

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

January 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 November 18, 2024.

1.5 Considerations of Additions to the Agenda

1.6 Administer Oaths of Office - new board members elected

**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.

**3.0 Public Hearing: None**

**4.0 Director's Reports:**

**5.0 Staff Report: Fire Chief Brownlee**

**6.0 Unfinished Business:**

6.1 Shared Services Agreement with Ben Lomond Fire- update to Exhibit B, matching Per Call Response rates- discussion/approval

6.2 TowerPoint updated offer letter to buy-out AT&T cell tower lease- update Anderson

**7.0 New Business:**

7.1 FDAC Training Conference being hosted by Felton Fire District 01/31/25-02/01/25 – Crandell

**8.0 Approve paid vendor claims for the month of November and December 2024**

**9.0 Correspondence:**

9.1 Letter from LAFCO

**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: February 04, 2025 @ 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 December 19, 2024**





## **FELTON FIRE PROTECTION DISTRICT**

*131 Kirby Street, Felton CA 95018 831 335-4422*

### **Regular Meeting Minutes**

### **Of The Board of Directors**

**November 18, 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 6:00 p.m.

**1.2 Pledge of Allegiance**

**1.3 Roll Call:** Directors Jim Anderson, Norm Crandell, Mike Shults

**1.4 Staff:** Chief Brownlee, Chief Blum, L. Dennis

Absent: none

Guests: A Dawson, B Mitchell, K Giannini, Don Jarvis, L Mello, Mrs. Mello, Erica Schwanbeck, Judy Anderson.

**1.5 Approve meeting minutes of the Regular Meeting held on October 07, 2024.** The Regular meeting minutes were approved on motion by Director Crandell and second by Director Shults and passed.

Ayes: Directors Anderson, Crandell and Shults

Noes: none

Abstain: none

Absent: none

**1.6 Considerations of Additions to the Agenda:** None.

Director Crandell requested a meeting in the near future between the Chief staff and a board representative to discuss future lines of communication.

#### **2.0 Public Comment:**

None

#### **3.0 Public Hearing:**

None

**4.0 Directors Reports:** Director Crandell reported that the board training in Orland went well and he received his certificate. He proposed the formation of subcommittees be formed and discussed the development of a board member code of conduct. He will work on a draft to bring to the December board meeting. He also stated he'd like to host the FDAC here for a training and open it to other valley staff and boards.

**5.0 Staff Report:** Chief Brownlee reviewed the report provided in the board package including operational and physical changes to the station. She provided an explanation of the training in progress for Third Person qualifications.

Erica Schwanbeck stated there is some discrepancy in the number of people on the roster and those responding. She added last month's number were higher and are now lower.

**6.0 Unfinished Business:**

**6.1 Shared Services Agreement with Ben Lomond Fire- update to Exhibit B- remove sleeper fee**

Chief Brownlee stated the night sleep pay was removed as we no longer are doing them. Some discussion followed regarding coverage and response.

Director Crandell made a motion to accept the updated fee schedule, it was seconded by Director Shults and passed.

Erica Schwanbeck commented that the agreement document does not reflect the date of change.

**6.2 TowerPoint updated offer letter to buy-out AT&T cell tower lease- update Anderson**

Director Anderson reported that our legal is working with their legal on contract revisions related to changes being made. He hopes to have a final draft at the next meeting. Director Anderson also reported he is exploring investment options for the funds.

**7.0 New Business:**

**7.1 Type 6 Engine- update**

Chief Brownlee reported that we just received the specs for the striping. Chief Blum added comments as to the value in having this multiuse vehicle in service soon.

Director Shults asked about pumping, to which Chief Brownlee responded that both Ben Lomond and Felton staff are being trained.

**7.2 Amended Reciprocal Services - Zayante**

Chief Brownlee described the changes in the fees. Zayante has expressed being tired of responding to Felton calls for service, and have added additional costs for response if necessary. Some discussion followed. Director Anderson recommended

signing the updated agreement. Director Crandell made a motion to accept and sign the amendment. It was seconded by Director Shults and passed.

**8.0 Approve paid vendor claims for the month of October 2024:** Board members reviewed the vendor claims in the amount of \$40,549.42 for the month of October 2024. Director Crandell asked Chief Blum about the expense for training manuals, to which he explained they were for the new hire required training. Claims were approved as presented on motion by Director Shults, seconded by Director Crandell and approved.

Erica Schwanbeck commented she had an issue with the SCM bill amount being paid to a Ben Lomond staff person, which is over the Shared Services agreement designated amount of \$5,000.

Chief Brownlee responded there is still additional work needing to be done with radio equipment.

**9.0 Correspondence:** None

**10.0 Closed Session:** None

**11.0 Set date for the next meeting:**

The next Regular Meeting will be held on **Monday, December 02, 2024 at 6:00 P.M.**

**12.0 Adjourn:** Director Anderson moved to adjourn the meeting at 6:38 p.m.

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Jim Anderson, Chairperson

Attest: Laurie Dennis, Secretary





<b>TO:</b>	<b>Board of Directors</b>	<b>FROM:</b>	<b>Stacie Brownlee Fire Chief</b>
<b>SUBJECT:</b>	<b>Chief's Report</b>	<b>DATE:</b>	<b>01//06/25</b>
	<b>Approved</b>	<b>Date</b>	

### Correspondence

#### Administration

#### Operations

FFPD responded to calls in 67 Nov/Dec

- Structure (3)
- EMS (41)
- Haz Mat (0)
- Public Service (10)
- Smoke Checks (1)
- Wires Down (4)
- Vehicle (8)
- Storm related (0)
- Wildland (0)
- Mutual Aide (3) Zayante 1, Soquel 1, Brookdale(1)

#### Training

- Probationary FF

#### Logistic

- 2 months -Sleeper trailer on Craig's List with one inquirer, wanted delivery and when told cashier's check required, never heard from him again. Make into storage for training roof prop and all upstairs equipment.
- Type 6 training personnel.
- Ambulance 2366 Scotts Valley expressed interest in purchasing the unit. \$13,000 spent on unit. With insurance and radios. Some equipment can be pulled out

#### Fire Prevention/Ed

- Capt. Dawson working with FireWise groups/ inspections.





