

**AGENDA FOR REGULAR MEETING OF
THE BOARD OF DIRECTORS**

May 06, 2024 at **6:00** pm

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

1.0 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 April 09, 2024 and Special meetings held April 11 and April 18, 2024.

1.5 Considerations of Additions to the Agenda

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 Correspondence:

Letter from Felton Business & Community Assoc 03/17/24 re: Memorial Day Parad

Thank you letter from Scotts Valley Fire District re: Felton response for mutual aid

5.0 Director's Reports:

6.0 Staff Report: included in board packet

7.0 Unfinished Business:

7.1 Shared Services Committee update (Anderson/Crandell)

a) Shared Services - update- Scotts Valley & CalFire

b) Shared Services – Ben Lomond – develop draft document-
(Crandell and Rose)

7.2 Fire Chief Committee update

7.3 Revisit 30-day trial period for Weekend Stipend increase-
discussion/ action

7.4 Form 700/ Ethics Training – follow up new board members

8.0 New Business:

8.1 Resolution 01-2024 – Resolution requesting Consolidation of the Election

8.2 FY 2024-2025 Budget – draft/discussion to form Finance sub-
committee

8.3 Additional budgeted UAL PERS payment of \$50,000- discussion/
action

8.4 Ambulance -update

9.0 Approve paid vendor claims for the month of April 2024

10.0 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.

11.0 Set date for the next meeting: June 03, 2024 @ 6 pm Location in person
@ Felton Fire Station

12.0 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 May 02, 2024**



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Regular Meeting Minutes

Of The Board of Directors

April 09, 2024

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

1.0 Convene Meeting:

1.1 Call to Order: Meeting was called to order by Chairperson Jim Anderson at 6:01 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call: Directors Jim Anderson, Norm Crandell, Mike Shults, Mark Giblin, Mark Rose

Staff: Chief Walters, L. Dennis

Absent: none

Guests: Adam Hensleigh, Jacob Albrecht, Rebecca Mitchell, Broadi Davis, Dan Arndt, Brody Newman, Samantha Moeller, Aidan Malmberg, Dan Schwanbeck, Tim Kelso, Soren Andersen, Jason Bravin. All squad members left the meeting at 7:00 p.m.

1.4 Approve meeting minutes of the Regular Meeting held on March 04, 2024 and Special Meetings held on March 14, 25 and 26, 2024. Regular and all Special meeting minutes approved as written on motion by Director Crandell and second by Director Shults and passed.

Ayes: Directors Anderson, Crandell, Giblin, Rose and Shults

Noes: none

Abstain: none

Absent: none

1.5 Considerations of Additions to the Agenda: None.

1.6 Oath of Office- new Directors Mark Giblin and Mark Rose. Laurie administered the oaths with the two new board members.

2.0 Public Comment: Adam Hensleigh inquired about community outreach done for recruiting to full-time career firefighters in the community to volunteer. Chief Walters replied they did not specifically target this type of outreach. Adam asked what was done in addition regarding search for a Chief, to which Chief Walters responded the committee has been working on it and conducting some interviews and it was on our website.

3.0 Public Hearing: None

4.0 Correspondence: None

5.0 Directors Reports:

Director Anderson stated Pajaro Valley Fire recently failed in a parcel tax. They are going through a similar situation as us and have also established ad-hoc committees.

Director Crandell offered some explanation and shared for the new board members and squad that we have been working Don Jarvis, who is assisting our board as a consultant. He suggested two committees be formed- one for the Chief search (Ladd/ Shults) and one to explore shared services (Anderson/ Crandell) to pay another agency. The committee has had conversations with Scotts Valley and CalFire. Scotts Valley just went through the Branciforte conversion. CalFire has proposed pricing under a two-year agreement that provides better services. Other departments in the County that were contacted were not interested. They have begun interviewing potential short-term Chief replacements. The second committee had difficulties organizing as Director Shults just came on and Director Ladd left.

Director Anderson added that our dilemma is providing adequate response and we really need a tax levy to help fund that. He stated the board is not looking to dissolve the district or become a CSA48.

Director Rose asked to clarify that what he heard was there are 3 people that have been, or are being, interviewed for Chief, to which director Crandell responded yes, one is later this evening and one tomorrow.

6.0 Staff Report: Fire Chief report

Chief Walters provided a written document distributed at the board meeting. He highlighted some of the updates:

-Staffing -there has been little improvement. The trial period bump in stipend moved some weekday coverage to the weekend slots. Day shifts are now covered by the paid positions, except during vacations or other time off.

-Apparatus -all apparatus is in service with the exception of 2365 which is at North Bay Ford for exhaust issues. The Type 6 is still due in the end of May. Some discussion on the Type 6 regarding its original intent and capabilities.

-The ambulance is still delayed due to Boulder Creek's receipt of their new one.

-LUCAS device coming soon.

-This was a slow incident month with only 56 calls for service.

-Provided the new Policy Manual for the boards review. The document was shared in an email, and will also be provided to them as a PDF file. A hard-copy was available at the meeting. Some discussion followed. The Chief stated this will be a "living document" that will be updated in the future as needed.

-SAFER grant application is due in a week and a half, nearly complete, confirmed with Capt. Arndt.

-Had three additional meetings to discuss management -with Scotts Valley Fire and two with CalFire. These were to clarify needs and options.

Fire Chief's Report

April 8, 2024

Staffing & Personnel

1. We continue to have staffing shortfalls on night shifts with several instances of solo responders last month and into this month.
2. Day shift is fully staffed but continues light for the first half of the month due to vacation time and training.
3. Duty officer coverage has been 100% for several weeks now.
4. We've seen a 50% improvement on Friday, Saturday & Sunday shifts. I recommend we extend the additional standby pay for another 30 days and see if the improvement holds.

Apparatus & Equipment

All fire apparatus are in service.

S2365 is at North Bay Ford for smog repairs (check engine light).

1. Waiting for Lifepak LP15 device delivery, about 2 more months.
2. Type 6 is schedule near end of May.
3. Ambulance from BCFD is delayed due to delays in delivery to BCFD.
4. Waiting for Lucus device delivery.
5. Purchased a few equipment items for the Type 6.

Station & Grounds

1. Continuing the process of station wide cleanup & repairs.
2. Working on update list of roles and responsibilities for daytime personnel with a focus on station upkeep and apparatus checks.

Training

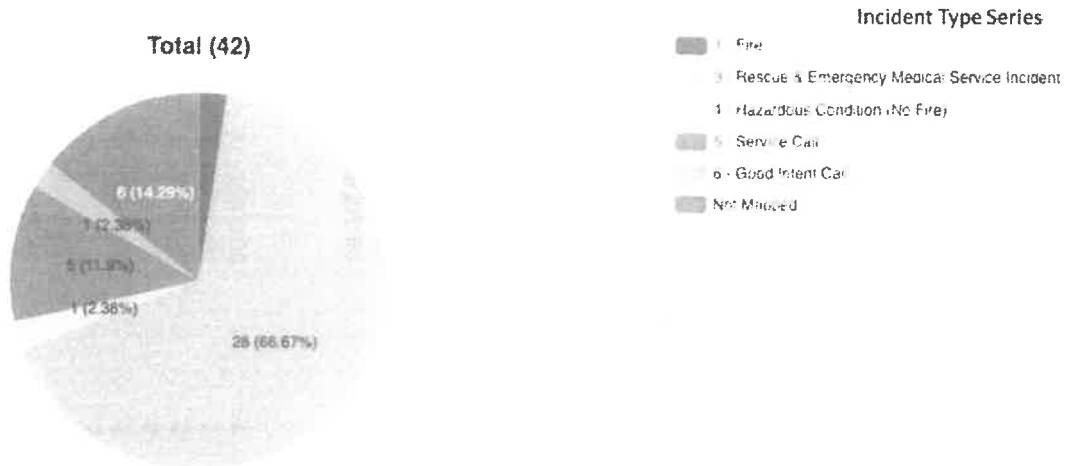
1. Recruits are doing well in the academy. All passed the structure module.
2. Joint training continues with BLFD. Currently doing wildland refresher training.
3. DR/OP's continue to train.

Fire Prevention

1. 2 plans for Alarm systems
2. 1 alarm system updated & inspected.
3. Knox Box key updates continue.

Incident Responses

It has been a very slow month for us. We ran a total of 56 incidents but we are still missing some reports after a network issue last month. We have resolved the issue. Laurie will have to enter reports by hand and she is working on that project.



Administrative

1. Update of Policy & Procedures manual for Board
2. Recruitment program for Fire Chief & Firefighters.
3. SAFER grant is packaged and waiting on board options for management.
4. Attended the following meetings, Fire/EMS task team, SCCO Operations group, EMSIA, MBARD, several NWS advisory meetings, County Fire Chief's, CERT.
5. Meeting with Scotts Valley Fire to discuss management options.
6. Meeting with CalFire to discuss district management options.

	Felton FY23/24	Comments	Felton FY 24/25	Felton/CalFire	Felton/SVFD
Salaries & Wages					
Fire Chief. (51000)	\$ 180,000.00		\$ 180,000.00	\$ -	\$ -
Admin Asst. (51000)	\$ 22,500.00		\$ 22,500.00	\$ 15,000.00	\$ 22,500.00
FT Employee Salary. (51000)	\$ 239,500.00 **		\$ 250,000.00	\$ -	\$ 250,000.00
PT Inspector (51000)				\$ -	\$ -
PT Firefighter (3rd seat) (51000)	\$ 47,500.00		\$ 50,000.00	\$ -	\$ 50,000.00
Standby Pay (51010)	\$ 36,500.00		\$ 36,500.00	\$ -	\$ 36,500.00
Duty Officer. (51010)	\$ 36,500.00		\$ 40,000.00	\$ -	\$ 40,000.00
Volunteer Call Pay (51010)	\$ 55,000.00		\$ 65,000.00	\$ 45,000.00	\$ 65,000.00
Director's Pay. (62327)	\$ 6,000.00		\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Benefits					
FICA (8%)	\$ 49,880.00		\$ 52,080.00	\$ 5,360.00	\$ 37,680.00
PERS (13.54%)	\$ 59,846.80		\$ 61,268.50	\$ 2,031.00	\$ 36,896.50
Sick Leave	\$ 2,400.00		\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
Benefits (heath, vision & dental)	\$ 51,300.00 ***		\$ 65,802.00	\$ -	\$ 65,802.00
Unemployment Insurance (6.2%)	\$11,459.00 *		\$ 20,000.00	\$ 10,000.00	\$ 20,000.00
Worker's Comp Insurance	\$ 78,253.00		\$ 84,000.00	\$ 73,000.00	\$ 84,000.00
Contract Fees					
CalFire				\$ 790,000.00	
SVFD					\$ 180,000.00
Total Salaries & Benefits	\$ 876,638.80		\$ 936,550.50	\$ 949,791.00	\$ 897,778.50

