



**Felton Fire Protection District Board of Directors**

**AMENDED Regular Meeting Agenda**

**Monday, June 2, 2025**

**6:00 p.m.**

**Agenda amended to include additional correspondence received.**

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 Special Meeting Minutes of April 19, 2025.
2. Approval of the Minutes of May 5, 2025.
3. Approval of the Special Meeting Minutes of May 12, 2025.
4. Approval of the Special Meeting Minutes of May 19, 2025.
5. Correspondence
  - Letter of Ben Lomond Fire Protection District Board Chair Lisa Hill dated May 9, 2025.
  - Correspondence received from anonymous member of the public.
  - Correspondence of Dan Dawson dated May 17, 2025.
  - **Correspondence of Joe Serrano, dated May 30, 2025.**
6. Approval of Claims Paid in the Month of May 2025.

**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**

## **Chief's Report**

### **7. Chief's Report**

## **General Business**

### **8. Discussion/Action: Adoption of 2025-2026 Preliminary Budget.**

Recommendation: Adopt 2025-2026 Preliminary Budget and direct staff to transmit the adopted preliminary budget to the County Auditor-Controller on or before June 27, 2025, and publish notice of the 2025-2026 Final Budget Adoption Hearing (to be held in August 2025) at least two weeks before the hearing in at least one newspaper of general circulation in the district pursuant to Government Code Section 6061.

### **9. Discussion/Action: Consider Extending FFPD 2025 Membership in the California Special Districts Association (Crandell).**

Recommendation: Direct staff to enroll the Felton Fire Protection District as a member district of the California Special Districts Association for an amount not-to-exceed \$3,456.00 on or before August 30, 2025.

### **10. Discussion/Action: Consider Letter of Santa Cruz County Fire Agencies Insurance Group CAO Jessica Blushi Regarding Workers Compensation Coverage Provider Selections (Anderson).**

Recommendation: Select Workers Compensation Coverage Provider and direct the Board Alternate to attend the June 11<sup>th</sup>, 2025, meeting of the SCCFAIG and inform SCCFAIG of the District's selected provider.

### **11. Discussion/Action: Approval of Amendment to Agreement #24R0416 with the County of Santa Cruz Regarding Payroll and Accounts Payable Service Fee Increases.**

Recommendation: Approve amendment to Agreement #24R0416 with the County of Santa Cruz, increasing the rates for payroll and accounts payable services as outlined, and authorize the Chair to sign the amendment to the agreement.

### **12. Discussion/Action: Consider Draft Temporary Staffing Proposal of Zayante Fire Chief Jeff Maxwell (Anderson/Schwanbeck).**

Recommendation: That the Board discuss the Temporary Staffing Proposal from the Zayante Fire Protection District and determine moving forward with the agreement or not.

**13. Discussion/Action: Review Job Description of District Secretary and Take Related Actions.**

Recommendation: Review existing job descriptions for District Administrative Staff, make any necessary revisions, determine posting deadlines and take related actions (Crandell).

**14. Discussion/Action: Consider Reinstatement of Chief Blum to the Position of Interim Fire Chief.**

Recommendation: Motion to reinstate Chief Blum to the position of Interim Fire Chief to maintain continuity and leadership and satisfy the legal requirements placed on the board to appoint a fire chief of record for the district (Crandell).

**Adjournment**



**Felton Fire Protection District Board of Directors  
Special Meeting  
Minutes  
Saturday, April 19, 2025  
8:00 a.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**-The meeting was called to order at 8:01 a.m.

**Roll Call**-Directors Anderson, Conrad, Schwanbeck, Shults, and Chair Crandell were present.

**New Business**

1. Board Member/Ad Hoc Committee workshop

ACTION: Study session held; no action taken.

**Adjournment**-The meeting was adjourned at 9:15 a.m.

Approved:

\_\_\_\_\_  
Chair Norm Crandell

Attest:

\_\_\_\_\_  
Board Secretary Tess Fitzgerald



**Felton Fire Protection District Board of Directors  
Regular Meeting Minutes  
Monday, May 5, 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**-The meeting was called to order at 6:00 p.m.

**Pledge of Allegiance**

**Roll Call**-Directors Anderson, Conrad, Schwanbeck, Shults, and Chair Crandell were present.

**Consideration of Additions/Deletions to the Agenda**

Additional material submitted to Item 3:

- Correspondence of Jesse Kathan, dated May 3, 2025
- Board memo from Director Schwanbeck regarding Letter to Squad/Auxiliary

Additional Material submitted to Ad Hoc Committee Reports:

- Ad Hoc Strategic Planning Committee Report (Director Conrad)
- Ad Hoc Budget Committee Report

**Statements of Disqualification**-Chair Crandell stated he would not be voting on item number 10.

**Consent Agenda**

1. Approval of the Minutes of April 14, 2025.
2. Approval of Paid Vendor Claims for the Month of April 2025.
3. Correspondence
  - Letter of Isaac Blum dated April 22, 2025.
  - Letter to Squad and Auxiliary dated April 27, 2025.

Director asked to pull the CalCard payment from item 2.

MOTION: Motion made by Director Schwanbeck, seconded by Director Conrad to approve the consent agenda.

ACTION: The motion passed by the following vote:

AYES: Anderson, Conrad, Schwanbeck, Shults, and Chair Crandell

NOES: 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.*

The following members of the public addressed the Board: Chris (last name not given); Judy Anderson.

### **Director's Reports**

#### **Ad Hoc Committee Reports**

4. SOP Committee Report
5. Strategic Planning Committee Report
6. Budget Committee Report

### **Chief's Report**

7. Chief's Report

### **General Business**

8. Discussion/Action: Review of 2025-2026 Preliminary Budget.

ACTION: The Board reviewed and discussed the 2025-2026 Preliminary Budget. Director Schwanbeck commented on sub objects in the preliminary budget and requested staff return with additional information relating to Regular Pay Permanent/Shared Services breakout; no action taken.

9. Discussion/Action: Discuss Staffing Needs and Necessary Authorizations for Alcohol Sales at the Auxiliary's Mother's Day Pancake Breakfast event on Sunday, May 11, 2025, and Take Related Actions.

The following members of the public addressed the Board: Judy Anderson.

MOTION: Motion made by Director Schwanbeck, seconded by Director Anderson, to authorize the sale of alcohol by the Felton Fire Protection District's Auxiliary at the FFD Auxiliary's Mother's Day Pancake Breakfast event on Sunday, May 11, 2025, and the use and number of District staff to run the event; with the further direction that future established events will be approved without board action with 30 days advance notice to staff, until otherwise modified by the Board of Directors.

ACTION: The motion passed by the following vote:  
AYES: Anderson, Conrad, Schwanbeck, Shults, and Chair Crandell  
NOES: None

**10. Discussion/Action: Discuss Staffing and Apparatus Needed to Fulfill Commitment to SLV Bob Cat Club Silent Auction Winners and Take Related Actions.**

MOTION: Motion made by Director Schwanbeck, seconded by Director Shults to authorize the use of District staff and vehicles to fulfill the commitment to the SLV Bob Cat Silent Auction winners.

ACTION: The motion passed by the following vote:  
AYES: Anderson, Conrad, Schwanbeck, Shults, and Chair Crandell  
NOES: None

**11. Discussion/Action: Consider Establishing Protocols for Events Involving District Assets/Personnel.**

Director Shults indicated that the SLV Grad Night program requested two Felton Firefighters to attend the event and requested use of the stuffed horse on District property.

ACTION: Discussion held; no action taken.

**12. Discussion/Action: Consider Reimbursement Policy for Felton Fire Protection District Volunteer Firefighter Emergency Medical Technician Training Coursework.**

MOTION: Motion made by Director Anderson, seconded by Director Schwanbeck, to reimburse up to six (6) current Felton Firefighters to attend the Emergency Medical Technician course in July 2025, including the cost of coursework and materials.

ACTION: The motion passed by the following vote:  
AYES: Anderson, Conrad, Schwanbeck, Shults  
NOES: None  
ABSTAIN: Chair Crandell

**Adjournment**-The meeting was adjourned at 7:50 p.m.

Approved:

Attest:

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Chair Norm Crandell

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Board Secretary Tess Fitzgerald



## **Felton Fire Protection District Board of Directors**

### **Special Meeting Agenda Minutes**

**(reading of letter received May, 9 2025, assignment to ad hoc committee)**

**Time: Monday, May 12, 2025, 6PM**

**Location: Felton Fire Protection District, Training Room, 131 Kirby Street, Felton, CA.**

**1.1 - Call to order**

*Meeting called to order by Director Crandell at 6:05pm*

**1.2 – Directors roll call**

*Directors present – Schwanbeck, Shults, Crandell, Anderson*

*Directors absent – Conrad*

**Staff**

*Fire Chief - Ayers - present*

*Board secretary – Fitzgerald – Absent*

*Guest – Isaac Blum (requested by Director Crandell to take minutes) - Present*



*During roll call Director Crandell discussed with the Board his inability to access his assigned district email account due to an ongoing FOIA request and asked for a show of hands of who on the Board presently had access to their district email account.*

*Schwanbeck – full access, Crandell – limited access, Shults - limited access, Anderson – full access*

*Director Schwanbeck asked Director Crandell in what official capacity former Chief Blum was participating in the Board meeting. Director Crandell stated that Blum was only acting as member of the public and that was only there to assist in taking notes in the absence of the Board secretary .*

**2.0** – Additions to agenda  
*None*

General Business

**3.1** - Reading of letter from the Ben Lomond Fire Protection District, May 9, 2025

Letter read by guest Blum (Attachment 1)

Action – none

Public commit - none

**3.2** - Statement of chronological facts leading up to May 9, 2025 letter (attachment 2)

Statement of facts read by Director Crandell,

Action – none

Public comment - none

**3.3** - Discussion of options for continued service  
Handout read by Director Crandell (attachment 3)

- *Director Anderson stated that he had spoken with Chief Wilson from CAL Fire and that CAL Fire has offered support of an engine response upon 2<sup>nd</sup> page for Felton.*
- *Director Crandell stated that he hoped there would be a chance of working with the Zayantee Fire District on a limited response model, but at a minimum Felton would be required to answer its own nighttime calls.*
- *Director Schwanbeck asked Chief Ayers where the District training records were at and if they were current. Chief Ayers stated that they were in a Google Doc account on the computer*
- *Action - none*

#### Public Comment

- *Firefighter (FF) Berlanga addressed the board and stated his concern for the present firefighters capabilities in anything other routine calls, FF Berlanga also stressed that presently the Fire District did not have any Captains, Battalion Chiefs, and limited or no Engineers. FF Berlanga also stated he felt that there was a lack of support and true understanding from the board on the condition and morale of the firefighters. FF Berlanga also discussed his concern for another contract for services.*
- *Director Anderson addressed FF Berlanga's comments and stated that he felt the same frustration bringing up the fact that it was not the Felton Fire Districts intent to exit the contract and that the Board is presently in the 30 day clause within the contract and attempting to correct some of the issues brought up by FF Berlanga. Director Anderson also brought up a lack of communication in the Fire Chiefs reports and a lack of opportunity for the FF to communicate with the Board.*
- *Director Schwanbeck addressed FF Berlanga and said she felt that the Squad had not been fully or appropriately heard.*
- *FF Berlanga again stated that he was frustrated, that things like this lead to a lack of morale, and is discouraged in the lack of information given, and that it was his duty to the district to speak up.*
- *Director Crandell asked Chief Ayers the status of the EMT class and what if anything needed to be done. Chief Ayers replied that everything except the scheduling of the weekend skills sessions had*

*been done. Director Crandell asked that Chief Ayers complete that prior to June 9<sup>th</sup>.*

- Chief Ayers spoke about a call that Felton was dispatched to but was ultimately taken care of by the Zayante Fire District. Chief Ayers stated that the Ben Lomond Fire District should have gotten the call to respond to Felton's incident but that there was an issue with the dispatch center not notifying Ben Lomond. Chief Ayers noted that they are looking into the incident.*
- Director Anderson asked Chief Ayers when he intended to conduct Engineer training, Chief Ayers stated that Driver Operator 1A would start in June and that Driver Operator 1B would start in July.*
- Director Crandell asked Chief Ayers to conduct a head count to see if any of the firefighters intended to leave at the conclusion of the Ben Lomond contract.*
- Director Crandell then spoke to the plan in the next 30 days to select the two most viable options for staffing.*
- Director Crandell said he needed to contact District Secretary Dennis to what her intentions were and if she intended to stay or leave the District at the conclusion of the Ben Lomond contract.*
- Director Crandell stated that because of the poor access to district email that anyone who wished to contact the Board should still do it by email, but should also contact Chief Ayers to insure contact is made with the Board.*

**3.4** - Designation of Board members to form ad hoc committee to review all service

options and report back at the next meeting.

Director Crandell spoke about creating an ad hoc committee to attend the Zayante Fire District Board meeting and explore staffing options.

- *Director Schwanbeck stated that she could attend the meeting on the 15<sup>th</sup>*
- *Director Shults stated that he could attend both meetings if necessary*
- *Director Anderson stated that he could attend the meeting on the 14<sup>th</sup> but may have a conflict with the meeting on the 15<sup>th</sup>.*
- *Ad hoc committee was set and will attend the Zayante Fire District Board meetings, Anderson 14<sup>th</sup>, Schwanbeck, Shults 15<sup>th</sup>*
- *Director Crandell spoke to the fact that he hopes to have some form of agreement for help from the Zayante Fire District.*
- *Chief Ayers stated that after June 9<sup>th</sup> that until Felton has duty coverage that he had spoken with the Zayante Fire District and that they would respond to incidents requiring a battalion Chief.*
- *Director Schwanbeck stated that she felt that one meeting a month was not going to be enough given the need for communication and the decisions that need to be made in the next 30 days.*
- *Director Crandell requested special meetings to be scheduled every Monday night for the next month.*
- *Director Crandell thanked the squad and Chief Ayers for their service and support.*
- *Director Anderson asked the squad to please reach out to the Board if you feel you need remedial training.*
- *Director Crandell asked Chief Ayers to please focus on the basic firefighter tasks for the remainder of the month.*
- *Chief Ayers stated that the month was engine block training and that is exactly what they are focusing on.*
  
- *Action – Ad hoc committee was set and will attend the Zayante Fire District Board meetings, Anderson 14<sup>th</sup>, Schwanbeck, Shults 15<sup>th</sup>*

Public Comment

- *Don Jarvis stated that the crisis Felton is facing is not new to the volunteer fire service and that since the inception of proposition 13 that fire districts have been on a budgetary decline. That with an increase in call volume and a decreases in funding that the District needs to be honest with the community and acknowlage that they are not providing the best service possible. Mr. Jarvis went on to say that the district should consider a merger with either the Zayante Fire District or with the new CSA 48. Mr. Jarvis stated that the assed property tax could be applied to the Felton Fire District parcels and their by increasing the operating budget for the assuming district. Their-by increasing the projected services that the town of Felton could receive.*
- *Engineer Albers thanked the firefighters for their dedicated service and encouraged them to continue to respond. He spoke to their willingness to cover night shifts and to their commitment to train and continue to get better and run calls.*
- *FF Marcus? Palo asked the board if they intended to reinstate former Chief Blum as Fire Chief, or who is the new Fire Chief? Director Crandell stated that it was a possibility but that all of the conditions were so new that nothing had been formally discussed yet.*
- *FF Marcus asked what the financial impact was on the district now with the separation of the Ben Lomond contract? Director Crandell stated that initially there would be a reduction of costs paid out as we would no longer be paying Ben Lomond for their services.*
- *FF Marcus asked what is the plan for training moving forward? Director Crandell stated that there have been several people who have reached out offering their time and support if needed to continue training for the firefighters.*
- *Director Crandell apologized to the public for not having all the answers but reiterated that this was a new development and that this was the first time the board had been able to meet and discuss this.*
- *Director Schwanbeck thanked the public for bringing their questions.*
- *Director Crandell thanked the Squad for their service*

**4.0** - Adjournment  
Meeting Adjourned at 7:04PM



## Ben Lomond Fire Protection District

9430 Highway 9, Ben Lomond CA 95005

831-336-5495 / fax 831-336-0300

[www.benlomondfd.com](http://www.benlomondfd.com)

Felton Fire Protection District Board of Directors  
131 Kirby St  
Felton CA 95018

Dear Felton Fire Protection District Board Directors,

The Ben Lomond Fire Protection District Board of Directors conducted a duly noticed Special Meeting on Friday, May 9, 2025 at 11:00 a.m., at which time the Board voted unanimously to exercise Section 6.1, Termination, of the Temporary Contract between The Ben Lomond Fire Protection District and the Felton Fire Protection District executed on November 1, 2024. This letter is to notify the Felton Fire Protection District the Temporary Shared Services Agreement will terminate 30 days from receipt of this letter.

During the 30-day notification period, Assistant Chief Mike Ayers shall assume all duties of Felton Fire Protection District Fire Chief. During this time, members of the Felton Fire Protection Board of Directors shall have no contact with Chief Stacie Brownlee. All communications relating to Felton Fire Protection business shall be directed to Acting Chief Ayers and/or the Ben Lomond Fire Protection Board Chairperson Lisa Hill or her designee.

Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Lisa Hill', is written over the printed name.

Chairperson Lisa Hill  
Ben Lomond Fire Protection District Board of Directors

## Attachment 2

### **Statement of facts May 12<sup>th</sup> 2025 regarding contract for services between the Felton Fire Protection District and the Ben Lomond Fire Protection District.**

On November 1<sup>st</sup> 2024 Chief Brownlee assumed the duties of Fire Chief for the Felton Fire Protection District. Those duties were outlined in an agreement titled “Agreement For Temporary Services” and signed by the Felton and Ben Lomond Fire Boards.