Nov 15-Dec 19 2024			
USER NAME	PERSONNEL	TOTAL DEP.	PERCENT OF TOTAL CALLS
Adam, Nick	11	67	16%
Aluffi, Mike	1	67	1%
Andersen, S	2	67	3%
Auldridge, J	19	67	28%
Ayers, Mike	15	67	22%
Berlanga, Ja	11	67	16%
Blum, Isaac	14	67	21%
Bonn, Kevin	2	67	3%
Brown, Mar	8	67	12%
Brownlee, S	6	67	9%
Burgess, Ni	21	67	31%
Dawson, Au	27	67	40%
Fisher, Gar	8	67	12%
Garrahan, C	20	67	30%
Giannini, K	17	67	25%
Gifford, Mic	3	67	4%
Jackson, Ci	6	67	9%
Jansen, Bri	3	67	4%
LaVerne, Je	1	67	1%
Mitchell, Re	25	67	37%
Rosso, Patr	3	67	4%
Sanders, M	2	67	3%
Scarboroug	5	67	7%
Schwanbed	6	67	9%
Sheets, Jon	48	67	72%
Steiger, Eli	5	67	7%
Velaso, Jor	5	67	7%



# Board Report-IncExp FYTD w/var

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 [\*]

Object	GL Object Title	FY 2025					Year-To-Date Variance
		Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance	
<b>GL Key: 681800 – FELTON FIRE PROTECTIN DISTRICT</b>							
<b>Revenues</b>							
<b>Character: 01 – TAXES</b>							
40100	PROPERTY TAX-CURRENT SEC-GEN	989,243.00	989,243.00	519,400.41	519,400.41	469,842.59	
40110	PROPERTY TAX-CURRENT UNSEC-GEN	21,213.00	21,213.00	241.66	20,816.96	396.04	
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	381.17	826.34	-826.34	
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	1,147.81	3,541.17	-3,541.17	
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	272.45	773.80	-773.80	
40160	SUPP PROP TAX-PRIOR SEC	0.00	0.00	77.16	605.32	-605.32	
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	27.26	162.93	-162.93	
Total 01 – TAXES		1,010,456.00	1,010,456.00	521,547.92	546,126.93	464,329.07	
<b>Character: 07 – FINES, FORFEITURES &amp; ASSMNTS</b>							
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	10.28	57.38	-57.38	
44143	REDMPTN PNLTIES FOR DELINQ TXS	0.00	0.00	14.39	74.09	-74.09	
Total 07 – FINES, FORFEITURES & ASSMNTS		0.00	0.00	24.67	131.47	-131.47	
<b>Character: 10 – REV FROM USE OF MONEY &amp; PROP</b>							
40430	INTEREST	25,000.00	25,000.00	0.00	24,009.76	990.24	
40440	RENTS & CONCESSIONS	39,240.00	39,240.00	0.00	16,352.90	22,887.10	
Total 10 – REV FROM USE OF MONEY & PROP		64,240.00	64,240.00	0.00	40,362.66	23,877.34	
<b>Character: 15 – INTERGOVERNMENTAL REVENUES</b>							
40830	ST-HOMEOWNERS' PROP TAX RELIEF	4,528.00	4,528.00	707.10	707.10	3,820.90	
40852	ST-OTHR TAX RELIEF SUBVENTIONS	0.00	0.00	1,607.35	1,607.35	-1,607.35	
40894	ST-OTHER	5,000.00	5,000.00	0.00	0.00	5,000.00	
Total 15 – INTERGOVERNMENTAL REVENUES		9,528.00	9,528.00	2,314.45	2,314.45	7,213.55	
<b>Character: 19 – CHARGES FOR SERVICES</b>							
41322	PLAN CHECKING FEES	2,500.00	2,500.00	0.00	2,678.00	-178.00	
Total 19 – CHARGES FOR SERVICES		2,500.00	2,500.00	0.00	2,678.00	-178.00	
<b>Character: 23 – MISC. REVENUES</b>							
42384	OTHER REVENUE	2,000.00	2,000.00	0.00	139.98	1,860.02	
Total 23 – MISC. REVENUES		2,000.00	2,000.00	0.00	139.98	1,860.02	
Total Revenues		1,088,724.00	1,088,724.00	523,887.04	591,753.49	496,970.51	
<b>Expenditures</b>							
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>							
51000	REGULAR PAY-PERMANENT	502,500.00	502,500.00	22,312.14	124,175.15	378,324.85	
51005	OVERTIME PAY-PERMANENT	3,000.00	3,000.00	0.00	2,650.62	349.38	
51010	REGULAR PAY-EXTRA HELP	141,500.00	141,500.00	4,065.12	37,079.62	104,420.38	