FICA includes Social Security (6.2%) and Medicare (1.45%)

Unemployment (FUTA & SUTA) 6.2% of first \$7,000

PERS 2024 rate is 13.54% (PEPPRA)

40 hr work week = 2080 hrs annually

*Indicates year to date payments (see FUTA & SUPA)

** Annual pay for 2 Fire Captains, 2 Firefighters working 2080 hrs annually.

*** District cost per employee is \$1096.70

Standby Pay (Night stipend, 2 FF's) is \$50.00 pp

Duty Officer Pay (1 Capt) is \$100 pp

Volunteer Pay (FY22-\$65,300 FY23-\$53,056 FY24-\$46,632)

	23/24 Adjusted	FY24/25	FEL/CalFire	FEL/SCO
Character: 60 - SERVICES AND SUPPLIES				
Maj Obj: 611 - CLOTHING AND PERSONAL				
61110 CLOTHING & PERSONAL SUPPLIES	142,500.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
Total 611 - CLOTHING AND PERSONAL	142,500.00			
Maj Obj: 612 - COMMUNICATIONS				
61215 RADIO	20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
61221 TELEPHONE-NON TELECOM 1099	12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Total 612 - COMMUNICATIONS	32,000.00			
Maj Obj: 613 - FOOD				
61310 FOOD	6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Total 613 - FOOD	6,000.00			
Maj Obj: 614 - HOUSEHOLD EXPENSE				
61425 OTHER HOUSEHOLD EXP-SERVICES	6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
Total 614 - HOUSEHOLD EXPENSE	6,500.00			
Maj Obj: 615 - INSURANCE				
61525 LIABILITY INSURANCE	32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00
Total 615 - INSURANCE	32,000.00			
Maj Obj: 617 - MAINTENANCE-EQUIPMENT				
61720 MAINT-MOBILE EQUIPMENT-SERV	24,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
61721 MAINT-MOBILE EQUIPMENT-SUPPLIES	25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
61725 MAINT-OFFICE EQUIPMENT-SERVICES	1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
61730 MAINT-OTH EQUIP-SERVICES	7,500.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
61731 MAINT-OTH EQUIP-SUPPLIES	2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Total 617 - MAINTENANCE-EQUIPMENT	60,550.00			
Maj Obj: 618 - MAINTENANCE-BUILDING & IMPROV				
61845 MAINT-STRUCT/IMPS/GRDS-OTH-SRV	2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
61846 MAINT-STRUCT/IMPS/GRDS-OTH-SUPP	10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total 618 - MAINTENANCE-BUILDING & IMPROV	12,500.00			
Maj Obj: 619 - MEDICAL, DENTAL & LAB SUPP				
61920 MEDICAL, DENTAL & LAB SUPPLIES	9,000.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
Total 619 - MEDICAL, DENTAL & LAB SUPP	9,000.00			
Maj Obj: 620 - MEMBERSHIPS				

62020	MEMBERSHIPS								
Total 620 -- MEMBERSHIPS		3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$

Maj Obj: 622 -- OFFICE EXPENSE									
62219	PC SOFTWARE PURCHASES	9,500.00	\$	9,500.00	\$	7,500.00	\$	9,500.00	\$
62221	POSTAGE	600.00	\$	600.00	\$	600.00	\$	600.00	\$
62223	SUPPLIES	2,000.00	\$	2,000.00	\$	2,000.00	\$	2,000.00	\$
Total 622 -- OFFICE EXPENSE		12,100.00	\$	12,100.00	\$	10,100.00	\$	12,100.00	\$

Maj Obj: 623 -- PROFESSIONAL & SPEC SERV									
62301	ACCOUNTING AND AUDITING FEES	23,500.00	\$	23,500.00	\$	23,500.00	\$	23,500.00	\$
62327	DIRECTORS' FEES	9,000.00	\$	-	\$	-	\$	-	\$
62358	LAUNDRY SERVICES	1,800.00	\$	1,800.00	\$	1,800.00	\$	1,800.00	\$
62367	MEDICAL SERVICES-OTHER	12,000.00	\$	12,000.00	\$	12,000.00	\$	12,000.00	\$
62381	PROF & SPECIAL SERV-OTHER	35,209.00	\$	65,000.00	\$	65,000.00	\$	65,000.00	\$
62384	PUB DEF CONFLICTS CONTRACT	0.00	\$	-	\$	-	\$	-	\$
Total 623 -- PROFESSIONAL & SPEC SERV		81,509.00	\$	81,509.00	\$	81,509.00	\$	81,509.00	\$

Maj Obj: 624 -- PUBLICATIONS AND LEGAL NOTICES									
62420	LEGAL NOTICES	700.00	\$	700.00	\$	700.00	\$	700.00	\$
Total 624 -- PUBLICATIONS AND LEGAL NOTICES		700.00	\$	700.00	\$	700.00	\$	700.00	\$

Maj Obj: 625 -- RENTS AND LEASES-EQUIPMENT									
62500	EQUIPMENT LEASE & RENT	500.00	\$	500.00	\$	500.00	\$	500.00	\$
Total 625 -- RENTS AND LEASES-EQUIPMENT		500.00	\$	500.00	\$	500.00	\$	500.00	\$

Maj Obj: 627 -- SMALL TOOLS AND INSTRUMENTS									
62715	SMALL TOOLS & INSTRUMENTS	5,500.00	\$	5,500.00	\$	5,500.00	\$	5,500.00	\$
Total 627 -- SMALL TOOLS AND INSTRUMENTS		5,500.00	\$	5,500.00	\$	5,500.00	\$	5,500.00	\$

Maj Obj: 628 -- SPECIAL DEPARTMENTAL EXPENSE									
62826	EDUCATION AND/OR TRAINING	30,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$
62888	SPEC DIST EXP-SERVICES	22,000.00	\$	25,000.00	\$	25,000.00	\$	25,000.00	\$
Total 628 -- SPECIAL DEPARTMENTAL EXPENSE		52,000.00	\$	40,000.00	\$	40,000.00	\$	40,000.00	\$

Maj Obj: 629 -- TRANSPORTATION AND TRAVEL									
62920	GAS, OIL, FUEL	23,500.00	\$	25,000.00	\$	25,000.00	\$	25,000.00	\$
62928	TRAVEL-OTHER(NON-REPT)	5,000.00	\$	5,000.00	\$	5,000.00	\$	5,000.00	\$
Total 629 -- TRANSPORTATION AND TRAVEL		28,500.00	\$	30,000.00	\$	30,000.00	\$	30,000.00	\$

Maj Obj: 630 -- UTILITIES									
63070	UTILITIES	14,415.00	\$	15,500.00	\$	15,500.00	\$	15,500.00	\$

Total 630 - UTILITIES

14,415.00

Total 60 - SERVICES AND SUPPLIES

499,274.00 \$ 517,100.00 \$ 495,100.00 \$ 517,100.00

Total Salaries & Benefits (sheet 1)

\$ 876,638.80 \$ 936,550.50 \$ 949,791.00 \$ 897,778.50

Total Budget Expenditure FY24/25

\$ 1,375,912.80 \$ 1,453,650.50 \$ 1,444,891.00 \$ 1,414,878.50

*61110 assumes no AFG turnout gear approval
We will have 13 sets of turnouts expire this year.

Expenditures

Total Salaries & Benefits (Sheet 1)
Total Supplies & Services (Sheet 2)

	Felton FY 23/24	Felton FY 24/25	FEL/Calfire	FEL/SCO
Total Salaries & Benefits (Sheet 1)	\$ 876,638.80 **	\$ 936,550.50	\$ 949,791.00	\$ 897,778.50
Total Supplies & Services (Sheet 2)	\$ 499,274.00	\$ 517,100.00	\$ 495,100.00	\$ 517,100.00

Total Budget Expenses

Total Budget Expenses	\$ 1,375,912.80	\$ 1,453,650.50	\$ 1,444,891.00	\$ 1,414,878.50
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Revenues

40100	PROPERTY TAX-CURRENT SEC-GEN	\$ 938,346.74	\$ 1,028,813.00	\$ 1,028,813.00	\$ 1,028,813.00
40110	PROPERTY TAX-CURRENT UNSEC-GEN	\$ 17,214.48	\$ 22,062.00	\$ 22,062.00	\$ 22,062.00
40130	PROPERTY TAX-PRIOR UNSEC-GEN	\$ 1,717.97	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
40150	SUPP PROP TAX-CURRENT SEC	\$ 21,216.04	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
40151	SUPP PROP TAX-CURRENT UNSEC	\$ 905.94	\$ 500.00	\$ 500.00	\$ 500.00
40160	SUPP PROP TAX-PRIOR SEC	\$ 1,208.19	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
40161	SUPP PROP TAX-PRIOR UNSEC	\$ 238.00	\$ -	\$ -	\$ -
44142	PENALTIES FOR DELINQUENT TAXES	\$ 130.72	\$ -	\$ -	\$ -
44143	REDMPTN PLITIES FOR DELINQ TXS	\$ 110.44	\$ -	\$ -	\$ -
40430	INTEREST	\$ 27,311.45	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
40440	RENTS & CONCESSIONS	\$ 38,497.39	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
40830	ST-HOMEOWNERS' PROP TAX RELIEF	\$ 4,487.00	\$ 4,709.00	\$ 4,709.00	\$ 4,709.00
40852	ST-OTHR TAX RELIEF SUBVENTIONS	\$ 1,772.84	\$ -	\$ -	\$ -
40894	ST-OTHER	\$ -	\$ -	\$ -	\$ -
41322	PLAN CHECKING FEES	\$ 750.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
42384	OTHER REVENUE	\$ 2,387.29	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00

Total Budget Revenues

Total Budget Revenues	\$ 1,056,294.49	\$ 1,135,584.00	\$ 1,135,584.00	\$ 1,135,584.00
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Budget Variance

Total Budget Shortfall

Total Budget Shortfall	\$ 319,618.31 **	\$ 318,066.50	\$ 309,307.00	\$ 279,294.50
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Total Rollover Funds (estimated): \$1,194,140.00

** amount assuming 100% shift coverage, salaries & benefits paid for entire FY23/24

7.0 Unfinished Business:

7.1 Shared Services Committee update (Anderson/ Crandell)

a) Shared Services – update- Scotts Valley & CalFire

This item was already briefed by the Chief and Director Crandell. Chief Walters described the CalFire “Amador Contract” scenario and what it would offer to cover Felton Fire needs. The Chief explained for the new Directors Rose and Giblin how we came to these response issues and why we are looking at these options for help. He added the comparison to Branciforte Fire’s failure. Director Anderson added that Branciforte had compounded issues with a parcel tax failing and workers compensation claims. Director Rose expressed concerns regarding the sense of urgency lacking for these solutions, as the Chief is leaving soon in just a couple weeks, and questioned what has been done to find a replacement. Director Crandell responded that we can only offer our same “Chief package”, the committee has been speaking to potential candidates. Director Anderson stated that just having a Chief doesn’t fix the issue. Chief Walters stated he asked 9 local retired Chiefs, eight declined and one will be interviewed tomorrow. He added that Scotts Valley and CalFire have said they will lend Chiefs in the meantime. Director Giblin asked what our cost is for those in the academy is. Chief Walters explained there is not a fee for the academy, our costs are for PPE/ equipment. Our “onboarding costs” are roughly \$9,000 per person. Director Giblin asked why we bring on out-of-district people. The Chief explained the recruiting process we have in place and who we attract. Some discussion followed on local recruitment and ideas. Chief added he had gone to Mount Hermon to speak and put notices in local churches, with no success.

b) Shared Services – Ben Lomond meeting request

Chief Walters stated that he spoke with Mike Ayers. Chief Ayers will check with his board for a date that works.

