BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday August 19, 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 July 15, 2026
2. Regular Meeting of August 19, 2026
3. Approval of Expenditures for August 19, 2026

1.1 Paid bills in the amount of $142,948.90
1.2 Paid Payroll in the amount of $ 19581.14

Old BUSINESS

1. SOP Review
   Key discussion points: SOP #2200 Unclaimed Warrants
   Decisions made
   Action items and assignee(s)

2. Type 3
   Key discussion points:
   Decisions made:
   Action Items and assignees:

3. RING
   Key discussion points: Update
   Decision(s) made:
   Action items and assignee(s)

NEW BUSINESS

1. 2231 Donation
   Key discussion points: Lewiston Fire interested in 2231. Also retired FF
   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 –September 16, 2026

ADJOURNMENT/

BEN LOMOND FIRE PROTECTION DISTRICT
Board Meeting Minutes

Public Hearing to Adopt the FY2026-2027 Final Budget &
Regular Board Meeting
Wednesday July 17, 2026 at 9:00 AM
Ben Lomond Firehouse, 9430 Hwy 9, Ben Lomond, California
Telephone: 831-336-5495 Fax: 831-336-0300

DRAFT

ROLL CALL
Directors Present: Director Lisa Hill, Director Andrew Cope, Director Marty Walker and Director Tom Maxson,
Fire District Staff: Chief Brownlee
Absent: Director Kirt Hackett
Also Present: None
Open Public Hearing- Adopt the FY2026-2027 Final Budget for Ben Lomond Fire Protection District.
There were no public comments
Close Public Hearing- Adopt the FY 2026-2027 Final Budget
Motion was made by Director Hill seconded by Director Maxson to approve FY 2026-2027 Final Budget
Ayes: Director Hill, Director Walker, Director Maxson & Director Cope
Noes: None
Abstain: None
Absent: Director Hackett

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, June 17, 2026, Chairperson Maxson called the meeting to order at 9:00 AM.
Also Present: Jim Frawley

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.

Jim Frawley gave update on the RING. New cost estimates open forum meeting to discuss in September. Launched new website, detail design review in August. JPA sent to legal. 4.5 million in grant $$, 100% going towards Capital expenses.
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 June 17, 2026
2. Regular Meeting of July 15, 2026
3. Approval of Expenditures for July 15, 2026
1.1 Paid bills in the amount of $ 174,776.25
1.2 Paid Payroll in the amount of $16,713.08

Approval of Consent Calendar Items

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

Old BUSINESS

1. SOP Review 2190 Target Solutions
Key discussion points:
Decision(s) made: No change
Action items and assignee(s)
2. Type 3
Key discussion points: Delivery date July
Decisions made: None
Action Items and assignees: None
3. RING
Key discussion points: None
Decisions made: None
Action Items and assignees: None
4. Budget 26-27 FY Final
Key discussion points:
Decision(s) made: None
Action items and assignee(s)
FY2026/2027 budget was passed

NEW BUSINESS

1. Salary Schedule
Key discussion points:
Decision(s) made: 3% increase for Chief and Admin with Chiefs review and salary schedule for next year be done in November
Action items and assignee(s)

DRAFT

Motion was made by Director Hill seconded by Director Maxson to approve Salary Schedule 2026 with 3% increase to Chief and Admin
Ayes: Director Hill, Director Walker, Director Maxson & Director Cope
Noes: None
Abstain: None
Absent: Director Hackett

2. Resolution No. 2026-02 Carry-Over Funds from Fiscal Year 2025-2026
Key discussion points:
Decisions made: None
Action Items and assignees:

Motion was made by Director Hill seconded by Director Maxson to approve Resolution 2026-02
Ayes: Director Hill, Director Walker, Director Maxson & Director Cope
Noes: None
Abstain: None
Absent: Director Hackett

3. Resolution No. 2026-03 Ordering an Election, Requesting County Elections to Conduct the Election, Consolidation of Elections
Key discussion points:
Decisions made: None
Action Items and assignees:

Motion was made by Director Hill seconded by Director Maxson to approve Resolution 2026-03
Ayes: Director Hill, Director Walker, Director Maxson & Director Cope
Noes: None
Abstain: None
Absent: Director Hackett

CLOSED SESSION
At any time during the regular meeting, the Board may adjourn to a closed session to consider land negotiations, litigation, and personnel matters or to discuss with legal counsel matter within the attorney-client privilege. Authority; Gov. Code Section Code §54956.8, 54956.9, and 54957.
INFORMATION/FUTURE MEETINGS
Items of a general nature that the staff wishes to bring to the attention of the Board, and any future agenda items.
Scheduling of future meetings
Regular Meeting –September 16, 2026
ADJOURNMENT

ATTEST: _____ _____
Chairperson Tom Maxson Stacie Brownlee, Secretary

DRAFT

BEN LOMOND FIRE PROTECTION DISTRICT
OF SANTA CRUZ COUNTY

Date: August 19, 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

$ 142,948.90 .