# Board Report-IncExp FYTD w/var

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 2025

Object	GL Object Title	FY 2025					Year-To-Date Variance
		Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance	
<b>GL Key: 681800 -- FELTON FIRE PROTECTN DISTRICT</b>							
<b>Expenditures</b>							
<b>Character: 50 -- SALARIES AND EMPLOYEE BENEF</b>							
51015	REGULAR PAY-SICK LEAVE	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00
52010	OASDI-SOCIAL SECURITY	52,080.00	52,080.00	171.41	8,587.70	8,587.70	43,492.30
52015	PERS	91,269.00	91,269.00	0.00	33,603.68	33,603.68	57,665.32
53010	EMPLOYEE INSURANCE & BENEFITS	68,202.00	68,202.00	121.83	17,203.76	17,203.76	50,998.24
53015	UNEMPLOYMENT INSURANCE	20,000.00	20,000.00	0.00	119.00	119.00	19,881.00
54010	WORKERS COMPENSATION INSURANCE	84,000.00	84,000.00	0.00	79,507.00	79,507.00	4,493.00
55020	SICK LEAVE RESERVE	0.00	0.00	0.00	3,080.00	3,080.00	-3,080.00
<b>Total 50 -- SALARIES AND EMPLOYEE BENEF</b>		<b>964,951.00</b>	<b>964,951.00</b>	<b>26,670.50</b>	<b>306,006.53</b>	<b>306,006.53</b>	<b>658,944.47</b>
<b>Character: 60 -- SERVICES AND SUPPLIES</b>							
61110	CLOTHING & PERSONAL SUPPLIES	42,500.00	42,500.00	0.00	1,394.61	1,394.61	41,105.39
61215	RADIO	35,000.00	35,000.00	0.00	11,570.50	11,570.50	23,429.50
61221	TELEPHONE-NON TELECOM 1099	12,000.00	12,000.00	1,538.98	4,686.56	4,686.56	7,313.44
61310	FOOD	4,000.00	4,000.00	909.95	1,335.14	1,335.14	2,664.86
61425	OTHER HOUSEHOLD EXP-SERVICES	6,500.00	6,500.00	417.03	2,047.35	2,047.35	4,452.65
61525	LIABILITY INSURANCE	40,000.00	40,000.00	168.84	-245.70	-245.70	40,245.70
61720	MAINT-MOBILE EQUIPMENT-SERV	24,000.00	24,000.00	49.75	4,079.25	4,079.25	19,920.75
61721	MAINT-MOBILE EQUIPMT-SUPPLIES	25,000.00	25,000.00	0.00	249.40	249.40	24,750.60
61725	MAINT-OFFICE EQUIPMT-SERVICES	2,000.00	2,000.00	0.00	845.07	845.07	1,154.93
61730	MAINT-OTH EQUIP-SERVICES	7,550.00	7,550.00	3,032.01	3,110.45	3,110.45	4,439.55
61731	MAINT-OTH EQUIP-SUPPLIES	2,500.00	2,500.00	0.00	375.77	375.77	2,124.23
61845	MAINT-STRUCT/IMPS/GRDS-OTH-SRV	5,000.00	5,000.00	1,500.00	2,247.50	2,247.50	2,752.50
61846	MAINT-STRUCT/IMPS/GRDS-OTH-SUPP	10,000.00	10,000.00	441.03	2,497.40	2,497.40	7,502.60
61920	MEDICAL, DENTAL & LAB SUPPLIES	12,050.00	12,050.00	0.00	304.14	304.14	11,745.86
62020	MEMBERSHIPS	3,000.00	3,000.00	0.00	2,000.00	2,000.00	1,000.00
62219	PC SOFTWARE PURCHASES	9,500.00	9,500.00	0.00	7,962.49	7,962.49	1,537.51
62221	POSTAGE	600.00	600.00	0.00	0.00	0.00	600.00
62223	SUPPLIES	2,000.00	2,000.00	256.17	402.92	402.92	1,597.08
62301	ACCOUNTING AND AUDITING FEES	23,500.00	23,500.00	0.00	0.00	0.00	23,500.00
62327	DIRECTORS' FEES	8,000.00	8,000.00	0.00	3,200.00	3,200.00	4,800.00
62358	LAUNDRY SERVICES	1,800.00	1,800.00	39.12	391.20	391.20	1,408.80
62367	MEDICAL SERVICES-OTHER	12,000.00	12,000.00	0.00	4,666.77	4,666.77	7,333.23
62381	PROF & SPECIAL SERV-OTHER	40,200.00	40,200.00	2,287.50	29,263.85	29,263.85	10,936.15
62420	LEGAL NOTICES	700.00	700.00	0.00	179.50	179.50	520.50
62500	EQUIPMENT LEASE & RENT	500.00	500.00	0.00	0.00	0.00	500.00
62715	SMALL TOOLS & INSTRUMENTS	7,000.00	7,000.00	251.79	1,627.17	1,627.17	5,372.83
62826	EDUCATION AND/OR TRAINING	20,000.00	20,000.00	0.00	1,385.03	1,385.03	18,614.97

# Board Report-IncExp FYTD w/var

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 [\*]