7.2 Fire Chief Committee update

a) Chief candidate interviews

This item was covered in the Shared Services update.

b) Committee members

Director Rose volunteered to work on this committee with Director Shults

7.3 Form 700 updates – Ladd & Gelini leaving office, newly appointed members

Laurie stated she received the signed hard-copy for former Director Gelini and that’s been filed. Director Ladd has not filed his leaving office statement; Laurie will provide a hard-copy to Director Shults to deliver to former Director Ladd for signature. Directors Giblin and Rose are working on them.

8.0 New Business:

8.1 FY 22/23 Audit Report - accept and approve

Chief Walters stated Laurie sent the Audit Report earlier for the board members to review in advance of the meeting. There were no significant changes noted, services have been completed and paid for. The next audit will begin at the end of the next calendar year on the two-year cycle.

Director Crandell made a motion to accept and approve the Audit Report. The motion was seconded by Director Shults and passed unanimously.

8.2 Felton SPO & Policy Manual update – review and approve

As stated earlier in the meeting the Chief sent a link for the board members to review the manual as it's lengthy. He changed the language/ title from SOPs to Policies. He asked board the members to review and do the approval at the next regular board meeting. Chief added this is an important document to have in place for any agreement with others, or any future consolidation. It is also important to have in place as required by many grant applications.

8.3 FY 2024-2025 Budget - discussion

Chief reviewed the document he provided board members at the meeting regarding projections for the 24-25 budget. He broke out salaries with comparisons for including the CalFire and Scotts Valley shared service affects.

Director Shults asked how the CalFire proposal will impact the current paid employees. The Chief responded that most likely 2 would be picked up, but Ian and Audrey would not qualify and go elsewhere. Ian could go back to driving tractor, and Audrey could drive a bus for the school. He stated CalFire has offered their services for \$790,000 which includes dispatching. We do not have a definite dollar amount yet from Scotts Valley. The Chief continued to review the projected revenue and other line items which he kept similar to the 2023/2024 budget amounts. He stated there would be a net \$300,000 deficit. There was additional discussion regarding what amounts of revenue could be generated by a parcel tax. Laurie explained the budget process timeline for the new board members relating to the June 30 and October 01 dates for the preliminary and final budget approvals, and the public meeting for the final budget approval. Board members discussed the budget effects of the CalFire offer. Further discussion regarding board interactions and other operations impacts by the shared services options. Director Giblin expressed concern regarding the squads' worry over leadership and the CalFire prospect. More discussion followed on CalFire and Scotts Valley Fire services impacts.

9.0 Approve paid vendor claims for the month of March 2024: Board members reviewed the vendor claims in the amount of \$30,680.11 for the month of March 2024. Claims were

approved as presented on motion by Director Crandell, seconded by Director Rose and approved unanimously.

10.0 Closed Session: None

11.0 Set date for the next meeting: The next Regular Meeting will be held on **Monday, May 06, 2024 at 6:00 P.M.**

12.0 Adjourn: Director Anderson moved to adjourn the meeting at 8:43 p.m.

Jim Anderson, Chairperson

Attest: Laurie Dennis, Secretary



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Special Board Meeting Minutes

Of The Board of Directors

April 11, 2024

Location: Felton Fire Station 131 Kirby St Felton CA

1. Convene Meeting:

1.1 Call to Order: Meeting was called to order by Chairman Jim Anderson at 6:30 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call: Directors Jim Anderson, Norm Crandell, Mark Giblin, Mark Rose, Mike Shults

Staff: Chief Walters, Laurie Dennis

Absent: None

Guests: Aidan Malmberg, Soren Andersen, Patrick Rosso, Ian Jones, Mike Ayers, Renee Fenker, Nathan Fenker (7:10)

1.4 Considerations of Additions to the Agenda- None

2.0 Public Comment: None

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 Unfinished Business:

3.1 Review and approve policy manual updates.

Board members had been asked to review the Policy Manual document prior to the meeting. Director Rose noted some references to Zayante and Scotts Valley need to be removed or changed to reference Felton. Director Anderson reiterated that this will be a "living document". Director Shults commented he felt the document was a good guideline to have in place in general, even though some of the sections may never be used. Chief Walters added it is important to have this guideline in place, especially as it relates to the paid staff we have now. Director Anderson asked for a vote. Director Rose made a motion to approve the Policy Manual with the few minor edits. Director Shults seconded and it was passed unanimously.

3.2 Shared Services

Chief Walters stated that the board had asked him for recommendations for both chief candidates and shared services. He has provided those. He presented a document he referred to as “the state of the union” and read through the bullet points listed. He read each of them listing the issues, actions to date, staff status and his recommendations. He reviewed the finances, both current and future. Director Anderson said they met with Scotts Valley again last night and asked that they come back with a suggested dollar amount that we can compare with. CalFire presented a full-service contract that our budget can support. There will be a meeting with Ben Lomond tomorrow to discuss shared services. He feels we will have a compelling case to go for a bond. He further added they want to keep this organization going with some help, until we can get back on track financially. Director Crandell added that the budget carry-over is our savings, and that we are now working on next years budget. Director Crandell explained some details of the CalFire contract, that is for up to 2 years, or any time less if we find ourselves in a better position. Chief Walters stated the Amador contract at \$790,000 is for 3 personnel and a BC, 24/7, 365 days. They would wear their CalFire uniforms, but respond in our equipment. The station door and apparatus would also wear the CalFire logo alongside Felton Fire’s.

Director Crandell explained the estimated costs for a study and PR for a bond measure will be expensive. Added costs to bring on new volunteers are about \$10,000 each.

Director Anderson reiterated it’s the boards’ fiduciary responsibility to provide responses to the districts calls for service. He described the tax parcel process and related to Branciforte and Scotts Valley’s failed bond attempts.

Chief Walters added the timing is bad for Scotts Valley as they recently brought on Branciforte, but the upside for us is they are an ALS agency. We have a good relationship with Scotts Valley and they are more acceptable to the crew than CalFire. Their union is not for the concept. They have asked for a dollar amount, but he feels it will be too costly.

Director Anderson stated we have options. He thinks highly of the volunteers and wants to retain them. He is confident the committees plan will help us get there. He thinks we can emerge whole in 2 years and stand alone. The Chief echoed Director Andersons comments. Director Crandell added we still need the volunteers to support the paid people on the first engine. Chief stated with Captain Rosso moving and both Moellers out for an extended time, we need a lot more volunteers. Director Anderson opened the conversation and asked for any public member’s comment.

Ian Jones stated he's concerned when we are asking for the public's money, how the shared service relationship with CalFire would affect that impression. He is also concerned regarding there being a clear expectation with CalFire and our volunteer's relationship. There have been issues in the past that could not be brought here. Director Anderson assured him that leadership discussions with Jed and Nate at CalFire have shown they are open to work with our situation. Chief Walters added that is also why he recommended a BC volunteer position to have in-house voice and support our people to work with the Chiefs at CalFire.

Nathan Fenker asked about relationships within the fire department that have been and are making volunteers not stay, that's why he left. Director Anderson responded that has always happened and it's not our only problem with volunteers. Chief Walters added that another purpose of standard policies is to help with employee issues. Discussion followed.

Director Anderson again added that the board is ultimately held responsible and the results of not complying can result even in fines and jail.

3.3 Select interim Fire Chief

Chief Walters said the sub-committee has been discussing and interviewing potential candidates. He reported that Rob Young unfortunately has rescinded his interest and is no longer a candidate. He has contacted 9 potential candidates and has had 8 refusals. Director Crandell reported they have talked to 4 so far. He explained some of the difficulties and requirements.

Director Rose asked about getting the word out by advertising and communicating our needs to the public. He asked if the board is willing to set aside funds to do this. Director Crandell responded that we already have a funds shortfall, and that the committee has been trying to do this.

Director Rose questioned the reluctance to spend funds to search for a chief.

Director Crandell responded that he thinks the window has closed already for finding a new chief due to the length of time it would take, in excess of 90 days. He added that going into a holding pattern with a shared service arrangement for a couple of years will get us this time to find the right person. Director Anderson added that Boulder Creek spent about \$25,000 in the search prior to Chief Bingham. Discussion followed regarding the projected budget shortfall. The Chief stated they should have seen this coming years ago and done something. Chief added this is the most critical chief decision in 40 years. There are many challenges. He feels the best way to bridge the gap is to have someone to support the squad as a BC for a few months.

Renee Fenker asked the board members to be mindful and use inclusive language when having these discussions. She also asked if there has been any consideration of 2 people to do this job and share the responsibilities, which could also save on the salary costs.

Chief responded the suggestions were appreciated.

Additional discussion followed regarding the need to have another special meeting soon, some time before the Chief leaves. A date will have to be set later.

4.0 Closed Session: None

5.0 Adjourn: Director Anderson moved to adjourn the meeting at 7:54 p.m.

Jim Anderson, Chairman

Attest: Laurie Dennis, Secretary



FELTON FIRE PROTECTION DISTRICT
131 Kirby Street, Felton CA 95018 831 335-4422

To: Board of Directors

Date: 4/11/2024

RE: State of The Union

Felton Fire District has 4 challenges based on Time, finances, leadership and nighttime response coverage.

