



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Regular Meeting Minutes

Of The Board of Directors

January 06, 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, Chief Blum, L. Dennis

Absent: none

Guests: A Dawson, K Giannini, Don Jarvis, Judy Anderson, M. Rose, V. Albers, Adam Hensleigh and ten additional members of the public.

1.4 Approve meeting minutes of the Regular Meeting held on November 18, 2024.

Director Crandell noted a correction under item 8.0 Vendor Claims to reflect Chief Brownlee's response to Erica Schwanbeck. Chief Brownlee stated SCM was providing service as an independent contractor, not as a Ben Lomond Fire employee. Meeting minutes will be amended to reflect this change. The Regular meeting minutes were approved on motion by Director Crandell and second by Director Shults with the amendment and passed.

Ayes: Directors Anderson, Crandell and Shults

Noes: none

Abstain: none

Absent: none

1.5 Considerations of Additions to the Agenda: None.

1.6 Administer Oaths of Office – new board members elected

Oaths were administered and signed by new directors Doug Conrad, Erica Schwanbeck and reelected director Mike Shults.

2.0 Public Comment:

None

3.0 Public Hearing:

None

4.0 Directors Reports: None.

5.0 Staff Report: Chief Brownlee reviewed the report provided in the board package including the 67 call responses in November and December with a breakdown by type.

Working on training of staff on Type 6.

Discussions with Scotts Valley Chief who may be interested in the ambulance 2366, we are working on pricing.

There is a large sink hole in the front of the fire station, appears related to old sump. It will need to be pumped out before repairs. Preliminary worst case cost estimate is \$9,000.

Director Crandell asked for additional bids to be obtained. Chief Brownlee noted that the utility markings that have been done will only last for 30 days.

Director Schwanbeck asked if this is part of the shared services agreement, to which Chief Brownlee responded no this is necessary facility work needing to be done

6.0 Unfinished Business:

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

Chief Brownlee explained the changes reflected in the update provided are to bring the Felton and Ben Lomond volunteer response rates in line with each other. The increase to Felton response rates will reflect in next year's budgeting.

Director Crandell made a motion to approve the rate changes. Director Conrad seconded the motion and it was approved unanimously.

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

Director Anderson reviewed the offer of \$640,000 payment for the cell tower lease. Director Schwanbeck asked if this has been done anywhere else in the Valley. Director Anderson responded that he wasn't aware of any. Some discussion followed regarding other companies that buy existing leases.

Director Anderson added that TowerPoint agreed that any future increase in income would be shared with us. Director Anderson stated that they are looking for us to sign the letter of intent. Director Crandell asked for Directors Anderson

and Schwanbeck to review the contract as they are most knowledgeable, and report back to the board.

Director Schwanbeck expressed concern in setting precedent on selling our lease. She also had concerns regarding generator back up due to its age. She is hesitant that this is the right path for us to make. Additional discussion followed. Laurie was asked to provide copies of the AT&T lease and amendments to Directors Anderson and Schwanbeck to review. It was tabled until next meeting.

7.0 New Business:

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

Director Crandell began the discussion to host a meeting locally when he attended the FDAC conference. The conference will be at Felton Fire on January 31 and February 1, 2025. He said it will cover Brown Act, Finance, and board functions among other topics and hopes all of our board members will be able to attend. Chief Blum said he will get the current attendance count.

8.0 Approve paid vendor claims for the month of November and December 2024: Board members reviewed the vendor claims in the amount of \$43,747.33 for the months of November and December 2024. Director Schwanbeck questioned the amount of the dump fee and if this was normal. Chief Brownlee explained the dump runs were due to the extent the station has been cleaned and trash from demo being done. Claims were approved as presented on motion by Director Shults, seconded by Director Crandell and approved.

Director 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.

Director Schwanbeck questioned SCM charges and referred to the Federal minimum for procurement. She stated she will not approve any more payments to SCM and further stated it's a gray area. She stated she feels it should be board approved prior to the expenditure.

Director Crandell brought up the invoices for the spend on 5th Tuesday totaling about \$900. He referred to past practices of collecting donation payments for the guests of squad members. He suggested resuming the practice, some discussion followed.

Director Crandell asked about the gutter replacement and if there are gutter guards. There are none, but Chief Blum is looking into having some fabricated.

Director Crandell made a motion to approve the claims for November and December 2024. The motion was seconded by Director Schwanbeck and approved unanimously.

9.0 Correspondence: Letter from LAFCO


Director Anderson reviewed the seats open for election and said the letter requests any candidates from the districts. He requested the boards agreement for him to submit for a seat again. Some discussion followed. Board members were agreeable, so he will submit an application.

10.0 Closed Session: None

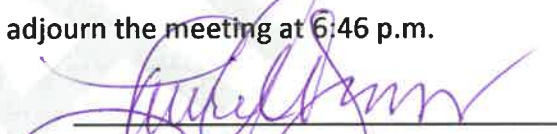
11.0 Set date for the next meeting:

The next Regular Meeting will be held on **Monday, February 03, 2025 at 6:00 P.M.**

12.0 Adjourn: Director Anderson moved to adjourn the meeting at 6:46 p.m.



Jim Anderson, Chairperson



Attest: Laurie Dennis, Secretary