



**Felton Fire Protection District Board of Directors
Regular Meeting Agenda
Monday, March 3, 2025
6:00 p.m.**

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

Felton Fire Protection District will accommodate persons with disabilities. Please phone the fire station at (831) 335-4422 and communicate your specific needs. Any person may comment on any agenda item and must be recognized by the Board Chair prior to comment.

Call to Order

Pledge of Allegiance

Roll Call

Consideration of Additions/Deletions to the Agenda

Statements of Disqualification

Consent Agenda

1. Approval of the Minutes of February 03, 2025, and the Special Meeting Minutes of February 15, 2025.
2. Approval of the 2025 Regular Meeting Schedule of the Felton Fire Protection District Board of Directors
3. Approval of Paid Vendor Claims for the Month of February 2025.
4. Correspondence-None.

Public Comment/Oral Communications

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.

Director's Reports/Ad Hoc Committee Reports

Staff Report

5. Chief's Report

General Business

6. Discussion/Action: TowerPoint Updated Offer Letter to Buy-Out AT&T Cell Tower Lease (Anderson/Schwanbeck) (Item continued from 2/03/25 meeting).

7. Discussion/Action: Declare Rescue 2366 to be Surplus and Direct the Fire Chief to Take Related Actions.

Recommendation: Motion to declare Rescue 2366 surplus and authorize the Fire Chief to make all necessary arrangements to sell Rescue 2366 to the Scotts Valley Fire Protection for \$4,898.00, as is, not including the radio and CradlePoint equipment/license.

8. Discussion/Action: Consider Adoption of a Resolution of Intent to Terminate Contract with CalPERS.

Recommendation: Motion to adopt Resolution of Intent to Terminate Contract with CalPERS and authorize the Chairperson to sign the resolution; direct the Fire Chief to transmit the signed resolution to CalPERS and return with a status update on or before the June 2025 regular meeting of the Board of Directors.

Adjournment



March 3, 2025

Regular Meeting

Felton Fire Protection District

Board of Directors

Board Packet



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Regular Meeting Minutes

Of The Board of Directors

February 03, 2025

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, Erica Schwanbeck,
Doug Conrad

Staff: Chief Brownlee, Asst. Chief Blum, L. Dennis

Absent: none

Guests: T. Maxson, S. Castagna, D. Jarvis, Judy Anderson, Adam Hensleigh and
several additional members of the public.

1.4 Approve meeting minutes of the Regular Meeting held on January 06, 2025. The
Regular meeting minutes were approved on motion by Director Shults and second
by Director Crandell passed unanimously.

1.5 Considerations of Additions to the Agenda: None.

2.0 Public Comment: None

3.0 Public Hearing: None

4.0 Directors Reports: Director Anderson reported the weekend FDAC training was well
attended and thanked Director Crandell for facilitating.

5.0 Staff Report: Chief Brownlee reviewed the report provided in the board package regarding
number and type of responses. Felton now has 11 volunteers and 3 new ones in the
application process. The sink hole has been fixed and filled.

6.0 Unfinished Business:

**6.1 Towerpoint updated offer letter to buy-out AT&T cell tower lease – update
Anderson**

Director Anderson deferred to Director Schwanbeck on the lease review.

Director Schwanbeck reported the AT&T lease and amendments were reviewed.

Discussion followed regarding whether or not to notify AT&T of the intent with
TowerPoint. Additional discussion followed.

Director Crandell made a motion to sign the letter of intent with Towerpoint.

Director Anderson seconded.

Ayes: Directors Anderson, Crandell, Conrad, Shults

Opposed: Director Schwanbeck

7.0 New Business:

7.1 Elect board officers for 2025 – Chairperson and Vice-Chairperson, appoint Secretary

Director Anderson explained Vice Chair usually moves to Chairperson. Discussion followed. Director Conrad nominated Director Crandell as Chairperson, Director Anderson seconded and passed unanimously. Director Crandell nominated Director Shults as Vice Chair, Director Anderson seconded and passed unanimously.

At this time Director Crandell took over the meeting as Chair.

7.2 Board Secretary position/ posted/ stipend compensation – discussion and possible action

Chief Brownlee stated there was only one response of interest from Tess Fitzgerald, she will volunteer her services. Director Shults motioned to appoint Tess as Board Secretary; Director Conrad seconded and vote was unanimous. Chief Brownlee will reach out to her for notification.

7.3 LAFCO ballot for open seats – review and make selection to submit

Director Anderson began discussion for the open seats and asked for board support. Director Conrad motioned to vote Jim Anderson for regular member seat and Ed Banks for alternate seat. Director Shults seconded and vote was unanimous.

7.4 Website redesign – discussion/ possible action

Chief Brownlee explained our current website platform. Dan Dawson would completely redo and update. Chief Blum added supporting comment. Director Crandell asked for cost, Chief Brownlee will obtain. Director Anderson motioned to enable moving forward the Chief be authorized to move forward with cost not to exceed \$3,000. Director Schwanbeck seconded and it was unanimous.