Night-time Call response

The facts are;

1. Insufficient volunteer workforce to respond with a sufficient staffing (3 personnel) from in district personnel on a per call basis.
2. Insufficient volunteer workforce to cover station standby shifts (2 personnel + duty officer).
3. 30% of all calls only have a single responder. Often the duty officer.
4. 65% of all incidents lack a 3 person response
5. The district is unable to field a structure fire response, or any multi apparatus request or response in district or to mutual aid calls.
6. The district has failed to respond to mutual aid request for 5 of 11 requests.
7. When an "at home" volunteer response occurs it is usually only 1 or 2 personnel and often outside of the 6 minute response window.
8. Officers are reluctant to request 2nd pages and/or mutual aid requests and take a "I'll go check it out first" attitude which further delays any mutual aid assistance.
9. In the last 30 days, Felton has had 2 "failed to respond" incidents.
10. Increased weekend stipends have not shown an increase in coverage, but resulted in less weekday coverage.
11. We are down to 5 "in district" volunteers.
12. We lack a sufficient number of driver/operators and are often forced to respond in pickups or await arrival of duty officer to drive, operate and command an incident.

Actions Taken to date:

1. Standards applied for "out of district" volunteers for working standby shifts starting January 1. Results: 3 dismissals, 1 resignation and 2 produced improved coverage. No significant improvement.



FELTON FIRE PROTECTION DISTRICT
131 Kirby Street, Felton CA 95018 831 335-4422

2. Recruited 8 new firefighters. Results: 1 resigned due to family issues. 6 will complete academy in June. 1 continues in house training, but due to family issues is unavailable to respond at this time. Only 1 of the 7 lives in district.
3. Recruited lateral Fire Captain from Ben Lomond. He does not live in district.
4. Started 2nd recruitment for January 2025 Fire Academy. Results; in-process
5. Restarted internal driver/operator training program with 4 trainees. Results; 2 completed, 2 are pending. During this time we have lost 2 operators.
6. Gone "Public" with our shortages in the hopes of attracting local, qualified and trained personnel. Results; no new qualified applicants.
7. Letter send to all County fire agencies requesting assistance and loan of qualified personnel for standby shifts. Results;
 - a. Zayante – No assistance per board decision.
 - b. Boulder Creek- No assistance per board decision.
 - c. Scotts Valley – Unable to loan PCF's. They only have 11.
 - d. Ben Lomond – Possible, but requires more work.
 - e. CZU- Felton Station project crew available Wednesday and Saturday nights only. B/C available on request.

Recommendations

1. Continue discussions with CalFire and Scotts Valley fire for 24/7 service agreements to solve the 14hr nighttime problem.
2. Initiate talks with Ben Lomond to loan firefighters for night-time standby coverage of the station. Minim station staffing should be 2 personnel plus a Felton Duty Officer.
3. Continue recruitment drives thru TV, newsletters, school programs and public speaking opportunities.

Finances

The Facts are;

1. Tax revenues generate approximately 1.1 million with additional revenue and interest adding about another 50k.
2. For FY23/24 we are in a deficient due to the new type 6 purchase and funds required to equip it.
3. Plans for a replacement command vehicle were shelved for the \$1 purchase of an ambulance from Boulder Creek Fire to reduce workload and expenses on Fire Apparatus and to provide opportunities for future revenue streams by transport and 911 surge services.



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4. Expected deficits in the amount of \$350-400k will continue due to daytime staffing demands, PPE expiration and hiring of new volunteers and PPE purchases.

Actions taken to date;

1. Increased evaluation of equipment needs of like vs need.
2. New apparatus response matrix to reduce load on expensive to fuel, repair or replace apparatus.
3. Applied for AFG grant to reduce expenditure on PPE.
4. Applying for SAFER grant to reduce expenses on daytime staffing.
5. Recommended to Fire Board to investigate alternative staffing and/or shared services.
6. Recommended to board to re-evaluate healthcare benefit expenses and offer program similar to neighboring agencies to reduce expenses and contain future increases.
7. Applied for grant for recruitment program of volunteer firefighters.
8. Evaluated a PERS buy-out opportunity.
9. Increased paid/benefited positions to reduce employee turnover and avoid 960 limitations and staff workload.
10. Evaluated additional CEPS fund investment for un-funded PERS liabilities.

Results to date;

1. AFG Grant application accepted. Should know by beginning of fiscal year.
2. SAFER Grant, submittal by end of month, will not know results until last quarter 2025, funding to follow if approved.
3. Changed to a fixed dollar amount healthcare credit program for benefited employees. Reduced district liabilities and future costs.
4. Received grant for volunteer firefighter recruitment program materials.
5. Solved daytime response shortfalls with paid 2/0 staffing but put additional pressure on budget to solve lack of volunteer response.
6. Shared service/ service delivery contract discussions started with Scotts Valley and CalFire to solve lack of night-time volunteer response problem.

Recommendations;

1. Continue to monitor grant applications for approvals. Evaluate why, if not approved, and re-apply the following year.
2. Place a parcel tax measure or benefit assessment on the June 2026 ballot.
3. Hire a professional company to evaluate proper assessment amounts and design a campaign around the needs of the district.



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4. Inform the public of our financial challenges and staffing shortfalls. Improved awareness will increase chances of a successful campaign.
5. Sign a services agreement with Calfire or Scotts Valley fire to avoid market rate fire chief (who can meet our leadership, prevention and training needs).
6. Appoint a "Budget Sub-committee" to work with future leadership to identify future budget needs and evaluate expenses and opportunities for savings. They should also work to explore additional revenue opportunities.

Time

The facts are;

1. Felton needs 18-20 months to advertise, recruit, train and deploy minimum of 18 additional volunteers to handle our existing call load.
2. Felton needs time to evaluate shared services opportunities for Fire Administration, Prevention and Training.
3. Felton has no consistent, sustainable volunteer response for 14 hours every day. On multiple occasion we have failed to respond to emergencies and mutual aid requests.
4. Felton fails to respond to calls within the 6 minute maximum reflex time standard for volunteer agencies more than 50% of the time.
5. Felton needs time to look for additional revenue opportunities.
6. Felton has a limited window of opportunity to solve the response problem before LAFCO comes in and dissolves the district for failing to solve the problem.
7. Felton needs time to develop a 3-5 year plan to become self-sustainable and plan for future needs such as apparatus and station repair programs.

Leadership

The facts are;

1. Felton can not attract the Fire Chief leadership we need due to PERS PEPPRA limits placed on prospective chiefs.
2. Felton can not afford the market rate for Fire Chief.
3. Felton pays it's Fire Chief less than what a Fire Captain makes in the City of Santa Cruz.
4. Out of the area candidates cant afford the cost of living and relocation housing costs to our area.
5. Felton needs a Chief with strong leadership skills, excellent financial skills and experience in development of revenue, development of tax measure campaigns,



FELTON FIRE PROTECTION DISTRICT
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strong training, fire prevention and fire investigation credentials. A charismatic individual with a good understanding of the volunteer workforce and ability to develop good working relationship with local public officials and elected leaders in the community.

6. In a shared services environment, we need someone who can hold together the volunteers and organize a successful extrication from outside services in 2027 so that we are fully staff and prepared to meet the community needs as a stand alone organization. An organization who can provide proper 24/7 service.
7. In a shared services environment, Felton needs a leader at the board table to represent the interests of the volunteer firefighter and provide additional support to outside staff and the fire board.
8. Felton needs an leader who the squad can support, who can produce the positive environment for volunteers and encouraging them to remain with the agency during the next 24 months.

Recommendations;

1. Create and appoint a Battalion Chief to represent the volunteer organization during board meetings and to support the shared services chiefs during significant events. The B/C would also hold staff assignments to support the operational aspects of the agency and other related duties as assigned.
2. Sign a shared services agreement to resolve the incident response issues.
3. Invest in our volunteer leaders to culture middle level, and eventually upper level management, training and prevention leaders during the next 24 months.

Respectfully Submitted,

Dan Walters
Interim Fire Chief



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Special Board Meeting Minutes

Of The Board of Directors

April 18, 2024

Location: Felton Fire Station 131 Kirby St Felton CA

1. Convene Meeting:

1.1 Call to Order: Meeting was called to order by Chairman Jim Anderson at 6:08 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call: Directors Jim Anderson, Norm Crandell, Mark Giblin, Mark Rose, Mike Shults

Staff: Chief Walters

Absent: L. Dennis

Guests: Don Jarvis, Chief Stacie Brownlee BLFD, A/C Mike Ayers BLFD, D. Bingham

BLFD, T. Kraft ZFPD, D. Underwood ZFPD, S. Moeller, D. Schwanbeck, A. Malmberg, D.

Arndt, J. Bravin, S. Andersen, I. Jones, S. Meserth

1.4 Considerations of Additions to the Agenda- Director Crandell requested to add a closed session to discuss a wage issue.

2.0 Public Comment: None

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 Unfinished Business:

3.1 Shared Services options with Ben Lomond Fire District- discussion/ vote.

Chief Walter stated to everyone that this meeting is being recorded to aid in meeting minutes, and requested people state their name when speaking for clarity.

Chief Walters detailed his history the past 5 months. At the board's request he did a deep dive into staffing and the condition of the district. He added the board originally asked him to stay on, but it was too expensive to keep his pay and benefits. He identified budget concerns mostly due to daytime staffing needs and the need to increase to 2.0 each day. He brought on 3 additional people. Nighttime lacked coverage and resulted in single responders. 60% of night shifts needed additional personnel. We decided to investigate shared service opportunities as a cost control measure which included Fire Chief, administrative, training and fire prevention. Volunteer staff needed increasing and the board decided to add 10 more people. This is how we arrived at today's situation, with

the last 5 months being an evolution. Director Anderson added that Dan's purpose was to give a "state of the union" and his first item identifies was staffing.

Chief Walters stated he invested in some programs including First Due to give him time to get organized. He's holding people accountable and identified we had too many people out of district, resulting in too few people to carry the load of increasing calls.

Director Anderson stated we had a special meeting and met with the Ben Lomond Fire people and they've gone back to their board and are now offering their help. We're here tonight to hear what they can do for us. We need the support for calls as part of the understanding. Director Anderson asked Stacie wanted to start.

Chief Walters stated he'd read the email out loud so everyone knew the context of the discussion, which is the same email he forwarded to everyone in the department. He stated we had conversations with Scotts Valley Fire, CalFire and now Ben Lomond Fire. We asked Ben Lomond Fire to consider providing assistance to us and this is the response: Ben Lomond Fire Protection Board has met and we are proposing the "All In" scenario, with the hopes of returning Felton Fire Protection District to viability in the future. Ben Lomond Fire Protection District will need to take steps to insure the correct legal pathway is followed. If Felton Fire Protection District has mutual interests please contact us immediately. Ben Lomond Fire Protection District Board members.