Object	GL Object Title	FY 2025					Year-To-Date Variance
		Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance	
<b>GL Key: 681800 -- FELTON FIRE PROTECTN DISTRICT</b>							
<b>Expenditures</b>							
<b>Character: 60 -- SERVICES AND SUPPLIES</b>							
62888	SPEC DIST EXP-SERVICES	14,000.00	14,000.00	0.00	252.50	13,747.50	
62920	GAS, OIL, FUEL	20,000.00	20,000.00	0.00	906.25	19,093.75	
62928	TRAVEL-OTHER(NON-REPT)	3,000.00	3,000.00	0.00	625.71	2,374.29	
63070	UTILITIES	16,000.00	16,000.00	499.16	2,850.20	13,149.80	
	<b>Total 60 -- SERVICES AND SUPPLIES</b>	<b>409,900.00</b>	<b>409,900.00</b>	<b>11,391.33</b>	<b>90,211.03</b>	<b>319,688.97</b>	
<b>Character: 80 -- FIXED ASSETS</b>							
86110	BUILDINGS AND IMPROVEMENTS	28,000.00	28,000.00	2,181.72	10,028.97	17,971.03	
86204	EQUIPMENT	27,800.00	27,800.00	0.00	6,181.72	21,618.28	
86209	MOBILE EQUIPMENT	226,650.00	226,650.00	2,521.00	197,956.63	28,693.37	
	<b>Total 80 -- FIXED ASSETS</b>	<b>282,450.00</b>	<b>282,450.00</b>	<b>4,702.72</b>	<b>214,167.32</b>	<b>68,282.68</b>	
<b>Character: 98 -- APPROP FOR CONTINGENCIES</b>							
98700	APPROP FOR CONTINGENCIES	700,000.00	700,000.00	0.00	0.00	700,000.00	
	<b>Total 98 -- APPROP FOR CONTINGENCIES</b>	<b>700,000.00</b>	<b>700,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>700,000.00</b>	
	<b>Total Expenditures</b>	<b>2,357,301.00</b>	<b>2,357,301.00</b>	<b>42,764.55</b>	<b>610,384.88</b>	<b>1,746,916.12</b>	
	<b>Total 681800 -- FELTON FIRE PROTECTN DISTRICT</b>	<b>-1,268,577.00</b>	<b>-1,268,577.00</b>	<b>481,122.49</b>	<b>-18,631.39</b>	<b>-1,249,945.61</b>	
		<b>-1,268,577.00</b>	<b>-1,268,577.00</b>	<b>481,122.49</b>	<b>-18,631.39</b>	<b>-1,249,945.61</b>	



**PAYROLL SD 09**  
**PAY PERIOD # 26**  
**GL KEY# 681800**

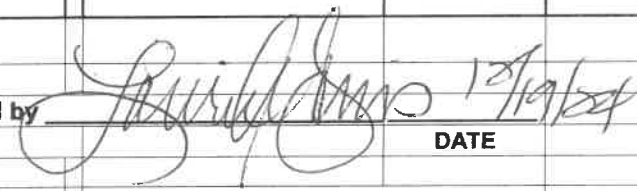
**Beg Date: 12/07/24**

**ATTN: Auditor-Controller**  
**End Date: 12/20/24**

EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
802663	Laurie A Dennis	\$30.86	REGULAR HOURS	888	32.00	\$987.52
			SICK	022	0.00	\$0.00

**Day Shift- STATION**

EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
803918	Rebecca Mitchell	\$25.00	HOURLY	888	60.00	\$1,500.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00

Prepared by  DATE

Pay Type	Hours	Dollars
REGULAR HOURS	32.00	\$2,487.52
STIPEND	0.00	\$0.00

**Payroll Batch Control**

Employees	2
Line Entries	2
Total Reg. & Special Hours	32.00
Total Regular & Special Amounts	\$2,487.52

VOLUNTEER PAY		\$0.00
<b>TOTAL</b>	<b>32</b>	<b>\$2,487.52</b>

51000	Regular Pay	\$2,487.52
51010	Volunteer Pay	\$0.00
	<b>Total</b>	<b>\$2,487.52</b>





PAYROLL SD 09		Beg Date: 11/23/24		ATTN: Auditor-Controller		
PAY PERIOD # 25				End Date: 12/06/24		
GL KEY# 681800						
EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
802663	Laurie A Dennis	\$30.86	REGULAR HOURS	888	24.00	\$740.64
			SICK	022	0.00	\$0.00
<b>Day Shift- STATION</b>						
EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
803918	Rebecca Mitchell	\$25.00	HOURLY	888	60.00	\$1,500.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
Prepared by <i>[Signature]</i>		DATE 12/06/24		<b>Pay Type</b>	<b>Hours</b>	<b>Dollars</b>
				REGULAR HOURS	24.00	\$2,240.64
				STIPEND	0.00	\$0.00
<b>Payroll Batch Control</b>						
Employees		2				
Line Entries		2				
Total Reg. & Special Hours		24.00		VOLUNTEER PAY		
Total Regular & Special Amounts		\$2,240.64		TOTAL		
				24		
				\$2,240.64		
				51000 Regular Pay		
				\$2,240.64		
				51010 Volunteer Pay		
				\$0.00		
				Total		
				\$2,240.64		

0.00 \*

2,240.64 +

740.64 -

1,500.00 \*



PAYROLL SD 09			ATTN: Auditor-Controller			
PAY PERIOD # 24	Beg Date: 11/09/24	End Date: 11/22/24				
GL KEY# 681800						
EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
802663	Laurie A Dennis	\$30.86	REGULAR HOURS	888	32.00	\$987.52
			SICK	022	0.00	\$0.00
<b>Day Shift- STATION</b>						
EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
803918	Rebecca Mitchell	\$25.00	HOURLY	888	90.00	\$2,250.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
Prepared by <i>[Signature]</i>		DATE	11/15/24			
<b>Payroll Batch Control</b>		Employees	24			
		Line Entries	25			
Total Reg. & Special Hours		32.00				
Total Regular & Special Amounts		\$3,237.52				
				<b>Pay Type</b>	<b>Hours</b>	<b>Dollars</b>
				REGULAR HOURS	32.00	\$3,237.52
				STIPEND	0.00	\$0.00
				(incl. Board Pay)		
				VOLUNTEER PAY		\$25,106.50
				<b>TOTAL</b>	<b>32</b>	<b>\$3,237.52</b>
				51000 Regular Pay		\$3,237.52
				51010 Volunteer Pay		\$25,106.50
				<b>Total</b>		<b>\$28,344.02</b>

