Final Vendor Invoice, (2) Signed Acceptance Certificate, (3) Insurance Certificate, (4) front and back copy of the original MSO/Title listing Community First National Bank and/or its assigns as first lien holder (if not already received). By executing this Payment Request Form and attaching the documents as required above, the Lessee shall be deemed to have accepted the Equipment for all purposes under the Lease, including, without limitation, the obligation of Lessee to make the Rental Payments with respect thereto. By executing this Payment Request Form Lessee certifies that Lessee is the title owner to the Equipment and that in the event that any third party makes a claim to such title that Lessee will take all measures necessary to secure title including, without limitation, the appropriation of additional funds to secure title to the Equipment and keep the Lease in full force and effect.

LESSEE:
Ben Lomond Fire Protection District

____
Tom Maxson, President

____
Date

EXHIBIT D

ACCEPTANCE CERTIFICATE

Community First National Bank
215 S. Seth Child Road
Manhattan, KS 66502

Ladies and Gentlemen,

RE: Schedule of Equipment No. 01, dated 5/13/2022, to Master Equipment Lease Purchase Agreement, dated as of 5/13/2022, between Community First National Bank, as Lessor, and Ben Lomond Fire Protection District, as Lessee.

In accordance with the Master Equipment Lease Purchase Agreement (the "Agreement"), the undersigned Lessee hereby certifies and represents to, and agrees with Lessor as follows:

(1) All of the Equipment (as such term is defined in the Agreement) listed in the above referenced Schedule of Equipment (the "Schedule") has been delivered, installed and accepted on the date hereof.

(2) Lessee has conducted such inspection and/or testing of the Equipment listed in the Schedule as it deems necessary and appropriate and hereby acknowledges that it accepts the Equipment for all purposes.

(3) Lessee is currently maintaining the insurance coverage required by **Section 6.05** of the Agreement.

(4) No event or condition that constitutes, or with notice or lapse of time, or both, would constitute, an Event of Default (as defined in the Agreement) exists at the date hereof.

(5) Lessee has appropriated and/or taken other lawful actions necessary to provide moneys sufficient to pay all Rental Payments required to be paid under the Agreement during the current Budget Year of Lessee, and such moneys will be applied in payment of all Rental Payments due and payable during such current Budget Year.

(6) The governing body of Lessee has approved the authorization, execution and delivery of this Agreement on its behalf by the authorized representative of Lessee who signed the Agreement.

(7) The Lessee will in a timely fashion submit the appropriate paperwork to the State to have a title to the Equipment issued in their name as owner and Lessor listed as first lienholder. Such verification of perfected ownership and security interest will be provided to Lessor no later than 90 days from delivery of the Equipment.

LESSEE:
Ben Lomond Fire Protection District

Sign Here

____
Tom Maxson, President

____
Date

TITLE REGISTRATION & SECURITY INTEREST CERTIFICATION

RE: Schedule of Equipment No. 01, dated 5/13/2022, to Master Equipment Lease Purchase Agreement, dated as of 5/13/2022, between Community First National Bank, as Lessor, and Ben Lomond Fire Protection District, as Lessee.

Lease Number: 63946

One (1) New Type III Engine on Commercial Chassis

In accordance with the Agreement, the undersigned Lessee hereby certifies and represents to, and agrees with Lessor as follows:

1. The Agreement requires the completion of the ownership transfer and perfection of the lienholder process. This process is completed through submission of the documents to the State for a title to be issued in the name of the Lessee.

2. The Lessee will in a timely fashion submit the appropriate paperwork to the State to have a title to the Equipment issued in their name as owner and Lessor listed as first lienholder. Such verification of perfected ownership and security interest will be provided to Lessor no later than 90 days from delivery of the Equipment.

