

Felton Fire Protection District
131 Kirby Street, Felton, CA 95018
831-335-4422

AGENDA FOR REGULAR MEETING OF THE BOARD OF DIRECTORS

February 12, 2024 at **6:00** pm

Location: *Felton Fire Station Meeting Room*, 131 Kirby St, Felton California

Convene Meeting

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Roll Call
- 1.4 Approve meeting minutes of regular meeting held January 8, 2024
- 1.5 Considerations of Additions to the Agenda
- 1.6 Swearing in of appointed Director Mike Schultz.

2.0 Public Comment:

Any person may address the Board at this time on any matter not on this agenda within the subject matter jurisdiction of the Felton Fire Protection District. The Board Chair may request that comments be limited to no more than three (3) minutes. Any matter that requires Board action will be referred to staff for a report and action at a subsequent meeting. The Brown Act prohibits the board from taking action on any item not listed on the agenda. If you would like to comment while using Zoom, use the chat function to express interest in making public comment

3.0 Public Hearing: None

4.0 Director's Reports:

5.0 Staff Report: Fire Chief report (*included in board packet*)

6.0 Unfinished Business:

- 6.1 Election of District Officers for 2024
- 6.2 PERS/CEPPT Report – Director Anderson (included in Board packet)
- 6.3 Felton Fire Hats – Director Ladd
- 6.4 Day Shift Staffing – Chief Walters
- 6.5 Station Supervisor Appointment – Chief Walters
- 6.6 Shared Services update – Chief Walters

7.0 New Business:

- 7.1
- 7.2

8.0 Approve paid vendor claims for the month of January 2023

9.0 Closed Session: None

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: 54956.8, 54956.9 and 54957.

10.0 Set date for the next meeting: March 4, 2024 @ 6 pm Location in person @ Felton Fire Station

11.0 Adjourn

Felton Fire Protection District will accommodate persons with disabilities. Please phone the fire station and communicate your specific needs. Any person may comment on any agenda item and must be recognized by the Board Chair prior to comment. Anyone speaking must state their name for the record. **Posted February 06, 2024**



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Regular Meeting Minutes

Of The Board of Directors

December 11, 2023

Location: *Felton Fire Station Meeting Room*, 131 Kirby St, Felton California

Convene Meeting:

1.1 Call to Order: Meeting was called to order by Chairperson Jim Anderson at 6:02 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call: Directors J. Anderson, N. Crandell, R. Gelini

Staff: Chief Walters, L. Dennis

Absent: D. Ladd

Guests: Mike Shults, Renee Fenker

1.4 Approve meeting minutes of the Regular Meeting held on November 06, 2023.

Regular meeting minutes approved as written on motion by Director Gelini and second by Director Crandell and passed.

Ayes: Directors Anderson, Crandell and Gelini

Noes: none

Abstain: none

Absent: Ladd

1.5 Considerations of Additions to the Agenda: None.

2.0 Public Comment: None.

3.0 Public Hearing: None

4.0 Directors Reports: Director Anderson stated that the merger of Branciforte Fire and Scotts Valley Fire was recorded last Friday, they are all one fire district now.

5.0 Staff Report:

Chief Walters provided a written report in the board package. He added a few additional points-

-We have 6 people in the BFFA, 2 of the new hires will complete the in-house academy and one is a lateral.

-We continue to have staff shortfalls for both day and night. Saturday and Wednesday are nearly always uncovered.

