



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.

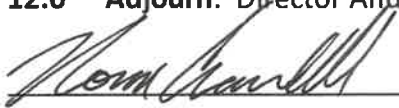
9.0 Correspondence: None

10.0 Closed Session: None

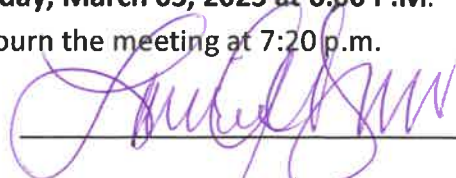
11.0 Set date for the next meeting:

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