LESSEE:
Ben Lomond Fire Protection District

____
Tom Maxson, President

COMMUNITY LEASING PARTNERS

215 S. Seth Child Road
Manhattan, KS 66502
Phone: 888.777.7850
Fax: 888.777.7875

INSURANCE REQUEST FORM

Insured: Ben Lomond Fire Protection District
9430 Highway 9
Ben Lomond, CA 95005

Equipment to be insured: One (1) 2026 Type III Engine on Commercial Chassis
VIN#: 3HAEETAR1TL692973

Total Value of Equipment: $608,820.00

Certificate Holder: Community First National Bank and/or Its Assigns
215 S. Seth Child Road
Manhattan, KS 66502

INSURANCE REQUIREMENTS:

1. LIABILITY

- ✓ $1,000,000.00 Aggregate Bodily Injury
- ✓ $1,000,000.00 Combined Single Limit per Occurrence
- ✓ Community First National Bank and/or Its Assigns MUST be listed as **Additional Insured.**

2. PHYSICAL DAMAGE

- ✓ All risk coverage to guarantee proceeds sufficient to cover the replacement cost of the equipment.
- ✓ Community First National Bank and/or Its Assigns MUST be listed as **Loss Payee.**

3. ENDORSEMENT

- ✓ Lessor will receive at least thirty (30) days written notice from Insurer prior to alteration, cancellation or reduction of insurance coverage.

4. VERBIAGE TO INCLUDE IN DESCRIPTION

- ✓ One (1) 2026 Type III Engine on Commercial Chassis VIN# 3HAEETAR1TL692973 – Value: $608,820.00 as outlined on Lease# 63946
- ✓ Replacement Value (GRC, ACV, etc.)
- ✓ Comprehensive and Collision Deductibles

PLEASE EMAIL CERTIFICATE TO catroberts@clpusa.net OR FAX TO: 888.777.7875

If you need any additional information to issue this certificate, please call Cat at 888-777-7850.

231
721894
245765
692973

CERTIFICATE OF ORIGIN FOR A VEHICLE

DATE
MAY 30, 2025

INVOICE NO.
L50530047

VEHICLE IDENTIFICATION NO.
3HAEETAR1TL692973

YEAR
2026

MAKE
INTERNATIONAL

BODY TYPE
CAB & CHASSIS

SHIPPING WEIGHT
14881

H.P. (S.A.E.)

G.V.W.R.
35000

NO. CYLS.
6

SERIES OR MODEL
HV507 SFA 4x4

ENGINE NAME
CUM L9 330 330HP/2200 GOV

ENGINE NO.
99590456

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

INTERSTATE TRUCK CENTER
PO BOX 6463
STOCKTON, CA 95206

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

International Motors, LLC

BY: Melanie Wilson
(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

NAV3298149

1111 NORTHSHORE DR.
KNOXVILLE, TN 37919-3805
CITY STATE

3HAEETAR1TL692973

2180 SCOPE AND PURPOSE

This procedure gives guidance to District members when making purchases on behalf of the District. While this procedure gives specific authority for making purchases, it is not meant to replace good fiscal judgment for conducting business. It is imperative that the Fire Chief monitors and tracks the status of the various District budget accounts to ensure that money is available for a projected purchase.

Fixed Asset: $10,000 or greater in value and is a non-disposable item such as furniture, large tools and portable equipment and is required to be tracked as inventory.

Open Purchase Order: A pre-arranged charge account with a vendor for purposes of making routine purchases. The vendor will bill the District on regular intervals once several purchases have accumulated (typically for hardware, automotive parts, etc.).

Emergency Operations: The functions of the District during disaster, campaign and extended attack modes.

Contract: A formal agreement between parties to pay for services rendered. Typically, a contract would include the services to be rendered, under what conditions, by a given time, for an Identified amount.

Apparatus: Emergency response vehicles and associated equipment.

Mobile Equipment: All vehicles owned by the District including sedans and utility vehicles.

Facilities: Buildings and grounds where fire administration, fire training and maintenance are housed.

Maintenance: Activities that assure safety and reliability of District apparatus and facilities. Maintenance will also increase the serviceability and life of the asset.

2180.1 PROCEDURE

Purchases of items such as: new equipment, tools, furnishings or other Items that are not routine maintenance in nature that exceed $50.00. These purchases shall be reviewed by the Fire Chief.