- Weekly staffing is better due to hiring Dave Underwood for 3 days a week.
- CalFire isn't available to us any longer for response, unless it's a fire threatening wildland.
- Apparatus- the F350 has had repairs, but still needs body work. Chief is now using what was formerly 2301 as his vehicle 2300. 2310 still needs work, and he's put in place a hand-shake deal with Boulder Creek Fire to borrow an engine to replace 2310 while it's in for service. 2166 ambulance purchase is going to the Boulder Creek board tomorrow for approval. We are now purchasing it for \$1. Chief Walters will be attending the board meeting to thank them.
- The fire camera presentation we saw last meeting from Ember Flash will be provided in a proposal for our next meeting.
- Felton now has 6 qualified rescue swimmers. Chief Walters will be coordinating with Ben Lomond Fire and State Parks on planning.
- Chief Walters provided the CSG contract in the board packet and recommends approval for the provision of fire inspections and plan checks. Some discussion followed on fees and how the process will work.
- The Knox Box project is still outstanding, as there have been other priorities.
- Use of the First Due scheduling module has rolled out and seems to be transitioning well.
- Working on development of task books.
- Working on updating the website regarding burn permits processes and resource information. This year residents need both Monterey Bay Air and CalFire permits.

6.0 New Business:

6.1 Staffing- Report on volunteer response/district coverage

Chief Walters provided an overhead and explained the Fire Due scheduling program. He explained it's use and capabilities, and his goal for future tracking. He explained some methods he's using for encouraging participation. Some discussion followed regarding volunteer responses and how it's decreased and potential causes. Renee Fenker added some history when she was on the department regarding volunteerism responses vs the changing mentality to being paid. She stated that the group hired in 2020 was brought on with a request for a 2-year commitment to the department and a goal to maintain a larger percentage of in-district hires. Mike Shults asked if the 8 new hires are living in district. Chief Walters stated one is, one is bordering close and the others are not. Some discussion followed regarding the previous administration not holding staff accountable to their commitments. Chief Walters provided the board members reports showing staff participation and

percentages. He also provided a cost analysis on the Station Maintenance and Station Supervisor positions. He further explained proposed staffing models. Much discussion followed regarding changes in staffing and changes in volunteerism. Mike Shults asked the Chief about training drill participation. Chief Walters stated attendance is sparse, but seems to be improving.

Director Crandell asked more about changes he's made so far and what the board can help him with. Chief Walters was appreciative of the boards support of his efforts and changes so far.

Chief Walters described a possible solution for staffing shortages to swap people with Boulder Creek Fire. This could help to work around the 960 hour limits and he thinks it could be valuable. Some discussion regarding consulting legal regarding the PERS hours aspect. He stated Boulder Creeks Chief is on board with the idea.

Director Anderson added that he spoke with a Boulder Creek board member and Boulder Creek board chair. The Boulder Creek Fire board meets tomorrow and will be discussing these concepts. Some discussion followed regarding tracking the non-PERS personnel hours and any potential limitations between multiple PERS agency staffing. Chief Walters recommended 2 directors from each board meet and have discussions. Chief Walters has developed a draft "Shared Services Agreement" for consideration. Director Crandell volunteered to participate with Director Anderson in meeting with the Boulder Creek board members. Chief Walters will send additional staffing documentation to the board members for review.

6.2 Staffing – Report on PERS Employee costs & employment

Chief Walters proposed hiring an additional person to be a second Station Supervisor, similar to most of what Ian Jones works hours during the week. This position would be to permanently cover Thursday, Friday and Saturday days and a night on Wednesday. This position would be a PERS employee and would increase \$5.00 per hour to \$30 plus benefits. The total hours would be something along 3 days at 8 and the night at 12 hours. He stated he would post the position internally, but not many are qualified.

Director Crandell made a motion to approve and fill a second Station Supervisor position as described by the Chief. Director Gelini seconded the motion.

Ayes: Directors Anderson, Crandell and Gelini

Noes: none

Abstain: none

Absent: Ladd

Motion carried.

6.3 Fire Inspections & Plan reviews – Contract for services

Chief Walters provided the contract and reviewed some of the details involved. The costs are covered in our fee schedule. The hourly rate would be \$137, and he recommended a 2-year term on the contract.

Director Crandell made a motion to approve and sign the contract with CSG for services. Director Gelini seconded the motion.

Ayes: Directors Anderson, Crandell and Gelini

Noes: none

Abstain: none

Absent: Ladd

Motion carried.

