BEN LOMOND FIRE PROTECTION DISTRICT

AGENDA of the BOARD OF DIRECTORS

Wednesday September 16, 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, 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 August 19, 2026
2. Regular Meeting of September 16, 2026
3. Approval of Expenditures for September 16, 2026

1.1 Paid bills in the amount of $29,747.28
1.2 Paid Payroll in the amount of $ 17,140.74

Old BUSINESS

1. SOP Review
   Key discussion points: SOP #2300 Administration Personnel (Fire Chief)
   Decisions made
   Action items and assignee(s)

2. Type 3
   Key discussion points: In service E2239
   Decisions made:
   Action Items and assignees:

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

NEW BUSINESS

1. Look Out Article
   Key discussion points:
   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 –October 21, 2026

ADJOURNMENT/

BEN LOMOND FIRE PROTECTION DISTRICT
Board Meeting Minutes

Regular Board Meeting
Wednesday August 19, 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 Marty Walker and Director Tom Maxson & Director Hackett
Fire District Staff: Chief Brownlee
Absent:
Also Present: None
Call to Order -
CALL TO ORDER BOARD REGULAR BOARD MEETING
The meeting of the Board of Directors of the Ben Lomond Fire Protection District was held on Wednesday, August 19, 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- Kirt & Andrew. Chiefs review- Marty & Tom did the Chiefs review and signed the performance appraisal form.

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 $19,581.14

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 & Director Hackett
Noes: None
Abstain: None
Absent: None

Old BUSINESS

1. SOP Review 2200 Unclaimed Warrants
   Key discussion points:
   Decision(s) made: No change
   Action items and assignee(s)
2. Type 3
   Key discussion points: Delivered and radios getting installed. Striping scheduled for Friday
   Decisions made: None
   Action Items and assignees: None
3. RING
   Key discussion points: None
   Decisions made: None
   Action Items and assignees: None

NEW BUSINESS

1. 2231 Donation
   Key discussion points: Board decided to donate E2231 to Lewiston Fire per SOP#1120
   Decision(s) made:
   Action items and assignee(s)

Motion was made by Director Hill seconded by Director Maxson to donate E2231 to Lewiston Fire
Ayes: Director Hill, Director Walker, Director Maxson & Director Cope & Director Hackett
Noes: None
Abstain: None
Absent: None

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

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Scheduling of future meetings
Regular Meeting –September 16, 2026

ADJOURNMENT

ATTEST: _____ _____
Chairperson Tom Maxson Stacie Brownlee, Secretary

TO:	**Board of Directors**	**FROM:**	**Stacie Brownlee Fire Chief**
SUBJECT:	**Chief's Report**	**DATE:**	**09/16/2026**
	Approved	**Date**	

Correspondence
Administration
Operations

BLFD responded to 53 calls in Aug/Sept

- Structure (0)
- EMS (23)
- Haz Mat (0)
- Vehicle Acc. (6)
- Public Service (14)
- Smoke Checks (5)
- Other, wires (0)
- Mutual Aide calls (3) Boulder,FEL(1) ZAY(1)
- Wildland (0)

Training

Pumping, driving, hose evaluations

Logistic

Fire Prevention/Ed

Business inspections going on

	Ben Lomond Fire Protection District	Policy # 2300 Date 4/06
	SOP ADMINISTRATION PERSONNEL	TITLE: Fire Chief Revision date 6/12

2300.1 The Fire Chief is responsible for planning, organizing, staffing and directing all of the functions of the various divisions, sections, bureaus and committees necessary for attaining the goals and objectives of the District.

2300.2 The Fire Chief is the administrative head and chief executive officer of the District. He/she shall be subject to the laws of the State of California and codes, ordinances, rules, regulations and policies of the District.

2300.3 The Fire Chief, when available, shall respond to all structural fires and major emergencies to direct and oversee personnel in the performance of their duties which may include assuming the IC position.

2300.4 The Fire Chief shall have the power to suspend, dismiss, or take disciplinary action against any member who violates any of the provisions of the rules, regulations or orders of the Fire District, or for the neglect of or the evasion of duty, subject to the right of appeal.

2300.5 The Fire Chief is responsible for ensuring the enforcement of all District laws, rules, policies, regulations, codes and ordinances.

2300.6 The Fire Chief shall make recommendations to the Board of Directors for the change of use, purchase, disposal or relocation of apparatus, equipment and stations as deemed necessary for efficient district operation.

2300.7 The Fire Chief shall establish an organizational structure, which shall include a chain of command to be followed. He/she shall assign the officers and firefighters into Engine Companies and Rescue Company and with staff responsibilities in such a manner as to satisfactorily carry out the goals and objectives of the Fire District.