••0••

28,344.02 +  
 987.52 -  
 27,356.50 \*



**PAYROLL SD 09 - Felton Fire P D**

**GL KEY# 681800**

EMPLOYEE #	EMPLOYEE	PAY TYPE	KEY CODE	TOTAL PAY
802079	Jim Anderson	Board Pay	005	\$1,800.00
802247	Norm Crandell	Board Pay	005	\$0.00
801942	Mike Shults	Board Pay	005	\$1,400.00
803754	Jacob Albrecht	VOL PAY	190	\$2,012.50
804001	Dan Arndt	VOL PAY	190	\$1,340.00
803753	Soren Andersen	VOL PAY	190	\$1,116.00
803994	Jamie Berlanga	VOL PAY	190	\$216.00
803670	Jason Bravin	VOL PAY	190	\$3,100.00
803995	Kevin Bonn	VOL PAY	190	\$135.00
803996	Francis Campion	VOL PAY	190	\$45.00
803919	Bayson Chope	VOL PAY	190	\$264.00
803917	Olivia Hart-Saso	VOL PAY	190	\$516.00
803997	Noah Ketterer	VOL PAY	190	\$225.00
803834	Luna Mello	VOL PAY	190	\$1,968.00
803565	Shawn Messerth	VOL PAY	190	\$270.00
803918	Rebecca Mitchell	VOL PAY	190	\$1,812.00
803788	Samantha Moeller	VOL PAY	190	\$1,720.00
803756	Brody Newman	VOL PAY	190	\$435.00
803998	Turner Roll	VOL PAY	190	\$150.00
803669	Patrick Rosso	VOL PAY	190	\$3,540.00
803757	Daniel Schwanbeck	VOL PAY	190	\$1,645.00
803999	Stephen Trevitt	VOL PAY	190	\$15.00
804000	Juan Villarino	VOL PAY	190	\$612.00
801413	Dave Underwood	VOL PAY	190	\$770.00
		VOL PAY	190	\$0.00
		VOL PAY	190	\$0.00
		VOL PAY	190	\$0.00
		VOL PAY	190	\$0.00
		VOL PAY	190	\$0.00
		VOL PAY	190	\$0.00
		VOL PAY	190	\$0.00
		VOL PAY	190	\$0.00
		VOL PAY	190	\$0.00
		VOL PAY	190	\$0.00
		<b>TOTAL</b>		<b>\$25,106.50</b>

Total Vol. Pay 21

Line Entries 21

Approved by \_\_\_\_\_ DATE \_\_\_\_\_

1

**EXHIBIT B**  
**Fee Schedule**

**Appendix A - Pay Hourly**

Rank:

Fire Chief - \$46.70 + \$6.88 for H&W = \$53.58

Assistant Chief - \$45.00

Captain - \$30.00

Training Officer \$30.00

Legacy FEL. Captain (Dawson) - \$36.88

Engineer - \$25.00

Firefighter - EMT - \$25.00

Firefighter non EMT - \$20.00

**Appendix B – Stipend Pay per call**

Rank:

Assistant Chief- \$25

Captain- \$23

Engineer - \$23

Firefighter/EMT - \$22

Firefighter - \$16

**Appendix C - Stipend Pay – after hours duty shift coverage**

Rank:

Assistant Chief - \$75

Duty Chief - \$75

All pay will also be charged an 8 % fee to cover FICA and Social Security

Payroll will be turned in biweekly

Revised 11/18/24

Revised 12/19/24







## **FELTON FIRE PROTECTION DISTRICT**

*131 Kirby Street, Felton CA 95018 831 335-4422*

### **FELTON FIRE PROTECTION DISTRICT**

#### **Volunteer Response Rates- per rank**

<b>Position</b>	<b>Per Call Response</b>	<b>Per Training/ drill</b>
<b>Assistant Chief</b>	<b>\$25</b>	<b>\$30</b>
<b>Captain</b>	<b>\$23</b>	<b>\$23</b>
<b>Engineer/ DO</b>	<b>\$23</b>	<b>\$23</b>
<b>Firefighter/ EMT</b>	<b>\$22</b>	<b>\$22</b>
<b>Firefighter</b>	<b>\$16</b>	<b>\$16</b>

Updated 2017

Updated 01/06/25

Volunteer Response rates eff





December 2, 2024

Isaac Blum, Fire Chief  
Felton Fire Protection District  
131 Kirby St.  
Felton, CA 95018

**SUBJECT: UPCOMING VACANCY FOR THE REGULAR & ALTERNATE SEATS ON LAFCO**

Dear Chief Blum:

The purpose of this letter is to solicit applications for the regular and alternate member seats on the Local Agency Formation Commission ("LAFCO"). The independent special districts in Santa Cruz County have three seats on LAFCO. The two regular member seats are currently held by Jim Anderson (Felton Fire Protection District) with a term ending in May 2025, and Rachél Lather (Soquel Creek Water District) with a term ending in May 2027. The alternate member seat is currently held by Ed Banks (Pajaro Valley Public Cemetery District) with a term ending in May 2025. **Two seats will become vacant in May, and as a result, the independent special districts must address the vacancy before May 1, 2025.**

**Selection Process**

LAFCO's Independent Special District Selection Committee Policy (refer to **Attachment 1**) indicates that the two regular members cannot be from the same type of district (fire, water, recreation, miscellaneous). Since the regular member currently in the middle of a term is from a water district, the regular position being filled cannot be from another water agency. Therefore, the pool of eligible applicants for the regular member term will be anyone who is on the board of an independent special district in Santa Cruz County, with the exception for those currently serving as water district and water management agency board members. The pool of people eligible to apply for the alternate seat will be anyone who is on the board of any independent special district in Santa Cruz County. There are no restrictions regarding the type of district for the alternate seat. **The term of office for the newly appointed LAFCO members will begin May 5, 2025 and will end on May 7, 2029.**

**Application Deadline**

Please share this letter with your board members. The deadline for returning completed applications is **Friday, January 24, 2025 at 3:00pm**. A complete overview of the selection process timeline is shown in **Attachment 2**. I have attached a form by which a board member may apply for either or both positions. An electronic version of the form can be accessed on the LAFCO website (refer to **Attachment 3**).