7.5 Board commitment to reviewing one policy section per month

Discussion regarding using which version of policies. Director Crandell suggested a planning meeting and tabling until discussed further.

7.6 Beginning process with CalPERS to obtain buy-out amount, ask for resolution to do so – discussion / possible action

Laurie explained steps in the process to request the resolution to begin the termination process. Discussion amongst board members followed. Laurie was directed to move forward to contact PERS and request the necessary paperwork.

7.7 Review of SOPs, discuss how to proceed, discuss monthly review of sections-review/consider BLFD SOPs/ contract for rewrite – discuss/ possible action

This was discussed under item 7.5

7.8 Strategic Plan (2016) – revisit process to update

7.9 Discuss holding Special Meeting, set date - Crandell

Director Crandell suggested a Special Meeting with the board and Chiefs to include policies and Strategic Plan discussion.

Board members set a date of February 15 at 9:00 a.m., the secretary will post.

8.0 Approve paid vendor claims for the month of January 2025: Board members reviewed the vendor claims in the amount of \$121,692.66 for the months of January 2025. Director Schwanbeck questioned the Central Fire bill. Chief Brownlee explained this was service done in September 2024 with an invoice dated October 2024. The invoice wasn't sent to us until late January 2025 and was just paid. Ongoing issues with Claims were approved as presented on motion by Director Anderson, seconded by Director Schwanbeck and approved.

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, March 03, 2025 at 6:00 P.M.**

12.0 Adjourn: Director Anderson moved to adjourn the meeting at 7:20 p.m.

Norm Crandell, Chairperson

Attest: Laurie Dennis, Secretary



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Felton Fire Protection Board of Directors Special Meeting Minutes February 15, 2025

Location: Felton Fire Station 131 Kirby St Felton, CA

1.0 Convene Meeting:

1.1 Call to Order: Meeting was called to order by Vice Chairman Mike Shults at 9:19 a.m.

1.2 Roll Call: Directors Shults, Anderson, Conrad, Schwanbeck

Staff: Chief Brownlee, Asst. Chief Blum, L. Dennis

Absent: Director Crandell

Guests: None

2.0 Public Comment: None.

3.0 Establish a timeline for goals to be accomplished during the remaining Ben Lomond Fire/Felton Fire agreement:

Chief Brownlee explained the intent of determining Ad-Hoc committees to work on each of three main tasks: Strategic Plan, Budget and Policies/Standard Operating Procedures (SOPs). Potential subcategories were discussed. She further explained the goal would be for the committees to provide a report at regular board meetings.

Board members volunteered for the initial Ad-Hoc committees:

Strategic Planning- Conrad and Crandell

Budget- Shults and Anderson

Policies/SOPs- Schwanbeck and Crandell

4.0 Adjourn: Vice Chairman Shults adjourned the meeting at 10:45 p.m.

Norm Crandell, Chair

Attest: _____

Laurie Dennis, Secretary

ITEM 1



TO: Board of Directors

FROM: Chair Crandell

AGENDA OF: March 3, 2025

Subject: Adoption of Felton Fire Protection District Board of Directors 2025 Meeting Schedule

Background

I propose adoption of the 2025 Board of Directors meeting schedule to increase transparency and facilitate public participation. There is no change to the District's current policy of convening Board of Director meetings on the first Monday of each month, this schedule simply memorializes the specific dates for 2025.

Additionally, I have included a corresponding schedule of deadlines for members of the Board to submit agenda items and related materials for each meeting.

Recommendation

Motion to approve the 2025 Meeting Schedule of the Felton Fire Protection District Board of Directors.

Attachment: 2025 Board of Directors Meeting Schedule

ITEM 2

2025 Meeting Dates/Deadlines

Meeting Date	Posting Date	Agenda Committee	Agenda items Due
Monday, March 3, 2025	Friday, February 28, 2025	Week of February 24th	Friday, February 21, 2025
Monday, April 7, 2025	Friday, April 4, 2025	Week of March 31st	Friday, March 28, 2025
Monday, May 5, 2025	Friday, May 2, 2025	Week of April 28th	Friday, April 25, 2025
Monday, June 2, 2025	Friday, June 6, 2025	Week of May 26th	Friday, May 23, 2025
Monday July 7, 2025	Friday, July 4, 2025	Week of June 30th	Friday, June 27, 2025
Monday August 4, 2025	Friday, August 1, 2025	Week of July 28th	Friday, July 25, 2025
Monday September 1, 2025	Friday, August 29, 2025	Week of August 25th	Friday, August 22, 2025
Monday October 6, 2025	Friday, October 3, 2025	Week of September 29th	Friday, September 26, 2025
Monday November 3, 2025	Friday, October 31, 2025	Week of October 27th	Friday October 24, 2025
Monday December 1, 2025	Friday, November 28, 2025	Week of November 24th	Friday, November 21, 2025