2300.8 The Fire Chief may designate subordinates to act in place of officers who may be temporarily absent from duty.

2300.9 The Fire Chief shall, with approval of the Board of Directors, establish general and special orders as deemed necessary. In emergency situations, the Fire Chief may issue operational directives without Board approval.

2300.10 The Fire Chief shall notify the Chairman of the Board, or in his/her absence, one other member of the Board of Directors, in detail and as soon as practicable, of all extreme emergencies or unusual occurrences that arise.

2300.11 The Fire Chief shall have the power to assign and delegate to all subordinates and companies to fire duty and other duties for the protection of life and property, and shall make or cause to be made all assignments, transfers and details as may be for the best interest of the service.

2300.12 The Fire Chief shall cause all injurious or dangerous fires to be extinguished with the least possible danger to life and property and prevent unnecessary damage to property by the use of water or other extinguishing agents and equipment.

2300.13 The Fire Chief shall have the power, in the event of fire or other emergencies, to demolish buildings and parts of buildings which, in his/her judgment, might endanger life or cause further damage to property.

2300.14 All disciplinary action or termination to any Ben Lomond Fire Protection District personnel shall be reviewed, approved and directed through the Fire Chief.

2300.15 Nothing contained in these Rules and Regulations shall be construed to limit the power and authority granted the Fire Chief in the mitigation of an emergency or extinguishing any fire, and taking necessary precautions to prevent the spread thereof.

BEN LOMOND FIRE PROTECTION DISTRICT
OF SANTA CRUZ COUNTY

Date: September 16, 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

$ 29,747.28 .

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

September 16, 2026 .

Signed_____

Signed_____

Signed_____

Signed_____

Signed_____

CLAIMS BY VENDOR

08/26/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
GARRAHAN, OWEN	/ /	62826	EMT class fees reimbursement	$594.62	☐
L.N. CURTIS & SONS	/ /	86209	E2239 - GPSMAP 65 Multi-band GPS handheld	$437.99	☐
L.N. CURTIS & SONS	/ /	86209	E2239- 2 @ 1.5" NH female X (2) 1" NPSH male gated Wye	$733.65	☐
L.N. CURTIS & SONS	/ /	86209	E2239- wildland pack, chainsaw scabbards (3)	$656.61	☐
MUNICIPAL EMERGENCY SERVICES INC	/ /	61731	10 @ o-rings (SCBA)	$56.94	☐
PRESS BANNER	/ /	62420	2-week Public Notice for stale dated checks	$381.72	☐
PUBLIC AGENCY RETIREMENT SERVICES	/ /	52015	PARS administrator services for month ending June 30 2026	$300.00	☐
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61721	assorted supplies for outfitting E2239 (screws, aluminum tubing, tape, etc.)	$121.63	☐
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61731	Chainsaw wrench and filters	$43.75	☐
SCARBOROUGH LUMBER & BUILDING SUPPLY	/ /	61846	Station maintenance supplies- rat traps, ant & roach killer, loppers	$54.16	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62715	Main account bill- natural gas detectors (3)	$131.37	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62219	Main account bill- Adobe and back-up softwares	$64.20	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61721	Main account bill- C2200 replacement windshield wipers	$24.33	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61721	Main account bill- E2212 replacement side mirror	$95.01	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62888	Main account bill- fire prevention supplies (Jr Sheriff)	$12.14	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61310	Main account bill- food items	$12.28	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	86203	Main account bill- new ipad for	$1,097.91	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61920	Main account bill- pulse oximeter	$10.94	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61731	Main account bill- SCBA o-rings, and SCBA tool	$130.88	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	63074	Main account bill- Station PG&E and SLV Water billings	$1,432.73	☐
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61221	Main account bill- Verizon and Starling billings	$1,020.27	☐
US BANK CORPORATE PAYMENT	/ /	63074	Main account bill-Arden	$104.40	☐

CLAIMS BY VENDOR

08/26/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
SYSTEMS			property PG&E and SLV Water billings		
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61846	Main account bill-replacement US flag	$86.51	☐
WEIS FIRE & SAFETY EQUIPMENT CO INC	/ /	86209	E2239 - camera kit, 9" dash mount, visible back-up camera, cable	$5,914.45	☐
ZAYANTE FIRE DISTRICT	/ /	62826	Reimburse Zayante Fire-extrication drill- half of cost for vehicle tows (5)	$625.00	☐
			Total	$14,143.49	