7.0 New Business:

7.1 Resolution 06-2023; Transfer of Contingency Funds for PPE.

Chief Walters explained the need to purchase 10 new sets of turnouts. This is not something budgeted, so we would need to transfer funds from our contingencies to cover the purchase. The total quote not including shipping is \$83,716.36. There will be a price increase effective January 1, 2024 so he would like to get the price locked in on our purchase order before that. Director Crandell asked about potential sharing of personnel from other departments and what they'll wear. Chief replied they will wear Felton gear if working here, it will have to be worked out. Director Crandell asked about the purchase of turnouts for Underwood. Chief responded that he did include a set for him but they are 30% less on a deal. Chief Walters added he is also looking at grants to help offset the cost of the turnouts.

Director Crandell made a motion to approve Resolution 06-2023 to transfer \$100,000 from Contingency to PPE. Director Gelini seconded the motion.

Ayes: Directors Anderson, Crandell and Gelini

Noes: none

Abstain: none

Absent: Ladd

Motion carried.

7.2 Accept resignation of Fire Director Foreman dated 11/30/23.

Chief Walters stated that Director Foreman resigned effective November 30, 2023. She is not able to attend board meetings in person on a regular basis. Laurie has contacted County Elections, posted the vacancy notification in the office window, Mount Hermon Post Office and on our website front page. Applications are due by January 8, 2024 so that we will be able to review them at our next board meeting. Applications are available in the front office or on our website.

8.0 Approve paid vendor claims for the month of November 2023: Board members reviewed the vendor claims in the amount of \$23,428.89 for the month of November. Claims were approved as presented on motion by Director Crandell and seconded by Director Gelini.

Ayes: Directors Anderson, Crandell and Gelini

Noes: none

Abstain: none

Absent: Ladd

Motion carried.

9.0 Closed Session: Fire Chief Contract & Benefits

The closed session was not held as originally planned.

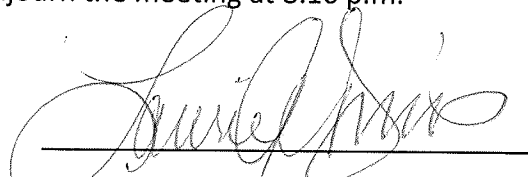
Chief Walters stated that while he appreciated the boards offer to continue employment, it was not feasible for him. He would lose \$800 per month in benefits making it not worthwhile. His 960-hour limit as a retired annuitant goes until roughly mid-April. He suggested the board consider discussing the potential to have a Battalion Chief here and Chief Administrative services covered by Boulder Creek Fire Chief. The wage we currently pay for Chief is more comparable to a full-time Battalion Chief salary. Other options would be to look for another Chief that is a non-classic PERS employee, or even look at contracting with CalFire- which would be very costly at approximately \$1.2 million pr year. All things for the board to consider and discuss further

10.0 Set date for the next meeting: The next Regular Meeting will be held on **Monday, January 08, 2024 at 6:00 P.M.** The meeting will be in person at the Felton Fire Station.

11.0 Adjourn: Director Anderson moved to adjourn the meeting at 8:16 p.m.



Jim Anderson, Chairperson



Attest: Laurie Dennis, Secretary

Fire Chief's Report

February 5, 2024

Staffing & Personnel

1. We continue to have staffing shortfalls on day and night shifts. Friday thru Monday staffing is mostly non-existent and calls for service fall on the station supervisor.
2. Per Chairperson Anderson's request, I have placed the hiring of the 2nd supervisor (Thur-Sat) position on hold in consideration for a PERS buyout evaluation.
3. Hiring of engineer & firefighter (Fri-Mon) are also on hold in consideration of a PERS decision per Chairperson Anderson request.
4. One light duty engineer has returned to full duty status.
5. 3 personnel remain on limited response duty due to paramedic school, fire and police academies.
6. 5 new hires continue with County Fire Academy. 1 continues in-house training.
7. We have 7 new applicants and continue a recruitment drive.