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

Date: March 03, 2025

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

\$ 51,916.42

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

March 03, 2025

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

02/06/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
BEN LOMOND FIRE PROTECTION DISTRICT	//	51000	Staff services January 2025	\$22,209.51	<input type="checkbox"/>
ERNIE'S AUTO CENTER	//	61721	Filters and fluids for service	\$101.39	<input type="checkbox"/>
FELTON PAINT & HARDWARE	//	61846	Station maint supplies (patch bathroom ceiling)	\$56.06	<input type="checkbox"/>
HEALTH CARE EMPLOYER DENTAL	//	53010	Dental Insurance premium for February 2025	\$75.29	<input type="checkbox"/>
JEFF HILL & SONS	//	86110	Emergency sink hole-investigate and repair. Pumped out water, fill with drain rock, re-hook piping to existing leachfield, cover.	\$9,880.00	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES	//	61730	SCBA flow Test - service done 04/2024 (never invoiced)	\$1,488.50	<input type="checkbox"/>
PAGODA TECHNOLOGIES INC	//	62381	Monthly billing for February 2025	\$745.00	<input type="checkbox"/>
Total				\$34,555.75	

ITEM 3

CLAIMS BY VENDOR

02/13/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
CHUCK WISE EMERGENCY VEHICLE SERVICE	//	61721	Configure ipads and cradlepoints- lpads not working properly, unable to access cradlepoints due to age, worked with Apple, Cradlepoint and FirstNet to resolve (17 hrs)	\$2,720.00	<input type="checkbox"/>
FIRE RISK MANAGEMENT SERV/Calif Bank & Trust	//	53010	Ins. premiums due (VSP, Life & AD&D) for March 2025	\$37.04	<input type="checkbox"/>
L. N. CURTIS & SONS	//	62358	5 gal tub- CitroSqueeze PPE/Turnout Cleaner	\$185.06	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees	\$40.95	<input type="checkbox"/>
SILKE COMMUNICATIONS INC	//	61215	Vehicle charger, mic- 2336	\$1,217.61	<input type="checkbox"/>
SILKE COMMUNICATIONS INC	//	61721	Whip antennas for 2397 and 2301	\$376.27	<input type="checkbox"/>
Total				\$4,576.93	

ITEM 3

CLAIMS BY VENDOR

02/25/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
ATCHISON, BARISONE & CONDOTTI	//	62381	Services 01/01-01/31/25	\$82.50	<input type="checkbox"/>
CalPERS	//	52015	Social Security Admin 218-annual fee	\$70.00	<input type="checkbox"/>
COAST PAPER & SUPPLY INC	//	61425	Roll towels and garbage liner	\$154.82	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Comcast and FirstNet (2) monthly billings	\$1,553.28	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Food items - FDAC hosted conference	\$38.22	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	86209	Fuel cans- E2346	\$447.65	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	PG&E and SLV Water billings (incl true up for PG&E)	\$10,132.55	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62223	printer ink cartridge	\$30.65	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	Scarborough monthly billings-station maint/repair supplies	\$274.07	<input type="checkbox"/>
Total				\$12,783.74	



Item 4

Correspondence

No Correspondence Received



To: Board of Directors

From: Stacie Brownlee, Fire Chief

Agenda of: March 3, 2025

Subject: Chief's Report

Correspondence

Administration

Operations

Felton Fire Protection District responded to 86 calls in the past 30 days:

Call Type	Number of Responses
Structure	2
EMS	35
Alarm	3
Public Service	26
Smoke Checks	4
Vehicle	8
Wires	8
Storm Related	0
Wildland	0

Training

- Wildland

Logistic

- 4 New Volunteers
- Central Fire Agreement (see attached)
- Pagoda-working with John to turn servers off and looking into IT bill cost.

Fire Prevention/Education

- Mt. Hermon Inspections are being scheduled.

Staff Call Response Report February 2025

Personnel (FFD)	Incident Response	# of Incidents	Response %
Aguirre, Bryan	1	86	1.16
Albers, Victor	20	86	23.26
Berlanga, Jamie	35	86	40.70
Blum, Isaac	22	86	25.59
Bonn, Kevin	9	86	10.47
Casillas-Rodriguez, Josue	3	86	3.49
Gifford, Micah	3	86	3.49
Jackson, Cian	9	86	10.47
Mitchell, Rebecca	7	86	8.14
Schwanbeck, Daniel	3	86	3.49

Personnel (BLFD)	Incident Response	# of Incidents	Response %
Adam, Nick	7	86	8.14
Aluffi, Mike	1	86	1.16
Auldridge, Jacob	8	86	9.30
Ayers, Mike	14	86	16.28
Brownlee, Stacie	14	86	16.28
Burgess, Nick	5	86	5.81
Dawson, Audrey	8	86	9.30
Fisher, Garrett	9	86	10.47
Garrahan, Owen	17	86	19.77
Giannini, Kevin	22	86	25.58
Sanders, Matt	5	86	5.81
Scarborough, Connor	10	86	11.63
Sheets, Jonathan	28	86	32.56
Stieger, Elias	4	86	4.65
Velaso, Jordan	33	86	38.37
Whitney, Tonka	9	86	10.47