The terms and deliverable conditions of that contract were

- Provision of Fire Chief
- Provision of Training Chief
- All terms in Exhibit A (scope of services)

From November 1<sup>st</sup> 2024 through May 9<sup>th</sup> 2025 Chief Brownlee performed those duties. During that time Chief Brownlee brought no written or formal complaint of any kind to the attention of the Felton Fire Board.

On April 16<sup>th</sup> Chief Brownlee requested a meeting with the Chair of the Felton Fire Protection District Norm Crandell.

On April 17<sup>th</sup> both Director Crandell and Chief Brownlee met, at which time Chief Brownlee advised Director Crandell that she had conducted a Board meeting at the Ben Lomond Fire Protection District.

Chief Brownlee advised that one of the outcomes of that meeting was an ultimatum that Assistant Chief Blum must leave the Felton Fire District or she was instructed by the Ben Lomond Fire Board to submit a 30-day notice of intent to exit the contract for services.

On April 17<sup>th</sup> Director Crandell contacted Assistant Chief Blum to inform him of the ultimatum given by the Ben Lomond Board and Fire Chief Brownlee.

On April 20<sup>th</sup> After much consultation between Director Crandell and Assistant Chief Blum it was decided that Chief Blum would resign in lieu of having the Ben Lomond Fire District and Chief Brownlee exit the contract. That resignation took place on April 22<sup>nd</sup>.

*(It should be noted that at no time before or after the ultimatum to Director Crandell did Chief Brownlee make any complaints or charges against Assistant Chief Blum to the Felton Fire Board.)*

On May 9<sup>th</sup> Director Hill and Maxson of the Ben Lomond Fire Protection District asked to meet with Director Crandell. During the brief interaction the Ben Lomond Directors presented Director Crandell with a signed letter advising that the Ben Lomond Fire District intended to invoke article 6 (6.1) and exit the contract for services 30 days from the date the letter was received.

The letter provided, explicitly stated that the Felton Fire Board should have no further contact with Chief Brownlee and that Assistant Chief Ayers would be assuming all duties for the remainder of the contract.

On May 9<sup>th</sup> a special meeting was requested by Director Crandell and the meeting was scheduled for May 12<sup>th</sup>

This takes us to this present point and concludes the statement of facts at this time.



### **Service options**

- Stipend shift work for volunteer firefighters
- On call duty response for firefighters living in district
- Contract for services – Private
- Contract for services – municipal
- Paid district staffing – (PERS)
- Auto aid response – partial
- Combination of any of the above

### **Things to be accomplished in 30 days- District**

Select the two most viable options for staffing – Review – and assign resources to complete

Select an operational district point of contact

Identify if any district employees intend to leave at the conclusion of the Ben Lomond contract

Identify if Felton has administrative assistance

Identify any outstanding contracts or purchases made by Chief Brownlee that have not been fulfilled. Identify if such contract/purchase is still needed.

Identify short comings operationally – address immediately

Change all contact info, ensure communications with neighboring agencies in the county

### **Things to accomplish in 30 days – staff**

Meet with and assure the staff that there is a plan

Assure them that they are still a valued resource for the district

Hear them out, ask questions, hear their concerns (show genuine interest and concern)

Gain buy in, explain to them they are part of the solution

Confirm minimum competencies (identify training needs)

Explain future changes before they take effect

Brief and roll out operations plan



## **Felton Fire Protection District Board of Directors**

### **Special Meeting Minutes**

**Monday May 19, 2025**

**6:00 PM**

Location: Felton Fire Station Meeting Room, 131 Kirby ST, Felton. CA

**Call to Order:** 6:08 PM

**Pledge of Allegiance**

**Roll Call:** Directors Anderson, Conrad, Schwanbeck, Shults and Chair Crandell were present.

**Consideration of Additions/Deletions to the Agenda:** None

**Statements of Disqualification:** None

**Consent Agenda:** None, all special meeting minutes to be approved at regular board meeting on June 2, 2025.

#### **Public Comment/Oral Communications:**

- Christina Wise, Press Banner. Statement regarding ongoing Brown Act violations and proper meeting notice; the lack of the Board Secretary at the special meetings and the loss of leadership from Chief Brownlee with the termination of the Shared Service Agreement.
- Steve Kuehl, SLV Steve/Citizen. Reference to an article in 1990 following the Community Hall Fire, where then Chief Ramos commented on the need for paid personnel and references to consolidation.
- Don Jarvis, retired Fire Chief and LAFCO. Statement regarding timeline facing Felton Fire and 'starting over' as a new agency. He suggested that Felton Fire is no longer viable and the best option moving forward is a reorganization (consolidation) with another agency. (note: this was made at the end of the meeting after public comment had been reopened per request form Don Jarvis).

#### **General Business:**

- Ad Hoc Committee Report regarding outcome of attendance at Zayante Fire Board Meeting on May 14<sup>th</sup>: read a letter requesting ZFPD Board form an Ad Hoc Committee to discuss the Reciprocal Agreement for providing fire protection and emergency services.

ZFPD Board would agree to form an Ad Hoc and asked if FFPD Board had already formed such an Ad Hoc. Committee to be Anderson and Schwanbeck.

- Assign members of the Board to attend drill and brief squad weekly: Directors Crandell and Conrad will attend drill and brief squad prior to drill. Discussion that attendance could be disruptive to drill; agreed to meet with squad prior to drill.
- Discussion on District Staffing-
  - Discussion on stipend pay versus hourly rate, Board reminded by AC Ayers that regardless of type of pay, employees will need to be enrolled into PERS once they meet the 1000-hour threshold. No action.
  - Discussion of staffing option for continued service, including Admin Support, current Board Secretary leaving at termination of shared service agreement; also discussion regarding current district Admin and her possible retirement, no action.
  - Review of Squad Turnover (Schwanbeck)- formulate a list of past employees and if appropriate, contact with apology and possible reinstatement. Discussion followed, including employee released due to workers comp claim- only current W/C claim and associated employee is still a rostered member.
  - Discussion of Interim Fire Chief effective June 8<sup>th</sup> (Schwanbeck)- general discussion, no action.
- Assignment of Ad Hoc committee for redesign of Felton Fire website, with emphasis on legal requirements, home page and recruiting link (Crandell). General discussion followed, suggested to fall under a current Ad Hoc composed of Directors Crandell and Conrad.
- Request for information from AC Ayers: Current expenses per 'Legal', Proper 501C number on website, status of draft budget and timeline. Ayers to report back.

**Meeting Adjourned: 6:53 PM**

Approved:

Attested by:

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Chair Norm Crandell

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Interim Chief Mike Ayers



## Ben Lomond Fire Protection District

9430 Highway 9, Ben Lomond CA 95005

831-336-5495 / fax 831-336-0300

[www.benlomondfd.com](http://www.benlomondfd.com)

Felton Fire Protection District Board of Directors

131 Kirby St

Felton CA 95018

Dear Felton Fire Protection District Board Directors,

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During the 30-day notification period, Assistant Chief Mike Ayers shall assume all duties of Felton Fire Protection District Fire Chief. During this time, members of the Felton Fire Protection Board of Directors shall have no contact with Chief Stacie Brownlee. All communications relating to Felton Fire Protection business shall be directed to Acting Chief Ayers and/or the Ben Lomond Fire Protection Board Chairperson Lisa Hill or her designee.

Sincerely Yours,

Chairperson Lisa Hill

Ben Lomond Fire Protection District Board of Directors

Jelton Firemen + Women,

I have been going to the Mother's Day pancake breakfast for years + look forward to it every year.

This year was a disappointment. The price went up \$3 from last year + the quality went down. When I went through the line there were no eggs (~~never~~ never happened before). The "sausage" if you can call it that was the diameter of a pencil + was rock hard. I could not even cut it with the knife.

I hope this gets into the hands of whoever is in charge + next year will be a lot better. Thanks.



Board Secretary <boardsec@feltonfire.com>

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## Felton Fire Website – Draft Review and Next Steps

1 message

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**Dan Dawson** <support@ddhosting.net>

Sat, May 17, 2025 at 8:39 AM

To: ncrandell@feltonfire.com

Cc: dconrad@feltonfire.com, boardsec@feltonfire.com, mshults@feltonfire.com, janderson@feltonfire.com, eschwanbeck@feltonfire.com, isaac blum <ffpdblum@yahoo.com>

Good morning Felton Fire Board of Directors,

My name is Dan Dawson, and I've had the pleasure of assisting Felton Fire with the redesign and rebuild of your website over the past few months. Given the recent leadership changes, I'm currently unsure who the best point of contact is for the project, so I thought it most appropriate to reach out directly to the full Board.

As shared previously with Norm Crandell, I have a working draft of the new website available for your review:

<https://dev.feltonfire.com/>

I understand that several content areas will need updating before we can go live. If a primary contact can be designated, I'd be happy to coordinate directly with them and provide a detailed list of suggested edits and questions.

A few examples of items that may need Board input or confirmation:

- **About Us:** I compiled a draft history of past Fire Chiefs (highlighted in yellow). If someone could fact-check the names and dates (e.g., what was Chief Fetherston's first name?), it would help ensure accuracy.
- **Our Team:** An updated group photo would be ideal. If turnover is frequent, we could alternatively display a station photo in the header, or showcase only the Officers with individual photos and list the rest of the team by name. Please confirm the current team roster is up to date.
- **News, Events & Alerts:** I recommend posting a brief update regarding the recent Fire Chief transition, and any other recent news or press that could provide visitors with current information. These also appear on the homepage, so fresh content is especially helpful.

I'm eager to work with the Board and your designated contact to finalize the site and ensure everything is accurate before we make it public. Please don't hesitate to reach out with questions, feedback, or content updates.

Thank you for the opportunity to support Felton Fire.

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**Dan Dawson** | Dan Dawson Hosting

59773 Cheyenne Road, Bend, OR 97702 | cell: 541.639.9270

Website: [ddhosting.net](https://ddhosting.net) | Twitter: [@DanDawson](https://twitter.com/DanDawson) | Facebook: [Dan Dawson](https://facebook.com/DanDawson)

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## Fwd: LAFCO Letter re FFPD Governance Report

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From: Joe Serrano <[Joe.Serrano@santacruzcountyca.gov](mailto:Joe.Serrano@santacruzcountyca.gov)>

Date: Friday, May 30, 2025

Subject: LAFCO Letter re FFPD Governance Report

To: Jim Anderson <[janderson@feltonfire.com](mailto:janderson@feltonfire.com)>, "[dconrad@feltonfire.com](mailto:dconrad@feltonfire.com)" <[dconrad@feltonfire.com](mailto:dconrad@feltonfire.com)>, "[ncrandell@feltonfire.com](mailto:ncrandell@feltonfire.com)" <[ncrandell@feltonfire.com](mailto:ncrandell@feltonfire.com)>, "[eschwanbeck@feltonfire.com](mailto:eschwanbeck@feltonfire.com)" <[eschwanbeck@feltonfire.com](mailto:eschwanbeck@feltonfire.com)>, "[mshults@feltonfire.com](mailto:mshults@feltonfire.com)" <[mshults@feltonfire.com](mailto:mshults@feltonfire.com)>

Cc: "[firechief@feltonfire.com](mailto:firechief@feltonfire.com)" <[firechief@feltonfire.com](mailto:firechief@feltonfire.com)>, Laurie Dennis FFD <[ldennis@feltonfire.com](mailto:ldennis@feltonfire.com)>, Francisco Estrada <[Francisco.Estrada@santacruzcountyca.gov](mailto:Francisco.Estrada@santacruzcountyca.gov)>

Good Afternoon Chair Crandell and Board Members,

My name is Joe Serrano and I am the Executive Officer for the Local Agency Formation Commission of Santa Cruz County (better known as LAFCO). Attached is a letter that I would like the board to acknowledge at their upcoming meeting (June 2, 2025). This is LAFCO's attempt to provide assistance in determining how to provide the best level of service to the Felton community now and in perpetuity.

Let me know if you have any questions.

-Joe

Joe A. Serrano

Executive Officer  
Local Agency Formation Commission of Santa Cruz County

[701 Ocean Street, Room 318-D](#), Santa Cruz, CA 95060

Email: [joe@santacruzlafco.org](mailto:joe@santacruzlafco.org)

Phone: (831) 454-2055



May 30, 2025

Norm Crandell, Board Chair  
Felton Fire Protection District  
131 Kirby St.  
Felton, CA 95018

**SUBJECT: PROPOSED GOVERNANCE OPTIONS ANALYSIS REPORT**

Dear Chair Crandell:

The purpose of this letter is to inform you that the Local Agency Formation Commission of Santa Cruz County (better known as LAFCO) will consider developing a governance options analysis report on behalf of the Felton Fire Protection District. The LAFCO board will discuss this proposed analysis during our upcoming commission meeting on Wednesday, June 4, 2025<sup>1</sup>.

**What is LAFCO?**

LAFCO is a state agency that oversees the jurisdictional boundaries and service provisions of cities and special districts in each county in California. LAFCO's statutory authority is derived from the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code section 56000, et seq.). Among LAFCO's purposes are: Discouraging urban sprawl, preserving open space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances (Government Code Section 56301). *In other words, LAFCOs determine which local agency is the most logical provider of public services and offers assistance to ensure that affected residents receive the best level of service possible.*

**Why develop a governance options report?**

It is LAFCO's understanding that the district is currently distressed. In 2021, FFPD operated with one full-time fire chief, one part-time employee and 28 volunteer firefighters. Since then, FFPD has seen four different fire chiefs, board member resignations, a reduction in volunteers, and the discontinuation of a two-year agreement with Ben Lomond Fire Protection District (BLFPD) for operational services after only six months in effect. The recent governance and operational issues facing FFPD has tasked local agencies, including LAFCO, to explore possible options to ensure that the Felton community receives adequate fire protection and emergency medical services. The agreement between BLFPD and FFPD is expected to expire on June 6, 2025 – leaving FFPD without a fire chief or any administrative support. It is LAFCO's understanding that a potential agreement with Zayante Fire Protection District (ZFPD) may be considered to address this imminent dilemma. However, this would be a temporary solution offered by ZFPD to give FFPD additional time to consider their options. Therefore, LAFCO staff has determined that a governance options analysis may be helpful to determine FFPD's future. The proposed analysis would be completed in-house with direct coordination with affected and interested local agencies – **and will be at no-cost to FFPD or its residents**. The goal is to complete the report no later than September 2025.

Please include this letter in your June 2, 2025 board meeting packet and/or acknowledge this letter during the meeting. If you have any questions regarding this letter or the proposed analysis, please contact me at (831) 454-2055 or by email at [joe@santacruzlafco.org](mailto:joe@santacruzlafco.org).

Sincerely,

A blue ink signature of Joe A. Serrano, written in a cursive style.

Joe A. Serrano  
Executive Officer

<sup>1</sup> 6/4/25 LAFCO Staff Report: <https://santacruzlafco.org/wp-content/uploads/2025/05/6a.0-Fire-Update-Staff-Report.pdf>



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

**Date: June 02, 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

**\$ 51,013.55**.

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

**June 02, 2025**.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

## CLAIMS BY VENDOR

05/08/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
BEN LOMOND FIRE PROTECTION DISTRICT	/ /	51000	Staffing services for April 2025	\$21,197.55	<input type="checkbox"/>
DOCTORS ON DUTY MEDICAL GROUP INC	/ /	62367	New hire physical- A Dijmarescu	\$771.00	<input type="checkbox"/>
ERNIE'S AUTO CENTER	/ /	61721	Dump trailer battery replacement	\$237.51	<input type="checkbox"/>
ERNIES SERVICE CENTER	/ /	61720	Smog services - 2301 passed, 2390 failed	\$99.50	<input type="checkbox"/>
FELTON PAINT & HARDWARE	/ /	61846	Toilet paper holder replacement	\$6.01	<input type="checkbox"/>
HEALTH CARE EMPLOYER DENTAL	/ /	53010	Dental Insurance premium for June 2025	\$75.29	<input type="checkbox"/>
MUNICIPAL EMERGENCY SERVICES	/ /	61730	SCBA flow testing - 25 units, some repairs	\$2,197.55	<input type="checkbox"/>
<b>Total</b>				<b>\$24,584.41</b>	

**CLAIMS BY VENDOR**

05/15/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
ATCHISON, BARISONE & CONDOTTI	/ /	62381	Services provided 04/01-04/30/25 (Numerous email exchanges regarding Towerpoint)	\$2,035.00	<input type="checkbox"/>
CSG CONSULTANTS, INC.	/ /	62381	Plan review services - 03/29-04/25/25 (re B-251753)	\$142.00	<input type="checkbox"/>
FIRE RISK MANAGEMENT SERV/Calif Bank & Trust	/ /	53010	Ins. premiums due (VSP, Life & AD&D) for June 2025	\$59.84	<input type="checkbox"/>
SCM PERFORMANCE	/ /	61721	E-2346 - Rewire console to charge ipads, instl ipad mount,, install USB to charge suction, add radio chargers(Fuse blk, chargeguard, USB charger, wire & connectors, labor)	\$2,307.98	<input type="checkbox"/>
SCM PERFORMANCE	/ /	61720	Repair bad wiring console, radios, cradle point repair- 14 hrs labor	\$2,290.00	<input type="checkbox"/>
ZAYANTE FIRE DISTRICT	/ /	51010	Response on 05/14/25 at 00:16 for C2400 adn R2466- 5 responders (incl \$400 in surcharges)	\$588.50	<input type="checkbox"/>
<b>Total</b>				<b>\$7,423.32</b>	