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

August 19, 2026 .

Signed_____

Signed_____

Signed_____

Signed_____

Signed_____

CLAIMS BY VENDOR

07/15/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
GREENWASTE RECOVERY INC	/ /	61425	Garbage & Recycle	$77.08	☐
LAFCO	/ /	62381	LAFCO Fees FY 2026/2027	$1,379.00	☐
PUBLIC AGENCY RETIREMENT SERVICES	/ /	52015	PARS administrator services for month ending 05/31/26	$300.00	☐
SANTA CRUZ CO PUBLIC WORKS	/ /	61425	Dump fees- for June	$123.81	☐
SANTA CRUZ COUNTY ENVIRONMENTAL HEALTH SERVICES	/ /	61848	Health Permit renewal 2026 (Fac ID FA0002203)	$2,103.00	☐
SANTA CRUZ REGIONAL 911	/ /	61217	2026/2027 First half fees (basic services, Fire dispatch/Hiplink, Mobile support, GIS)	$9,428.50	☐
			Total	$13,411.39	

CLAIMS BY VENDOR

07/29/2026

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 - for August 2026	$174.36	☐
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61846	Station maintenance supplies	$15.32	☐
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	62888	Supplies for props-Prevention/student demos	$312.33	☐
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61721	vehicle maintenance supplies	$24.06	☐
SCM PERFORMANCE	/ /	61720	E2210- repair rear strobe lights	$270.00	☐
SCM PERFORMANCE	/ /	61720	E2212- installation of 12 volt charger for gas monitor	$200.00	☐
SCM PERFORMANCE	/ /	61720	E2249- Installation of Izone hooks	$360.00	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61310	Main account bill- 5th Tuesday food items	$478.35	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62219	Main account bill- Adobe, back-up softwares	$64.18	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	63074	Main account bill- Arden property - SLV Water and PG&E billings	$103.75	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62223	Main account bill- office supplies (wireless keyboard/mouse)	$18.64	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	63074	Main account bill- station billings for SLV Water and PG&E	$1,494.62	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61721	Main account bill- vehicle maintenance supplies	$25.73	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61846	Main account bill- velcro tape	$17.34	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61221	Main account bill- Verizon Wireless (phone and internet) and Starlink billings	$1,044.66	☐
			Total	$4,603.34	

CLAIMS BY VENDOR

08/12/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
AYERS, MIKE	/ /	62826	Instructor fees- SFT Driver-Oper 1A class 07/23-07/31/26	$1,100.00	☐
CAL FIRE- Attn: SFT Course Payments	/ /	62826	FAD01A1812- Driver/ Oper 1A class 07/23-07/31/26 for 14 participants	$1,960.00	☐
CODE 3 RESCUE	/ /	62715	Budgeted Ropes Equipment- Arizona Vortex kit, ASORP kit, Vortex outer leg and pin set, Harken winch, power cords	$13,059.43	☐
COMMUNITY FIRST NATIONAL BANK	/ /	74420	Early pay-off for interest due on Type III	$1,125.27	☐
COMMUNITY FIRST NATIONAL BANK	/ /	74230	Payoff (early) - principle due for Type III	$80,404.00	☐
FIRE RISK MANAGMENT SERVICES-FRMS	/ /	53010	Monthly insurance premium - for September 2026	$176.26	☐
GREENWASTE RECOVERY INC	/ /	61425	Garbage & Recycle for 07/01-07/31/26	$80.99	☐
IHWY, LLC	/ /	62381	Web hosting / Mail Accts for August 2026	$105.00	☐
L.N. CURTIS & SONS	/ /	86209	E2239- new Type III -tools, chaps, nozzles and asstd. adapters, lockout kit, hose	$5,959.22	☐
SCM PERFORMANCE	/ /	86209	E2239- misc wire, hardweare, USB chargers and labor to install radio chargers, StarLink mount, camera mount, tools	$14,580.00	☐
SOUTHERN COUNTIES LUBRICANTS, LLC	/ /	62920	Fuel tank fill on 08/10/26- 725 gallons diesel @$5.81 plus fees	$5,236.63	☐
WEX BANK	/ /	62920	Shell Card billing - fuel purchases	$1,147.37	☐
			Total	$124,934.17	

	Board Mtg. - Vendor Totals August 19, 2026		
Vendor Claim Sheets		**$ Amount**	**Date**
Page 1 total		$13,411.39	15-Jul-26
Page 2 total		$4,603.34	0729/26
Page 3 total		$124,934.17	12-Aug-26
Grand Total Vendor Claims		**$142,948.90**	