Central Fire District of Santa Cruz County

930 17th Avenue ♦ Santa Cruz, CA 95062 ♦ (831) 479-6842 ♦ www.centralfiresc.org

February 1, 2025

Felton Fire District
131 Kirby Street
Felton, CA 95018

Dear Chief

The Central Fire District of Santa Cruz County values the strong partnerships we share with our neighboring agencies and the collaborative efforts we undertake to ensure critical services to our communities are always provided. We understand the complexities of municipal and special district funding and budgeting processes, and we strive to support our partners in every way possible.

This letter serves to notify you that, in accordance with Section 3, Sub-section (f) of the *Intergovernmental Agreement for Motor Vehicle Repairs*, the District will begin strictly enforcing late payment charges on outstanding invoices. While this provision has been part of the agreement, it has not been actively implemented. Effective **March 1, 2025**, any invoice issued that remains unpaid beyond thirty (30) days plus a (10) day grace period from the date of issuance will accrue a finance charge at the rate of 18% per annum, calculated from the original invoice date.

This decision comes as part of our ongoing efforts to maintain the financial health of the Central Fire District and to ensure the timely allocation of resources necessary for our operations. Delays in payments create challenges for our budgeting and operational planning, and the enforcement of this provision is intended to mitigate those impacts.

We appreciate your understanding and cooperation regarding this matter. Should you have any questions or require clarification, please do not hesitate to contact me directly.

Thank you for your attention to this matter, and we look forward to continuing our strong partnership in serving our communities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Winters', written over a faint circular stamp.

Patrick Winters
Division Chief
Central Fire District of Santa Cruz County
831-345-6067
Patrick.winters@centralfiresc.org

FFPD Rev Exp FYTD w/var

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

Object	GL Object Title	FY 2025			
		Adopted Budget	Month-To-Date Actual	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	989,243.00	0.00	519,400.41	469,842.59
40110	PROPERTY TAX-CURRENT UNSEC-GEN	21,213.00	20.70	21,108.52	104.48
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	100.87	1,194.55	-1,194.55
40150	SUPP PROP TAX-CURRENT SEC	0.00	735.85	5,475.08	-5,475.08
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	35.46	1,086.16	-1,086.16
40160	SUPP PROP TAX-PRIOR SEC	0.00	81.57	748.03	-748.03
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	26.13	272.51	-272.51
Total 01 – TAXES		1,010,456.00	1,000.58	549,285.26	461,170.74
Character: 07 – FINES, FORFEITURES & ASSMNTS					
44142	PENALTIES FOR DELINQUENT TAXES	0.00	9.31	72.58	-72.58
44143	REDMPTN PNLTIES FOR DELINQ TXS	0.00	17.36	104.49	-104.49
Total 07 – FINES, FORFEITURES & ASSMNTS		0.00	26.67	177.07	-177.07
Character: 10 – REV FROM USE OF MONEY & PROP					
40430	INTEREST	25,000.00	0.00	35,378.11	-10,378.11
40440	RENTS & CONCESSIONS	39,240.00	3,270.58	26,164.64	13,075.36
Total 10 – REV FROM USE OF MONEY & PROP		64,240.00	3,270.58	61,542.75	2,697.25
Character: 15 – INTERGOVERNMENTAL REVENUES					
40830	ST-HOMEOWNERS' PROP TAX RELIEF	4,528.00	0.00	2,357.00	2,171.00
40852	ST-OTHR TAX RELIEF SUBVENTIONS	0.00	0.00	1,607.35	-1,607.35
40894	ST-OTHER	5,000.00	0.00	0.00	5,000.00
Total 15 – INTERGOVERNMENTAL REVENUES		9,528.00	0.00	3,964.35	5,563.65
Character: 19 – CHARGES FOR SERVICES					
41322	PLAN CHECKING FEES	2,500.00	0.00	3,131.00	-631.00
Total 19 – CHARGES FOR SERVICES		2,500.00	0.00	3,131.00	-631.00