## CLAIMS BY VENDOR

05/15/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
BERLANGA, JAMIE	/ /	62826	Reimburse EMT program fees	\$1,000.00	<input type="checkbox"/>
PAGODA TECHNOLOGIES INC	/ /	62381	Monthly billing for May	\$753.00	<input type="checkbox"/>
PLEXUS GLOBAL LLC	/ /	62381	Entry level background check- Florio and Abbey	\$70.70	<input type="checkbox"/>
				<b>Total</b>	\$1,823.70

originally 05/01/25 - voided

## CLAIMS BY VENDOR

05/22/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key:</b> 681800					
COUNTY OF SANTA CRUZ - AUDITOR/CONTROLLER	/ /	62301	Payroll Services for FY - 71 cks issues, 360 auto deposits (each @ \$8.83)	\$3,805.73	<input type="checkbox"/>
EMT CERTIFICATION FUND/ EMSA	/ /	62826	State fees- EMT certification for R Mitchell #E179580	\$37.00	<input type="checkbox"/>
SANTA CRUZ CO - HSA	/ /	62826	EMT renewal - R Mitchell #E179580	\$100.00	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	/ /	61425	April billing	\$42.90	<input type="checkbox"/>
<b>Total</b>				\$3,985.63	

**CLAIMS BY VENDOR**

05/29/2025

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
COUNTY OF SANTA CRUZ - AUDITOR/CONTROLLER	/ /	62301	Claims Services for FY - 2024/2025 (237 claims @\$7.92)	\$1,877.04	<input type="checkbox"/>
PLEXUS GLOBAL LLC	/ /	62381	Entry level background check- 3 run in Sept. 2024 (billings sent to Walters email) Aguirre, Lunnborg, Casillas-Rodriguez	\$96.05	<input type="checkbox"/>
PLEXUS GLOBAL LLC	/ /	62381	Entry level background check- 6 run April 2024 (billings sent to Walters email)	\$202.95	<input type="checkbox"/>
PLEXUS GLOBAL LLC	/ /	62381	Entry level background check- Velasco (run Oct 2024)	\$30.35	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61221	Comcast and AT&T/ Firstnet billings	\$944.32	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62826	EMT class (Jul 2025) enrollment fees and books (Palau, Dijmarescu, Andersen, Abbey)	\$8,192.32	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62920	Fuel purchases for fleet	\$274.49	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62888	Pancake brkfst propane, labor law poster renewal, meals at Fire Prev school Trailer (will be reimb.)	\$449.10	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	63074	PG&E and SLV Water billings	\$570.12	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61920	replacement stethoscope (CVS)	\$12.36	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61848	Schlage electronic door lock (Amazon)	\$127.74	<input type="checkbox"/>
WEX BANK	/ /	62920	Fuel purchase on Shell cards- April 2025	\$419.65	<input type="checkbox"/>
<b>Total</b>				<b>\$13,196.49</b>	

<p align="center"><b>Board Mtg. - Vendor Totals</b>  <b>June 02, 2025</b></p>	
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Vendor Claim Sheets		\$ Amount	Date
Page 1 total		\$24,584.41	8-May-25
Page 2 total		\$7,423.32	15-May-25
Page 3 total		\$1,823.70	15-May-25
Page 4 total		\$3,985.63	22-May-25
Page 5 total		\$13,196.49	29-May-25
Grand Total Vendor Claims		\$51,013.55	

**TOTALS**

# 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	Adopted Budget	Adjusted 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	989,243.00	0.00	986,860.78	2,382.22
40110	PROPERTY TAX-CURRENT UNSEC-GEN	21,213.00	21,213.00	126.24	21,234.76	-21.76
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	185.50	1,741.93	-1,741.93
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	2,725.18	11,069.97	-11,069.97
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	320.13	1,666.18	-1,666.18
40160	SUPP PROP TAX-PRIOR SEC	0.00	0.00	0.00	815.38	-815.38
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	127.09	514.89	-514.89
Total 01 – TAXES		1,010,456.00	1,010,456.00	3,484.14	1,023,903.89	-13,447.89
Character: 07 – FINES, FORFEITURES & ASSMNTS						
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	7.08	93.04	-93.04
44143	REDMPTN PNLTIES FOR DELINQ TXS	0.00	0.00	0.87	123.55	-123.55
Total 07 – FINES, FORFEITURES & ASSMNTS		0.00	0.00	7.95	216.59	-216.59
Character: 10 – REV FROM USE OF MONEY & PROP						
40430	INTEREST	25,000.00	25,000.00	0.00	51,503.08	-26,503.08
40440	RENTS & CONCESSIONS	39,240.00	39,240.00	0.00	32,705.80	6,534.20
Total 10 – REV FROM USE OF MONEY & PROP		64,240.00	64,240.00	0.00	84,208.88	-19,968.88
Character: 15 – INTERGOVERNMENTAL REVENUES						
40830	ST-HOMEOWNERS' PROP TAX RELIEF	4,528.00	4,528.00	1,649.90	4,006.90	521.10
40852	ST-OTHR TAX RELIEF SUBVENTIONS	0.00	0.00	0.00	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	1,649.90	5,614.25	3,913.75
Character: 19 – CHARGES FOR SERVICES						
41322	PLAN CHECKING FEES	2,500.00	2,500.00	0.00	3,411.00	-911.00
Total 19 – CHARGES FOR SERVICES		2,500.00	2,500.00	0.00	3,411.00	-911.00
Character: 23 – MISC. REVENUES						
42384	OTHER REVENUE	2,000.00	2,000.00	0.00	6,326.10	-4,326.10
Total 23 – MISC. REVENUES		2,000.00	2,000.00	0.00	6,326.10	-4,326.10
Total Revenues		1,088,724.00	1,088,724.00	5,141.99	1,123,680.71	-34,956.71
Expenditures						
Character: 50 – SALARIES AND EMPLOYEE BENEF						
51000	REGULAR PAY-PERMANENT	502,500.00	502,500.00	27,097.59	263,711.69	238,788.31
51005	OVERTIME PAY-PERMANENT	13,000.00	13,000.00	0.00	2,650.62	10,349.38
51010	REGULAR PAY-EXTRA HELP	141,500.00	141,500.00	2,688.50	41,488.12	100,011.88



## 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	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT						
Expenditures						
Character: 50 – SALARIES AND EMPLOYEE BENEF						
51015	REGULAR PAY-SICK LEAVE	2,400.00	2,400.00	0.00	0.00	2,400.00
52010	OASDI-SOCIAL SECURITY	52,080.00	52,080.00	612.02	11,066.04	41,013.96
52015	PERS	91,269.00	91,269.00	0.00	33,708.08	57,560.92
53010	EMPLOYEE INSURANCE & BENEFITS	68,202.00	68,202.00	135.13	16,708.15	51,493.85
53015	UNEMPLOYMENT INSURANCE	20,000.00	20,000.00	0.00	119.00	19,881.00
54010	WORKERS COMPENSATION INSURANCE	84,000.00	84,000.00	0.00	79,507.00	4,493.00
55020	SICK LEAVE RESERVE	0.00	0.00	0.00	3,080.00	-3,080.00
Total 50 – SALARIES AND EMPLOYEE BENEF		974,951.00	974,951.00	30,533.24	452,038.70	522,912.30
Character: 60 – SERVICES AND SUPPLIES						
61110	CLOTHING & PERSONAL SUPPLIES	42,500.00	42,500.00	226.70	8,568.76	33,931.24
61217	RADIO	0.00	35,000.00	36,272.41	36,272.41	-1,272.41
61221	TELEPHONE-NON TELECOM 1099	12,000.00	12,000.00	0.00	8,774.90	3,225.10
61310	FOOD	4,000.00	4,000.00	0.00	1,612.08	2,387.92
61425	OTHER HOUSEHOLD EXP-SERVICES	6,500.00	6,500.00	139.36	3,478.38	3,021.62
61525	LIABILITY INSURANCE	40,000.00	40,000.00	0.00	34,133.46	5,866.54
61720	MAINT-MOBILE EQUIPMENT-SERV	44,000.00	44,000.00	2,389.50	34,567.77	9,432.23
61721	MAINT-MOBILE EQUIPMNT-SUPPLIES	40,000.00	40,000.00	2,545.49	17,539.92	22,460.08
61725	MAINT-OFFICE EQUIPMNT-SERVICES	2,000.00	2,000.00	0.00	1,762.56	237.44
61730	MAINT-OTH EQUIP-SERVICES	7,550.00	7,550.00	2,197.55	7,396.85	153.15
61731	MAINT-OTH EQUIP-SUPPLIES	2,500.00	2,500.00	0.00	715.55	1,784.45
61846	MAINT-STRCT/IMPS/GRDS-OTH-SUPP	10,000.00	10,000.00	6.01	4,132.88	5,867.12
61848	MAINT-STRUCT/GRDS-OTH-SRV	0.00	5,000.00	2,247.50	2,247.50	2,752.50
61920	MEDICAL, DENTAL & LAB SUPPLIES	12,050.00	12,050.00	0.00	1,294.02	10,755.98
62020	MEMBERSHIPS	3,000.00	3,000.00	0.00	2,000.00	1,000.00
62219	PC SOFTWARE PURCHASES	9,500.00	9,500.00	0.00	8,250.37	1,249.63
62221	POSTAGE	600.00	600.00	0.00	0.00	600.00
62223	SUPPLIES	2,000.00	2,000.00	0.00	586.76	1,413.24
62301	ACCOUNTING AND AUDITING FEES	23,500.00	23,500.00	5,682.77	13,679.77	9,820.23
62327	DIRECTORS' FEES	8,000.00	8,000.00	0.00	3,200.00	4,800.00
62358	LAUNDRY SERVICES	1,800.00	1,800.00	0.00	673.10	1,126.90
62367	MEDICAL SERVICES-OTHER	45,200.00	45,200.00	771.00	10,499.27	34,700.73
62381	PROF & SPECIAL SERV-OTHER	40,200.00	40,200.00	3,062.40	43,834.40	-3,634.40
62420	LEGAL NOTICES	700.00	700.00	0.00	179.50	520.50
62500	EQUIPMENT LEASE & RENT	500.00	500.00	0.00	0.00	500.00
62715	SMALL TOOLS & INSTRUMENTS	7,000.00	7,000.00	0.00	2,753.43	4,246.57
62826	EDUCATION AND/OR TRAINING	20,000.00	20,000.00	1,100.00	5,805.03	14,194.97

## 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 [\*]

		FY 2025				
Object	GL Object Title	Adopted Budget	Adjusted 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						
62888	SPEC DIST EXP-SERVICES	14,000.00	14,000.00	0.00	545.52	13,454.48
62920	GAS, OIL, FUEL	20,000.00	20,000.00	0.00	1,909.19	18,090.81
62928	TRAVEL-OTHER(NON-REPT)	3,000.00	3,000.00	0.00	625.71	2,374.29
63074	UTILITIES	0.00	16,000.00	17,476.19	17,476.19	-1,476.19
Total 60 – SERVICES AND SUPPLIES		422,100.00	478,100.00	74,116.88	274,515.28	203,584.72
Character: 61 – SERVICES AND SUPPLIES-ISF						
61215	ISD-RADIO	35,000.00	0.00	-36,272.41	0.00	0.00
61845	GSD-MAINT-STRUCT/GRDS-OTH-SRV	5,000.00	0.00	-2,247.50	0.00	0.00
63070	GSD-UTILITIES	16,000.00	0.00	-17,476.19	0.00	0.00
Total 61 – SERVICES AND SUPPLIES-ISF		56,000.00	0.00	-55,996.10	0.00	0.00
Character: 80 – FIXED ASSETS						
86110	BUILDINGS AND IMPROVEMENTS	28,000.00	28,000.00	0.00	19,908.97	8,091.03
86204	EQUIPMENT	27,800.00	27,800.00	0.00	12,168.63	15,631.37
86209	MOBILE EQUIPMENT	226,650.00	226,650.00	0.00	199,528.17	27,121.83
Total 80 – FIXED ASSETS		282,450.00	282,450.00	0.00	231,605.77	50,844.23
Character: 98 – APPROP FOR CONTINGENCIES						
98700	APPROP FOR CONTINGENCIES	650,000.00	650,000.00	0.00	0.00	650,000.00
Total 98 – APPROP FOR CONTINGENCIES		650,000.00	650,000.00	0.00	0.00	650,000.00
Total Expenditures		2,385,501.00	2,385,501.00	48,654.02	958,159.75	1,427,341.25
Total 681800 – FELTON FIRE PROTECTN DISTRICT		-1,296,777.00	-1,296,777.00	-43,512.03	165,520.96	-1,462,297.96
		-1,296,777.00	-1,296,777.00	-43,512.03	165,520.96	-1,462,297.96



**To:** Board of Directors

**From:** Acting Chief Mike Ayers

**Agenda of:** June 2, 2025

**Subject:** Chief's Report

**Community:**

- Personnel participated in prevention activities at Quail Hollow with new prevention trailer. This trailer will be used by all SLV Fire Agencies for fire prevention activities for schools and community groups.
- Personnel participated in and assisted with the Felton Remembers parade.

**Budget and Finance:**

- Draft budget information has been provided. Recommend approving this draft budget, it is balanced and after approval of draft, the board may elect to make changes to the budget prior to public hearing and submission of the final budget.
- Workers Compensation: The board will need to find new representation to the Workers Compensation Group; I believe that Director Anderson is an alternate. I have outlined information in a separate memorandum.

**Operations**

- Squad had two resignations, both certified FFI personnel (one had been identified to begin Driver-Operator training). We have added one new volunteer: he was with BCFD and is an EMT and certified FFI. One had completed the first part of the application process but then elected to no longer proceed. Current numbers are 17 personnel (one is subject of a Workers Comp claim and therefore still listed on roster but no longer responds). 16 'active' personnel.
- Training Block is Engine Company Operations. Personnel have been training on PPE, SCBA, Hose Evolutions, Hydrant Operations and Nozzle Work. A Saturday training session was completed with sign-offs in probationary manuals for Fire Dynamics.
- EMT Class is progressing; dates and times are set for the didactic portion; it will be a Zoom format. We are scheduling out the in-person skills sessions. Students will schedule their own ride-along with EMS provider agency. Class will culminate in extensive National Registry prep work and the National Registry exam.
- Station compressor has failed, replacement information has been sent out to the Board.

- Ladder Testing was completed by Ross Ladders. The 35-foot extension ladder failed: ladder was bent, according to several personnel the ladder had been damaged for some time. Approved the repair of the ladder; cost will be added to the testing fee. There are sufficient funds in both Equipment and Apparatus to cover the cost.
- Fuel currently may only be purchased through Captain Dawson's Cal Card. CAL Fire refused to allow FEL personnel to fill 2310. I have reached out to Chief Wilson but Have not yet had a reply. If Captain Dawson does not stay with Felton Fire, there will be no way for apparatus to obtain fuel.
- Two district apparatus are scheduled for appointments after the end of the shared services agreement: 2390 has a check engine light on and is scheduled to be seen at Ernie's Auto on June 9<sup>th</sup> at 0800. Engine 2346 has a service required message and is scheduled to be seen at North Bay Ford on June 10<sup>th</sup> at 0800.
- VFC Grant: we are currently awaiting to hear about reward of this grant, typically used for PPE. This is a 50-50 grant, where the VFC matches district monies. The grant we applied for was for a matching total of \$18,100 for: pagers, pager programmer, wildland fire pants, wildland fire gloves, structure gloves and boots. Our share would be \$9050; there is approximately 42,000 in PPE.
- Public Records Request Update: The attorneys completed the first for batches of emails for release, with necessary redacted information. Those four batches have been sent to the person making the request. Attorney is now working on the next batches of emails.
- Program Access and Passwords: various access passwords were changed with the start of the shared services contract, they are with the district admin (I am uncomfortable listed here). Working with Chuck Wise for any access/passwords for connectivity with district iPads (on apparatus) and operational software: Image Trend, First Due and Tablet Command.
- Outstanding Orders/Invoices: we are waiting on two orders- structure boots and hoods; they have not come in as of time of this report.
- Outstanding Projects: work on the conversion of the upstairs to dormitories had been stopped by the board over questions of who was performing the work.

#### **Incidents:**

Felton Fire Protection District responded to 46 calls in the past 30 days:

<b>Call Type</b>	<b>Number of Responses</b>
Structure	1
EMS	29
Alarm	1
Public Service	11
Smoke Checks	2
Vehicle	2



Wires	0
Storm Related	0
Wildland	0

- Bigfoot Museum Fire, 4/13/2025 at 22:18.27, 5497 HWY 9. Involved structure was a small home located on the museum property, between the museum and musical instrument barn. Agencies assisting: CAL Fire, BLFD, ZFPD and Felton Fire. 1764 arrived first at scene and gave an arrival report (report was given over CZU Local so only units monitoring heard that report) and stretched an attack line to the north end of the home. I arrived at scene and gave an arrival report, did a face to face with 1764 and confirmed their tactics and then established command. I confirmed that the owner was out and safe. Next arriving units were 2410 and 2213, I had them stretch a line from 2410 to the southern side of the home to protect the exposure and confine the fire. Fire was knocked down quickly and we entered into a lengthy overhaul operation. I completed the investigation, I am a member of the SCCFIT and current FEL representative on that team. The area of origin was the interior of the home, at the base of the west wall between a dresser and refrigerator; cause was undetermined, fire is classed as accidental; report was completed and attached to the incident report.
- Quarry Road Fire, 5/10/2025 at 13:46.27, 1255 Quarry Road. Outside fire contained within a planter area in front of home. I was first on scene with 1773 arriving shortly after. Fire was controlled and I completed the investigation. The area of origin was in the planter area, adjacent to a solar powered light; cause was solar radiation, focused through the glass bulb of the solar light, first material ignited was leaves and leaf litter. Fire spread along the wall of the planter area; this is supported by observations and patterns within the planter. Investigation report was completed and attached to incident report. Agencies assisting were BLFD, CAL Fire and Felton Fire.