TOTALS

PAYROLL SD 02 emailed 8/17/26 3:10
PAY PERIOD #17 **Beg Date:** 08/01/26 **ATTN: Auditor-Controller**
GL KEY# **End Date:** 08/14/26

EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
800973	Stacie Brownlee	$48.10	SALARY	888	0.00	$3,848.00
			Health Benefit Stipend	ILB	0.00	$461.54
			VACATION	011	0.00	$0.00
			SICK	022	0.00	$0.00
803033	Laurie Dennis	$38.11	REGULAR HOURS	888	32.00	$1,219.52
			SICK	022	0.00	$0.00
DUTY CHIEF						
EMPLOYEE #						
800494	Mike Ayers	$75.00	PER SHIFT	888	6.00	$450.00
802248	Steve Ruff	$75.00	PER SHIFT	888	2.00	$150.00
801757	Matt Sanders	$75.00	PER SHIFT	888	1.00	$75.00
800493	Mark Brown	$75.00	PER SHIFT	888	5.00	$375.00
DAY WORKER- STATION						
EMPLOYEE #						
803842	Garrett Fisher	$25.00	HOURLY	888	48.00	$1,200.00
804051	Owen Garrahan	$25.00	HOURLY	888	24.00	$600.00
804187	Oliver New	$25.00	HOURLY	888	24.00	$600.00
804095	Audrey Dawson	$25.00	HOURLY	888	5.00	$125.00

Prepared by _____ _____
DATE

Payroll Batch Control
Employees 11
Line Entries 12
Total Reg. & Special Hours 32.0
al Regular & Special Amounts $11,077.08

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	$8,642.52
VACATION	0.00	$0.00
Health Benefit Stipend	0.00	$461.54
SICK	0.00	$0.00
VOLUNTEER PAY		$1,973.02
TOTAL	**32.00**	**$11,077.08**

51000	Regular Pay	$8,642.52
51015	Sick Pay	$0.00
51010	Volunteer Pay	$1,973.02
53010	Emp Ins & Ben	$461.54
	Total	**$11,077.08**

PAYROLL SD 02
PAY PERIOD #16
GL KEY#

Beg Date: 07/05/26

ATTN: Auditor-Controller
End Date: 07/31/26

CORRECTED

EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
800973	Stacie Brownlee	$48.10	SALARY	888	0.00	$3,848.00
			Health Benefit Stipend	ILB	0.00	$461.54
803033	Laurie Dennis	$38.11	REGULAR HOURS	888	32.00	$1,219.52
DUTY CHIEF EMPLOYEE #						
800494	Mike Ayers	$75.00	PER SHIFT	888	6.00	$450.00
803541	Nick Burgess	$75.00	PER SHIFT	888	1.00	$75.00
801757	Matt Sanders	$75.00	PER SHIFT	888	1.00	$75.00
800493	Mark Brown	$75.00	PER SHIFT	888	5.00	$375.00
DAY WORKER- STATION EMPLOYEE #						
803842	Garrett Fisher	$25.00	HOURLY	888	32.00	$800.00
804051	Owen Garrahan	$25.00	HOURLY	888	8.00	**$200.00**
804050	Connor Scarborough	$25.00	HOURLY	888	32.00	**$800.00**
804187	Oliver New	$25.00	HOURLY	888	8.00	**$200.00**

Prepared by _____ 08/02/26
DATE

Payroll Batch Control
Employees 10
Line Entries 11
Total Reg. & Special Hours 32.0
al Regular & Special Amounts $8,504.06

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	$8,042.52
VACATION	0.00	$0.00
Health Benefit Stipend	0.00	$461.54
SICK	0.00	$0.00
VOLUNTEER PAY		$0.00
TOTAL	**32.00**	**$8,504.06**

CORRECTED 08/02/26

51000	Regular Pay	$8,042.52
51015	Sick Pay	$0.00
51010	Volunteer Pay	$0.00
53010	Emp Ins & Ben	$461.54
	Total	**$8,504.06**

TO:	**Board of Directors**	**FROM:**	**Stacie Brownlee Fire Chief**
SUBJECT:	**Chief's Report**	**DATE:**	**08/19/2026**
	Approved	**Date**	

Correspondence
Administration
Operations

BLFD responded to 45 calls in July/Aug

- Structure (1)
- EMS (15)
- Haz Mat (0)
- Vehicle Acc. (2)
- Public Service (13)
- Smoke Checks (1)
- Other, wires (5)
- Mutual Aide calls (6) Boulder,CZU(1)SCZ(1)
- Wildland (0)

Training

Structure /Hose and Engineering, Ropes

Logistic

Fire Prevention/Ed

	Ben Lomond Fire Protection District	Policy # 2200 Date 4/06
	SOP ADMINISTRATION PERSONNEL	TITLE: Unclaimed Warrants Revision date 6/12

2200.1 The unclaimed warrant policy is established to provide the proper mechanism to take possession of long standing unclaimed warrants in accordance with government statutes and to ensure the propriety of the related accounting transactions.