Director Anderson said we sent out a letter on behalf of the board and district to all other fire departments in Santa Cruz County stating our things and asking for their help. We didn't get a response from everybody; we got turned down by quite a few. Chief Walters said the big question he and the board have is what does All-in Service mean. Chief Brownlee explained that what had been proposed was 2 scenarios with one being just nighttime coverage. Their board met to discuss and decided on the all-in scenario. It would mean trying to run Felton Fire similarly to current Ben Lomond Fire and trying to get Felton back to a functioning volunteer department. She would provide Chief services; Laurie would stay on longer to help with administrative stuff and Ben Lomond would provide help with training. Chief Brownlee added wants to keep volunteers going, hold people accountable, work on heavy recruitment efforts. She spoke with Ben Lomond's attorneys regarding such an agreement. Both Felton and Ben Lomond districts use the same attorneys, so Felton would need to have a different attorney review it for them. Chief Walters asked Chief Brownlee if they would also be willing to work with the Felton board on extricating ourselves from PERS in the future, to which she responded absolutely.

Director Anderson stated for the benefit of the group that he, Dan and Laurie approached PERS with getting out and were told an ordinance must be passed to leave. The actuarial amount at that time was between 1.5 and 1.7 million, but their accounting people would determine the exact amount. The board has some concern regarding PERS doing an audit, as he's unsure if past administrations did as good a job as possible of tracking employee

hours and reporting, and an audit could determine more is owed. He stated we do agree leaving PERS will make us most viable.

Director Anderson asked if any other board members wanted to add anything, to which none responded. Don Jarvis asked Director Anderson to explain the significance of waiting 2 years. Director Anderson stated the desire is to keep the district whole and not dissolve. To do so we need to do a bond measure to increase the income we have. He has been discussing with LAFCO to figure what percentage of revenue Felton receives. Boulder Creek and Zayant districts have passed parcel measures, and the now defunct Branciforte was granted 2 parcel taxes. We'll need to hire a consulting company to do the PR and figure the tax rate we need. The process takes time to get on the ballot, then you don't really get the money for another year. This is where we came up with the 24-month plan. This is the plan we've worked with when talking to Scotts Valley and CalFire and now Ben Lomond. At the end of that time if we get the parcel tax, we'll have the revenue to continue as a viable department and have some paid staff, or if we're successful to develop a robust volunteer department and be back on track. Director Anderson asked if anyone wanted to add anything.

Director Crandell asked Stacie when she could start supplementing the night crew. Chief Brownlee replied there will need to be some motivation and rearranging to get Ben Lomond staff to cover. She stated the Felton cadets should be able to help with night shifts as they are advanced enough in their training. Director Crandell asked Chief Walters if he saw any issue, Walters replied it's a break from tradition but saw no reason we can't do it. We need bodies and they have all the core training and most are EMTs. They can work with the daytime Captains for onboarding training. He said he can't force them but we can see if they have time. Director Crandell asked Chief Walters to find out and report back.

Director Anderson asked Chief Brownlee how long it will take to come up with some numbers to plug in our budget for doing coverage. Some discussion followed regarding shift stipends. Don Jarvis said there are 2 pieces – the responder coverage and then the Shared Services part for Fire Chief and administrative stuff. Director Anderson stated he was referring to the total cost. Don Jarvis suggested that representatives of both boards get together and negotiate a price. Jarvis said they need to get this agreement signed before Walters walks out the door, so you have a Fire Chief of record and there's only a week. Chief Walters added getting the agreement nailed down and negotiate the finer points later. Director Anderson said he won't be available in a couple days, to which Jarvis replied that there are a few other board members and they can represent the district. Director Crandell suggested a two-phase operation, with a vote tonight to accept the Ben Lomond shared services agreement, pending the mutual agreements of pay scheduling. Director Anderson stated we need coverage at night right now, and agreed we can pay more than \$50 a night shift as we've had a couple trials and we've paid more.

Chief Walters said the squad stepped up and filled shifts this week and if they can do it for the next 2 or 3 weeks it will give us time to make a deal with Ben Lomond. He asked Becca, squad president, if she thought people can fill out the schedule as much as possible the new week or 2, then we can see where we have gaps. Becca replied she thought so. Director Anderson recognized Sam Moeller to speak.

Sam said they have discussed the importance of what's to come at the squad meetings and that it's had an impact. We've had mutual aid calls the past couple days and there's still been people here to cover calls. The squad realizes we're going to hold them accountable going forward. She asked if the different night rates being discussed now with shared services will be applicable to the current members working those spots. Director Anderson said absolutely. Sam stated it didn't seem very clear. Director Anderson responded a lot of things don't seem clear right now and our future is one of them.

Director Anderson asked for a motion. Director Crandall proposed that we accept Ben Lomond's offered shared services agreement as stated in this meeting, pending mutual agreement of wage rates for staffing. Director Shults seconded. Director Anderson asked for any public comments.

Director Giblin asked if the all-in service included a BC or Chief and you'd want that inclusive as well? Chief Brownlee replied yes, it would include herself, Assistant Chief, training and investigations. Chief Ayers currently represents Felton on 2 committees and the oversight administration piece is very easy to get going while the boards meet and determine the dollar figures associated. Chief Ayers added it would also include leadership response to calls. Director Anderson stated as Board Chair he's not worried about that it can be worked out, his only concern is covering evening shifts. Director Anderson called for a vote.

Ayes: Directors Anderson, Crandell, Giblin, Rose and Shults

Noes: none

Abstain: none

Absent: none

Director Crandell asked Chief Brownlee when she could be available for discussion about wages and whatever else. Some discussion followed about having the whole board or two board members each so it's easier to coordinate. Chief Brownlee will reach out to her board to see.

Director Anderson asked Chief Brownlee if there are current sleepover people at Ben Lomond to mirror for a pay rate, to which she replied no. Directors Crandell and Rose offered to be the two board members. Chief Walters will send an email to Chief Brownlee and Directors Crandell and Rose, and she can add her board members to come up with a date to meet.

Director Anderson thanked Ben Lomond for reaching out and working with us to make an attempt to save the district/Chief Brownlee said she wants to see it successful. Chief Ayers added that the volunteer model today is not the same, but it's up to us to decide what that new agency looks like, not an outside agency. The San Lorenzo Valley agencies should decide how they evolve. Director Anderson said he agree.

3.2 Alternative Shared Services options.

Director Crandell stated that this item under 3.2 isn't important any longer as we have had a positive vote under 3.1

Director Anderson thanked everyone and adjourned the meeting at 6:39

4.0 Closed Session: The board went into closed session at 6:40 to discuss a wage issue as requested by Director Crandell.

Director Anderson reopened the public meeting at 6:59.

Reportable action: Captain D. Arndt promoted to Battalion Chief of Operations with duties assigned as per district policy #501. He is to be the point of contact for the fire district until a new Shared Services Chief assumes the role. At which point he will continue under policy 501. There is no stipend or additional wages for this interim appointment as Acting Fire Chief.

Directors voted for D. Arndt promotion and duties as assigned.

Ayes: Directors Anderson, Crandell, Giblin, Rose and Shults

Noes: none

Abstain: none

Absent: none

5.0 The date for the next regular meeting is: May 6, 2024 at 6:00 pm. Location in person at Felton Fire Station

6.0 Adjourn: Director Anderson moved to adjourn the meeting at 7:03 p.m.

Jim Anderson, Chairman

Attest: Laurie Dennis, Secretary

Felton Business and Community Association
Felton Remembers Memorial Day Parade and Festival
PO Box 6, Felton CA, 95018

17 March, 2024

Attn: Division Chief Dan Walters
Felton Fire Protection District
131 Kirby St
Felton CA 95018

Dear Dan,

As you know, the Felton Business and Community Association is sponsoring a Memorial Day parade in downtown Felton on Saturday, 25th May 2024. The parade will begin at 10 a.m., followed by music and barbecue in the Felton Covered Bridge Park. The anticipated attendance is around 700 to 1500 people. We look forward to working with the great team at Felton Fire and appreciate all the support you give and have given through the years to make the Memorial Day parade a great success.

This letter is our formal notice for your records of this event. If you have, any questions or concerns please feel free to call me at 831-566-7299. I'm hoping that we can meet with you at the Firehouse later in May, to discuss coordination. I'll be in touch.

Sincerely,

A handwritten signature in black ink that reads "Harry Berggren". The signature is written in a cursive, flowing style with a long horizontal line extending to the right.

Harry Berggren
Felton Remembers Parade
Committee Chairman
hfberggren@gmail.com
831-566-7299



RECEIVED

APR 23 2024

SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, CA 95066-4199 • scottsvalleyfire.com • 831-438-0211

April 18, 2024

Felton Fire Protection District
Attn: I-Chief Dan Walters
131 Kirby Street
Felton, CA 95018

Dear Chief Walters,

Please accept this letter thanks and appreciation for the support your agency provided to the Scotts Valley Fire District on April 2, 2024.

As you are likely aware, Scotts Valley had a tragic incident that claimed the life of the single occupant in a remote home off Nelson Road. This incident was dispatched as a smoke-check in the Lockhart Gulch area and later upgraded to a wildland fire. Once the incident was found, responding crews found a 400 sq ft structure that was fully engulfed in flames. After crews arrived on scene, they learned that the occupant may have not escaped the fire. Crews quickly knocked down the fire but approximately 1 hour later, after searching through the rubble, the missing occupant was found.

Your department provided a water tender and breathing support, and multiple firefighters at this incident. Your crews responded quickly, professionally, and worked seamlessly with the Scotts Valley units. For this we are very grateful.

Although the outcome of this incident was tragic, the occupant's chance of survival was at its highest level through the cooperations of our agencies. It's comforting to know that our departments can rise to any occasions that we encounter, and provide an exceptional level of service to those we serve. Your firefighters and the resources you provided was pivotal in supporting this event and we are very fortunate to have you as a mutual or automatic aid partner.

On behalf of the Scotts Valley Fire District and those we serve, please accept my heartfelt appreciation and thanks for your participation at the Nelson Road Fire. Your assistance was invaluable and we greatly appreciate the response you provided.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Correira".

Mark Correira
Fire Chief

Staff report

Recruits: Recruits currently in BFFA have been authorized to participate in response activities. The stipulation is to have a senior firefighter present when responding to calls to ensure proper safety and protocols are followed. Recruits are be able to sign up for shifts with a senior firefighter or officer as long as it does not interfere with the BFFA academy.