#### **Santa Cruz Fire Chiefs/Sections:**

- Nick Burgess attended the joint Operations and Training Officers Section meeting at Central Station 5 on Tuesday May 20<sup>th</sup>. Meeting confirmed Block Training information and introduction of two new County Operational draft policies: Fire Ground Command and Size-Up/Arrival Reports. Both he and I made comments to the drafts, drafts will next go to the Training Officers Section for further review and then back to the Chiefs for final draft and distribution county-wide.
- I will be attending the Santa Cruz County Fire Investigation Team (SCCFIT) meeting on June 3<sup>rd</sup> at Santa Cruz Fire Department Admin.
- Board will need new representation to the County Fire Chiefs and sections: Operations, Training Officers, Prevention and Investigation Team. There are some requirements for representation, I have outlined in a separate memorandum.

### Staff Call Response Report MONTH 2025

Personnel (FFD)	# of Incidents	Incident Response	Response %
Abbey, Quinn	46	13	28%
Albers, Victor	46	22	48%
Andersen, Thomas	46	4	9%
Berlanga, Jamie	46	4	9%
Bonn, Kevin	46	3	7%
Bowman, Brendan	46	30	65%
Crandell, Forrest	46	14	30%
Dijmarescu, Andreas	46	9	20%
Florio, Micah	46	29	63%
Gifford, Micah	46	2	4%
Mitchell, Rebecca	46	3	7%
Palau, Stephen	46	33	72%
Schwanbeck, Daniel	46	3	7%
Swanson-Dexel, Phoenix	46	8	17%

Personnel (BLFD)	# of Incidents	Incident Response	Response %
Adam, Nick	46	1	2%
Ayers, Mike	46	8	17%
Brownlee, Stacie	46	2	4%
Burgess, Nick	46	7	15%
Dawson, Audrey	46	14	30%
Fisher, Garrett	46	7	15%
Garrahan, Owen	46	2	4%
Giannini, Kevin	46	10	22%



Sanders, Matt	46	1	2%
Scarborough, Connor	46	5	11%
Sheets, Jonathan	46	5	11%
Velaso, Jordan	46	15	33%

**FELTON FIRE PROTECTION DISTRICT**

**Memorandum**

**To:** District Board

**Date:** 25 May 2025

**From:** Acting Chief Ayers

**Subject:** Personnel Update/Workers Compensation

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This memorandum is the latest update on Felton Fire personnel and their current position/status.

<b>Name</b>	<b>Position</b>	<b>EMS</b>
Abbey, Quinn	Probationary FF	CPR
Aguirre Bryan	FF (FF-I/CAL Fire)	PSFA
Albers, Victor	Driver-Operator	
Anderson, Thomas	Probationary FF	CPR
Bonn, Kevin	FF (FF-I/CAL Fire)	EMT
Bowman, Brendan	Probationary FF	CPR
Casillas-Rodriguez, Josue	FF (FF-I/CAL Fire)	PSFA
Crandell, Forrest	Probationary FF	
Dijmarescu, Andreas	Probationary FF	
Fajardo, Aaron*	FF (FF-I/BFFA)	EMT
Florio, Micah	Probationary FF	
Gifford, Micah	Probationary FF	
**	FF (W/C)	
Mitchell, Rebecca	FF (FF-I/BFFA)	EMT
Palau, Marcus	Probationary FF	CPR
Schwanbeck, Daniel	FF (FF-I)/Driver	CPR
Swanson-Dexel, Phoenix	Probationary FF	CPR

There have been two resignations in May: Jamie Berlanga and Cian Jackson, both were FF-I graduates of the BFFA and had been identified to begin the Driver-Operator process.

We added one volunteer: Aaron Fajardo. Aaron is a FF-I graduate of the BFFA and an EMT; he had been a Firefighter with BCFD but has relocated to Felton.

\*\* is on the roster, but has an ongoing Workers Comp claim, and no longer responds nor trains due to nature of injury.

The district has 1 Driver-Operator in Victor Albers, he is a FF/Driver-Operator. He is referred to as an Engineer, but that position is a competitive promotion and to my knowledge has not been awarded while BLFD has been providing district administration. Daniel Schwanbeck is a Driver



(FF/Driver) and after completing Driver-Operator 1B, could complete the district D-O training task book and become a FF/Driver-Operator. I recommend that FFPD look to move Firefighters Bonn, Fajardo and Mitchell through State Fire Training Driver-Operator 1A and 1B to bolster that position. FF Bonn is trying to get added to a CAL Fire sponsored class currently.

Audry Dawson is not listed as she had become a BLFD employee; however she is a valuable asset. She has her State Fire Training Company Officer course work completed and is a qualified Engine Boss, listed in the State OES Mutual Aid Personnel Index, other than Dawson, the district has no one qualified to fill an out-of-county request. The Engine Boss qualification consists of several classes and completion of a task book that would require going out of county in a 'trainee' role. I would recommend that the Board approach her about continuing on as a Captain with FFPD. I would also recommended that FFPD identify a member that meets the educational and experience requirements and consider appointing them to a Probationary Company Officer status, with required training and task book to be completed while on probation.

The district has no qualified or certified Chief Fire Officers, other than myself. It is my understanding that there are only 4 certified Chief Fire Officers within the SLV Fire Agencies: myself, Chief Bingham (BCFD), BC Gabe Vega (BCFD), and Chief Maxwell (ZFPD). Anyone that the district looks to hire as a Fire Chief should be required to at least hold a Chief Fire Officer designation from either State Fire Training or the National Fire Academy (these two state and national certifications mirror one another). The Board may consider appointing the position with required educational requirements that must be completed during the probationary year. All competitive promotional positions should incorporate a probationary year for appointees with required training and/or education.

Several Probationary Firefighters have registered for the upcoming EMT class. While they may not have any current EMS certifications, several have successfully completed County Pit Crew CPR with BLFD at drill. Your new Training Officer should be plugged into the County EMSIA training so as to be able to keep members current with EMS requirements and training.

The only district personnel, qualified to fill an out of county request (Red Card qualified) are: Bryan Aguirre (FFT1 or Firefighter Type 1), Kevin Bonn (FFT1), Josue Casillas-Rodriguez (FFT1), Aaron Fajardo (FFT1), and Rebecca Mitchell (FFT1); none of them are Driver-Operator qualified and therefore unable to operate a wildland type engine. If FFPD were to host a series of required classes, all probationary personnel could be brought up to the entry level qualification: FFT2 (Firefighter Type 2); Firefighter Type 1 requires successful deployment as a FFT2 or attendance at an approved fire academy. Felton is currently unable to fill any out of county requests as there are no qualified operators, nor supervisory personnel (Engine Boss).

It is somewhat dismaying that one or more board members continue to work with the former Interim Fire Chief, rather than with myself regarding the status of personnel, and/or on next steps to ensure qualified personnel here at Felton. I know the qualifications of the current

personnel, who we have added, who has resigned and who would be qualified (as per State Fire Training) to attend additional training, such as Driver-Operator. I am unsure why members of the board would seek counsel from someone that is no longer an employee, nor involved with State Fire Training in any way.

In terms of Workers Compensation, it was wrongly suggested at a special meeting that a member had been released due to a worker's compensation claim; this is untrue. One former employee, Veronica Bonfante, accepted a monetary settlement of her claim, a condition of which was her resignation, this was from the Workers Compensation Group and not from Felton Fire or Administration. Said former employee did accept the settlement and resigned.

FF Luna Mello has an active claim with worker's compensation and is still a rostered member of the district. According to a status update on 5/10/2025, worker's compensation has paid \$87,000 to date and has \$310,000 in reserve for this claim. This claim may well result in a higher settlement than the above-mentioned claim, effecting Felton Fire's Worker's Compensation costs. With the end of the contract between Felton Fire and BLFD, there will be a need to appoint a new representative to the W/C Group, I believe that Director Anderson is the listed alternate, board should confirm that and take necessary action.

**FELTON FIRE PROTECTION DISTRICT**

**Memorandum**

**To:** District Board

**Date:** 25 May 2025

**From:** Acting Chief Ayers

**Subject:** Santa Cruz County Fire Chief Committees and Representation

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This memorandum is to inform the Board about the Santa Cruz County Fire Chiefs and that organization's standing committees. Felton Fire currently has representation through BLFD, but will lose that representation after June 8<sup>th</sup>.

Santa Cruz County Fire Chiefs is an association made up of the current, serving Fire Chiefs within Santa Cruz County. This association guides county-wide mutual aid, produces the Mutual Aid Manual and Appendices, reviews and adopts County Fire Code (there are no 'individual' codes within the county, though specific agencies may have their own special requirements, such as WUI, permitting process, etc.) and oversees several standing committees: Fire Prevention, Santa Cruz County Fire Investigation Team, Santa Cruz County Training Officers, Santa Cruz County Fire Operations, EMSIA and County Communications.

Currently I attend and represent Felton Fire on both the Training Officers and Investigation team. Captain Burgess represents Felton Fire with the County Operations Section.

The Board will have to look to fill those vacancies, however there are some requirements to be kept in mind:

1. The representative to the Operations Section must be a minimum qualified Company Officer, well versed in fire ground operations. Captain Burgess currently represents both agencies to the Operations Section.
2. Representative to the Training Officers would be the district Training Officer, normally the TO is required/recommended to be a qualified Company Officer and State Fire Training approved Instructor. There are representatives to the TOs that are not instructors but that severely limits their ability to speak to various training requirements. I currently represent both agencies to the TO Section.
3. Representative to the Fire Investigation Team must be a qualified Fire Investigator, either by State Fire Training or California Association of Arson Investigators; or by appointment to Fire Chief (Fire Chief or designee is required under Fire Code). Team usage for fire investigations without proper representation could result in severe costs to the district as the team would be forced to bill out investigation hours for personnel. I have investigated the two fires Felton has had this year, as well as assisting Chief Gray in

previous investigations- I am a member of the SCCFIT, currently representing both agencies.

4. Matt Sanders currently represents both FFPD and BLFD with the Fire Prevention Section. Captain Dawson has fire prevention experience and participates on behalf of FFPD in various SLV fire prevention activities and inspections for FFPD. At a minimum, the new representative should have successfully completed Company Officer 2C: Inspection and Investigation for the Company Officer.

In addition to the above, the Board will need to take steps to ensure a current signatory with State Fire Training. This had been me, appointed by Chief Gray, but now shows as inactive... someone may well have already been appointed to fill this position. Typically the signatory is a registered SFT Instructor, as there are a plethora of requirements to complete various position training and task books and an instructor would be well versed in the SFT requirements.

I am also the Instructor of Record with South Bay Regional Fire Training. South Bay manages and holds an agency's FTE (fire training equivalency monies); FTE may be used to pay for various training costs: class registrations, training Materials, textbooks, audio-visual equipment, etc. South Bay requires the IOR to be an instructor and must hold a minimum of an Associate's Degree.

Actual Transactions									
Transaction Type = Actual; Revenues/Expenditures = R,(E)									
Post On [@current-fiscal-year] and GL Key [681800]									
Run: 2025-05-27 02:42 PM									
Fiscal Year	Post On	Document No	GL Key	Object	Amount	Description	Vendor No	Warrant No	
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT									
Object: 62381 – PROF & SPECIAL SERV-OTHER									
2025	7/09/2024	56489 57010	681800	62381	-274.00	FFPD	V121100	80070011	121100 CSG Consultants
2025	7/19/2024	34539	681800	62381	-2,807.70	FFPD	V103229	00464290	\$568
2025	8/05/2024	1087811	681800	62381	-195.00	FFPD 0036115	V33676	00465256	
2025	8/15/2024	JV15404	681800	62381	-1,011.18	FY24/25 LAFCO FELTON FIRE			103229 Atchison, Barrisone
2025	8/27/2024	34567	681800	62381	-3,197.90	FFPD	V103229	00466742	\$22,272.12
2025	8/27/2024	INV12118543	681800	62381	-858.00	FFPD	V112223	00466746	
2025	9/04/2024	1091747	681800	62381	-195.00	FFPD 0036115	V33676	00467331	
2025	9/09/2024	15998	681800	62381	-2,287.50	FFPD	V125184	80071962	33676 Pied Piper
2025	9/09/2024	INV 013-021	681800	62381	-936.65	FFPD	V112223	00467641	\$1,170.00
2025	9/27/2024	22-36 RESPONDING	681800	62381	-1,823.35	FFPD	V112223	00469016	
2025	9/27/2024	34591	681800	62381	-5,314.12	FFPD	V103229	00469015	112223 Zayante Fire
2025	9/27/2024	57958	681800	62381	-284.00	FFPD	V121100	80072649	5,145.45
2025	10/08/2024	1096016	681800	62381	-195.00	FFPD 0036115	V33676	00469690	
2025	10/08/2024	17604	681800	62381	-36.35	FFPD FELT001P000	V35277	00469689	125184 Pagoda Technologies
2025	10/17/2024	34617	681800	62381	-1,182.50	FFPD	V103229	00470349	\$9,751.15
2025	10/17/2024	37 - 47 RESPONSE	681800	62381	-1,527.45	FFPD	V112223	00470351	
2025	10/30/2024	16148	681800	62381	-302.00	FFPD	V125184	80073804	
2025	11/18/2024	121774	681800	62381	-1,206.00	FFPD	V103950	00472323	
2025	11/18/2024	16218 16199	681800	62381	-750.65	FFPD	V125184	80074463	
2025	11/18/2024	36115	681800	62381	-195.00	FFPD 0036115	V33676	00472369	
2025	11/19/2024	58855	681800	62381	-142.00	FFPD	V121100	80074550	
2025	11/27/2024	34642	681800	62381	-2,255.00	FFPD	V103229	00473568	
2025	12/06/2024	1104198	681800	62381	-195.00	FFPD 0036115	V33676	00474004	
2025	12/06/2024	16272	681800	62381	-745.00	FFPD	V125184	80075081	
2025	12/16/2024	34663	681800	62381	-1,347.50	FFPD	V103229	00474738	
2025	1/03/2025	1107885	681800	62381	-195.00	FFPD 0036115	V33676	00475810	
2025	1/03/2025	16349	681800	62381	-745.00	FFPD	V125184	80075919	
2025	1/03/2025	59132	681800	62381	-142.00	FFPD	V121100	80075927	
2025	1/17/2025	34684	681800	62381	-1,017.50	FFPD	V103229	00476802	

2025	1/17/2025	59510	681800	62381	-142.00	FFPD	V121100	80076491			
2025	2/11/2025	16441	681800	62381	-745.00	FFPD	V125184	80077376			
2025	2/26/2025	34703	681800	62381	-82.50	FFPD	V103229	00479497			
2025	3/21/2025	30839	681800	62381	-1,250.00	BFP FIRE PROTEC FFPD	V15694	00481144			
2025	3/25/2025	16521	681800	62381	-745.00	FFPD	V125184	80079173			
2025	3/25/2025	18369	681800	62381	-151.75	FFPD FELT001P000	V35277	00481242			
2025	3/26/2025	24-25 WATER LEVY	681800	62381	-440.00	FFPD 065-072-03	V103950	00481294			
2025	3/28/2025	34721	681800	62381	-1,822.40	FFPD	V103229	00481606			
2025	4/15/2025	16599	681800	62381	-753.00	FFPD	V125184	80080137			
2025	4/15/2025	16621	681800	62381	-1,925.00	FFPD	V125184	80080137			
2025	4/16/2025	60730	681800	62381	-142.00	CSG CONSULTANTS FFPD	V121100	80080248			
2025	4/25/2025	34745	681800	62381	-1,210.00	FFPD	V103229	00483120			
2025	5/16/2025	16673	681800	62381	-753.00	FFPD	V125184	80081543			
2025	5/16/2025	18436	681800	62381	-61.70	FFPD FELT001P000	V35277	00484668			
2025	5/16/2025	18548	681800	62381	-70.70	FFPD FELT001P000	V35277	00484668			
2025	5/22/2025	34768	681800	62381	-2,035.00	FFPD	V103229				
2025	5/22/2025	61166	681800	62381	-142.00	FFPD	V121100				
Total 62381 – PROF & SPECIAL SERV-OTHER					-43,834.40						
Total 681800 – FELTON FIRE PROTECTN DISTRICT					-43,834.40						
					-43,834.40						

# CLAIMS BY VENDOR

05/27/2025

Filter: (Claim Date is between 07/01/2024 and 05/27/2025) and (Vendor =

ATCHISON, BARISONE &

CONDOTTI)(Pre-Approved/Excluded)