Apparatus & Equipment

All apparatus are in service. Annual certifications completed on E2336, W2350, S2365. E2311 is scheduled for February and following that we will address electrical issues in E2310. It will need to be out of service for awhile and I have arranged a loaner Type 1 engine from Boulder Creek to maintain our firefighting capabilities. Other items;

1. Lifepak LP15 EKG/CAP/BP device has been ordered thru AMR.
2. Type 6 construction has started. Should be here in May.
3. B2303 vehicle has passed smog. Repairs to body to come soon.
4. Awaiting delivery of the Lucus CPR machine.

Station & Grounds

1. Continuing the process of station wide cleanup & repairs.
2. Restocked sandbag supplies & 6 yds of sand.

Training

1. New hires are doing well in the academy.
2. Joint training continues with BLFD. Re-evaluating program.
3. Drill turnout is improving with new standards and expectations. Still a few people to deal with who have no recent attendance.
4. 1 new Dr/OP signed off. 2 more continue to train.
5. New Dr/OP driving evaluations forms deployed to standardize driver evaluations.

Fire Prevention

1. No new over-counter plans submitted. CSG is reviewing several plans with the County.
2. A dog washing business is moving into the old BofA ATM building.
3. Sports gym is looking to move into old Felton Vet building next to Quik Stop.
4. Knox Box key updates in process. Making good progress.
5. Pop-up Burger in old cremer building is very successful with occupancy loads being tested. No complaints or over-crowding is occurring.

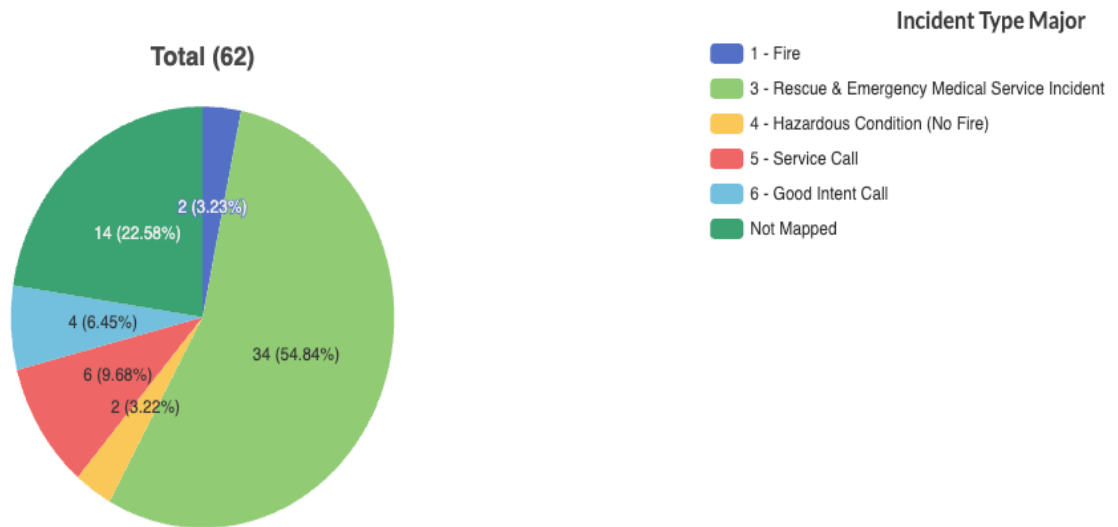
Incident Responses

We continue to be challenged to meet incident response demands. Average nighttime station coverage has improved. We continue to be severely understaffed Friday thru Monday, both day and night shifts. 2/3rds of our call volume was during the day shift hours. Please see the attached incident response report for a better breakout of calls by hour and day of week.

Zayante Fire responded twice this month to cover our calls due to insufficient volunteer turnout. Both times were a second incident (CO2 alarm and Fire Alarm) where our engine was already handling another call. Both times we only had 2 personnel on the primary call when the second incident was dispatched.

We had 4 mutual aid given responses.

We had a somewhat quieter month for January 2024. The not mapped category continues as a coding error and should be added to the medical calls. 77.42% of our calls are medical calls.



National Reflex time standard: 51% compliance

53 incidents were code 3 responses. We responded within the national reflex time standard of 7 minutes of dispatch to 27 of the incidents.