All formal contracts for services shall be approved by the Fire Chief prior to entering into the contract. All formal contracts require either the signature of the Board of Directors Chairperson or the Fire Chief.

The passage of a budget by the Board of Directors authorizes the Fire Chief to utilize those funds as appropriated, and in conjunction with the District's purchasing policy.

Transfer of funds from District accounts shall be authorized by the Board of Directors.

Fire Chief: The Fire Chief is authorized to make any expenditure as appropriated by the Board of Directors.

2180.2 DEFINITIONS:

Supplies and Equipment mean all articles of things which shall be used by the District.

Contractual Services means all services which are required by the District.
Purchasing Cooperative means a group that are working together to use their combined purchasing volume to obtain more advantageous pricing through economies of scale.

Responsible Bid means an offer, submitted by a responsible bidder in ink or typewritten form, to furnish supplies, equipment or contractual services in conformity which the specifications, delivery terms and conditions, and other requirements included in the invitation for bids.

Responsible Bidder means a bidder, who submits a responsible bid; who has furnished, when requested information and data to prove that his/her financial resources, production or service facilities, service reputation and experience are adequate to make satisfactory delivery of the supplies, materials, equipment or contractual service on which he/she bids; and who has not violated, or attempted to violate any provisions of these regulations.

Bidder's List means a list of bidders for purposes of supplying equipment, supplies, materials or contractual service.

Construction Bids means a bidder is providing bids for facility construction or remodel under the California Uniform

Construction Cost Accounting Commission.

2180.2 COOPERATIVE PROCUREMENT PROCEDURES

The DISTRICT may purchase equipment and other commodities or services directly from a vendor without competitive bidding, if any of the following conditions exist:

The item cannot be obtained through ordinary purchasing procedures, such as in situations where no bidders respond to a request for bids;

The item is unique or is not available from any other source (sole source). This can include copyrighted materials, conference facilities, lecturers, and workshop presenters;

The item is available from the State, a RESA, or another DISTRICT provided the price, availability, and quality are comparable to those in the open market;

The item is available from a statewide contract and "piggybacking" by local governmental entities is permitted in the contract;

The item is available from a General Services Administration (GSA) schedule and the supplier is willing to sell to a DISTRICT in the state at the same or lower price.

The item is available from a sheltered workshop;
The item is available from a local purchasing cooperative, such as a RESA or a group of county boards that are working together to use their combined purchasing volume to obtain more
The item is available from a legitimate government purchasing cooperative that has already obtained competitive bids that meet the requirements of this policy, such as the NPPGov Fire Rescue GPO, the U.S. Communities Purchasing Alliance, or The Cooperative Purchasing Network (TCPN).

The item is a used vehicle or piece of equipment and its purchase is determined by the purchasing director to be in the best interest of the DISTRICT.

Documentation of the justification for using these alternative competitive procurement procedures must be maintained.

2180.3 COMPETITIVE BIDDING

Purchases to be on Competitive Bids - All purchases of the contracts for supplies, equipment and contractual services more than Twenty Thousand Dollars ($20,000) that cannot be obtained through cooperative purchasing procedures shall be based on competitive bids.

Competitive Bids to be solicited by Public Notice - If the amount of the purchase is estimated to exceed Twenty Thousand ($20,000), contract bids shall be solicited by public notice and written contracts.

Method and Extend of Notice – The method and extent of public notice soliciting contract bids shall be as prescribed by the Board of Directors. Said Notice shall set forth the deadline for submission of bids to the Secretary to the Board and the terms, conditions, and specifications of the proposed purchase.

Posting on Bulletin Board - Competitive bid purchase shall, in all cases be advertised by posting a copy of the Invitation for Bids on a public bulletin board in or adjacent to the District Administrative Office.

Solicitation of Bidders on Bidders' List - The Fire Chief or his designee shall in addition, solicit bids from prospective bidders on any pertinent District bidder's list by sending them copies of the invitation for Bids.

Submission of Bids - All bids shall be submitted sealed to the Secretary to the Board on or before the set deadline.