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
ATCHISON, BARISONE & CONDOTTI	07/18/2024	62381	Service 06/01-06/30/24 (related to alleged Brown Act issues)	\$2,807.70	<input checked="" type="checkbox"/>
ATCHISON, BARISONE & CONDOTTI	08/22/2024	62381	Services 07/01-07/31/24	\$3,197.90	<input checked="" type="checkbox"/>
ATCHISON, BARISONE & CONDOTTI	09/26/2024	62381	Services 08/01-08/31/24	\$5,314.12	<input checked="" type="checkbox"/>
ATCHISON, BARISONE & CONDOTTI	10/10/2024	62381	Service 09/01-09/30/24 (AT&T lease review, board pkt)	\$1,182.50	<input checked="" type="checkbox"/>
ATCHISON, BARISONE & CONDOTTI	11/21/2024	62381	Service provided 10/01-10/31/24 (related to cell tower)	\$2,255.00	<input checked="" type="checkbox"/>
ATCHISON, BARISONE & CONDOTTI	12/12/2024	62381	Services 11/01-11/30/24- (related to cell tower)	\$1,347.50	<input checked="" type="checkbox"/>
ATCHISON, BARISONE & CONDOTTI	01/16/2025	62381	Services 12/01-12/31/24	\$1,017.50	<input checked="" type="checkbox"/>
ATCHISON, BARISONE & CONDOTTI	02/25/2025	62381	Services 01/01-01/31/25	\$82.50	<input checked="" type="checkbox"/>
ATCHISON, BARISONE & CONDOTTI	03/27/2025	62381	Services provided 02/01-02/28/25 (related to TowerPoint contract, AT&T)	\$1,822.40	<input checked="" type="checkbox"/>
ATCHISON, BARISONE & CONDOTTI	04/24/2025	62381	Services 03/01-03/31/25 (related to TowerPoint discussions)	\$1,210.00	<input checked="" type="checkbox"/>
ATCHISON, BARISONE & CONDOTTI	05/15/2025	62381	Services provided 04/01-04/30/25 (Numerous email exchanges regarding Towerpoint)	\$2,035.00	<input checked="" type="checkbox"/>
<b>Total</b>				<b>\$22,272.12</b>	

## CLAIMS BY VENDOR

05/27/2025

Filter: (Claim Date is between 07/01/2024  
and 05/27/2025) and (Vendor = PAGODA  
TECHNOLOGIES INC)(Pre-Approved  
Excluded)

Vendor	Claim Date GL Obj	Message	Amount	
<b>GL Key: 681800</b>				
PAGODA TECHNOLOGIES INC	09/05/2024 62381	Services provided for assessment and onboarding of Felton Fire systems/server (incomplete) 08/02-08/12/24	\$2,287.50	<input checked="" type="checkbox"/>
PAGODA TECHNOLOGIES INC	10/24/2024 62381	Monthly billing for October (prorated 10/18-10/31/24)	\$302.00	<input checked="" type="checkbox"/>
PAGODA TECHNOLOGIES INC	11/08/2024 62381	Monthly billing for November, Microsoft 365 Business appl.	\$750.65	<input checked="" type="checkbox"/>
PAGODA TECHNOLOGIES INC	12/05/2024 62381	Monthly billing for December 2024	\$745.00	<input checked="" type="checkbox"/>
PAGODA TECHNOLOGIES INC	01/02/2025 62381	Monthly billing for January 2025, plus 2@ Microsoft 365	\$745.00	<input checked="" type="checkbox"/>
PAGODA TECHNOLOGIES INC	02/06/2025 62381	Monthly billing for February 2025	\$745.00	<input checked="" type="checkbox"/>
PAGODA TECHNOLOGIES INC	03/06/2025 62381	Monthly billing for March (Pinnacle plan)	\$745.00	<input checked="" type="checkbox"/>
PAGODA TECHNOLOGIES INC	04/03/2025 62381	Monthly agreement billing for April	\$753.00	<input checked="" type="checkbox"/>
PAGODA TECHNOLOGIES INC	04/03/2025 62381	Retirement of old server, move all info to Synology , other move of records, decommission and remove	\$1,925.00	<input checked="" type="checkbox"/>
PAGODA TECHNOLOGIES INC	05/15/2025 62381	Monthly billing for May	\$753.00	<input checked="" type="checkbox"/>
<b>Total</b>			<b>\$9,751.15</b>	



## CLAIMS BY VENDOR

05/27/2025

Filter: (Claim Date is between 07/01/2024  
and 05/27/2025) and (Vendor = ZAYANTE  
~~FIRE DISTRICT~~)(~~Pre-Approved Excluded~~)

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
ZAYANTE FIRE DISTRICT	08/22/2024	62381	Fees charged for call responses 7/20- 08/05/24	\$858.00	<input checked="" type="checkbox"/>
ZAYANTE FIRE DISTRICT	09/05/2024	62381	Invoices for billed responses 08/10-08/27/24	\$936.65	<input checked="" type="checkbox"/>
ZAYANTE FIRE DISTRICT	09/26/2024	62381	Response coverage provided 08/31-09/17/24 (14)	\$1,823.35	<input checked="" type="checkbox"/>
ZAYANTE FIRE DISTRICT	10/10/2024	62381	Invoices # 037-047 for responses Provided from 09/21-10/06/24	\$1,527.45	<input checked="" type="checkbox"/>
ZAYANTE FIRE DISTRICT	11/08/2024	51010	Response coverage provided 10/13-11/05/24 for staffing	\$3,443.00	<input checked="" type="checkbox"/>
ZAYANTE FIRE DISTRICT	05/15/2025	51010	Response on 05/14/25 at 00:16 for C2400 adn R2466- 5 responders (incl \$400 in surcharges)	\$588.50	<input checked="" type="checkbox"/>
<b>Total</b>				<b>\$9,176.95</b>	

## CLAIMS BY VENDOR

05/27/2025

Filter: (Claim Date is between 07/01/2024  
and 05/27/2025) and (Vendor = THE PIED  
PIPER EXTERMINATORS  
INC)(Pre-Approved Excluded)

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
THE PIED PIPER EXTERMINATORS INC	08/01/2024	62381	Monthly rodent control- performed 07/25/24	\$195.00	<input checked="" type="checkbox"/>
THE PIED PIPER EXTERMINATORS INC	08/29/2024	62381	Monthly rodent control - servcie on 08/27/24	\$195.00	<input checked="" type="checkbox"/>
THE PIED PIPER EXTERMINATORS INC	10/03/2024	62381	Monthly rodent control service on 09/26/24	\$195.00	<input checked="" type="checkbox"/>
THE PIED PIPER EXTERMINATORS INC	11/08/2024	62381	Monthly rodent control- 10/28/24	\$195.00	<input checked="" type="checkbox"/>
THE PIED PIPER EXTERMINATORS INC	12/05/2024	62381	Monthly rodent control completed on 11/26/24	\$195.00	<input checked="" type="checkbox"/>
THE PIED PIPER EXTERMINATORS INC	01/02/2025	62381	Monthly rodent control for 12/13/24- (cancelled service)	\$195.00	<input checked="" type="checkbox"/>
<b>Total</b>				<b>\$1,170.00</b>	

## CLAIMS BY VENDOR

05/27/2025

Filter: (Claim Date is between 07/01/2024  
and 05/27/2025) and (Vendor = CSG  
CONSULTANTS, INC.)(Pre-Approved  
Excluded)

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
CSG CONSULTANTS, INC.	11/14/2024	62381	Plan review services - 09/28-10/25/24	\$142.00	<input checked="" type="checkbox"/>
CSG CONSULTANTS, INC.	01/02/2025	62381	Plan review services - 10/26/24-11/29/24	\$142.00	<input checked="" type="checkbox"/>
CSG CONSULTANTS, INC.	01/16/2025	62381	Plan review services - Nov 30-Dec 27,2024 services	\$142.00	<input checked="" type="checkbox"/>
CSG CONSULTANTS, INC.	05/15/2025	62381	Plan review services - 03/29-04/25/25 (re B-251753)	\$142.00	<input checked="" type="checkbox"/>
<b>Total</b>				\$568.00	

# Felton Fire Protection District

## FY 2025/26

### PRELIMINARY BUDGET

5/22/2025

REVENUE		
40100	PROPERTY TAX-CURRENT SEC-GEN	989,243
40110	PROPERTY TAX-CURRENT UNSEC-GEN	21,213
40430	INTEREST	25,000
40440	RENTS & CONCESSIONS	39,240
40830	ST-HOMEOWNERS' PROPERTY TAX RELIEF	4,528
40894	STATE OTHER - GRANT FUNDING	5,000
41322	PLAN CHECKING FEES	2,500
42384	OTHER REVENUE	2,000
<b>TOTAL REVENUE</b>		<b>1,088,724</b>

EXPENDITURES		
<b>SALARIES &amp; BENEFITS</b>		
51000	REGULAR PAY-PERMANENT	327,500
51005	OVERTIME PAY- PERMANENT	5,000
51010	REGULAR PAY-EXTRA HELP	92,500
51015	REGULAR PAY-SICK LEAVE	2,400
52010	OASDI-SOCIAL SECURITY	52,080
52015	RETIREMENT	38,000
53010	EMPLOYEE INSURANCE AND BENEFITS	2,400
53015	UNEMPLOYMENT INSURANCE	20,000
54010	WORKERS COMPENSATION INSURANCE	84,000
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>623,880</b>

<b>SERVICES &amp; SUPPLIES</b>		
61110	CLOTHING & PERSONAL SUPPLIES	42,500
61217	RADIO	41,500
61221	TELEPHONE-NON TELECOM 1099 9/08	12,000
61310	FOOD	4,000
61425	OTHER HOUSEHOLD EXPENSE-SERVICES	5,000
61525	LIABILITY INSURANCE	40,000
61720	MAINT-MOBILE EQUIPMENT-SERVICES	44,000
61721	MAINT-MOBILE EQUIPMENT-SUPPLIES	20,000
61725	MAINT-OFFICE EQUIPMENT-SERVICES	2,000
61730	MAINT-OTHER EQUIPMENT-SERVICES	7,550
61731	MAINT-OTH EQUIP-SUPPLIES	2,500
61848	MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES	6,300
61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES	10,000
61920	MEDICAL, DENTAL & LAB SUPPLIES	6,000
62020	MEMBERSHIPS	3,000

5/27/2025

62219	PC SOFTWARE PURCHASES	9,500
62221	POSTAGE	600
62223	SUPPLIES	2,000
62301	ACCOUNTING AND AUDITING FEES	23,500
62327	DIRECTORS' FEES	8,000
62358	LAUNDRY SERVICES	500
62367	MEDICAL SERVICES-OTHER	10,000
62381	PROF & SPECIAL SERV-OTHER	35,200
62420	LEGAL NOTICES	700
62500	EQUIPMENT LEASE & RENT	500
62715	SMALL TOOLS & INSTRUMENTS	3,000
62826	EDUCATION AND/OR TRAINING	20,000
62888	SPECIAL DISTRICT EXPENSE-SERVICES	14,000
62920	GAS, OIL, FUEL	20,000
62928	TRAVEL-OTHER	3,000
63074	UTILITIES	31,300
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>428,150</b>
86110	BUILDINGS AND IMPROVEMENTS	31,200
86203	COMP EQUIPMENT	0
86204	EQUIPMENT	5,494
86209	MOBILE EQUIPMENT	
	<b>TOTAL FIXED ASSETS</b>	<b>36,694</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,088,724</b>
98700	<b>CONTINGENCIES</b>	<b>650,000</b>
	PPE	100,000
	Mobile Equipment	250,000
	Worker's Comp	100,000
	Building and Grounds	200,000

# FELTON FIRE PROTECTION DISTRICT



## Fiscal Year 2025/2026 PRELIMINARY Budget

<b>40100</b>	<b>PROPERTY TAX-CURRENT SEC-GEN</b>		
		\$989,243	
		Total	<b>\$989,243</b>
<b>40110</b>	<b>PROPERTY TAX-CURRENT UNSEC-GEN</b>		
		\$21,213	
		Total	<b>\$21,213</b>
<b>40430</b>	<b>INTEREST</b>		<b>\$25,000</b>
<b>40440</b>	<b>RENTS AND CONCESSIONS</b>		
	A T & T monthly rental (\$3,270/mo)	\$39,240	
		Total	<b>\$39,240</b>
<b>40830</b>	<b>ST-HOMEOWNERS' PROPERTY TAX RELIEF</b>		
		\$4,528	
		Total	<b>\$4,528</b>
<b>40894</b>	<b>STATE OTHER - GRANT FUNDING</b>		<b>\$5,000</b>
<b>41322</b>	<b>PLAN CHECKING FEES</b>		<b>\$2,500</b>
<b>42384</b>	<b>OTHER REVENUE</b>		<b>\$2,000</b>
	In-Service training reimbursement, Report fees, misc.		
		<b>GRAND TOTAL REVENUES</b>	<b>\$1,088,724</b>

<b>51000</b>	<b>REGULAR PAY-PERMANENT</b>				
	1	Fire Chief		\$50,000	
	2	1 @ Captain, 1 @ Firefighters fulltime		\$255,000	
	3	Admin Asst		\$22,500	
				Total	<b>\$327,500</b>
<b>51005</b>	<b>OVERTIME PAY-PERMANENT</b>				
	1	Overtime pay		\$5,000	<b>\$5,000</b>
<b>51010</b>	<b>REGULAR PAY-EXTRA HELP</b>				
	1	Duty Coverage @75.00 a shift		\$27,500	
	2	Volunteer Stipends for response		\$65,000	
				Total	<b>\$92,500</b>
<b>51015</b>	<b>REGULAR PAY-SICK LEAVE</b>				
	1	Sick Leave		\$2,400	
				Total	<b>\$2,400</b>
<b>52010</b>	<b>OASDI-SOCIAL SECURITY</b>				
	1	FICA		\$52,080	
				Total	<b>\$52,080</b>
<b>52015</b>	<b>RETIREMENT</b>				
	1	Retirement contributions		\$5,000	
	2	Minimum Unfunded Accrued Liability (UAL)		\$33,000	
				Total	<b>\$38,000</b>
<b>53010</b>	<b>EMPLOYEE INSURANCE AND BENEFITS</b>				
	1	Life/AD&D- all employees		\$2,400	
				Total	<b>\$2,400</b>
<b>53015</b>	<b>UNEMPLOYMENT INSURANCE</b>				
	1	Unemployment Ins contributions		\$20,000	
				Total	<b>\$20,000</b>
<b>54010</b>	<b>WORKERS COMPENSATION INSURANCE</b>				
	1	Insurance Contributions		\$84,000	
				Total	<b>\$84,000</b>

					<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$623,880</b>
	<b>61110</b>	<b>CLOTHING &amp; PERSONAL SUPPLIES</b>				
		<i>Items for personal use, including safety equipment: Badges, belts, gloves, goggles, helmets, masks, raincoats, rubber boots, uniforms, uniform allowance</i>				
		1 PPE			\$35,000	
		2 Boots			\$2,500	
		3 Passport/Accountability Equipment			\$1,000	
		4 Other			\$4,000	
					Total	<b>\$42,500</b>
	<b>61217</b>	<b>RADIO SERVICES</b>				
		<i>Special communication equipment</i>				
		1 Netcom Services			\$25,000	
		2 Radio repair or replacement,batteries			\$5,000	
		3 Annual Software license Cradelpoint			\$500	
		4 Tablet Command 3 year contract			\$11,000	
					Total	<b>\$41,500</b>
	<b>61221</b>	<b>TELEPHONE-NON TELECOM</b>				
		1 Internet and telephone service			\$3,000	
		2 Cellular phone service & First Net Cradle Point			\$9,000	
					Total	<b>\$12,000</b>
	<b>61310</b>	<b>Food</b>				
		1 Food-Fire Calls / Meetings / Paynight			\$4,000	
					Total	<b>\$4,000</b>
	<b>61425</b>	<b>OTHER HOUSEHOLD EXPENSE-SERVICES</b>				
		<i>Kitchen utensils; bedding and laundry; Brooms, mops, wax, cleaners; Curtain, drapes, rugs ( when not capitalized ) ; Garbage cans, hot plates, towels, toilet tissue, PLUS refuse disposal per current state guidelines.</i>				
		1 Green waste			\$2,000	
		2 Household - MISC			\$2,000	
		3 Coast Paper			\$1,000	
					Total	<b>\$5,000</b>
	<b>61525</b>	<b>LIABILITY INSURANCE</b>				
		1 Annual Premium			\$40,000	
					Total	<b>\$40,000</b>



<b>61720</b>		<b>MAINT-MOBILE EQUIPMENT-SERVICES</b>					
		<i>Automotive supplies such as lubrication oil, light bulbs, spark plugs, coolant, tires, tubes, fan belts, etc.; Contractual repairs and overhauls.</i>					
		1	Maint. & repairs to mobile equipment-labor costs		\$40,000		
		2	Annual Contribution - Air Unit		\$2,000		
		3	Annual Contribution - Education Trailer		\$2,000		
					Total		<b>\$44,000</b>
<b>61721</b>		<b>MAINT-MOBILE EQUIPMENT-SUPPLIES</b>					
		1	Tire replacement		\$5,000		
		2	Maint. & repair parts		\$15,000		
					Total		<b>\$20,000</b>
<b>61725</b>		<b>MAINT-OFFICE EQUIPMENT-SERVICES</b>					
		<i>Costs of repairing office equipment; Service agreements for maintenance of office equipment; Cost of printer ink and copier toner.</i>					
		1	Monterey Bay Office Products - Copier service		\$2,000		
					Total		<b>\$2,000</b>
<b>61730</b>		<b>MAINT-OTHER EQUIPMENT-SERVICES-labor</b>					
		<i>Costs of repairing firefighting equip. and related equip.; Cost of repairing rescue equip.</i>					
		1	Ladder Testing		\$600		
		2	Jaws of life service		\$1,200		
		3	Maint. chainsaw		\$1,000		
		4	SCBA Flow test		\$2,000		
		5	Santa Cruz Fire Equip maint all fire extinguishers		\$700		
		6	Misc. Repairs		\$2,050		
					Total		<b>\$7,550</b>
<b>61731</b>		<b>MAINT-OTH EQUIP-SUPPLIES</b>					
		<i>Costs of repairing firefighting equip. and related equip.parts</i>					
		1	Chainsaw chains, misc. parts		\$500		
		2	Misc. parts		\$2,000		
					Total		<b>\$2,500</b>
<b>61848</b>		<b>MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES</b>					
		<i>*Any cost to maintain or make structural improvements or improvements to buildings or grounds</i>					
		1	Station Repairs		\$6,300		
					Total		<b>\$6,300</b>

