



## **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 stated that he is working as an independent contractor, not as a Ben Lomond Fire employee.

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

**9.0 Correspondence:** None

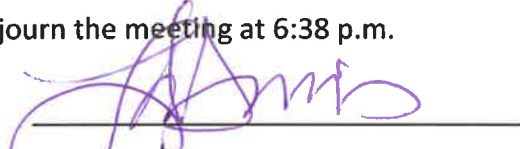
**10.0 Closed Session:** None

**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

  
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Attest: Laurie Dennis, Secretary