Surety - If required by the Board of Directors, each bid shall be accompanied by surety in form of a certified cashier's check or bid bond in such amount as shall be prescribed in the public notice inviting bids.

Bid Opening - The Fire Chief or his/her designee shall open all bids in the presence of the Secretary to the Board and other interested parties immediately after the deadline set for submission. A tabulation of all bids received, whether accepted or rejected, shall be made by the District's Secretary to the Board, and shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

Rejection of Bid - The Board of Directors may reject any and all bids and may re-advertise for bids when it determines the public interest will be served.

Award for Contract for Purchases - The contract shall be awarded by the Board of Directors to the lowest responsible bidder whose bid conforms to the Invitation for Bids.

Where Bids Tie - In the case of a tie for the lowest responsible bid, and if the public interest will not permit the delay of re-advertising for bids, the Board of Directors will award the contract to one of the bidders by drawing lots in public, or may make the purchase in the open market, provided the price paid in the open market shall not exceed the lowest contract bid price submitted.

Determining Lowest Responsible Bidder - In determining the lowest responsible bidder, the Board of Directors shall take into consideration the quality offered and it's conformity with the specifications, the delivery and discount terms and conditions of the bid, the service reputation of the bidder, and other information and data required to prove his her responsibility.

Effects of Failure of Successful Bidder to Enter Contract - If the successful bidder does not enter into a contract within ten (10) days after mailing or personal delivery of notice of award of contract, he/she shall forfeit in cash an amount equal to the amount of any surety which accompanied his/her bond, unless the District is responsible for the delay. She/he shall also be liable for any cost in excess of his/her bid price which the District incurs in purchasing the commodities or services elsewhere.

Faithful Performance Bond - If the Board of Directors so requires, the successful bidder shall furnish surety in the form of a certified or cashier's check or bond for the faithful performance of the contract in the amount specified.

Approval, Execution and Filing of Contracts - All contract bid forms and all contracts shall be approved by the District Counsel as to form and legality. Following such approval, all contracts shall be signed, on behalf of the District, by the Chairman of the Board of Directors. A copy of each signed contract shall be filed with the County Auditor-Controller.

2180.4. OPEN MARKET PURCHASES

Open Market Purchases are Authorized - If the amount of the purchase is estimated to be Three Thousand ($3,000) or less, it shall be an open market purchase and shall not be subject to Competitive Bidding requirements. An open market purchase shall, whenever possible, are based on at least three price quotations, except for an open market purchase of less than One Thousand Dollars ($1,000).

Soliciting Bids for Open Market Purchases - The Fire Chief may solicit quotations by contacting parties on the pertinent bidders' list; by posting a copy of an invitation for quotations on a public bulletin board in or adjacent to the District Administrative Office and/or by contacting others who in the judgment of the Fire Chief would be responsible suppliers.

Submission, Opening Tabulation - Quotations shall be submitted to the Fire Chief. The Secretary to the Board shall make a record of all written and telephoned quotations and such record shall be open to public inspection during regular business hours at least thirty (30) days after the date of the award of the contract.

Award to Open Market Bidder - All open market purchases shall be awarded to the party making the lowest responsible quotation. However, price and quality being equal, preference may be given to responsible local bidders.

2180.5 CONSTRUCTION BIDS
DEFINITIONS:

CUPCCAA was enacted in 1983 under Public Contract Code section 22000. This act allows:

- Allows local agencies to perform public project work of up to $45,000 with their own workforces (***Force Account***) if the agencies elect to follow the cost accounting procedures set forth in the *Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission*
- Public projects of $45,000 or less may be performed by negotiated contract, or by purchase order
- Public projects between $45,000 and $175,000 may be let to contract by informal procedures as set forth in the Act
- Public projects of more than $175,000 shall, except as otherwise provided in the Act, be let to contract by formal bidding procedure

2180.5.1 The Ben Lomond Fire Protection District (District) has elected, under Public Contract Code Section 22030, to become subject to the uniform public construction accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended.