<b>61846</b>	<b>MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES</b>		
	<i>*Any cost to maintain or make structural improvements or improvements to buildings or grounds</i>		
	1 General building maintenance -supplies	\$5,000	
	2 Roof repairs	\$5,000	
		Total	<b>\$10,000</b>
<b>61920</b>	<b>MEDICAL, DENTAL &amp; LAB SUPPLIES</b>		
	<i>Note: medical supplies</i>		
	1 Oxygen	\$1,000	
	2 Medical Supplies	\$5,000	
		Total	<b>\$6,000</b>
<b>62020</b>	<b>MEMBERSHIPS</b>		
	<i>Includes memberships in societies, associations, and other organizations</i>		
	1 Santa Cruz County Fire Chiefs Association	\$400	
	2 Santa Cruz County EMS Integration Authority	\$2,000	
	3 Admin.Fire.Serv./ division of CalChiefs (AFSS)	\$75	
	4 FDAC	\$300	
	5 Other	\$225	
		Total	<b>\$3,000</b>
<b>62219</b>	<b>PC SOFTWARE PURCHASES</b>		
	1 First Due records management suite	\$8,500	
	2 Misc. software purchase (i.e. Adobe)	\$1,000	
		Total	<b>\$9,500</b>
<b>62221</b>	<b>POSTAGE</b>		
	1 UPS	\$300	
	2 USPS	\$300	
		Total	<b>\$600</b>
<b>62223</b>	<b>OFFICE SUPPLIES</b>		
	1 Office Supplies	\$2,000	
		Total	<b>\$2,000</b>
<b>62301</b>	<b>ACCOUNTING AND AUDITING FEES</b>		
	1 Payroll /Claims Services for FY	\$6,000	
	2 Property Tax Admin. Fees	\$7,500	
	3 Other - Audit	\$10,000	
		Total	<b>\$23,500</b>

<b>62327</b>	<b>DIRECTORS' FEES</b>		
	<i>Fees paid to (5) Fire Directors (\$100.00) Per Meeting</i>		
	1 Meeting fees (Annually)	\$8,000	
		Total	<b>\$8,000</b>
<b>62358</b>	<b>LAUNDRY SERVICES</b>		
	1 Cleaning of PPE	\$500	
		Total	<b>\$500</b>
<b>62367</b>	<b>MEDICAL SERVICES-OTHER</b>		
	1 FF Physicals / follow-up tests	\$10,000	
		Total	<b>\$10,000</b>
<b>62381</b>	<b>PROF &amp; SPECIAL SERV-OTHER</b>		
	<i>Most professional and specialized services performed by outsiders: legal services, appraisals, accounting and auditing, surveys, fire marshal services.</i>		
	1 Computer Networking Service	\$3,000	
	2 LAFCO Fees	\$1,200	
	3 Legal Services	\$25,000	
	4 Web site and social media	\$3,000	
	5 Recruitment and marketing	\$1,000	
	6 SC Co Envir. - special water meter tax	\$500	
	7 Environmental Health - Health permit annual renewal	\$1,000	
	8 other	\$500	
		Total	<b>\$35,200</b>
<b>62420</b>	<b>LEGAL NOTICES</b>		
	<i>Expenses for the publication of legally required notices and reports</i>		
	1 SV & SLV Press-Banner	\$450	
	2 Misc.	\$250	
		Total	<b>\$700</b>
<b>62500</b>	<b>EQUIPMENT LEASE &amp; RENT</b>		
	<i>Rents and leases paid for the use of equipment and other articles, including agreement with option to purchase; Rent of films, exhibits, models and communication equipment.</i>		
	1 Misc.	\$500	
		Total	<b>\$500</b>

<b>62715</b>	<b>SMALL TOOLS &amp; INSTRUMENTS</b>		
	<i>Small tools not classified as fixed assets; Carpentry, machine and general purpose tools, drafting, engineering and surveying tools; Gardening tools; specialized tools and instruments (not nails bolts, screws, etc.)</i>		
	1 Small tools, shop tools	\$1,000	
	2 Misc. Batteries	\$1,500	
	3 Misc.	\$500	
		Total	<b>\$3,000</b>
<b>62826</b>	<b>EDUCATION AND TRAINING</b>		
	1 New Hire Training Academy	\$2,500	
	2 EMT training and Recerts	\$6,000	
	3 Target Solutions annual renewal	\$3,000	
	4 Driver Operator/Command training	\$5,500	
	5 Training Materials	\$3,000	
		Total	<b>\$20,000</b>
<b>62888</b>	<b>SPECIAL DISTRICT EXPENSE-SERVICES</b>		
	<i>Specialized supplies and services peculiar to one or a few districts, for which an account has not been otherwise provided:</i>		
	<i>Books for circulating (Libraries)</i>		
	<i>Film development, supplies and expense (fire)</i>		
	<i>Election expense</i>		
	<i>Hoses, couplings and nozzles (fire)</i>		
	1 Foam	\$1,000	
	2 Fire Prev., Supplies, Equip.	\$500	
	3 Hoses, couplings and nozzles (fire)	\$5,500	
	4 Misc	\$7,000	
		Total	<b>\$14,000</b>
<b>62920</b>	<b>GAS, OIL, FUEL</b>		
	1 Fuel- Diesel	\$11,000	
	2 Fuel - Gas	\$7,500	
	3 Fuel - small equipment	\$1,500	
		Total	<b>\$20,000</b>
<b>62928</b>	<b>TRAVEL OTHER</b>		
	<i>Includes: Auto &amp; truck gasoline; delivery charges; Reimbursement for private car use; Reimbursement for meals, lodging, bridge tools, train, bus, air fare; any other authorized travel expense</i>		
	1 Conference Travel	\$1,500	
	2 Misc. Travel & Training	\$1,500	
		Total	<b>\$3,000</b>

	<b>63074</b>	<b>UTILITIES</b>					
			<i>Cost of gas, electricity, water, butane, heating oil, sewage disposal, etc.</i>				
		1	Natural Gas PG&E		\$29,000		
		2	SLV Water		\$2,300		
					Total		<b>\$31,300</b>
					<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$428,150</b>
	<b>86110</b>	<b>BUILDINGS AND IMPROVEMENTS</b>					
			<i>Major alterations or improvements to existing structures: Buildings, landscaping, Pipelines, Wells, pavement, Drains, Fences, Hydrant.</i>				
		1	Building upgrades/ Upstairs		\$23,200		
		2	General building maintenance		\$8,000		
					Total		<b>\$31,200</b>
	<b>86203</b>	<b>EQUIPMENT (Computer Equipment)</b>					
					Total		<b>\$0</b>
	<b>86204</b>	<b>EQUIPMENT</b>					
			<i>Expenditures for the acquisition of physical property of a permanent nature other than land, buildings and improvements. Include: Freight or other carriage charges; Sales, use and transportation taxes; installation costs.</i>				
		1	Equipment		\$5,494		
					Total		<b>\$5,494</b>
	<b>86209</b>	<b>MOBILE EQUIPMENT</b>					
			<i>Expenditures for the acquisition of vehicles</i>				
		1					
					Total		<b>\$0</b>
					<b>TOTAL FIXED ASSETS</b>		<b>\$36,694</b>
					<b>25/26 Total operational Budget</b>		<b>\$1,088,724</b>

	98700		<b>Contingencies</b>				<b>\$650,000</b>
		1	PPE			\$100,000	
		2	Mobile Equipment			\$250,000	
		3	Workers Comp			\$100,000	
		4	Building and Grounds			\$200,000	
					Figures Updated 05/22/25		



Board Secretary <boardsec@feltonfire.com>

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## CSDA Trial Membership

1 message

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**Olivia Robertson** <oliviarr@csda.net>

Thu, May 22, 2025 at 1:40 PM

To: "ldennis@feltonfire.com" <ldennis@feltonfire.com>, "janderson@feltonfire.com" <janderson@feltonfire.com>, "dconrad@feltonfire.com" <dconrad@feltonfire.com>, "ncrandell@feltonfire.com" <ncrandell@feltonfire.com>, "boardsec@feltonfire.com" <boardsec@feltonfire.com>, "eschwanbeck@feltonfire.com" <eschwanbeck@feltonfire.com>, "mshults@feltonfire.com" <mshults@feltonfire.com>

Hello Felton FPD Team and Board Members,

Good afternoon! I hope this email finds you all well. I'm reaching out to check in on the trial CSDA membership for Felton Fire Protection district.

How is the trial membership going for you so far? Is there anything I can do to help you to take advantage of it and access our resources?

I had been in communication with Chief Brownlee throughout the course of the trial and wanted to connect with you all in this transition period. You all have access to trainings, resources, publications, and more on our website until the end of the trial membership on June 30, so you still have plenty of time to explore.

If any of you have any questions about CSDA or the trial membership, please let me know. I'll be in touch over the next few weeks to discuss next steps for joining as full members, if you decide to do so.

I look forward to connecting with you!

Best,

**Olivia Robertson**  
*Member Services Specialist*

Join us for the [General Manager Leadership Summit](#)  
June 29 – July 1, 2025 in Olympic Valley

California Special Districts Association  
[1112 I Street, Suite 200](#)  
Sacramento, CA 95814  
877.924.2732 office  
[www.csda.net](http://www.csda.net)

*A Proud California Special Districts Alliance Partner.*  
California Special Districts Association  
Special District Risk Management Authority  
CSDA Finance Corporation



California Special Districts  
Association 1112 I Street, Suite 200  
Sacramento, CA 95814

Invoice

Date	Invoice #
5/21/2025	9743-25

Bill To
Felton Fire Protection District 131 Kirby Street Felton, CA 95018

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	2025 Regular Member Dues <i>20% off first year dues (valid when joining by August 31)</i>	\$4,320 -\$864	\$4,320 -\$864
		Total:	\$3,456



# Santa Cruz County Fire Agencies Insurance Group

Board of Directors Meeting

April 14, 2025

## ITEM 7.2: Workers' Compensation Coverage Provider

**PRESENTER:** Jessica Blushi, SCCFAIG CAO

### ACTION FOR CONSIDERATION:

Direct CAO and Board Chair to on preferred Workers' Compensation program effective July 1, 2025.

### BACKGROUND:

The Santa Cruz County Fire Agencies Insurance Group was formed as a joint powers authority in March of 1977 to procure Workers' Compensation coverage and associated services as a group rather than as individual districts.

Several Members raised concerns about the cost of Workers' Compensation coverage and claims handling. In response, the JPA Administrator, Keenan & Associates, obtained quotes from CIRA and GSRMA, which were presented to the Ad Hoc Committee on November 4, 2025.

After comparing CIRA, GSRMA and PRISM, the Ad Hoc Committee recommended pursuing underwriting approval from CIRA. Keenan then collected the necessary historical documentation for CIRA's review and quoting. Since the last meeting, CIRA's excess carrier, Safety National has approved SCCFAIG for membership, however, at a higher rate. The table below includes premiums based on updated rates for both CIRA and GSRMA. With the rate adjustments, CIRA offers premium savings to Central and Scotts Valley. Once estimated deductibles are considered, it is likely that only Central would be at a lower cost with CIRA. Given the \$5,000 deductible per claim with CIRA, their option also creates budget volatility for the smaller districts.

The Board could decide to move forward with both options, allowing those members who prefer the CIRA deductible model to bind coverage with CIRA and those members who prefer to continue to have a first dollar option to bind with GSRMA. SCCFAIG could continue as a JPA through the transition, and potentially into the future, depending on the Board's preference.

District	Deductible	X-Mod	Payroll	CIRA Premium	Deductible Estimate	CIRA Est. Total	GSRMA Premium	Expiring Premium
Aromas Tri County FPD	\$5,000	0.832	\$15,000	\$1,093	\$5,000	\$6,093	\$1,031	\$1,000
Ben Lomond FPD	\$5,000	1.251	\$746,840	\$48,043	\$5,000	\$53,043	\$8,994	\$13,543
Boulder Creek FPD	\$5,000	1.261	\$275,328	\$20,416	\$5,000	\$25,416	\$10,279	\$18,783
Central FPD	\$10,000	1.468	\$19,001,965	\$1,589,047	\$240,000	\$1,829,047	\$1,921,547	\$2,012,055
Felton FPD	\$5,000	1.359	\$111,460	\$16,407	\$10,000	\$26,407	\$42,042	\$79,507
Pajaro Valley FPD	\$5,000	0.832	\$15,000	\$1,093	\$5,000	\$6,093	\$1,031	\$1,000
Santa Cruz County FPD	\$5,000	2.713	\$76,000	\$11,644	\$15,000	\$26,644	\$5,676	\$41,857
Scotts Valley FPD	\$5,000	1.468	\$5,639,495	\$485,961	\$35,000	\$520,961	\$491,358	\$539,390
Zayante FPD	\$5,000	1.507	\$179,664	\$16,083	\$10,000	\$26,083	\$15,207	\$92,476
<b>Total</b>			<b>\$26,060,752</b>	<b>\$2,189,788</b>	<b>\$330,000</b>	<b>\$2,519,788</b>	<b>\$2,497,165</b>	<b>\$2,799,611</b>
Estimated PRISM Renewal Premium							<b>\$3,225,000</b>	

**RECOMMENDATION(S):** None

	Public Risk Innovation Solutions and Management (PRISM)	California Intergovernmental Risk Authority (CIRA)	Golden State Risk Management Authority (GSRMA)
<b>Membership Obligations</b>			
<b>Commitment Period</b>	1 Year	5 Years	3 Years
<b>Mandatory Coverages</b>	None	None	None
<b>Governance</b>			
<b>Mission</b>	PRISM is a member-directed risk sharing pool of public agencies committed to providing risk coverage programs and risk management services, which drive member stability, efficiency, and best practices.	CIRA is a collaborative group of public agencies providing excellent* risk financing programs. We provide innovative and evolving risk management solutions.  * "Excellent" is defined as sustainable and stable yet flexible	Vision: Empowering our communities to thrive Mission: We partner with our clients in their pursuit of excellence through the delivery of high quality, innovative services provided in an efficient and cost-effective manner. Core Values: Family first Integrity Positive environment Fairness Fiscal responsibility
<b>Board</b>	Each county member has a seat on the Board (55 County Board Members). Non-county members have 7 elected representative Board Member seats with 3 alternate board members.	Each member has a seat on the Board. Board meets twice a year. The Board amended the Bylaws last year to create a Special District Member category which provides for up to seven voting members on the Board for the Special District category and 1 seat on the Executive Committee.	Seven member representative Board with designated seats for: County Reps (2) School Rep Cemetery District Rep Fire District Rep Special District Rep City Rep Reps are elected by the districts of the type that they represent. 2 year terms. All representatives are elected or appointed officials from member district boards
<b>Committees</b>	Excess Workers' Compensation is governed by the Board of Directors with input from the Underwriting and Executive Committees Primary Workers' Compensation is governed by the PWC Committee	Executive Committee, elected from among the Board, meets quarterly other committees include: Underwriting Safety Coverage Workers' Compensation Claims Finance HR Task Force	None
<b>Pool Location</b>	Folsom, CA	Folsom, CA	Willows, CA
<b>Type of Pool</b>			

<b>Philosophy</b>	Allows members to manage their larger retentions with excess reporting. Risk management and loss control services provided upon member request.	The CIRA Board of Directors and staff work together with the membership to promote the following tenets of the pool's philosophy: <ul style="list-style-type: none"> <li>•Work together toward a greater good</li> <li>•Balance individual interests with pool interests</li> <li>•Engage in constructive discussion</li> <li>•Embrace diverse opinions</li> <li>•Encourage participation by all members</li> </ul>	GSRMA was created for the purpose of providing services and other items necessary and appropriate for the establishment, operation and maintenance of liability, workers' compensation, property and other risk pooling and insured plans for public agencies. We also provide our members with a forum for discussion, study, development and implementation of recommendations of mutual interest regarding risk pooling and insured programs.
<b>Type of Entities in Program</b>			
<b>Types of Entities in Pool</b>	Any Public Agency in CA and Some Other States	CIRA is a statewide risk-sharing Joint Powers Authority providing comprehensive coverage to cities, towns, and non-municipal public agencies throughout California	Membership covers a broad spectrum of public agencies including, but not limited to, cemetery districts, special districts (water, sewer, and lighting), fire districts, school districts, counties and cities.
	300 direct members representing 2,300 Public Entities. 145 CA cities are direct members with additional cities that are members of JPAs.	56 direct members in California.	In excess of 310 member agencies in the California.
<b>Contribution Allocation Policy(s)</b>			
<b>Excess Workers' Compensation</b>	7 years of loss data. Losses are capped. There is no cap on how much the ex-mod can move in one year.	Excess with Gray Insurance and Safety National and is payroll based. Rate is reviewed each year and is not based on ex-mod. CIRA has had flat rate since inception.	Based on exposure (payroll, # Volunteer FF) Ex-mod: 5 years of incurred losses, cap at \$100K, Limited to .5 min and 2.0 max, application smoothed
<b>Primary Workers' Compensation</b>	Based on actuarially expected losses	a. Based on payroll and actuarially expected losses using 5-years of loss history b. Limit losses to \$250,000 per claim. c. Apply a credibility factor based on the Participant's weight, between 10%-75% d. Cap the experience modification factor at a minimum of 0.50 and maximum of 2.00 e. Not increase or decrease more than 25% from the prior year for any Participant.	
<b>Responsibilities If Leave Pool</b>			
<b>Pool Administrative Costs After Leaving</b>	None. If a member leaves, they cannot apply to return for 3 years.	Withdrawing Members shall forfeit any remaining equity. In addition to foregoing equity, withdrawing members shall be subject to an administrative fee equal to their pro-rata share of ongoing expenses for the three program years following withdrawal.	None. If a member leaves, they cannot apply to return for 5 years.
<b>Assessments</b>	If declared by Board, member is responsible for pro-rata share in the year(s) of participation for which the assessment is declared regardless of current membership.	If declared by Board, member is responsible for pro-rata share in the year(s) of participation for which the assessment is declared regardless of current membership.	If declared by the Board, member is responsible for pro-rata share in the year(s) of participation applicable.