ITEM 5

FFPD Rev Exp FYTD w/var

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

Object	GL Object Title	FY 2025			
		Adopted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT					
Revenues					
Character: 23 – MISC. REVENUES					
42384	OTHER REVENUE	2,000.00	0.00	1,283.55	716.45
Total 23 – MISC. REVENUES		2,000.00	0.00	1,283.55	716.45
Total Revenues		1,088,724.00	4,297.83	619,383.98	469,340.02
Expenditures					
Character: 50 – SALARIES AND EMPLOYEE BENEF					
51000	REGULAR PAY-PERMANENT	502,500.00	28,342.56	184,554.23	317,945.77
51005	OVERTIME PAY-PERMANENT	13,000.00	0.00	2,650.62	10,349.38
51010	REGULAR PAY-EXTRA HELP	141,500.00	720.00	38,099.62	103,400.38
51015	REGULAR PAY-SICK LEAVE	2,400.00	0.00	0.00	2,400.00
52010	OASDI-SOCIAL SECURITY	52,080.00	524.25	9,714.67	42,365.33
52015	PERS	91,269.00	70.00	33,673.68	57,595.32
53010	EMPLOYEE INSURANCE & BENEFITS	68,202.00	112.33	16,336.96	51,865.04
53015	UNEMPLOYMENT INSURANCE	20,000.00	0.00	119.00	19,881.00
54010	WORKERS COMPENSATION INSURANCE	84,000.00	0.00	79,507.00	4,493.00
55020	SICK LEAVE RESERVE	0.00	0.00	3,080.00	-3,080.00
Total 50 – SALARIES AND EMPLOYEE BENEF		974,951.00	29,769.14	367,735.78	607,215.22
Character: 60 – SERVICES AND SUPPLIES					
61110	CLOTHING & PERSONAL SUPPLIES	42,500.00	0.00	1,693.43	40,806.57
61215	RADIO	35,000.00	9,309.28	36,084.29	-1,084.29
61221	TELEPHONE-NON TELECOM 1099	12,000.00	925.68	5,924.62	6,075.38
61310	FOOD	4,000.00	0.00	1,335.14	2,664.86
61425	OTHER HOUSEHOLD EXP-SERVICES	6,500.00	154.79	2,846.79	3,653.21
61525	LIABILITY INSURANCE	40,000.00	39,091.00	38,676.46	1,323.54
61720	MAINT-MOBILE EQUIPMENT-SERV	44,000.00	11,939.02	23,058.27	20,941.73
61721	MAINT-MOBILE EQUIPMNT-SUPPLIES	40,000.00	6,363.29	7,526.85	32,473.15
61725	MAINT-OFFICE EQUIPMNT-SERVICES	2,000.00	0.00	1,322.89	677.11
61730	MAINT-OTH EQUIP-SERVICES	7,550.00	1,488.50	4,598.95	2,951.05
61731	MAINT-OTH EQUIP-SUPPLIES	2,500.00	206.21	581.98	1,918.02
61845	MAINT-STRUCT/IMPS/GRDS-OTH-SRV	5,000.00	0.00	2,247.50	2,752.50
61846	MAINT-STRCT/IMPS/GRDS-OTH-SUPP	10,000.00	351.42	3,708.72	6,291.28

FFPD Rev Exp FYTD w/var

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

Object	GL Object Title	FY 2025			
		Adopted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT					
Expenditures					
Character: 60 – SERVICES AND SUPPLIES					
61920	MEDICAL, DENTAL & LAB SUPPLIES	12,050.00	21.89	785.09	11,264.91
62020	MEMBERSHIPS	3,000.00	0.00	2,000.00	1,000.00
62219	PC SOFTWARE PURCHASES	9,500.00	0.00	7,962.49	1,537.51
62221	POSTAGE	600.00	0.00	0.00	600.00
62223	SUPPLIES	2,000.00	0.00	408.37	1,591.63
62301	ACCOUNTING AND AUDITING FEES	23,500.00	0.00	0.00	23,500.00
62327	DIRECTORS' FEES	8,000.00	0.00	3,200.00	4,800.00
62358	LAUNDRY SERVICES	1,800.00	203.66	673.10	1,126.90
62367	MEDICAL SERVICES-OTHER	45,200.00	0.00	4,666.77	40,533.23
62381	PROF & SPECIAL SERV-OTHER	40,200.00	745.00	32,250.35	7,949.65
62420	LEGAL NOTICES	700.00	0.00	179.50	520.50
62500	EQUIPMENT LEASE & RENT	500.00	0.00	0.00	500.00
62715	SMALL TOOLS & INSTRUMENTS	7,000.00	0.00	2,176.41	4,823.59
62826	EDUCATION AND/OR TRAINING	20,000.00	1,800.00	3,185.03	16,814.97
62888	SPEC DIST EXP-SERVICES	14,000.00	82.28	545.52	13,454.48
62920	GAS, OIL, FUEL	20,000.00	0.00	906.25	19,093.75
62928	TRAVEL-OTHER(NON-REPT)	3,000.00	0.00	625.71	2,374.29
63070	UTILITIES	16,000.00	1,216.67	4,942.13	11,057.87
Total 60 – SERVICES AND SUPPLIES		478,100.00	73,898.69	194,112.61	283,987.39
Character: 80 – FIXED ASSETS					
86110	BUILDINGS AND IMPROVEMENTS	28,000.00	9,880.00	19,908.97	8,091.03
86204	EQUIPMENT	27,800.00	0.00	6,181.72	21,618.28
86209	MOBILE EQUIPMENT	226,650.00	0.00	197,956.63	28,693.37
Total 80 – FIXED ASSETS		282,450.00	9,880.00	224,047.32	58,402.68