CLAIMS BY VENDOR

09/09/2026

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 680600					
COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER	/ /	62301	FY 26/27 Payroll fees - 41 warrants and 204 Auto Dept @ $12.56 (run 08/21/26)	$3,077.20	☐
EMT CERTIFICATION FUND / EMSA	/ /	62826	EMT program - new/ Tyler Dawson E0280503	$75.00	☐
EMT CERTIFICATION FUND / EMSA	/ /	62826	EMT program - renewal / Nick Adam E193104	$37.00	☐
EMT CERTIFICATION FUND / EMSA	/ /	62826	EMT program - renewals/ Jacob Audridge E197501 and Nick Burgess E191785	$74.00	☐
GREENWASTE RECOVERY INC	/ /	61425	Garbage & Recycle for August 2026	$81.00	☐
IHWY, LLC	/ /	62381	Web hosting / Mail Accts for for September 2026	$105.00	☐
L.N. CURTIS & SONS	/ /	62888	5 @ 1.75 X 50 coupled 1.5NH red hose	$1,435.18	☐
L.N. CURTIS & SONS	/ /	86209	for E2239 - nozzles (100PSI blade nozzle and Hydro 100 shutoff 1" waterway)	$876.00	☐
PRIORS TIRES LLC	/ /	61721	E2213 tires - 2@425/65R22.5 and 4@ 315/80R22- incl.all fees	$7,456.78	☐
SCM PERFORMANCE	/ /	61720	E2213 - labor to reseal rean axel hub seal and right axel	$540.00	☐
SCM PERFORMANCE	/ /	61720	R2266 - labor to replace both batteries, check charging system, text system and test shore charger	$360.00	☐
WEX BANK	/ /	62920	Shell Card billing - fuel charges	$1,486.63	☐
			Total	$15,603.79	

Board Mtg. - Vendor Totals
September 16, 2026

Vendor Claim Sheets		**$ Amount**	**Date**
Page 1 total		$14,143.49	26-Aug-26
Page 2 total		$15,603.79	9-Sep-26
Grand Total Vendor Claims		**$29,747.28**	

TOTALS

PAYROLL SD 02
PAY PERIOD #18
GL KEY#

Beg Date: 08/15/26

ATTN: Auditor-Controller
End Date: 08/28/26

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
803541	Nick Burgess	$75.00	PER SHIFT	888	3.00	$225.00
801757	Matt Sanders	$75.00	PER SHIFT	888	1.00	$75.00
800493	Mark Brown	$75.00	PER SHIFT	888	4.00	$300.00
DAY WORKER- STATION						
EMPLOYEE #						
803842	Garrett Fisher	$25.00	HOURLY	888	32.00	$800.00
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	9.50	$237.50

Prepared by ___ Laurie Dennis 8/26/2026
DATE

Payroll Batch Control
Employees 10
Line Entries 11
Total Reg. & Special Hours 32.0
al Regular & Special Amounts $8,816.56

emailed 8/26/26 3:25

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	$8,355.02
VACATION	0.00	$0.00
Health Benefit Stipend	0.00	$461.54
SICK	0.00	$0.00
VOLUNTEER PAY		$0.00
TOTAL	**32.00**	**$8,816.56**

51000	Regular Pay	$8,355.02
51015	Sick Pay	$0.00
51010	Volunteer Pay	$0.00
53010	Emp Ins & Ben	$461.54
	Total	**$8,816.56**

PAYROLL SD 02
PAY PERIOD #19
GL KEY#

Beg Date: 08/29/26

ATTN: Auditor-Controller
End Date: 09/11/26

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
803033	Laurie Dennis	$38.11	REGULAR HOURS	888	24.00	$914.64
DUTY CHIEF EMPLOYEE #						
800494	Mike Ayers	$75.00	PER SHIFT	888	3.00	$225.00
803541	Nick Burgess	$75.00	PER SHIFT	888	9.00	$675.00
801757	Matt Sanders	$75.00	PER SHIFT	888	2.00	$150.00
DAY WORKER- STATION EMPLOYEE #						
803842	Garrett Fisher	$25.00	HOURLY	888	32.00	$800.00
804051	Owen Garrahan	$25.00	HOURLY	888	32.00	$800.00
804050	Connor Scarborough	$25.00	HOURLY	888	16.00	$400.00
804095	Audrey Dawson	$25.00	HOURLY	888	2.00	$50.00

Prepared by _____ 09/09/26
DATE

Payroll Batch Control
Employees 9
Line Entries 10
Total Reg. & Special Hours 24.0
al Regular & Special Amounts $8,324.18

emailed 9/9/26 3:10

Pay Type	Hours	Dollars
REGULAR HOURS	24.00	$7,862.64
VACATION	0.00	$0.00
Health Benefit Stipend	0.00	$461.54
SICK	0.00	$0.00
VOLUNTEER PAY		$0.00
TOTAL	**24.00**	**$8,324.18**

51000	Regular Pay	$7,862.64
51015	Sick Pay	$0.00
51010	Volunteer Pay	$0.00
53010	Emp Ins & Ben	$461.54
	Total	**$8,324.18**