<b>Current Assessment Status</b>	No Current Assessment to Members for WC	No Current Assessment to Members for WC	None (Note: GSRMA has never had an assessment in its 45 or so years of existence)
<b>Return of Net Assets (Dividend)</b>	Members receive returns if it is declared by the authority and the member participated in the program and year(s) for which there is a return of funds.	Members receive returns if it is declared by the authority and the member participated in the program and year(s) for which there is a return of funds.	If declared by the Board, returned to members that participated in the program during the dividend period based on member contribution during that period
<b>2024/25 Contributions/Estimates</b>			
<b>Primary Workers' Compensation</b>	\$1,934,073.00	\$1,623,402.00	
<b>Excess Workers' Compensation</b>	\$779,414.00	\$191,976.00	
<b>Program Cost</b>	\$2,713,487.00	\$1,815,378.00	\$2,379,721
<b>Limits</b>			
<b>Excess Workers' Compensation</b>	Statutory \$5,000,000 Employers Liability	Statutory \$2,000,000 Employers Liability	Statutory \$5,000,000 Employers Liability
<b>Retention</b>			
<b>Workers' Compensation</b>	None	\$5,000 per claim	None
<b>Services</b>			
	<b>Services Included</b>		<b>As a member of PRISM ourselves, our members have access to all the services that PRISM offers.</b>
Risk Management Subsidy	\$2,000 subsidy per major program per year.	\$3,500 safety grant per year	Risk Management Accreditation Program (RMAP) credits up to 10% of annual premium.
Contract Review	x	x	x
DMV Pull Program	X (Provided via a PRISM Partner Program at a negotiated rate.)		X (Provided via a PRISM Partner Program at a negotiated rate.)
Employment Law Support	x		x
On-Line Training	Available at negoated rate	x	In-house webinars developed in-house and presented via Webinar.
Onsite Training	Loss Control staff can develop and deliver training to member(s) at member requests		Encouraged. Individual and regional training available.
Onsite Consultation		Each CIRA member is offered a minimum of one day of dedicated onsite service annually. Initial site visits include a loss analysis and a comprehensive risk assessment intended to evaluate operations for general liability and workers' compensation exposures, compliance with regulations, and adherence to industry best practices. The assessment also identifies potential exposures, provides recommendations to correct/mitigate those hazards, and helps improve current practices and/or policies to better manage risks. Subsequent visits are dedicated to addressing any findings from the risk assessment, assisting members in implementing the suggested recommendations, and providing other services in consultation with members as needed.	As requested. Annual meeting with Risk Control advisor either in-person or via Zoom
Policy Development	Assistance available through PRISM Counsel	x	

<b>Actuarial Services</b>	PRISM coordinates actuarial assessment of PWC exposure each year	CIRA conducts annual actuary study of program and SIR analysis every 3 years	Contributions calculated in-house with actuarial studies provided by Bickmore Actuarial
<b>On-Line Training</b>	Target Solutions On-Line Training with fire service trainings available at additional cost.	Target Solutions On-Line Training with fire service trainings reimbursed.	
<b>Defense Attorney Panel</b>	None	Approved panel	
<b>Claims Administration</b>			
<b>Philosophy</b>	Allows members to manage their own claims with minimal involvement unless the claim starts going in a negative direction.	CIRA provides proactive claims oversight by working closely with each member and the third-party claims administrator.	We partner with the injured worker, medical providers and member district to achieve the best outcomes for all.
<b>Workers' Compensation</b>	Primary - must select from approved panel: AdminSure Intercare LWP Sedgwick	LWP	In-house. Very experienced with extensive safety personnel experience as well. Smaller claim loads compared to any TPA so more attention can be paid to individual workers and their claims.
<b>Additional Underwriting Steps</b>			
	None	Should SCCFAIG elect to pursue CIRA membership, it is subject to CIRA Board and excess approvals.	Current loss runs
<b>Notes</b>			

## **AMENDMENT TO AGREEMENT #24R0416**

The parties hereto agree to amend Agreement #24R0416, dated November 6, 2023, Amendment 1 dated June 13, 2024, by and between the COUNTY OF SANTA CRUZ and the FELTON FIRE DISTRICT, hereinafter called DISTRICT, as follows:

**5. COMPENSATION.** In consideration for COUNTY accomplishing said results with regards to DISTRICT's payroll and accounts payable:

A. DISTRICT agrees to pay COUNTY for payroll services rendered as follows:

- i. \$11.42 per pay period per employee for direct deposit of bi-weekly wages for fiscal year 2025-2026 services, with an adjustment for each subsequent year based upon Payroll Division costs including overhead and employment demographics of DISTRICT, and;
- ii. Up to \$10,000 for initial set up services or system modification requested by DISTRICT including Information Services Department (ISD) programming of the County Payroll system and Auditor-Controller payroll division staff time. Charges will be calculated based upon COUNTY employee documented hours and direct ISD billings. COUNTY will charge DISTRICT for these services at a current rate of \$188.70 per hour. COUNTY will notify DISTRICT in advance so that DISTRICT may approve charges.

B. DISTRICT agrees to pay COUNTY for accounts-payable services rendered as follows:

- i. \$9.08 per check/EFT issued on behalf of DISTRICT for fiscal year 2025-2026, with an adjustment for each subsequent year to be calculated based upon Claims (Accounts Payable) division costs, including overhead.

C. COUNTY agrees to submit an annual invoice for total payroll and accounts payable services provided.

**Section 6** of the Agreement is hereby deleted and replaced with the following new language.

**6. TERM.** The term of this Contract shall be: the date of execution through June 30, 2026. If this Contract is placed on the County's Continuing Agreement List before the Contract term expires, the parties agree to extend the terms and conditions of the Contract as set forth herein, and as reflected in any executed amendment hereto, until the Contract is thereafter terminated.

All other provisions of said Agreement shall remain the same.

SIGNATURE PAGE

Dated:

**4. COUNTY OF SANTA CRUZ**

By: \_\_\_\_\_  
Chief Deputy Auditor-Controller

**2. FELTON FIRE DISTRICT**

By: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**3. Approved as to insurance:**

\_\_\_\_\_  
Risk Management

**1. APPROVED AS TO FORM:**

\_\_\_\_\_  
Office of the County Counsel

**AMENDMENT TO AGREEMENT #24R0416**

The parties hereto agree to amend Agreement #24R0416, commencing July 1, 2023, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and the FELTON FIRE DISTRICT, hereinafter called DISTRICT as follows:

**Section 5** of the Agreement is hereby deleted and replaced with the following new language.

**5. COMPENSATION** In consideration for COUNTY accomplishing said results with regards to DISTRICT'S payroll and accounts payable:

A. DISTRICT agrees to pay COUNTY for payroll services rendered as follows:

- i. \$8.83 per pay period per employee for direct deposit of bi-weekly wages for fiscal year 2024-2025 services and an adjustment for each subsequent year based upon Payroll Division costs including overhead and employment demographics of DISTRICT; and
- ii. Up to \$10,000 for initial set up services or system modification requested by DISTRICT including Information Services Department (ISD) programming of the County Payroll system and Auditor-Controller payroll division staff time. Charges will be calculated based upon COUNTY employee documented hours and direct ISD billings. COUNTY will charge the DISTRICT for these services at a current rate of \$100 per hour. COUNTY will notify DISTRICT in advance so that DISTRICT may approve charges.

B. DISTRICT agrees to pay COUNTY for accounts-payable services rendered as follows:

- i. \$7.92 per check/EFT issued on behalf of DISTRICT for fiscal year 2024-2025, with an adjustment for each subsequent year to be calculated based upon Claims (Accounts Payable) division costs, including overhead.

C. COUNTY agrees to submit an annual invoice for total payroll and accounts payable services provided.

**Section 6** of the Agreement is hereby deleted and replaced with the following new language.

**6. TERM.** The term of this Contract shall be the date of execution through June 30, 2025. If DISTRICT agrees in writing to have this Contract placed on the County's Continuing Agreement List before the Contract term expires, the parties agree to extend the terms and conditions of the Contract as set forth herein, and as reflected in any executed amendment hereto, until the Contract is thereafter terminated.

All other provisions of said Agreement shall remain the same.



SIGNATURE PAGE

**2. FELTON FIRE DISTRICT**

DocuSigned by:  
By: LAURIE DENNIS  
SIGNATURE  
LAURIE DENNIS  
PRINTED

**4. COUNTY OF SANTA CRUZ**

DocuSigned by:  
By: Edith Driscoll  
SIGNATURE  
Edith Driscoll  
PRINTED

Company Name:

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: ldennis@feltonfire.com

**3. APPROVED AS TO INSURANCE:**

DocuSigned by:  
Gina Borasi  
SIGNATURE  
Risk Management

**1. APPROVED AS TO FORM:**

DocuSigned by:  
Jason M. Heath  
SIGNATURE  
Office of the County Counsel

**Certificate Of Completion**

Envelope Id: FED5DBB392534D298B90CDD8B8F96B08

Status: Completed

Subject: Complete with DocuSign: Amendment to 24R0416 FELTON FD 24-25.docx

Source Envelope:

Document Pages: 2

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 0

Marianne Ellis

AutoNav: Enabled

701 Ocean Street

Envelopeld Stamping: Enabled

Santa Cruz, CA 95060

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

Marianne.Ellis@santacruzcountyca.gov

IP Address: 63.194.190.100

**Record Tracking**

Status: Original

Holder: Marianne Ellis

Location: DocuSign

6/12/2024 9:51:54 AM

Marianne.Ellis@santacruzcountyca.gov

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: County of Santa Cruz

Location: DocuSign

**Signer Events**

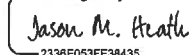
Jason M. Heath

JASON.HEATH@SANTACRUZCOUNTYCA.GOV

County Counsel

Security Level: Email, Account Authentication  
(None)**Signature**

DocuSigned by:

  
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Signed: 6/12/2024 1:13:23 PM

**Electronic Record and Signature Disclosure:**

Accepted: 6/12/2024 1:12:03 PM

ID: ef15e4d1-af87-47ed-930e-68734f425724


LAURIE DENNIS

ldennis@feltonfire.com

Dist. Sec.

Security Level: Email, Account Authentication  
(None)

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Signed: 6/12/2024 1:19:38 PM

**Electronic Record and Signature Disclosure:**

Accepted: 6/12/2024 1:17:06 PM

ID: f2ba69e1-3a4d-40a9-9b01-0e385669b319

Gina Borasi

GINA.BORASI@SANTACRUZCOUNTYCA.GOV

Associate Personnel Analyst - Risk Management

County of Santa Cruz

Security Level: Email, Account Authentication  
(None)

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**Electronic Record and Signature Disclosure:**

Accepted: 12/18/2023 9:38:58 AM

ID: 5f1392e5-7eb7-47e8-b6a6-baa8d5c3b8c6

Edith Driscoll

EDITH.DRISCOLL@SANTACRUZCOUNTYCA.GOV

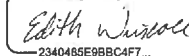
V

Auditor-Controller / Treasurer-Tax Collector

County of Santa Cruz

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

  
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Signed using mobile

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Viewed: 6/12/2024 6:08:09 PM

Signed: 6/13/2024 1:50:32 PM

**Electronic Record and Signature Disclosure:**

<b>Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Certified Delivered	Security Checked	6/12/2024 6:08:09 PM
Signing Complete	Security Checked	6/13/2024 1:50:32 PM
Completed	Security Checked	6/13/2024 1:50:32 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

DS

**INDEPENDENT CONTRACTOR AGREEMENT**

This Contract, which is effective on the date it is fully executed, is between the FELTON FIRE DISTRICT, hereinafter called DISTRICT, and the COUNTY OF SANTA CRUZ, hereinafter called COUNTY (each is referred to individually as a "party" and collectively, as the "parties").

**WITNESSETH**

WHEREAS the COUNTY can furnish, and the DISTRICT wishes to receive and purchase, accounts payable and payroll services as set forth below;

NOW, THEREFORE, in consideration of the policies, covenants and obligations of the parties as set forth herein, the parties agree as follows:

1. **PAYROLL-RELATED DUTIES OF COUNTY.** COUNTY shall maintain the level of payroll-related service provided to DISTRICT as of the date of execution of this Contract, which shall include the following:

COUNTY will maintain a payroll system in conformance with State and Federal laws and regulations and CalPERS requirements and exercise special skill to accomplish the following results for DISTRICT during the term of this Contract regarding DISTRICT's payroll:

- A. Process bi-weekly payroll for DISTRICT's employees, all of whom have wages computed hourly and must be reported by DISTRICT in accordance with COUNTY published payroll processing calendar.
- B. Deduct amounts from employee payroll and submit those payments as appropriate on behalf of DISTRICT or the employee, including but not limited to the following: various insurance deductions, garnishments, retirement, direct deposit to financial institutions, deferred compensation, and applicable State and federal taxes.
- C. Provide each payee with an Earnings, Deductions & Leave statement which shows, at a minimum, the following:
  - i. current earnings by hours and amount, current taxes, and other deductions by amount;
  - ii. year-to-date earnings, taxes and other deductions; and
  - iii. current balances for sick, annual, personal, administrative leave and floating holidays, if provided by DISTRICT.

- D. Provide direct deposits to financial institutions both for saving and/or checking accounts. (DISTRICT employees must agree to be paid via direct deposit unless a unique situation exists and is agreed to by COUNTY.) The official pay day is the Friday after the end of the two-week pay period as posted by COUNTY. COUNTY will strive to provide funds early to financial institutions that choose to post and make available to employees their payroll funds on Thursday (Wednesday if Thursday is a holiday).
- E. File all Federal and State payroll taxes within prescribed time limits and complete required IRS and EDD reporting forms including quarterly EDD (DE9) and quarterly IRS (941).
- F. For those DISTRICT employees covered by the Public Employees' Retirement System (PERS), process all retirement deductions in accordance with DISTRICT's contract with PERS (the DISTRICT shall provide COUNTY a copy of its contract with PERS), and as required by law, including:
  - i. Deductions on the first 80 hours only (not to include overtime);
  - ii. Payment for the monthly CalPERS Unfunded Accrued Liability; and
  - iii. Payment for the monthly CalPERS medical benefits invoice.
- G. Interface with COUNTY financial system and provide journal entries for posting to general ledger within five (5) workdays of payday.
- H. Upon request, provide reports with the following information and frequency shown in parentheses:
  - i. Payroll history by employee (payday) including Employee Master File and Earnings History.
  - ii. Deductions by employee (payday).
  - iii. Audit report by employee (payday).
  - iv. Payroll register by employee (payday).
- I. Generate new reports as required. (If an additional charge for a report is required by COUNTY, COUNTY will notify DISTRICT in advance so that DISTRICT may approve charges.)
- J. Account for taxable, non-cash fringe benefits as reported to COUNTY by DISTRICT.
- K. Issue W-2s and upon request provide duplicate W-2s.
- L. Provide information needed for special project reports subject to an hourly billing charge if COUNTY deems applicable.

M. Provide services to DISTRICT as a payroll processing vendor, in no way taking responsibility for the correctness, accuracy, or status of taxability of the data provided by DISTRICT. In the event data is determined to be incorrect by an outside agency such as IRS, CALPERS or others, DISTRICT takes full responsibility for penalties, interest or additional charges incurred to correct errors including those for reissuance of employee or DISTRICT IRS tax forms.

2. **PAYROLL-RELATED DUTIES OF DISTRICT.** DISTRICT agrees to conform its payroll schedule to that of COUNTY and to not arrange for any additional types of pay or employee compensation without consulting and receiving agreement from COUNTY to determine the feasibility of COUNTY to make those payments timely. DISTRICT also agrees during the term of this Contract to perform the following functions and duties with regard to DISTRICT's payroll:

- A. The DISTRICT shall deposit in advance with COUNTY such funds as are necessary to process and make payment of required payroll.
- B. The DISTRICT shall provide COUNTY accurate documentation of pay amount for each employee in advance of payday in accordance with COUNTY payroll processing schedule and in a format as required by COUNTY.

3. **ACCOUNTS PAYABLE-RELATED DUTIES OF COUNTY.** COUNTY shall maintain the level of accounts payable-related service provided to the DISTRICT as of the date of execution of this Contract, which shall include the following:

COUNTY will maintain a financial accounting system and exercise special skill to accomplish the following results for the DISTRICT during the term of this Contract with regard to DISTRICT's accounts payable:

- A. Set up vendors for payment in COUNTY's financial accounting system as needed, with proper supporting documentation such as W-9 forms provided by DISTRICT.
- B. Issue warrant or EFT payments to vendors on behalf of DISTRICT. COUNTY strives to issue payment within seven calendar days of receiving an approved claim for payment.
- C. Issue 1099s to vendors on behalf of DISTRICT in accordance with IRS guidelines.
- D. Provide services to DISTRICT as an accounts payable processing vendor, in no way taking responsibility for the correctness, accuracy, or status of taxability of the data provided by DISTRICT. In the event data is determined to be incorrect by an outside agency such as IRS or others, DISTRICT takes full responsibility for penalties, interest or additional charges incurred to correct errors including those for reissuance of 1099s.