2180.5.2 In accordance with the State of California Uniform Public Construction Cost Accounting Commission, the Ben Lomond Fire Protection District will establish an Informal Bidding Contractors List for each calendar year.

21805.3 Per California Public Contract Code 22032, any Public Works Project that is estimated to be below $175,000 is subject to the Informal Bidding Procedures set forth by the State of California Uniform Construction Cost Accounting Commission. All trade categories are subject to Informal Bidding Procedures.

2180.6 PROCEDURES FOR INFORMAL BIDDING:

District maintains list of "registered" contractors, identified by work category.

District mails notice inviting bids at least 10 days before bids due to:
- All contractors on list for category of work; or
- Specified trade journals; or
- Both.

Notice should describe project in general terms with information for how to obtain detailed information and time and place for submission of bids.
- May include site walk, where appropriate

Notice need not include drawings, plans, etc., unless required for preparing bid.

Governing Board may delegate authority to award informal contracts to specific staff members (e.g., to Fire Chief).

If all bids received exceed $175,000, Governing Board may pass four-fifths resolution, awarding contract to lowest responsible bidder if it determines District's cost estimate was reasonable.

2180.7 PROCEDURE FOR FORMAL BIDDING:

Public projects of more than $175,000 shall be let to contract by formal bidding procedures, including:
- Detailed architectural plans, voluminous bid and contract documents,
- Newspaper advertising for 14 days before bid opening;
- Notice in trade journals 15 days before bid opening;
- Other more detailed steps and processes.

2180.8 EMERGENCY CONTRACTS:

In cases of emergency when repair or replacements are necessary, the governing board may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing board, by contractor, or by a combination of the two.

By a four-fifths vote of the governing board, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

By a four-fifths vote of the governing board, the authority to enter emergency contracts may be delegated as long as the designee takes the action to the governing board within 7 days or at its next regularly scheduled meeting which shall be no more than 14 days after the action was taken. The designee must report at each following meeting until the action is terminated (contract completed).

2180.9 PUBLIC PROJECT

Public Project" per PCC §§ 22002(c) – These are not Repairs or Maintenance:

(1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.

(2) Painting or repainting of any publicly owned, leased, or operated facility.

2180.10 MAINTENANCE

Maintenance (per PCC §§ 22002(d))

(1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.

(2) Minor repainting.

(3) Resurfacing of streets and highways at less than one inch.

(4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

SPECIFIED TRADE JOURNALS:

Builders Exchange of Santa Clara County
400 Reed Street, Santa Clara, CA 95050
Phone: 408-727-4000
Fax: 408-727-2779
Email: mm@bxscco.com

Central Coast Builders Association
20 Quail Run Circle, Salinas, CA 93907
Phone: 831-758-1624
Fax: 831-758-6203
Email: staff@ccbuilds.com

2180.11 SUSPENSION OF REGULATIONS

Suspension of regulations - These regulations may be suspended by a vote of two/thirds of the Board of Directors upon the finding recorded in its minutes that competitive bidding or quotations would not be in the public interest.

In case of an emergency, the District Board may adopt a resolution by a two/thirds vote of all the members of the District Board declaring that the public interest and necessity demand immediate expenditure of public money to safeguard life, health or property. The district Board may expend any sum required in the emergency without submitting such expenditure to bid.

2180.12 Bid Protest Policy

Bid protests for contracts awarded for purchases of commodities or professional services shall be submitted and responded to in accordance with the following requirements. These protest procedures do not apply to public works (construction) projects.

2180.13 Filling of Protest

Any directly affected party who is aggrieved in connection with the solicitation or award of a contract may file a protest regarding the procurement action.
Such protest must be filed in writing with:

Ben Lomond Fire Protection District

9430 Highway 9

Ben Lomond Ca 95005

Protests must be filed within seven (7) calendar days from the date notice of intent to award is issued by the procuring department. Failure to timely file a protest shall constitute a waiver of any right to protest. Untimely protests will not be accepted or considered. Any protest shall:

- State in detail each and every ground asserted for the protest, citing to the law, rule, local ordinance, procedure or bid provision on which the protest is based; and
- Identify the remedy sought.