Administrative

1. Continued work on development of driver training program & task books.
2. Meeting with staff for a safer grant project. This would be for 2 full time personnel.
3. Completed grant request to replace the hydraulic jaws. Grant submitted.
4. Meeting with staff for SAFER grant – we need 25 turnouts replaced this year.
5. Attended the following meetings, Fire/EMS task team, SCCO Operations group, EMSIA, MBARD, several NWS advisory meetings, County Fire Chief's, CERT.
6. Attended the January SLV Fire Council meeting.
7. Chief Ayers attended the County Training Officers meeting.
8. Capt. Sam Moeller attended the County EMS committee meeting.
9. Meeting with Scotts Valley Fire to discuss management options.
10. Meeting with CalFire to discuss district management options.
11. Resolved Hazmat inspection & documents with the County and EPA.
12. 5th Tuesday dinner was well attended by the squad. FF Kelso did an excellent job on the meal. Director Schults attended. Directors Anderson and Crandell were unable to attend due to other commitments.

Incident _ Incidents By Day and Hour (1)

HOUR	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL	
08:00	1	1	0	1	0	1	0	4	
09:00	0	3	0	0	1	0	0	4	
10:00	0	2	1	2	0	2	1	8	
11:00	0	1	0	0	1	0	0	2	
12:00	1	0	0	0	0	0	0	1	
13:00	0	1	0	0	0	0	0	1	
14:00	0	1	2	0	0	1	1	5	
15:00	0	1	0	0	3	0	1	5	
16:00	1	0	1	0	0	1	1	4	
17:00	1	0	2	1	2	0	0	6	40
18:00	1	1	0	1	0	0	1	4	
19:00	0	1	1	0	0	0	0	2	
20:00	0	0	1	0	0	0	0	1	
21:00	0	0	1	0	0	0	2	3	
22:00	0	0	1	0	0	0	1	2	
23:00	0	0	0	0	0	0	0	0	
00:00	0	0	0	0	1	0	0	1	
01:00	0	0	0	0	1	0	0	1	
02:00	0	0	0	0	1	0	0	1	
03:00	1	0	0	0	0	0	0	1	
04:00	0	0	0	0	0	0	0	0	
05:00	0	0	0	0	1	0	0	1	
06:00	0	0	0	0	0	0	0	0	
07:00	0	1	1	1	0	0	2	5	22
Count of Incidents	6	13	11	6	11	5	10	62	

CEPPT Account Update Summary

Felton Fire Protection District

as of December 31, 2023

CEPPT Account Summary

As of December 31, 2023	Strategy 1	Strategy 2	Total
Initial contribution (11/02/2022)	\$25,000	\$0	\$25,000
Additional contributions	\$0	\$0	\$0
Disbursements	\$0	\$0	\$0
CEPPT expenses	(\$72)	\$0	(\$72)
Investment earnings	\$4,128	\$0	\$4,128
Total assets (11/02/2022-12/31/2023 = 1.16 years)	\$29,056	\$0	\$29,056

CEPPT/CERBT Investment Returns Outperform Benchmarks

Periods Ended November 30, 2023

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	\$15,698,785,087	8.26%	0.21%	0.54%	4.93%	1.50%	5.95%	5.44%	4.86%
Benchmark		8.25%	0.16%	0.46%	4.67%	1.30%	5.71%	5.09%	4.47%
CERBT Strategy 2 (Inception October 1, 2011)	\$1,832,069,717	7.79%	-0.08%	-0.28%	3.14%	-0.51%	4.59%	4.40%	5.82%
Benchmark		7.78%	-0.08%	-0.29%	2.99%	-0.64%	4.42%	4.12%	5.57%
CERBT Strategy 3 (Inception January 1, 2012)	\$745,595,400	7.24%	-0.24%	-0.77%	1.91%	-1.50%	3.61%	3.61%	4.30%
Benchmark		7.24%	-0.23%	-0.78%	1.83%	-1.59%	3.49%	3.34%	4.04%
CERBT Total	\$18,276,450,204								
CEPPT Strategy 1 (Inception October 1, 2019)	\$144,299,927	6.99%	0.44%	0.47%	4.38%	0.08%	-	-	3.01%
Benchmark		7.00%	0.40%	0.40%	4.14%	-0.10%	-	-	2.89%
CEPPT Strategy 2 (Inception January 1, 2020)	\$47,109,342	5.88%	0.35%	0.09%	2.79%	-1.96%	-	-	0.33%
Benchmark		5.87%	0.32%	0.02%	2.74%	-2.07%	-	-	0.22%
CEPPT Total	\$191,409,269								