Feel free to contact me if you have any questions about the selection process. After January 24th, each independent special district will be sent a subsequent letter with information about the proposed candidates and an explanation on how each district will cast their vote to appoint the district representative on LAFCO.

Sincerely,

Joe A. Serrano  
Executive Officer

Attachments:

- 1) Independent Special District Selection Committee Policy
- 2) Selection Process Timeline
- 3) Application Form



LOCAL AGENCY FORMATION COMMISSION  
OF SANTA CRUZ COUNTY

**INDEPENDENT SPECIAL DISTRICTS SELECTION POLICY**

**1. OVERVIEW**

The purpose of the Independent Special District Selection Committee shall be to appoint the regular and alternate special district members of the Local Agency Formation Commission (LAFCO) and to fill unexpired terms when vacancies occur. It is important to note that nothing in these Rules of Procedure shall supersede Government Code Section 56332, which governs the establishment of the Independent Special District Selection Committee.

**2. MEMBERSHIP**

Membership of the Independent Special District Selection Committee shall be composed of the presiding officer or designated board member of the legislative body of each independent special district either located wholly within Santa Cruz County or containing territory within the county that represents 50% or more of the assessed value of taxable property of the district.

**3. MEETINGS**

**3.1 Notification and Solicitation of Nominations**

The Executive Officer of the Commission shall give written notice to all eligible independent special districts of any meeting of the Independent Special District Selection Committee, specifying the date, time, and place.

Any person qualified to serve as an Independent Special District representative to LAFCO shall be qualified to submit a nomination which shall be accompanied by a brief resume on the form provided by LAFCO. Each district shall be encouraged to submit nominations.

**3.2 Registration**

Each member of the Selection Committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer.

In the event that the presiding officer is unable to attend a meeting of the Committee, the legislative body may appoint one of its members to attend in the presiding officer's place. Such a designated member shall submit written authorization at the time of registration.

Each voting member shall register and complete a declaration of qualification. The voting member will then be given the required number of ballots and other voting materials.



LOCAL AGENCY FORMATION COMMISSION OF SANTA CRUZ COUNTY

NOMINATION FOR LAFCO'S SPECIAL DISTRICT REGULAR & ALTERNATE MEMBER SEATS (TERM BEGINNING MAY 2025 AND ENDING IN MAY 2029)

INSTRUCTIONS:

If you are interested in serving as a special district member on LAFCO, please complete and sign the following application. The completed application can be mailed, hand delivered, or emailed (as a PDF with signature) to: 701 Ocean Street, Room 318-D, Santa Cruz, CA 95060 (mailing address) or joe@santacruzlafco.org (email).

Applications must be submitted to LAFCO no later than 3:00 p.m. on January 24, 2025

I am applying for (CHECK ONE):

Table with 2 columns: Position and checkbox. Rows: Special District Regular Member ONLY, Special District Alternate Member ONLY, Either Position

\*\*\*Note that water district board members are NOT eligible for the proposed regular member position because a water district board member currently occupies the other regular seat.\*\*\*

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE(s): Home: \_\_\_\_\_ Cell/Business: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DISTRICT BOARD ON WHICH YOU CURRENTLY SERVE: \_\_\_\_\_

PREVIOUS BOARD, COMMISSION, OR COMMITTEE SERVED (Identify organization[s] and length of term[s]):

Multiple horizontal lines for text entry.

STATEMENT OF INTEREST:

You may attach a separate sheet to present additional qualifications or a statement of interest in serving on LAFCO.

CERTIFICATION:

I certify that the above information is true and correct and I authorize the verification of the information in the application.

Signature of Board Member Interested in Serving on LAFCO

Date



### **3.3 Quorum**

Members representing a majority of the eligible districts shall constitute a quorum for the conduct of Committee business. No meeting shall be called to order earlier than the time specified in the notice and until a quorum has been declared to be present.

Before calling the meeting to order, the Executive Officer shall announce that a quorum is present and request that any voting member who has not yet registered do so at that time. Only those eligible members registered and present shall be allowed to vote.

### **3.4 Sequential Balloting**

If there is more than one position to fill, sequential balloting will be held in the following order using a ballot with names of all eligible nominees: (1) Full term, regular member; (2) Partial term, regular member; and (3) Alternate member.

If a candidate is elected to a position, his or her name will be crossed out on the subsequent ballots.

### **3.5 Majority to Win**

In order for a candidate to be elected, that candidate must receive a majority of the votes being cast.

If no candidate receives a majority, a subsequent round of voting shall be conducted with the eligible candidates limited to the two candidates who received the most votes in the previous round and any candidates who received the same number of votes as the second candidate.