Note: Specification related protests must be fully supported by technical data, test results, or other pertinent information that a rejected product or service offered is equal to or better than the specification requirement.

2180.14 Protest Resolution Process
Informal resolution

After receiving a protest, the Purchasing Agent will, at the earliest convenience, contact the protesting party to seek informal resolution and/or to clarify the issues.

Written response within fourteen (14) calendar days following contact with the protesting party for informal resolution, the District shall provide a written response to the protesting party. The written response shall be prepared under the signature of the General Services Director. The letter constitutes the department's final decision on the protest and shall be considered the final agency action.

2180.15 No Stay of Procurement Action During a Protest

Nothing in these Policies and Procedures shall be deemed to prevent the Ben Lomond Fire Protection District from proceeding with negotiations or awarding a purchase order or contract while a protest is pending.

2180.16 Remedies Prior to an Award

If, after an award, it is determined by the Ben Lomond Fire Protection District Board that a solicitation or award of a contract or purchase order is in violation of these Policies and Procedures, then the following criteria will be employed to resolve the dispute.

1. If the person or entity awarded the contract or purchase order has not acted fraudulently, or in bad faith:
   - The contract or purchase order may be ratified and affirmed, provided it is determined that doing so is in the best interest of the Ben Lomond Fire Protection District
   - The contract/purchase order may be terminated
     If the person or entity awarded the contract or purchase order has acted fraudulently or in bad faith, the contract or purchase order shall be declared null and void.

2180.17. Purchasing Policy – Miscellaneous

Unlawful Purchases - If any employee contracts for any supplies, materials, equipment or contractual services contrary to the purchasing policy, such purchases or contract shall be void and of no effect, and the cost shall not constitute a legal charge against the District.

Return of Merchandise - No supplies, materials or equipment shall be returned to a vendor for trade, credit, repair, or for any other reason without approval of the Fire Chief.

Budgeted Items - All line items that have been approved in the current year's budget shall be deemed to have prior Board approval for purchase. Items needed to be returned to the Board for action shall appear under Old Business.
Non-Budgeted Items - Non-budget services and repairs where bids and analysis have been completed, shall come to the Board of Directors under Old Business. The Fire Chief is authorized to encumber up to $2,500.

Fixed Assets- All single items purchased in the amount of $5000 or more will be capitalized and added to fixed asset list.

21.80.18 EXEMPTIONS

Exemptions - These procedures shall not apply to purchases of:
Legal Advertising
Medical Equipment or Supplies

2180.19 ALTERNATIVE PROCUREMENT PROCEDURES

The DISTRICT may purchase equipment and other commodities or services directly from a vendor without competitive bidding, if any of the following conditions exist:
The item cannot be obtained through ordinary purchasing procedures, such as in situations where no bidders respond to a request for bids;

The item is unique or is not available from any other source (sole source). This can include copyrighted materials, conference facilities, lecturers, and workshop presenters;

The item is available from the State, a RESA, or another DISTRICT, provided the price, availability, and quality are comparable to those in the open market;

The item is available from a statewide contract and "piggybacking" by local governmental entities is permitted in the contract;

The item is available from a General Services Administration (GSA) schedule and the supplier is willing to sell to an DISTRICT in the state at the same or lower price.

The item is available from a sheltered workshop;
The item is available from a local purchasing cooperative, such as a RESA or a group of county boards that are working together to use their combined purchasing volume to obtain more advantageous pricing through economies of scale

The item is available from a legitimate government purchasing cooperative that has already obtained competitive bids that meet the requirements of this policy, such as the NPP Gov Fire Rescue GPO, the U.S. Communities Purchasing Alliance, or The Cooperative Purchasing Network (TCPN).

The item is a used vehicle or piece of equipment and its purchase is determined by the purchasing director to be in the best interest of the DISTRICT.