Shifts

Battalion shifts continue to be covered 24x7. Day shifts are covered by day staff during the week and an average 80% coverage on the weekend day and night shifts.

Training

We have several officers eligible to certify as instructors. Chief Ayers from BLFD has indicated that he is no longer available for regular training but may have openings for Instructor 1 Certification classes.

Interviews

Officers are scheduling another round of interviews for both Firefighter and EMT candidates.

Revenue/Expenditure Balances

As Of = @today; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R,E
 GL Key [681800] and Dept [*]

FY 2024

Object	GL Object Title	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT					
Revenues					
Character: 01 – TAXES					
40100	PROPERTY TAX-CURRENT SEC-GEN	934,279.00	934,279.00	939,393.53	-5,114.53
40110	PROPERTY TAX-CURRENT UNSEC-GEN	18,657.00	18,657.00	19,635.01	-978.01
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	1,927.52	-1,927.52
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	5,448.07	-5,448.07
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	483.46	-483.46
40160	SUPP PROP TAX-PRIOR SEC	0.00	0.00	1,327.02	-1,327.02
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	293.05	-293.05
	Total 01 – TAXES	952,936.00	952,936.00	968,507.66	-15,571.66
Character: 07 – FINES, FORFEITURES & ASSMNTS					
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	139.26	-139.26
44143	REDMPTN PNLTIES FOR DELINQ TXS	0.00	0.00	127.90	-127.90
	Total 07 – FINES, FORFEITURES & ASSMNTS	0.00	0.00	267.16	-267.16
Character: 10 – REV FROM USE OF MONEY & PROP					
40430	INTEREST	10,000.00	10,000.00	37,593.29	-27,593.29
40440	RENTS & CONCESSIONS	39,240.00	39,240.00	32,705.80	6,534.20
	Total 10 – REV FROM USE OF MONEY & PROP	49,240.00	49,240.00	70,299.09	-21,059.09
Character: 15 – INTERGOVERNMENTAL REVENUES					
40830	ST-HOMEOWNERS' PROP TAX RELIEF	4,400.00	4,400.00	2,353.50	2,046.50
40852	ST-OTHR TAX RELIEF SUBVENTIONS	0.00	0.00	979.12	-979.12
40894	ST-OTHER	20,000.00	20,000.00	5,328.65	14,671.35
	Total 15 – INTERGOVERNMENTAL REVENUES	24,400.00	24,400.00	8,661.27	15,738.73
Character: 19 – CHARGES FOR SERVICES					
41322	PLAN CHECKING FEES	2,500.00	2,500.00	1,064.00	1,436.00
	Total 19 – CHARGES FOR SERVICES	2,500.00	2,500.00	1,064.00	1,436.00
Character: 23 – MISC. REVENUES					
42384	OTHER REVENUE	1,000.00	1,000.00	3,255.45	-2,255.45
	Total 23 – MISC. REVENUES	1,000.00	1,000.00	3,255.45	-2,255.45
	Total Revenues	1,030,076.00	1,030,076.00	1,052,054.63	-21,978.63

Revenue/Expenditure Balances

As Of = @today, Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R,E
 GL Key [681800] and Dept [*]

FY 2024

Object	GL Object Title	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance
GL Key: 681800 -- FELTON FIRE PROTECTN DISTRICT					
Expenditures					
Character: 50 -- SALARIES AND EMPLOYEE BENEF					
51000	REGULAR PAY-PERMANENT	339,690.00	339,690.00	261,656.62	78,033.38
51010	REGULAR PAY-EXTRA HELP	129,750.00	129,750.00	102,444.50	27,305.50
51015	REGULAR PAY-SICK LEAVE	2,400.00	2,400.00	0.00	2,400.00
52010	OASDI-SOCIAL SECURITY	40,000.00	40,000.00	27,884.37	12,115.63
52015	PERS	133,000.00	133,000.00	39,766.20	93,233.80
53010	EMPLOYEE INSURANCE & BENEFITS	65,000.00	65,000.00	27,728.68	37,271.32
53015	UNEMPLOYMENT INSURANCE	20,000.00	20,000.00	4,073.00	15,927.00
54010	WORKERS COMPENSATION INSURANCE	84,000.00	84,000.00	78,226.00	5,774.00
	Total 50 -- SALARIES AND EMPLOYEE BENEF	813,840.00	813,840.00	541,779.37	272,060.63
Character: 60 -- SERVICES AND SUPPLIES					
61110	CLOTHING & PERSONAL SUPPLIES	42,500.00	142,500.00	20,467.99	122,032.01
61215	RADIO	38,389.00	38,389.00	29,931.46	8,457.54
61221	TELEPHONE-NON TELECOM 1099	12,000.00	12,000.00	8,532.63	3,467.37
61310	FOOD	6,000.00	6,000.00	2,791.99	3,208.01
61425	OTHER HOUSEHOLD EXP-SERVICES	6,500.00	6,500.00	2,678.84	3,821.16
61525	LIABILITY INSURANCE	32,000.00	32,000.00	31,449.00	551.00
61720	MAINT-MOBILE EQUIPMENT-SERV	24,000.00	24,000.00	11,738.16	12,261.84
61721	MAINT-MOBILE EQUIPMENT-SUPPLIES	25,000.00	25,000.00	17,899.71	7,100.29
61725	MAINT-OFFICE EQUIPMENT-SERVICES	1,500.00	1,500.00	1,878.10	-378.10
61730	MAINT-OTH EQUIP-SERVICES	7,550.00	7,550.00	1,011.29	6,538.71
61731	MAINT-OTH EQUIP-SUPPLIES	2,500.00	2,500.00	468.23	2,031.77
61845	MAINT-STRUCT/IMPS/GRDS-OTH-SRV	2,500.00	2,500.00	6,997.75	-4,497.75
61846	MAINT-STRUCT/IMPS/GRDS-OTH-SUPP	10,000.00	10,000.00	7,799.31	2,200.69
61920	MEDICAL, DENTAL & LAB SUPPLIES	9,000.00	9,000.00	4,377.10	4,622.90
62020	MEMBERSHIPS	3,000.00	3,000.00	2,077.50	922.50
62219	PC SOFTWARE PURCHASES	9,500.00	9,500.00	8,245.95	1,254.05
62221	POSTAGE	600.00	600.00	265.25	334.75
62223	SUPPLIES	2,000.00	2,000.00	882.77	1,117.23
62301	ACCOUNTING AND AUDITING FEES	23,500.00	23,500.00	15,342.00	8,158.00
62327	DIRECTORS' FEES	9,000.00	9,000.00	2,700.00	6,300.00
62358	LAUNDRY SERVICES	1,800.00	1,800.00	923.06	876.94
62367	MEDICAL SERVICES-OTHER	12,000.00	12,000.00	6,263.46	5,736.54

Revenue/Expenditure Balances

As Of = @today; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R,E
 GL Key [681800] and Dept [*]

FY 2024

Object	GL Object Title	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance
GL Key: 681800 -- FELTON FIRE PROTECTN DISTRICT					
Expenditures					
Character: 60 -- SERVICES AND SUPPLIES					
62381	PROF & SPECIAL SERV-OTHER	35,209.00	35,209.00	5,912.07	29,296.93
62420	LEGAL NOTICES	700.00	700.00	358.50	341.50
62500	EQUIPMENT LEASE & RENT	500.00	500.00	0.00	500.00
62715	SMALL TOOLS & INSTRUMENTS	5,500.00	5,500.00	1,626.31	3,873.69
62826	EDUCATION AND/OR TRAINING	30,000.00	30,000.00	5,489.20	24,510.80
62888	SPEC DIST EXP-SERVICES	22,000.00	22,000.00	20,879.74	1,120.26
62920	GAS, OIL, FUEL	23,500.00	23,500.00	2,666.38	20,833.62
62928	TRAVEL-OTHER(NON-REPT)	5,000.00	5,000.00	254.60	4,745.40
63070	UTILITIES	14,415.00	14,415.00	13,689.63	725.37
Total 60 -- SERVICES AND SUPPLIES		417,663.00	517,663.00	235,597.98	282,065.02
Character: 80 -- FIXED ASSETS					
86110	BUILDINGS AND IMPROVEMENTS	28,000.00	28,000.00	0.00	28,000.00
86203	COMPUTER EQUIPMENT	12,200.00	12,200.00	8,119.65	4,080.35
86204	EQUIPMENT	37,300.00	37,300.00	0.00	37,300.00
86209	MOBILE EQUIPMENT	415,213.00	415,213.00	91,271.23	323,941.77
Total 80 -- FIXED ASSETS		492,713.00	492,713.00	99,390.88	393,322.12
Character: 98 -- APPROP FOR CONTINGENCIES					
98700	APPROP FOR CONTINGENCIES	500,000.00	400,000.00	0.00	400,000.00
Total 98 -- APPROP FOR CONTINGENCIES		500,000.00	400,000.00	0.00	400,000.00
Total Expenditures					
Total 681800 -- FELTON FIRE PROTECTN DISTRICT		2,224,216.00	2,224,216.00	876,768.23	1,347,447.77
		-1,194,140.00	-1,194,140.00	175,286.40	-1,369,426.40
		-1,194,140.00	-1,194,140.00	175,286.40	-1,369,426.40

New Business Item 6.1

Proposed increase to Firefighter and Officer and/or Engineer Weekend Station Coverage Stipend Pay.

It is recognized that;

1. Weekend night time shift coverage is difficult to cover due to increased impact on volunteer families.
2. Weekend Night shifts are defined as Friday, Saturday and Sunday from 1800 hrs to 0800 hours.
3. Approximately 85 to 95% of weekend shifts remain under-staffed or completely uncovered at the station.
4. This lack of coverage forces the Duty Officer (B2303) to be a solo responder and rely on mutual aid for support.
5. A mutual aid request places an additional burden and expense on our neighbors.
6. Up to three (3) paid stipends may be paid per night shift.

The following is proposed to address these issues;

1. Firefighter Stipend for Weekend Shifts be increase from \$50.00 per shift to \$75.00 per shift.
2. Engineer (or DR/OP) position be increased from \$50.00 per shift to \$100.00 per shift.
3. Duty Officer pay would be adjusted to \$150 per shift.
4. The number of night-time paid slots at the station would be reduced from 3 positions to 2 positions to help reduce fiscal impacts. (We would still maintain 3 responders with the duty officer responding).
5. Two (2) paid positions at the station are to be "Firefighter" and "Engineer".
6. Captains may fill the Engineer position, as available (at the Engineer rate).
7. No pay rate change is made for EMT's (not FF qualified). EMT's may fill the FF position if a vacancy exists (on duty officer approval).
8. 30 day trial period to evaluate the impact. To begin on March 30th, coinciding with County pay period #8 (3/30 to 4/12) and PP#9 (4/13 to 4/26).