## **4. COMPOSITION OF SPECIAL DISTRICT REPRESENTATION ON LAFCO**

It is desirable that the special district members on LAFCO have a broad cross-section of duties and experience in district matters. Therefore, the following four classes of districts are established:

### **Class 1: Fire Protection Districts**

- Ben Lomond Fire Protection District
- Boulder Creek Fire Protection District
- Central Fire District<sup>1</sup>
- Felton Fire Protection District
- Pajaro Valley Fire Protection District<sup>2</sup>
- Scotts Valley Fire Protection District<sup>3</sup>
- Zayante Fire Protection District

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<sup>1</sup> The original resolution listed the Aptos/La Selva Fire Protection District, which was subsequently consolidated with the Central Fire Protection District (named changed to Central Fire District) in 2021.

<sup>2</sup> The original resolution listed the Freedom Fire Protection District and the Salsipuedes Fire Protection District, which were subsequently consolidated into the Pajaro Valley Fire Protection District.

<sup>3</sup> The original resolution listed the Branciforte Fire Protection District, which was subsequently dissolved and annexed into the Scotts Valley Fire Protection District in 2023.

### **Class 2: Water Districts**

- Central Water District
- San Lorenzo Valley Water District<sup>4</sup>
- Scotts Valley Water District
- Soquel Creek Water District

### **Class 3: Recreation and Park Districts**

- Alba Recreation and Park District
- Boulder Creek Recreation and Park District
- La Selva Beach Recreation and Park District

### **Class 4: Miscellaneous Districts<sup>5</sup>**

- Pajaro Valley Health Care District
- Pajaro Valley Public Cemetery District
- Pajaro Valley Water Management Agency
- Salsipuedes Sanitary District
- Santa Cruz County Resource Conservation District
- Santa Cruz Port District

#### **4.1 Overlapping Classes**

At no time shall the two regular special district members on LAFCO come from the same class of districts.

#### **4.2 Class Diversity**

Where feasible, nominations for vacancies on LAFCO may not come from the class that already has a regular member sitting on LAFCO.

#### **4.3 Conflicting Classes**

Any election that would result in the two regular special district members being from the same class of district shall be immediately deemed invalid, and a subsequent ballot will be prepared excluding the conflicting class of candidates and voted upon.

## **5. MAILED-BALLOT ELECTIONS**

### **5.1 Authority**

A mailed-ballot election may be conducted if the Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible.

### **5.2 Notification and Solicitation of Nominations**

The Executive Officer of the Commission shall give written notice to all eligible independent special districts of the intention to conduct a mailed-ballot election. Each district shall acknowledge receipt of the Executive Officer's notice.

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<sup>4</sup> The original resolution listed the Lompico County Water District which was subsequently dissolved and annexed into the San Lorenzo Valley Water District.

<sup>5</sup> The original resolution listed the Opal Cliffs Recreation District and the Reclamation District No. 2049, which were subsequently dissolved in 2022 and 2024 respectively. The list also excluded the Pajaro Valley Health Care District which was ultimately created through special legislation in 2022.





**LOCAL AGENCY FORMATION COMMISSION OF SANTA CRUZ COUNTY**

**LAFCO'S DISTRICT REGULAR & ALTERNATE SEAT VACANCIES**  
 (Independent Special District Selection Committee Election Process)

Action	Deadline	Notes
Request for Applications	Monday, December 2, 2024	LAFCO will send out letters to the independent special districts to solicit applications from eligible board members
Application due back to LAFCO	Friday, January 24, 2025	Applications are due no later than 3:00pm
Election Process Begins	Monday, January 26, 2025	LAFCO will send out letters with ballots and information about the candidates
Election Process Ends	Wednesday, March 26, 2025	Ballots due no later than 3:00pm
LAFCO Meeting (Certify Results)	Wednesday, April 2, 2025	LAFCO will consider adopting a resolution certifying the election results
LAFCO Meeting (Oath of Office)	Wednesday, May 7, 2025	LAFCO will officially introduce the newly elected district representatives

Each district shall be encouraged to submit nominations, accompanied by a brief resume on the form provided by LAFCO. All nominations must be received by a specified date that shall be at least six weeks from the date of notification. Emailed copies of nominations may be submitted, if necessary, to meet the established deadline; however, replacement originals must be submitted as soon thereafter as possible.

### **5.3 Distribution and Return of Ballots**

All eligible districts shall be sent, by certified mail, return receipt requested, the following materials: (1) copies of all nominations received by the deadline, (2) ballot(s) as required to vote for Commission members, and (3) voting instructions.

The following outlines the necessary information and steps to submit a complete ballot:

1. The ballots shall include the names of all nominees.
2. Each ballot shall be accompanied by a certification sheet to be completed by the presiding officer or designated alternate who cast that district's vote.
3. A specified period of time, not less than six weeks, shall be allowed for the districts to cast their votes and return their ballots.
4. Ballots shall be sent by certified mail, return receipt requested.
5. Emailed copies of ballots may be submitted, if necessary, to meet the established deadline; however, replacement originals must be submitted as soon thereafter as possible.
6. All ballots received by the deadline shall be counted and the results announced within seven days.
7. Certified ballots representing a simple majority of the eligible districts must be returned for a valid election.

### **5.4 Appointment by Majority Vote**

A candidate for a regular or alternate member of the Commission must receive at least a majority of the votes cast in order to be selected. Results of the election will be reviewed and adopted by the Commission during an open session of a regularly scheduled LAFCO Meeting.

In the event that no candidate receives the required number of votes, a run-off election shall be conducted, either by a second mailed ballot or a meeting of the Independent Special District Selection Committee, at the discretion of the Executive Officer.