ITEM 5

FFPD Rev Exp FYTD w/var

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

Object	GL Object Title	FY 2025			
		Adopted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT					
Expenditures					
Character: 98 – APPROP FOR CONTINGENCIES					
98700	APPROP FOR CONTINGENCIES	650,000.00	0.00	0.00	650,000.00
Total 98 – APPROP FOR CONTINGENCIES		650,000.00	0.00	0.00	650,000.00
Total Expenditures		2,385,501.00	113,547.83	785,895.71	1,599,605.29
Total 681800 – FELTON FIRE PROTECTN DISTRICT		-1,296,777.00	-109,250.00	-166,511.73	-1,130,265.27
		-1,296,777.00	-109,250.00	-166,511.73	-1,130,265.27

On Wed, Feb 19, 2025 at 10:39 AM Victoria Thompson <vthompson@abc-law.com> wrote:

Hi Laurie,

I do not see an attachment - could you please re-send?

And that's correct. I = just talked with TowerPoint, not AT&T. There is nothing in the AT&T Lease about FFPD needing to get AT&T's permission for the TowerPoint agreement.

That being said, Section 21.1 requires FFPD to "not grant a lease for the Property if such use would materially adversely interfere with Tenant's normal operation of the Communications Site. Any such future lease of the Property to a third party that permits the installation of communication equipment shall be conditioned upon such tenant not causing measurable interference which materially impairs Tenant's ability to utilize the Premises for its intended purpose." If a measurable interference "materially impairs Tenant's ability to utilize the Premises for its intended purpose, Tenant shall have the right to terminate this Lease."

The TowerPoint situation should not impact AT&T's operations but I recommend FFPD provide notice to AT&T of the change.

Thank you,

Tory

Victoria K. Thompson

Attorney at Law

Atchison, Barisone & Condotti, APC

P.O. Box 481, Santa Cruz, CA 95061

333 Church Street, Santa Cruz, CA 95060

T: 831-423-8383 | F: 831-576-2269

vthompson@abc-law.com

CONFIDENTIALITY NOTICE: This e-mail and any attachments may contain confidential and/or legally privileged information. If you are not the intended recipient, any review or use is strictly prohibited. If you have received this e-mail in error, please notify me and permanently delete this email and its attachments.

ITEM 6

Exhibit A

Site Location and Lease Terms

Site Location: 131 Kirby St, Felton, California 95018

Wireless Tenants	Current Rent	Rent Payment Frequency	Escalation (CPI, % or \$)	Escalation Frequency	Date of Next Escalation
AT&T	\$3,270.58	Monthly	7.5%	Term	12/01/2027

Pricing is based on the Lease Terms above and is subject to confirmatory due diligence of the Lease Terms.

Closing Contingencies

1. receipt of the due diligence items listed in Exhibit B;
2. receipt of a title commitment from TitleVest Agency, LLC (a subsidiary of First American Title Insurance Company) as the escrow/closing agent showing title clear of any liens, encumbrances, outstanding taxes which are otherwise due and payable, or other unsatisfied title closing requirements necessary for an insured closing with marketable title;
3. your approval of the Easement Agreement in a mutually agreeable form;
4. proper documentation of the Lease and rents, including your affirmation that you have not received any written or verbal notice of termination, modification or other correspondence from the tenant related to the Lease;
5. compliance with any tenant right of first refusal or consent requirement, if applicable, related to Landlord's assignment of the Lease; and
6. TowerPoint's desktop environmental database search returns a determination of "Low" or "Moderate" risk.

Initial Here: 

Exhibit B

Required Due Diligence Items

1. Executed Lease including any and all Amendments thereto (as well as any lease commencement letters, notices, or other correspondence regarding the Lease)
2. Proof of Rent Payments under the Lease (minimum of 3 months received in the last 6 months); e.g.: copies of rent checks/stubs and/or direct deposit statements.
3. Completed Landlord Request for Information (RFI) attached hereto as Exhibit C.
4. Landlord's comments or Landlord's counsel's comments, if any, to the Easement Agreement ("Easement") to be provided under separate cover (to be finalized in a mutually agreeable Easement) or return the Easement with each page initialed showing approval of the form Easement.
5. If an existing mortgage is in place on the property: A Mortgage Statement and Lender contact information for obtaining a non-disturbance agreement from Lender (required only if the property is encumbered by a Mortgage, Deed of Trust, Line of Credit or similar instrument).
6. Legal entity organizational documents (including any Amendments thereto) showing proof of authority, as applicable below, for all entities owning an interest in the Property:

Corporations	LLCs	General Partnership	Ltd. Partnerships	Condo Assoc's	Coop Corp (i.e.: Housing Co-op)	Trust
Articles of Incorporation	Articles of Organization	Certificate of Partnership	Certificate of Limited Partnership	Condominium Declaration	Articles of Incorporation	Trust Agreement
Signed Corporate Bylaws	Signed Operating Agreement	Signed General Partnership Agreement	Signed Limited Partnership Agreement	Signed Condominium Bylaws	Signed Corporate Bylaws	Certificate of Trust

Within 10 days of signing this LOI, I agree to provide to TowerPoint the Required Due Diligence Items listed above to facilitate a timely close under the terms of this LOI.