Impacts;

1. Increase in payroll expenses due to 1) new payrates and 2) increased participation.
2. Less reliance on mutual aid.
3. Will likely need to adjust payroll budget to account for additional paid staffing and increased stipends.

Attachment "C"

Resolution No. 01-2024

Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election FELTON FIRE PROTECTION DISTRICT

Name of City or Special District exactly as it will appear on the ballot

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot, acknowledging that the consolidation election will be held and conducted in the manner prescribed in Section 10418. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, pursuant to Elections Code Section 10418, if consolidated, the consolidated election shall be held and conducted, election boards appointed, voting precincts designated, candidates nominated, ballots printed, polls opened and closed, voter challenges determined, ballots counted and returned, returns canvassed, results declared, certificates of election issued, recounts conducted, election contests presented, and all other proceedings incidental to and connected with the election shall be regulated and done in accordance with the provisions of law regulating the statewide or special election, or the election held pursuant to Section 1302 or 1303, as applicable.

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 5, 2024;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the governing body of the

_____ FELTON FIRE PROTECTION DISTRICT
(Name of City/District)

hereby orders an election be called and consolidated with any and all elections also called to be held on November 5, 2024 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the _____ FELTON FIRE PROTECTION DISTRICT
(Political Jurisdiction)

and requests the Board of Supervisors of the County of Santa Cruz to order such consolidation under Elections Code Sections 10401, 10403 and 10418.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors to permit the Santa Cruz County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

Check the following that apply:

BE IT FURTHER RESOLVED AND ORDERED that the Santa Cruz County Elections Department conduct the election for the following offices on the November 5, 2024 ballot:

Seats open	Office	Term	District/Division (if app)
Mike Shults	Board Director	4 years	
Mark Giblin	Board Director	4 years	
Mark Rose	Board Director	4 years	

- BE IT FURTHER RESOLVED AND ORDERED** that the Santa Cruz County Elections Department shall conduct the election for the attached MEASURE(S) to be voted on at the November 5, 2024 election. (attach 75-word ballot question)

BE IT FURTHER RESOLVED AND ORDERED THAT Santa Cruz County Elections Department is requested to: [Check one of the following]

- Print the attached measure text exactly as filed or indicated on the filed document in the County Voter Information Guide for the November 5, 2024 election. Cost of printing and distribution of the measure text will be paid for by the city/district.
- Do NOT print the measure text in the County Voter Information Guide. Instead, send a copy to voters upon request at the cost of said city/district.

BE IT FURTHER RESOLVED AND ORDERED THAT in accordance with section 9313 and 9280 of the California Elections Code, the County Counsel, District Attorney, or City Attorney is hereby directed to prepare an impartial analysis of this measure.

PASSED AND ADOPTED this 6th day of May, 2024 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Chairperson of said Governing Board/City Council

Attested: _____
Secretary

To assist us in keeping our records up to date, please provide us with current information regarding your district as well as a list of all your current board or council members' names, addresses and telephone numbers.

Contact Information/Incumbent Roster

Name of District/City: FELTON FIRE PROTECTION DISTRICT

Contact Person: Laurie Dennis

Title: Board/District Secretary

Mailing Address: 131 Kirby Street, Felton CA 95018

Telephone: 831-335-4422 FAX: 831-335-4422

E-Mail: ldennis@feltonfire.com

Website: www.feltonfire.com

Incumbent's Name	Address	Year Elected or Appointed	Term of Office
Jim Anderson	P O Box 95, Felton	2022 elected	4 years
Norm Crandell	1340 Lakeside Drive, Felton	2022 elected	4 years
Mike Shults	354 Redwood Drive, Felton	2024 appointed	11 months
Mark Giblin	P O Box 324, Mt Hermon	2024 appointed	9 months
Mark Rose	1811 Pool Road, Felton	2024 appointed	9months

Attachment "D"

Notice to County Clerk of Elective Offices to be Filled And Transmittal of Map and Boundaries

FELTON FIRE PROTECTION DISTRICT

Name of District/City as it will appear on the ballot

To the County Clerk of Santa Cruz County:

(1) Notice is hereby given that the elective offices of the district/city to be elected

Check one: at large or
 by division

at the General Election scheduled for November 5, 2024, are as follows:

Office	Incumbent's name	Term	District/Division (if app)
Board Director	Mike Shults	4 years	
Board Director	Mark Giblin	4 years	
Board Director	Mark Rose	4 years	

Special Districts: No election will be held if there is an insufficient number of nominees.

Cities: If there is an insufficient number of nominees, city council will decide to fill the office by appointment by E-75 (August 22) or proceed with the election. If any city measure is on the ballot, the election is held regardless.

(2) The qualifications of a nominee of an elective officer of the district/city are as follows (i.e. a registered voter in the district/city, homeowner in district):

Must be a registered voter living within the District boundaries

(3) The Candidate's Statement of Qualifications shall be limited to

Check one: 200 words
 400 words (double the cost)

Candidates are permitted to file a statement to be posted online only

Check one: 200 words
 400 words (double the cost)

Candidates are responsible for paying the cost of printing their Candidate's Statement of Qualifications in the County Voter Information Guide or posting online at the time of filing his/her statement.

Check one: Yes
 No. The District/City will pay the cost.

Candidates for special districts pay the County Clerk. Candidates for city offices pay the City Clerk.

(4) Tie votes for City and District elections are resolved by lot according to Elections Code §15651 and §10551. In lieu of resolving a tie vote by lot the District/City may resolve a tie vote by the conduct of a special runoff election, pursuant to §15651 (b). A special runoff election shall be held only if the legislative body adopts the provisions of this code prior to the conduct of the election. If a legislative body decides to call a special runoff election in the event of a tie vote, all future elections conducted by that body shall be resolved by the conduct of a special runoff election, unless the legislative body later repeals the authority for the conduct of a special runoff election.

To conduct a tie vote by special runoff election for this election and all future elections, check here.

(5) Date of last map change: 1994. Who should we contact from your jurisdiction to come to our office at 701 Ocean St., Room 310, in Santa Cruz, to review the map on file to confirm the district boundaries?

Name: _____ Phone: 831-335-4422

E-mail: _____

(Seal of the District/City)

Signature (District Secretary/City Clerk)

Dated: _____

Notice to the County Clerk of Measure to be submitted to the Voters

Name of District/City as it will appear on the ballot

To the County Clerk of Santa Cruz County:

Notice is hereby given that the _____

has approved a measure to be placed on the November 5, 2024 ballot.

- Attached is the 75-word or less ballot question to appear on the November 5, 2024 ballot.
- Also attached is the measure text exactly as it is to be printed in the County Voter Information Guide for the November 5, 2024 election. Cost of printing and distribution of the measure will be paid for by the district/city.
- Do NOT print the measure text in the County Voter Information Guide. Instead, send a copy to voters upon request at the cost of said district/city.

(Seal of the District/City)

Signature (District Secretary/City Clerk)

Dated: _____



County of Santa Cruz

County Clerk / Elections

701 Ocean Street, Room 310, Santa Cruz, CA 95060
Phone: 831 454-2060 Toll-free: 866-252-5900 Fax: 831-454-2445 TDD: call 711
E-mail: info@votescount.santacruzcountyca.gov
Web sites: www.sccoclerk.us & www.votescount.santacruzcountyca.gov.us

Tricia Webber, County Clerk
Rita Sanchez, Assistant County Clerk

To: Board of Supervisors, Special Districts, School Districts and Cities
From: Tricia Webber, County Clerk
Re: November 2024 Election Information
Date: April 17, 2024

The deadline for calling an election for either governing board seats, a measure, or both on the November 5, 2024 Presidential General Election is **August 9, 2024**. If your board is planning to place a measure on the November 5, 2024 ballot, you must file a resolution that does all the following:

1. Orders the election;
2. Requests the Santa Cruz County Clerk/Elections Department to conduct the election; and
3. Consolidates the election with any other jurisdiction holding an election on November 5, 2024.

I have attached some documents to assist you with this process.

- Administrative Calendar (Attachment A)
- How to Place a Measure on the Ballot (Attachment B)
- Sample Resolution of the Election Order for Special Districts & Cities (Attachment C) – **Due by August 9**
- Notice of Election for Special Districts & Cities (Attachment D) – **Due by July 3**
- Sample Resolution of the Election Order for School Districts (Attachment E) – **Due by July 5 for governing board elections; Due by August 9 for measures**
- Quick Calendar

In order to meet the **August 9, 2024** deadline for filing your resolution calling your election, we recommend that you start this process no later than your June 2024 meeting.

We are estimating the (per contest) costs for the November 5, 2024 election to be:

- Jurisdictions with under 999 registered voters \$7 to \$25 per voter
- Jurisdictions with 1,000 to 10,000 registered voters \$4.50 to \$6.50 per voter
- Jurisdictions with 10,001 or more registered voters \$2.50 to \$4.50 per voter

If you have any questions, please contact:

- Tricia Webber, County Clerk, at 831-454-2409, tricia.webber@santacruzcountyca.gov
- Stanley Avila, Candidate Services Manager, at 831-454-2423, stanley.avila@santacruzcountyca.gov

Administrative Calendar

Jurisdictions Consolidating Elections with the November 5, 2024 General Election

The materials contained in this calendar represent the research and opinions of the staff at the Santa Cruz County Clerk/Elections Department. The contents of this calendar and any legal interpretations contained herein are not to be relied upon as being correct either factually or as a legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk.

Please call 831-454-2060 or email info@votescount.santacruzcountyca.gov if you have any questions or comments or visit our website at <https://votescount.santacruzcountyca.gov/> Thank you.

All references are to the California Elections Code unless otherwise noted.

Calendar Key – “E” stands for Election. The minus sign and the number after “E” indicate the number of days until the election. The plus sign and the number after “E” indicate the number of days after the election.

If there is an asterisk by the date, the date falls on a weekend or holiday; so, the date listed is the next business day.