Documentation of the justification for using these alternative competitive procurement procedures must be maintained.
Professional Services

BEN LOMOND FIRE PROTECTION DISTRICT
OF SANTA CRUZ COUNTY

Date: **June 17, 2026**

To: **County Auditor, Controller**

From: **Laurie Dennis (831) 336-5495**

Subject: **Approved Bills for Payment Transmittal**

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

$ **44,323.08** .

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

June 17, 2026 .

Signed______________________________

Signed______________________________

Signed______________________________

Signed______________________________

Signed______________________________

CLAIMS BY VENDOR

05/20/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
BURTON'S FIRE, INC.	/ /	61721	E-2231 /Glass-driver door	$295.74	☐
L.N. CURTIS & SONS	/ /	62888	10- double female swivel adapters (35 1.5NH FRL X 1.5 NH FRL)	$492.75	☐
L.N. CURTIS & SONS	/ /	62358	2 @ 5 gallon CitroSqueeze PPE/ turnout cleaner	$437.98	☐
SANTA CRUZ FIRE EQUIPMENT	/ /	61846	Semi-annual service on range guard suppression system	$292.32	☐
			Total	$1,518.79	

CLAIMS BY VENDOR

05/27/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61731	Other maintenance supplies (chainsaw maint. and batteries)	$72.73	☐
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61846	Station maintenance supplies	$26.84	☐
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61721	Vehicle maintenance supplies	$69.95	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62219	Main account bill- Adobe and back-up softwares	$64.15	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61920	Main account bill- Analgesic Services billing (oxygen and tank repairs), medical equipment	$638.94	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	63074	Main account bill- Arden SLV Water billing	$75.23	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62715	Main account bill- E2249	$463.00	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	63074	Main account bill- PG&E and SLV Water billings	$1,325.76	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61221	Main account bill- Verizon billings, Starlink billing, fax line	$1,009.53	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62223	Main account bill-calculator, supplies	$82.02	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61110	Main account bill-ID badge	$20.00	☐
			Total	$3,848.15	

CLAIMS BY VENDOR

06/03/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
BOUND TREE MEDICAL, LLC	/ /	61920	Nitrile gloves - 2 @ LG and 1 @ XL	$51.70	☐
CROSS CONNECTIONS EMERGENCY SEERVICES INC	/ /	61721	E2239- new Type 3 radio equipment (2 instld. radios,heads, mounts etc, 4 portable with accesories)	$20,249.42	☐
ERNIE'S AUTO CENTER	/ /	61721	Parts 2201- belts, exhaust manifold shield, pipe gasket,spark plugs, brake rotors, etc	$911.84	☐
ERNIE'S AUTO CENTER	/ /	61721	Parts E2231 - side mirror replacement	$30.55	☐
ERNIE'S AUTO CENTER	/ /	61721	Parts- U2290- new radiator and fluids	$382.84	☐
IHWY, LLC	/ /	62381	Web hosting / Mail Accts for June 2026	$105.00	☐
L.N. CURTIS & SONS	/ /	62715	2204 - Lockout tool kit	$131.62	☐
L.N. CURTIS & SONS	/ /	62888	3 @ Gated Wye valves (two for E2212 and 1 for E2210)	$1,701.63	☐
L.N. CURTIS & SONS	/ /	62715	5 assorted sizes nozzles, tips	$2,976.22	☐
L.N. CURTIS & SONS	/ /	61721	E2239 New Type 3 equipment - Hose packs, gated Wye valves, nozzles, etc	$5,998.15	☐
SCM PERFORMANCE	/ /	61721	E2213 - Annual service and inspection, install StarLink mount	$2,340.00	☐
SCM PERFORMANCE	/ /	61721	E2231 - Repair body damage to driver door, install new window, repair bad fuel line	$720.00	☐
SCM PERFORMANCE	/ /	61721	E2249 - repairs to rear pump, replace 200 amp switch	$485.00	☐
SCM PERFORMANCE	/ /	61721	Replaced bad radiator and cap	$360.00	☐
			Total	$36,443.97	