*Adopted on September 7, 1994 (Resolution No. 801-B)  
Revision on May 6, 2020 (Resolution No. 2020-11)  
Last Revision on March 6, 2024 (Resolution No. 2024-07)*

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

**Date: January 06, 2025**

**To: County Auditor, Controller**

**From: Laurie Dennis (831) 335-4422**

**Subject: Approved Bills for Payment Transmittal**

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Vendor bills have been approved for payment out of district funds totaling an amount of  
**\$ 43,747.33**.

These payments were approved by the Board of Directors during their meeting on  
**January 06, 2025**.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

# CLAIMS BY VENDOR

11/21/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
ATCHISON, BARISONE & CONDOTTI	//	62381	Service provided 10/01-10/31/24 (related to cell tower)	\$2,255.00	<input type="checkbox"/>
FIRE RISK MANAGEMENT SERV/Calif Bank & Trust	//	53010	Ins. premiums due (VSP, Life & AD&D) for December 2024	\$64.12	<input type="checkbox"/>
NORM CRANDELL	//	62826	Reimbursement	\$0.00	<input type="checkbox"/>
NORM CRANDELL	//	62826	Reimbursement for FDAC COA director training class	\$450.00	<input type="checkbox"/>
NORM CRANDELL	//	62928	Reimbursement- training in Orland	\$625.71	<input type="checkbox"/>
<b>Total</b>				<b>\$3,394.83</b>	

# CLAIMS BY VENDOR

11/26/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
GRAPHICS ON THE EDGE	//	86209	Reflective striping and roof lettering- type 6 graphics	\$2,521.00	<input type="checkbox"/>
L. N. CURTIS & SONS	//	61730	Non-contract labor Hurst edraulics tools, Hurst Hydraulic tools, spreader	\$3,032.01	<input type="checkbox"/>
SCM PERFORMANCE	//	86110	Removal of old radio antennas, run two new radio antenna from radio room to tower, cleaned old wiring out of chance-way	\$1,440.00	<input type="checkbox"/>
SILKE COMMUNICATIONS INC	//	86110	240 ft coax cable LMR400, 2 runs 50OHN Coax, male and female crimps (radio antenna runs)	\$741.72	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	3 @ Schlage electronic door locks	\$410.64	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	AT&T Firstnet billings (2 months) and Comcast billing	\$1,538.98	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Food items for 5th Tues dinner, Chief's mtg, Fire Prevention weeks meals, etc	\$909.95	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62223	locking file cabinet, space heater	\$256.17	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62715	Locking key box, replacement vacuum	\$251.79	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62358	Mission Linen billing	\$39.12	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	PG&E and SLV Water billings	\$499.16	<input type="checkbox"/>
<b>Total</b>				<b>\$11,640.54</b>	

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**CLAIMS BY VENDOR**

12/05/2024

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

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<b>Vendor</b>	<b>Claim Date</b>	<b>GL Obj</b>	<b>Message</b>	<b>Amount</b>	
<b>GL Key: 681800</b> BEN LOMOND FIRE PROTECTION DISTRICT	//	51010	Reimbursement for Volunteer Responses 11/01/23-10/31/24 provided by BLFD staff-annual stipend	\$4,065.12	<input type="checkbox"/>
COAST PAPER & SUPPLY INC	//	61425	Station supplies- roll dispenser towels, garbage liners, toilet tissue	\$170.59	<input type="checkbox"/>
FELTON PAINT & HARDWARE	//	61846	Station maintenance supplies- trim cap, plates, toilet paper holder	\$30.39	<input type="checkbox"/>
PAGODA TECHNOLOGIES INC	//	62381	Monthly billing for December 2024	\$745.00	<input type="checkbox"/>
THE PIED PIPER EXTERMINATORS INC	//	62381	Monthly rodent control completed on 11/26/24	\$195.00	<input type="checkbox"/>
			<b>Total</b>	<b>\$5,206.10</b>	

**CLAIMS BY VENDOR**

12/12/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
ATCHISON, BARISONE & CONDOTTI	//	62381	Services 11/01-11/30/24- (related to cell tower)	\$1,347.50	<input type="checkbox"/>
BEN LOMOND FIRE PROTECTION DISTRICT	//	51000	Staffing services provided 11/01-11/30/24 (chief hrs, Dawson, firefighter and engineer hrs, duty shifts nights)	\$20,071.50	<input type="checkbox"/>
ERNIES SERVICE CENTER	//	61720	Smog- 2015 RAM-2500HD on 11/08/24	\$49.75	<input type="checkbox"/>
FIRE RISK MANAGEMENT SERV/Calif Bank & Trust	//	53010	Ins. premiums due (VSP, Life & AD&D) for January 2025	\$46.54	<input type="checkbox"/>
GUTTER PATROL & WINDOW SHINE INC	//	61845	Completed 12/03/24- replace gutter on first story above garage doors, far bays	\$1,500.00	<input type="checkbox"/>
HEALTH CARE EMPLOYER DENTAL	//	53010	Dental Insurance premium for January 2025	\$75.29	<input type="checkbox"/>
McNEIL & COMPANY, INC,	//	61525	Pro-rated premium for new Education Trailer (will be reimb. by JPA for trailer)	\$168.84	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees November	\$246.44	<input type="checkbox"/>
<b>Total</b>				<b>\$23,505.86</b>	

**Board Mtg. - Vendor Totals  
January 06, 2025**

<b>Vendor Claim Sheets</b>	<b>\$ Amount</b>	<b>Date</b>
Page 1 total	\$3,394.83	21-Nov-24
Page 2 total	\$11,640.54	26-Nov-24
Page 3 total	\$5,206.10	5-Dec-24
Page 4 total	\$23,505.86	12-Dec-24
<b>Grand Total Vendor Claims</b>	<b>\$43,747.33</b>	

**TOTALS**