Initial Here: 

Exhibit C

ITEM 6

Landlord Request for Information

 EIN for Landlord (if an entity): 946019213

 If Landlord is a natural person, then please circle marital status: **Single or Married**

(Please note: if Landlord is a natural person, we will collect their taxpayer identification number prior to closing to include in the closing documents.)

Access Contact for Site Inspection	Attorney Contact Information
Name: <u>Jim Anderson</u>	Name: <u>Victoria Thompson, Attny at Law</u>
Title: <u>Board Director</u>	Phone: <u>831-423-8383/ 831-576-2269</u>
Phone: <u>831-335-4422</u>	Email: <u>vthompson@abc-law.com</u>
Mobile Phone: <u>831-246-1348</u>	
Email: <u>janderson@feltonfire.com</u>	

Mortgage/Line of Credit (if none, please indicate below)	
Please check here if there is no mortgage and no line of credit: _____	
<u>Primary Mortgage</u>	<u>Secondary Mortgage (if applicable)</u>
Lender Name: _____	Lender Name: _____
Lender Contact: _____	Lender Contact: _____
Lender Contact Title: _____	Lender Contact Title: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Email: _____	Email: _____
<u>Line of Credit</u>	
Lender Name: _____	
Lender Contact: _____	
Lender Contact Title: _____	
Phone: _____	
Fax: _____	
Email: _____	

Submitted by: Richard Hatch, Ph: +1(678) 987-1144, Email: richard.hatch@towerpoint.com



TO: Board of Directors

FROM: Stacie Brownlee, Fire Chief

AGENDA OF: March 3, 2025

Subject: Declare Vehicle Surplus-Felton Fire Vehicle Rescue 2366.

Background

The Felton Fire Protection District Board of Directors approved the purchase of an ambulance from the Boulder Creek Fire Protection District for one dollar (\$1) at their regular meeting on November 6, 2023. After the purchase, the Board of Directors approved expenses in the amount of \$14,964.00 for the following upgrades to put the vehicle in service:

- Seat Covers: \$240.00
- Cradle Point Connection: \$3288.00
- Battery for Gurney: \$500.00
- Cable, software, antenna: \$2469.00
- Apex 8500 High Power Mobile \$6781.00
- Labor for Installation: \$1686.00

Analysis

As you may recall, staff have begun conducting assessments of District assets and identifying those assets that need repair or replacement. Staff has concluded due to the additional upgrades and repairs needed to put Rescue 2366 into service, surplusing the vehicle and authorizing its sale to the Scotts Valley Fire Protection District prior to further depreciation would allow the Felton Fire Protection District to recoup the cost of upgrades already performed (the radio, antenna, and CradlePoint equipment would not be included in the sale and would be redeployed to another Felton Fire apparatus).

Recommendation: Motion to declare Rescue 2366 surplus and authorize the Fire Chief to make all necessary arrangements to sell Rescue 2366 to the Scotts Valley Fire Protection for \$4898.00, as is, not including the radio and CradlePoint equipment/licensing.



Laurie Dennis
District Secretary
Felton Fire Protection District
131 Kirby Street
Felton, CA 95018

CalPERS ID 1920391483

February 14, 2025

Dear Laurie Dennis,

This is in response to your recent inquiry about termination of your agency's contract with the System.

Please review the enclosed Contract Termination Guidelines, form (CON-34), carefully. This is information about the termination process, the financial obligations of the agency and the potential impact of a contract termination on the agency employees' retirement benefits.

The enclosed Resolution of Intention is for adoption by the governing body declaring your agency's intent to terminate the contract. To initiate the termination process, return an original or certified copy to this office. The contract termination may not be effective earlier than 90 days and not more than 1 year following the adoption of the initial Resolution of Intention to terminate.

CalPERS is committed to assisting our members and employers in all matters related to their retirement within the scope of the statutory authority available to us. If you have any questions, please visit our website www.calpers.ca.gov or call our Customer Contact Center at 888 CalPERS (or 888-225-7737).