<p>July 1 – July 15 (E-127 to E-113)</p>	<p>Cities Publish Election Notice Between these dates, any city that is consolidating an election with the November general will publish a Notice of Election one time in a newspaper of general circulation stating:</p> <ul style="list-style-type: none"> • The date and polling hours of the election. • Any offices to be filled and any measure to be voted on, including a synopsis of each measure. <p style="text-align: right;">§12101, 12111</p>
<p>July 4 (E-124)</p>	<p>County Holiday – Office Closed</p>
<p>July 3 (E-125)</p>	<p>Special Districts & Cities Deliver Notice of Election to County Clerk Last day for district secretaries and City Clerks to deliver Notice of Election listing the elective offices to be filled and any measure (if known at the time) to be voted on and to deliver a map of the District or City to the Elections Department. Cities and special districts should include in the notice how a tie vote will be resolved.</p> <p style="text-align: right;">§10509, 10522, 10524, 10551, 15651</p>
<p>July 5 (E-123)</p>	<p>Schools to Deliver Specifications of the Election Order – Candidates Last day for a school board conducting a governing board election to deliver a resolution known as “Specifications of the Election Order” listing the elective offices to be filled and any measure (if known at the time) to be voted on, and file it with the county Superintendent of Schools and the Santa Cruz County Clerk, stating the date and purpose of the election, as well as provide a map of the district. Ed. Code §5322</p> <p>A clause to determine a tie vote is included in the “Specifications of the Elections Order”. Ed. Code §5016</p>

<p>July 8 – Aug. 7 (E-120 to E-90)</p>	<p>Notice of Election Between these dates the County Clerk will publish a Notice of Election containing the date of the election, the offices to be filled, where nomination papers are available, and the deadline for filing Declarations of Candidacy. Notice of central counting place may be combined with this notice. §12109, 12112</p>
<p>July 15 – Aug. 9 (E-113 to E-88)</p>	<p>Candidate Nomination Period Candidates obtain and file their Declaration of Candidacy for school and special district boards, and, if applicable, file Candidate’s Statement of Qualifications. Forms are obtained from and filed with the county Elections Department. §10510, 13307, 13311</p> <p>Candidates for city office must be nominated by not less than 20 nor more than 30 voters in cities with 1,000 or more registered voters. The nomination papers shall be accompanied by an affidavit of the nominee that he or she will accept the office if elected. Nomination documents shall be obtained from and filed with the City Clerk. §10220-10230, Gov. Code §36503</p> <p>When nomination and/or candidacy papers are issued, the elections official shall provide candidates with:</p> <ul style="list-style-type: none"> • the rules governing conflicts of interest and campaign statements (candidates for city offices must file with Declaration of Candidacy); • rules governing candidate statement charges and filings; and • a blank form of the “Code of Fair Campaign Practices” and copies of Election Code §20440-20444.
<p>July 15 – Aug. 9 (E-113 to E-88)</p>	<p>Candidate’s Statement – Congressional, Legislative, Superior Court, Board of Supervisors, County Candidates, Cities, School & Special Districts By this date, nominees may prepare a statement of qualifications, not to exceed 250 words for federal and state offices, 200 for county, city, and district offices, to be included in the County Voter Information Guide. The statement shall be filed and paid for at the time it is filed. Obtain cost information from the Elections Department. §13307</p>
<p>July 31 Date fixed by Law</p>	<p>Semiannual Campaign Statement Last day to file semiannual campaign statements, if required, by all candidates and committees. For period ending 6/30/2024. Gov. Code §84200, 84218</p>
<p>July 30 (E-98)</p>	<p>Change of Candidate’s Ballot Designation Last day for candidates to request in writing to both the Secretary of State and Elections Department that a different ballot designation be used for the November election than the designation used at the primary election. This request must be accompanied by a ballot designation worksheet. §13107(h), CA Admin. Code, Title 2, Chap. 7, §20711(e)</p>

<p>Aug. 7 – Nov. 5 (E-90 - E)</p>	<p>24-hour Contribution Reports</p> <p>During the 90 days immediately preceding an election and including Election Day, the following contributions that total in the aggregate of \$1,000 or more must be reported within 24 hours to the county elections official.</p> <ul style="list-style-type: none"> • 496: File if independent expenditures of \$1,000 or more are made. • 497: File if a contribution of \$1,000 or more in the aggregate is received from a single source. • 497: File if a contribution of \$1,000 or more in the aggregate is made to a candidate or measure being voted upon November 5, 2024, or to a political party committee. • The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours of the time the contribution is received. <p>File by fax, guaranteed overnight delivery service, personal delivery, or online if available.</p> <p style="text-align: right;">Gov Code §82036, 84203, 84203.3</p>
<p>Aug. 7 – Nov. 5 (E-90 - E)</p>	<p>24-hour Independent Expenditure Reports</p> <p>During the 90 days immediately preceding an election and including Election Day, all candidates and committees that make an independent expenditure of \$1,000 or more to support or oppose a single candidate for elective state or local office or a single state or local ballot measure must report the expenditure within 24 hours to the Secretary of State’s Office or county elections official, whomever receives the campaign statements.</p> <ul style="list-style-type: none"> • 496: File if independent expenditures of \$1,000 or more are made. • 462: New Verification Requirements. Campaign committees that make independent expenditures of \$1,000 or more must verify that the expenditures are, in fact, not coordinated with the relevant candidate or ballot measure committee and that the committee is reporting all contributions and reimbursements. <p>File 496 with the appropriate filing officer by personal delivery, e-mail, guaranteed overnight service, fax or online, if available. File 462 by email to form462@fppc.ca.gov</p> <p style="text-align: right;">Gov Code §82036.5, 84204, 85500, 85501, 85505</p>

<p>Aug. 9 (E-88)</p>	<p>Last Day to Submit Resolutions of Consolidation</p> <p>Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the county Elections Department. Earlier filing dates are encouraged in order to meet printing schedule.</p> <p>Whenever resolutions calling for a measure to be placed on the ballot are filed, immediately after that filing date will be a 10-day public inspection period. Documents will be on public display at the Elections Department, 701 Ocean St., Room 310, Santa Cruz.</p> <p>During this period, any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted.</p> <p style="text-align: right;">§9190, 9380, 10401, 10402, 10403</p>
<p>Aug. 9 (E-88)</p>	<p>Last Day to file a Declaration of Candidacy for the November 5, 2024 election.</p> <p style="text-align: right;">§10510</p>
<p>Aug. 9 (E-88)</p>	<p>Deadline for Filing Tax Rate Statement for Bond Measures</p> <p>Last day to file Tax Rate Statement for any bond measure appearing on the November ballot.</p> <p style="text-align: right;">§9401</p>
<p>Aug. 10 – 14 (E-87 to E-83)</p>	<p>Extension of Nomination Period</p> <p>If the incumbent does not file by 5pm on August 9, there is a 5-day filing extension for anyone other than the incumbent to file for office.</p> <p style="text-align: right;">§10516</p>
<p>Aug. 14 (E-83)</p>	<p>Insufficient Number of Nominees</p> <p>Special Districts: If by 5pm on this day, only one person has been nominated or an insufficient number of persons have been nominated to fill an office or offices, and a petition signed by 10% or 50 voters (whichever is the smaller number) has not been submitted, the elections official shall certify this fact to the Board of Supervisors. A person who has filed a Declaration of Candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the first Monday before the first Friday in December. If no one filed, another qualified person shall be appointed by the Board of Supervisors on or before November 5 and shall take office and serve as if elected.</p> <p style="text-align: right;">§10515</p>

**FELTON FIRE PROTECTION DISTRICT
OF SANTA CRUZ COUNTY**

Date: May 06, 2024

To: County Auditor, Controller

From: Laurie Dennis (831) 335-4422

Subject: Approved Bills for Payment Transmittal

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

\$ 19,481.59

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

May 06, 2024

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

04/11/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
CALPERS RETIREMENT SYSTEM	//	53010	Healthcare - premium for April (Dawson, Jones)	\$2,049.36	<input type="checkbox"/>
FIRE RISK MANAGEMENT SERV/Calif Bank & Trust	//	53010	Ins. premiums due (VSP, Life & AD&D) for May 2024	\$106.84	<input type="checkbox"/>
GREENWASTE RECOVERY, INC.	//	61425	Garbage services 04/01-06/30/24	\$217.92	<input type="checkbox"/>
INTERNAL REVENUE SERVICE	//	62888	Interest/penalty due for 2020/2021 IRS audit - (accrued due to our late pmt of balance)	\$876.27	<input type="checkbox"/>
SAN LORENZO LUMBER AND HOME CENTERS	//	62826	Training materials/ prop	\$286.48	<input type="checkbox"/>
Total				\$3,536.87	

CLAIMS BY VENDOR

04/25/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
B & B SMALL ENGINE REPAIR	//	86209	Chainsaw for new Type 6/ 2346	\$1,668.56	<input type="checkbox"/>
BOBBY'S PIT STOP	//	61720	S2365 - reokaced rear oxygin sensor bung back in to exhaust pipe near rear compressor, angled to provide more clearance	\$305.45	<input type="checkbox"/>
COUNTY OF SANTA CRUZ AUDITOR-CONTROLLER	//	62301	Property Tax Admin. Fee - FY charge for 2023-2024	\$6,392.00	<input type="checkbox"/>
CSG CONSULTANTS, INC.	//	62381	Plan review services - 5 hrs- Fire alarm review/ 5700 Graham Hill Rd, 5865 Graham Hill Rd, 6206 Hwy 9, 6498 E Zayante Rd	\$685.00	<input type="checkbox"/>
L. N. CURTIS & SONS	//	61110	Black Globe turnout pant (Underwood)	\$1,904.23	<input type="checkbox"/>
NORTH BAY FORD	//	61721	S2365- work on electrical system/ check engine light on, 2 sensors (NOX Sensors manual regen)	\$1,518.27	<input type="checkbox"/>
THE PIED PIPER EXTERMINATORS INC	//	62381	Monthly rodent control- service on 04/22/24	\$195.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Analgesic Services billing - oxygen	\$266.50	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61731	Batteries- SCBA maint, testing	\$66.49	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Coffees and creamer- station	\$40.97	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Comcast (internet and phone) billing	\$311.60	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Dept. banners- school career day (other events)	\$75.86	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61425	Dish soap, kitchen pots and pans, dishes replacements	\$112.31	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62920	Fuel purchases	\$294.18	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61110	Heat transfers on fleece jackets	\$377.08	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Microsoft and YouTube suscriptions	\$46.59	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62358	Mission Linen billing	\$77.94	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62381	Renewal- recruiting website	\$432.00	<input type="checkbox"/>

CLAIMS BY VENDOR

04/25/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62221	Shipping cost- turnout repairs	\$9.05	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	63070	SLV Water and PG&E billings	\$889.54	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62223	Toner cartridges	\$117.71	<input type="checkbox"/>
ZEP MANUFACTURING COMPANY	/ /	61425	Cleanems Wipes, Tidal Wave blue cleaner	\$158.39	<input type="checkbox"/>
Total				<u>\$15,944.72</u>	