CLAIMS BY VENDOR

06/10/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
FIRE RISK MANAGMENT SERVICES-FRMS	/ /	53010	Monthly insurance premium - July 2026	$174.36	☐
GREENWASTE RECOVERY INC	/ /	61425	Garbage & Recycle for May 2026	$77.08	☐
L.N. CURTIS & SONS	/ /	62715	Black compartment tiles (Turtle tiles) E2249	$562.00	☐
WEX BANK	/ /	62920	Shell Card billing - fuel purchases	$1,698.73	☐
			Total	$2,512.17	

	Board Mtg. - Vendor Totals June 17, 2026		
Vendor Claim Sheets		**$ Amount**	**Date**
Page 1 total		$1,518.79	20-May-26
Page 2 total		$3,848.15	27-May-26
Page 3 total		$36,443.97	3-Jun-26
Page 4 total		$2,512.17	10-Jun-26
Grand Total Vendor Claims		**$44,323.08**	

TOTALS

PAYROLL SD 02
PAY PERIOD #12
GL KEY#

Beg Date: 05/23/26

ATTN: Auditor-Controller
End Date: 06/05/26

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	24.00	$888.00
			SICK	022	0.00	$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	$75.00	PER SHIFT	888	3.00	$225.00
800493	Mark Brown	$75.00	PER SHIFT	888	4.00	$300.00
803541	Nick Burgess	$75.00	PER SHIFT	888	10.00	$750.00
801757	Matt Sanders	$75.00	PER SHIFT	888	2.00	$150.00
DAY WORKER- STATION						
EMPLOYEE #						
803842	Garrett Fisher	$25.00	HOURLY	888	48.00	$1,200.00
804051	Owen Garrahan	$25.00	HOURLY	888	8.00	$200.00
804050	Connor Scarborough	$25.00	HOURLY	888	16.00	$400.00
804187	Oliver New	$25.00	HOURLY	888	8.00	$200.00

Prepared by [signature] 06/08/26
DATE

Pay Type	Hours	Dollars
REGULAR HOURS	24.00	$8,049.00
VACATION	0.00	$0.00
Health Benefit Stipend	0.00	$461.54
SICK	0.00	$0.00
VOLUNTEER PAY		$264.00
TOTAL	**24.00**	**$8,774.54**

Payroll Batch Control

Employees	**11**
Line Entries	**12**
Total Reg. & Special Hours	**24.0**
al Regular & Special Amounts	**$8,774.54**

CORRECTED 06/08/26

51000	Regular Pay	$8,049.00
51015	Sick Pay	$0.00
51010	Volunteer Pay	$264.00
53010	Emp Ins & Ben	$461.54
	Total	**$8,774.54**

PAYROLL SD 02
PAY ~~PERIOD~~ #11
GL KEY#

Beg Date: 05/09/26

ATTN: Auditor-Controller
End Date: 05/22/26

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	34.50	$1,276.50
			SICK	022	0.00	$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	$75.00	PER SHIFT	888	6.00	$450.00
803541	Nick Burgess	$75.00	PER SHIFT	888	3.00	$225.00
801757	Matt Sanders	$75.00	PER SHIFT	888	5.00	$375.00
		$75.00	PER SHIFT	888	0.00	$0.00
DAY WORKER- STATION						
EMPLOYEE #						
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 Laurie Dennis 05/20/26
DATE

Pay Type	Hours	Dollars
REGULAR HOURS	34.50	$8,062.50
VACATION	0.00	$0.00
Health Benefit Stipend	0.00	$461.54
SICK	0.00	$0.00
VOLUNTEER PAY		$0.00
TOTAL	**34.50**	**$8,524.04**

Payroll Batch Control
Employees 8
Line Entries 9
Total Reg. & Special Hours 34.5
al Regular & Special Amounts $8,524.04

51000	Regular Pay	$8,062.50
51015	Sick Pay	$0.00
51010	Volunteer Pay	$0.00
53010	Emp Ins & Ben	$461.54
	Total	**$8,524.04**

0.00 *

0.00 *

8,524.04 +
7,247.54 -
1,276.50 *

PP11 ending 052226 BLFD