Sincerely,

Roselee Camacho

Pension Contract Analyst
Financial Office | Pension Contracts and Prefunding Programs Division

Enclosures

**RESOLUTION OF INTENTION
TO TERMINATE THE CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
BOARD OF DIRECTORS
FELTON FIRE PROTECTION DISTRICT**

WHEREAS, the Board of Directors of the Felton Fire Protection District entered into a contract with the Board of Administration, Public Employees' Retirement System pursuant to Government Code Section 20460, effective May 6, 1995, for participation of said agency in the Retirement System; and

WHEREAS, Section 20570 provides that the governing body may terminate the contract between the Board of Administration of the Public Employees' Retirement System and the governing body of the contracting agency by the adoption of a resolution giving notice of intention to terminate, and, not less than 90 days and not more than 1 year later, the adoption by affirmative vote of two-thirds of the members of the governing body of a resolution terminating the contract;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Felton Fire Protection District hereby finds that it is in the best interests of the agency to terminate the contract entered into with the Board of Administration, Public Employees' Retirement System; and

BE IT FURTHER RESOLVED, that the governing body of the above agency does hereby give notice to the Board of Administration, Public Employees' Retirement System, pursuant to Section 20570, of the intention to terminate said contract.

By: _____
Presiding Officer

Title

Date adopted and approved



PENSION CONTRACT TERMINATION GUIDELINES—AGENCY IMPACT

California Government Code Sections 20570 through 20583 pertain to the termination of a Public Agency's contract with CalPERS. The following information is provided for careful consideration as to the potential impact on the employees and the financial obligation of the agency.

Agency Information

A contracting agency may terminate the contract with CalPERS if the contract has been in effect at least **five years**. A resolution giving notice of intention to terminate must be adopted by affirmative vote of two-thirds of the members of the governing body. The termination may be effective not less than 90 days following the adoption of the resolution of intention by adoption of a final resolution or ordinance terminating the contract, but not longer than one year. If the original contract was approved by an ordinance adopted by a majority vote of the electorate, a majority vote of the electorate is also required for termination. The contract termination mandatorily applies to all groups covered in the contract.

Upon receipt of the Resolution of Intention to terminate, the agency will be requested to review the data on active and inactive members, retirees, beneficiaries of members (name, social security number, birth date, sex, service credit, current salary) and to list any recent hires, retirements, deaths, or separations. CalPERS will perform a preliminary valuation based on all current members leaving their contributions on deposit. The final valuation will be based on data validated by the agency and performed three to six months after the effective date of the contract termination. The terminating agency is responsible for sufficient funding to continue paying the retirement and death benefits being paid. Retirees and beneficiaries receiving CalPERS benefits monthly must remain with the System. Based on the actuarial valuation, sufficient funding for future benefits payable to members or beneficiaries of members electing to have their funds remain on deposit with the System, is also the responsibility of the agency.

A comparison is made of funds needed to pay the member benefits and the agency's funds on deposit. Any excess funds as of the termination effective date are refunded to the agency. In the event of a shortage of funds, the agency is required to pay the deficit upon contract termination. Failure to fund the deficit may result in proportionately reduced benefits for all members and/or a lien being placed on the assets of the terminating agency.

If an agency is currently participating in CalPERS health benefits program, eligibility for participation under the Public Employees' Medical & Hospital Care Act terminates when an agency terminates their CalPERS contract. A contracting agency can elect to continue participation in the CalPERS health benefits program as a "special district". To be eligible for continued participation the agency must continue to meet the definition of a public agency and must file a new resolution adopted by the agency's governing body.

An agency that terminates their contract may again contract with CalPERS. The contract, however, may not be effective earlier than three years after the termination effective date.



PENSION CONTRACT TERMINATION GUIDELINES—MEMBER IMPACT

Withdrawal of Contributions

Members not employed by a CalPERS employer may elect to withdraw their member contributions (including interest) or leave them on deposit with the System, regardless of the amount of service credit.

Members electing to withdraw their contributions will not be entitled to any future benefits based on their employment with the terminated agency. They may not redeposit the contributions for service credit regardless of any future employment with a CalPERS agency, unless the terminated agency again contracts with CalPERS.

Contributions on Deposit

Members who leave their funds on deposit and meet the requirements that apply to other members, may retire for service or disability. The disability must occur prior to contract termination and the application must be received by the System within four months of the contract termination effective date. The minimum service requirement does not apply.

Benefits are frozen and calculations are based on the benefit level in effect on the date of contract termination. However, the agency may enter into an agreement to ensure the final compensation used in the calculation of benefits is based on a higher payrate if the member later works for another CalPERS employer or reciprocal system.

The annual cost of living increase factor is frozen at the percentage applicable on the date of contract termination. Retirees will not be entitled to any one-time allowance increases provided by legislation affecting public agencies, or legislation allowing such increases as optional benefits for public agencies.

Credit for unused sick leave (if offered by the terminating agency) will only be used in calculating the retirement allowance if the retirement becomes effective no later than four months after the contract termination date.

The beneficiary of a member who leaves funds on deposit and dies after the contract termination effective date, and prior to retirement, will not be entitled to elect a monthly allowance, but will receive a refund of the contributions and interest on deposit.

The 1957 Survivor Benefit is not payable unless the member is employed by a CalPERS agency at the time of death.

Unless the member is employed by a CalPERS agency that provides this benefit at the time of death, the 1959 Survivor Benefit is not payable.