2200.2 BACKGROUND AND LEGAL AUTHORITY

The California Government Code establishes a process for reconciling unclaimed warrants. The following is a summary of those sections that apply; all references are to the California Government Code:

A. Section 50050 states that "Local Agencies" as used within the statute includes all Districts.

B. Section 50056 states that the Treasurer may delegate the responsibilities to the department that maintains the supporting records of the unclaimed warrants based on the initial receipt or deposit of that money or both.

C. Section 50055 allows that any individual items of less than fifteen dollars ($15), or any amount if the depositor's name is unknown, which remain unclaimed for the period of one year may be transferred to the general fund by the Board of Directors without public notification in a newspaper.

D. Sections 50050 and Sec 50051 provide that money that is not the property of the District, excluding restitution to victims, that remains unclaimed for three (3) years, becomes the property of the District forty-five (45) days after the initial public notice if not previously claimed or if no verified complaint is filed and served.

E. Section 50050 provides that at any time after the expiration of the three (3) year period, the Treasurer or designee may cause a notice to be published once a week for two (2) successive weeks in a newspaper of general circulation published in the jurisdiction.

F. Section 50052.5 provides that the Treasurer or designee may release to the depositor of the unclaimed money, their heir, beneficiary, or duly appointed representative, unclaimed money, if claimed prior to the date the money

becomes the property of the local agency, upon submitting proof satisfactory to the Treasurer or designee.

G. Section 50053 provides that when the unclaimed funds become the property of the local agency, and are in a special fund, the governing body may transfer them, by resolution, to the general fund.

H. Section 50057 provides that for individual items in the amount. of one thousand dollars ($1,000) or less, the governing body may, by resolution, authorize the Treasurer or designee to perform on its behalf any act required or authorized to be performed by it under Sections 50050, 50053, and 50055.

2200.3 POLICY

2200.3.1 General

A. The responsibilities of the Treasurer have been delegated by the Santa Cruz County Treasurer, as the Treasurer for the Ben Lomond Fire Protection District, pursuant to his authority under California Government Code Section 50056, to the Ben Lomond Fire Protection District.

B. The Board of Directors passed a resolution authorizing the Fire Chief to perform on its behalf certain acts for unclaimed warrants. (Resolution 2012-05)

C. Annually, all outstanding warrants shall be reviewed by Fire Chief to determine which, if any, may become District property.

D. For individual warrants less than fifteen dollars ($15), or any amount if the depositor's name is unknown, and which remain unclaimed for a period of one year, the warrants shall be transferred to the general fund without publication in a local newspaper and without additional Board approval.

E. In situations where the depositor's name is unknown and the dollar value associated is significant, the staff will research the warrant via available means and contact the bank to attempt to determine the depositor's name.

F. For individual warrants fifteen dollars ($15) or greater, with an issue date older than three (3) years, a review will be performed annually. At a minimum, at least every third year, public notification and disbursement or transfer of funds will be completed. Warrants of $1,000 or less do not need individual Board approval to be transferred to the General Fund.

G. Individual warrants greater than one thousand dollars ($1,000) can only be transferred to the general fund upon approval of the Board of Directors.

The list will be provided to the Board with a resolution authorizing escheatment of the funds.

2200.3.2 Public Notification

A. The warrants with an issue date older than three (3) years will become part of a notice to be published once a week for two (2) successive weeks in a local newspaper. This notice shall include the following information:

a) the individual, or business name as shown on the issued warrant
b) the amount of money reflected on the issued warrant
c) the fund in which the warrant is held, i.e. general, trust, etc.
d) a statement announcing that the money shall become the property of
the Ben Lomond Fire Protection District on a date that is not less
than forty-five (45) days after the first publication of the notice

Note: A copy of the approved notice format is found as Exhibit 1 of this policy.

B. A proof of publication from the newspaper is to be retained pursuant to the District's record retention policy for financial records as verification that the notice was placed in the publication and that it ran for two (2) consecutive weeks.

C. The expense for publishing the notice in the newspaper shall be abated when the funds are transferred to the general fund.

D. The warrants that are included in the public notice shall also be published on the District's website for forty-five (45) days after the initial publication in the newspaper.

2200.3.3 Disbursement and Funds Transfer

A. The District may release to the depositor of the unclaimed money, their heir, beneficiary, or duly appointed representative, the unclaimed money if:

1. A claim is filed prior to the date the money becomes the property of the District.
2. Proof substantiating the claim is conveyed in writing, including the following as specified in Exhibit 2.
   a) claimant's name
   b) warrant number

REVISION DATE: 06/20/12	Policy # 2200