CEPPT Portfolios

2022 Capital Market Assumptions	CEPPT Strategy 1	CEPPT Strategy 2
Expected Return	4.5%	3.5%
Risk	8.8%	6.1%

CEPPT Portfolio Details

Asset Classification	Benchmark	CEPPT Strategy 1	CEPPT Strategy 2
Global Equity	MSCI All Country World Index IMI (Net)	37% ±5%	21% ±5%
Fixed Income	Bloomberg U.S. Aggregate Bond Index	44% ±5%	61% ±5%
Global Real Estate (REITs)	FTSE EPRA/NAREIT Developed Liquid Index (Net)	14% ±5%	9% ±5%
Treasury Inflation Protected Securities (TIPS)	Bloomberg US TIPS Index, Series L	5% ±3%	9% ±3%
Cash	91-Day Treasury Bill	0% +2%	0% +2%

Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
 - Combines administrative, custodial, and investment fees
 - Separate trust funds
 - Self-funded, fee rate may change in the future
 - Fee is applied daily to assets under management
 - 10 basis points - CERBT
 - 25 basis points - CEPPT

CEPPT/CERBT Consistently Low Fee Rate History

Fiscal Year	CERBT	CEPPT
2007-2008	2.00 basis points	-
2008-2009	6.00 basis points	-
2009-2010	9.00 basis points	-
2010-2012	12.00 basis points	-
2012-2013	15.00 basis points	-
2013-2014	14.00 basis points	-
2014-2019	10.00 basis points	-
2019-2023	10.00 basis points	25.00 basis points

629 Prefunding Program Employers

604 CERBT and 94 CEPPT

- State of California
- 158 Cities or Towns
- 10 Counties
- 83 School Employers
- 32 Courts
- 345 Special Districts and other Public Agencies
 - (103 Water, 37 Sanitation, 34 Fire, 27 Transportation)

Questions? Where to Get Trust Fund Information?

Name	Title	E-mail	Desk	Mobile
Darren Lathrop	Outreach & Support Manager	Darren.Lathrop@calpers.ca.gov	(916) 795-0751	(916) 291-0391
Lee Lo	Outreach & Support Analyst	Lee.Lo@calpers.ca.gov	(916) 795-4034	(916) 612-4128
Therese Luo	Outreach & Support Analyst	Therese.Luo@calpers.ca.gov	(916) 795-2983	(916) 213-2879
Danny Kaufman	Outreach & Support Analyst	Daniel.Kaufman@calpers.ca.gov	(916) 795-8278	(916) 440-3821
Colleen Cain-Herrback	Administration & Reporting Program Manager	Colleen.Cain-Herrback@calpers.ca.gov	(916) 795-2474	(916) 505-2506
Vic Anderson	Administration & Reporting Manager	Victor.Anderson@calpers.ca.gov	(916) 795-3739	(916) 281-8214
Robert Sharp	Assistant Division Chief	Robert.Sharp@calpers.ca.gov	(916) 795-3878	(916) 397-0756

Program E-mail Addresses	Prefunding Programs Webpages
CEPPT4U@calpers.ca.gov – Questions & Document Submittal	www.calpers.ca.gov/CEPPT
CERBT4U@calpers.ca.gov – Questions & Document Submittal	www.calpers.ca.gov/CERBT
CERBTACCOUNT@calpers.ca.gov – Online Record Keeping System	www.your-fundaccount.com/calpers