4. **ACCOUNTS PAYABLE-RELATED DUTIES OF THE DISTRICT.** The DISTRICT agrees during the term of this Contract to perform the following functions and duties regarding DISTRICT's accounts payable:
- A. DISTRICT shall deposit in advance with COUNTY such funds as are necessary to process and make payment of required accounts payable.
  - B. DISTRICT shall enter accounts payable transactions into the COUNTY's financial accounting system.
5. **COMPENSATION.** In consideration for COUNTY accomplishing said results with regards to DISTRICT's payroll and accounts payable:
- A. DISTRICT agrees to pay COUNTY for payroll services rendered as follows:
    - i. \$7.36 per pay period per employee for direct deposit of bi-weekly wages for fiscal year 2023-2024 services and an adjustment for each subsequent year based upon Payroll Division costs including overhead and employment demographics of DISTRICT; and
    - ii. Up to \$10,000 for initial set up services or system modification requested by DISTRICT including Information Services Department (ISD) programming of the County Payroll system and Auditor-Controller payroll division staff time. Charges will be calculated based upon COUNTY employee documented hours and direct ISD billings. COUNTY will charge the DISTRICT for these services at a current rate of \$100 per hour. COUNTY will notify DISTRICT in advance so that DISTRICT may approve charges.
  - B. DISTRICT agrees to pay COUNTY for accounts payable services rendered as follows:
    - i. \$6.60 per check/EFT issued on behalf of DISTRICT for fiscal year 2023-2024, with an adjustment for each subsequent year to be calculated based upon Claims (Accounts Payable) division costs, including overhead.
  - C. COUNTY agrees to submit an annual invoice for total payroll and accounts payable services provided.
6. **TERM.** The term of this Contract shall be the date of execution through June 30, 2024. If DISTRICT agrees in writing to have this Contract placed on the County's Continuing Agreement List before the Contract term expires, the parties agree to extend the terms and conditions of the Contract as set forth herein, and as reflected in any executed amendment hereto, until the Contract is thereafter terminated.
7. **EARLY TERMINATION.** Either party hereto may terminate this Contract by giving one hundred twenty (120) days written notice to the other party.
8. **MODIFICATION OF CONTRACT.** The fees, terms or conditions of this Contract may be modified in writing with the consent of the parties. No amendment to

this Contract shall be effective unless it is in writing and signed by a duly authorized representative of both parties.

9. **OBLIGATIONS UPON TERMINATION.** Upon termination of this Contract, a final accounting shall be made of the fees payable to the COUNTY and any funds belonging to the DISTRICT in the possession of COUNTY and any balance due either party shall be promptly paid by the debtor party.
10. **RECORDS.** All records, reports and material pertaining to DISTRICT payroll subject to this Contract shall be the property of DISTRICT and shall be available to DISTRICT upon request. DISTRICT records held by COUNTY shall be maintained in a confidential manner and protected as employment records.
11. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** To the fullest extent allowed by law, each of the parties will indemnify, hold harmless and defend the other party and its directors, officers, employees and agents (collectively, "Indemnitees") against all liability, claims, suits, actions, costs or expenses under or in connection with any work or authority delegated to such party under this Contract. However, neither party, nor any director, officer, employee, or agent thereof, shall be responsible for any damage or liability occurring by reason of negligent acts, omissions, or willful misconduct committed solely by the other party hereto, under or in connection with any work or authority delegated to such other party under this Contract. This indemnification will survive termination or expiration of this Contract.

Notwithstanding the above, the parties agree that COUNTY'S liability for damages associated with this Contract, regardless of the claim or cause of action asserted, shall not exceed the total amount DISTRICT paid for the services giving rise to the asserted liability.
12. **NONASSIGNMENT.** Neither party shall assign this Contract or any part hereof without the written consent of the other party. This provision is not intended to restrict the COUNTY from engaging personnel, as COUNTY deems reasonably advisable.
13. **INDEPENDENT CONTRACTOR.** While performing service hereunder, the COUNTY shall be an independent contractor and not an agent, officer, or employee of the DISTRICT.
14. **PRESENTATION OF CLAIMS.** Presentation and processing of any or all claims arising out of or related to this Contract shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.
15. **AUTHORITY.** Each party has full power and authority to enter and perform this Contract, and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.



**16. MISCELLANEOUS.** This written Contract, along with any attachments, is the full and complete integration of the parties' agreement forming the basis for this Contract. The parties agree that this written Contract supersedes any previous written or oral Contracts between the parties, and any modifications to this Contract must be made in a written document signed by all parties. The unenforceability, invalidity, or illegality of any provision(s) of this Contract shall not render the other provisions unenforceable, invalid, or illegal. Waiver by any party of any portion of this Contract shall not constitute a waiver of any other portion thereof. Any arbitration, mediation, or litigation arising out of this Contract shall occur only in the County of Santa Cruz, notwithstanding the fact that one of the contracting parties may reside outside of the County of Santa Cruz. This Contract shall be governed by, and interpreted in accordance with, California law.

Each party agrees to comply with all laws regarding the duties of that party as described in this Contract. The Parties agree to attempt in good faith to resolve through negotiation any dispute, claim or controversy arising out of or relating to this Agreement before entering into litigation. The Parties may execute this Contract in two or more counterparts, which shall, in the aggregate, be deemed an original but all of which, together, shall constitute one and the same instrument. A scanned, electronic, facsimile or other copy of a party's signature shall be accepted and valid as an original.

END OF PAGE  
SEE SIGNATURE PAGE BELOW

**INDEPENDENT CONTRACTOR AGREEMENT**

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

**2. Felton Fire Protection District**

DocuSigned by:  
By: Jim Anderson 9/18/2023  
SIGNED  
F60477849E22497...

Jim Anderson, Board Chair  
PRINTED

**4. COUNTY OF SANTA CRUZ**

DocuSigned by:  
By: Edith Driscoll  
SIGNED  
2340485E9BBC4F7...

Edith Driscoll  
PRINTED

Company Name: **Felton Fire Protection District**

Address: **131 Kirby Street  
Felton, CA 95018**

Telephone: **831-335-4422**

Fax: **831-335-2635**

Email: ldennis@feltonfire.com (Laurie Dennis, District Secretary)

**3. APPROVED AS TO INSURANCE:**

DocuSigned by:  
Enrique Salazar 9/18/2023  
Risk Management

**1. APPROVED AS TO FORM:**

DocuSigned by:  
Jason M. Heath 9/18/2023  
Office of the County Counsel  
AMS#15089

## Certificate Of Completion

Envelope Id: 3855C6B5BC8545ECBF290E7BB5C1D450

Status: Completed

Subject: Complete with DocuSign: Felton FIRE DISTRICT PAYROLL Agreement AMS#15089 BOS 10/17/23

Source Envelope:

Document Pages: 7

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 0

Brian Dermer

AutoNav: Enabled

701 Ocean Street

Envelopeld Stamping: Enabled

Santa Cruz, CA 95060

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Brian.Dermer@santacruzcountyca.gov

IP Address: 63.194.190.100

## Record Tracking

Status: Original

Holder: Brian Dermer

Location: DocuSign

9/13/2023 9:49:37 AM

Brian.Dermer@santacruzcountyca.gov

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: County of Santa Cruz

Location: DocuSign

## Signer Events

Jason M. Heath

Jason.Heath@santacruzcounty.us

County Counsel – Approved as to Form

Security Level: Email, Account Authentication  
(None)

## Signature

DocuSigned by:  
*Jason M. Heath*  
AF757CF813B5419...

Signature Adoption: Pre-selected Style  
Using IP Address: 63.194.190.100

## Timestamp

Sent: 9/13/2023 9:56:39 AM

Viewed: 9/18/2023 8:44:23 AM

Signed: 9/18/2023 8:48:41 AM

## Electronic Record and Signature Disclosure:

Accepted: 9/18/2023 8:44:23 AM

ID: 004e1a02-75fe-4d10-8d97-14a2ea602ec9

Jim Anderson

jimwanderson@comcast.net

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
*Jim Anderson*  
F80477849E22497...

Signature Adoption: Pre-selected Style  
Using IP Address: 174.194.197.247  
Signed using mobile

Sent: 9/18/2023 8:48:43 AM

Viewed: 9/18/2023 9:58:29 AM

Signed: 9/18/2023 9:59:07 AM

## Electronic Record and Signature Disclosure:

Accepted: 9/18/2023 9:58:29 AM

ID: 87b66004-b0ef-445d-a39e-f2a15306a417

Enrique Sahagun

Enrique.Sahagun@santacruzcounty.us

Risk Manager

County of Santa Cruz

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
*Enrique Sahagun*  
F88BB4ED1F11445...

Signature Adoption: Pre-selected Style  
Using IP Address: 63.194.190.100

Sent: 9/18/2023 9:59:08 AM

Viewed: 9/18/2023 11:02:45 AM

Signed: 9/18/2023 11:33:12 AM

## Electronic Record and Signature Disclosure:

Accepted: 2/28/2022 5:38:23 PM

ID: 53dded50-e6e0-41af-93b9-11ee12d5835c

Edith Driscoll

Edith.Driscoll@santacruzcountyca.gov

Auditor-Controller / Treasurer-Tax Collector

County of Santa Cruz

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
*Edith Driscoll*  
2340485E8B8C4F7...

Signature Adoption: Uploaded Signature Image  
Using IP Address: 71.84.9.169

Sent: 9/18/2023 11:33:15 AM

Viewed: 11/6/2023 10:53:47 AM

Signed: 11/6/2023 10:53:58 AM

## Electronic Record and Signature Disclosure:



Board Secretary <boardsec@feltonfire.com>

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## Fwd: Draft FEL-ZAY Emergency Staffing Proposal

2 messages

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**Erica Schwanbeck** <eschwanbeck@feltonfire.com>

Tue, May 27, 2025 at 4:45 PM

To: Board Secretary <boardsec@feltonfire.com>, Jim Anderson <janderson@feltonfire.com>

Hi Tess,

Jim is out of town and is asking that I send this to you to agendize. Let me know if you have any questions and I'll do my best to answer them!

- Erica

----- Forwarded message -----

From: **Jim Anderson** <janderson@feltonfire.com>

Date: Fri, May 23, 2025 at 5:36 PM

Subject: Fwd: Draft FEL-ZAY Emergency Staffing Proposal

To: Erica Schwanbeck <eschwanbeck@feltonfire.com>

Let me know what you think, we'll need to get this on the agenda. Thanks Jim

----- Original Message -----

From: Jeff Maxwell <jmaxwell@zayantefire.com>

To: Kristi Locatelli <klocatelli@yahoo.com>, Jim Anderson <jimwanderson@comcast.net>, Jeff Maxwell <jmaxwell@zayantefire.com>

Cc: Joe Serrano <Joe.Serrano@santacruzcountyca.gov>

Date: 05/23/2025 5:19 PM PDT

Subject: Draft FEL-ZAY Emergency Staffing Proposal

Attached is a Draft Temporary Staffing framework designed to recognize the immediate threat to the residents of the Felton Fire Protection District as inflicted by the sudden termination of a Shared Service Agreement with the Ben Lomond Fire District effective June 8, 2025.

It is the desire of the Zayante Fire Protection District to ensure critical emergency response assets are available in both communities during working hours Monday-Friday when additional volunteer personnel are not available. It is not the intent of Zayante Fire participate in the reorganization of Felton Fire or provide administrative oversight for the Fire District. It is recommended Felton Fire appoint a competent Fire Chief to assist in the redevelopment of organizational structures at its earliest convenience.

Historically we have relied on each other for automatic aid for escalating incidents. In recognition of differing cultures and the current challenges faced by Felton Fire specific roles and relationships have been delineated in this proposal to ensure continuity of operations and firefighter safety.

Zayante Fire retains the authority to interview and select potential candidates from the ranks of Felton Fire best suited for these positions to ensure compatibility of skills, attitude and commitment to the community.

Please review and reply all if terms and conditions are acceptable or if further discussion is required. If acceptable a formal document will be developed for Governing Body approval.

--

-



**Jeff Maxwell**

**Fire Chief, Zayante Fire Protection District**

(831) 335-5100 | (831) 809-3489 | [zayantefire.com](http://zayantefire.com)

[jmaxwell@zayantefire.com](mailto:jmaxwell@zayantefire.com)

7700 East Zayante Rd. Felton Ca. 95018



**Staffing Proposal .pdf**

152K



# ZAYANTE FIRE PROTECTION DISTRICT

7700 E. Zayante Rd  
Felton Ca. 95018

## TEMPORARY STAFFING PROPOSAL

DRAFT

### FELTON FIRE PROTECTION DISTRICT – IMMEDIATE RELIEF STAFFING PLAN

In consideration of the discussion and daylighting of the Staffing challenges faced by the Felton Fire Protection District and the implied impact it will have on the Zayante Fire Protection District resulting from the Shared Service Agreement terminated by the Ben Lomond Fire District effective June 8, 2025 ; the Zayante Fire Protection District proposes for consideration a Draft Concept of Operations and shared funding model for daytime emergency response staffing. This concept is considered only a temporary model in support of the residents of the Felton Fire District and allows the Felton Fire District limited time to develop a reorganization plan.

The Zayante Fire District extends this response coverage plan by concept in 90 day intervals subject to review and approval or termination by either Board of Directors effective June 8th or as approved.

Zayante Fire District is an equal opportunity employer and is committed to equal consideration and treatment in membership without regard to age, sex, race, color, creed, religion, marital status, sexual orientation and associated protected classes. The District values civility in all interactions, teamwork, community centered service and dedication to the communities we serve.

### CONCEPT OF OPERATIONS

#### SHARED (6) PERSON STAFFING MODEL : MONDAY – FRIDAY (8-5)

(1) CHIEF OFFICER/DUTY CHIEF

(1) ENGINE COMPANY : CAPTAIN, DRIVER OPERATOR, FF-EMT

(1) QUICK RESPONSE VEHICLE or TBD : DRIVER OPERATOR, FF-EMT

Objective : a minimum daily staffing model of (1) Chief Officer , (1) Company Officer, (2) Driver/Operators, (2) Firefighters with at least (3) personnel qualified as EMT's. Actual assignments may vary based on availability of personnel.

Assignments : As directed by the Zayante Duty Chief in consideration of the combined needs within both Districts. Zayante recognizes there is service need in both jurisdictions for response coverage and retains the privilege and authority to position units accordingly based on total area served and at a level of best effort given day to day challenges and conditions.

**COST APPORTIONMENT :**

Utilization of existing daytime paid staffing at Zayante Fire District supplemented at full cost by the Felton Fire District to provide a combined 6 person daytime model Monday thru Friday between the hours of 8-5pm.

Night and Weekend coverage in the Felton Fire District is the responsibility of the Felton Fire District. ZAY assistance to FEL during night and weekends will be in accordance with previously established agreements.

**ZAYANTE FIRE** will FUND the following positions :

- 1 Chief Officer/Duty Officer M-F 8-5
- 1 Driver Operator : M-F 8-5
- 1 FF/EMT : Monday – Wednesday 8-5

**FELTON FIRE** will FUND at full cost the following positions :

- 1 Captain – M-F 8-5
- 1 FF/EMT – THURSDAY -FRIDAY 8-5
- 1 DRIVER OPERATOR – M-F 8-5
- 1 FF/EMT – M-F 8-5

\*DEFINITIONS : FULL COST : the full cost of temporary personnel includes rate of pay, FICA taxes, Overtime, cost of benefits such as - PTO/PSL including the Workers Compensation rate and potential liability for injuries for employees funded by Felton Fire District.

\*Payroll will be administered by the Zayante Fire Protection District.

\*Felton Fire shall compensate Zayante Fire for the Services provided as allocated in the proposed Staffing model plus a 7% of payroll administrative overhead charge to address oversight, payroll processing and warrant charges by the County.

\* There shall be no CALPERS liability or relationship established with the Zayante Fire District. Any such relationship or associated impacts will terminate this agreement immediately.

\*All Personnel will be subject to the Policy and Procedures of the Zayante Fire Protection District.

\*For Unemployment compensation purposes, those positions funded by Felton Fire District shall be the financial responsibility of Felton Fire and charged 100% of costs of benefits assigned to the individual by the EDD.

**STIPULATIONS :**

\* Felton Fire agrees to maintain a response plan capable of providing initial response of at least two trained personnel to all calls occurring outside of the M-F 8-5 period covered by this agreement. Felton shall also appoint a Fire Chief of record.

\* Felton Fire agrees to terminate its CalPERS contract without delay and deliver to Zayante Fire the Felton Fire District approved Ordinance to exit the CALPERS System and a program actuarial demonstrating their liabilities and plan to exit the System.

\* Felton Fire agrees to aggressively pursue reorganization and/or supplemental funding options with a target implementation date of July 1, 2026.

FRAMEWORK :

The Staffing model proposed exceeds the available personnel capacity of the Zayante Fire Protection District and requires mutual effort to be successful.

This proposal infers that there are Felton personnel available, willing and reliable to work on the proposed schedule at the Zayante Fire Station or as directed.

Approval of this proposal acknowledges that Felton Fire has zero full time employees.

Supervision of personnel is the exclusive authority of the Zayante Fire Protection District.

Personnel selection for all funded positions is the exclusive responsibility of the Zayante Fire Protection District.

There is no Felton Fire District Chain of Command authority over operational personnel, their assignments, scheduling or grievances.

Training of Day Shift personnel is the responsibility of Zayante Fire Protection District.

Compensation for positions will adhere to Zayante Fire District Policy 4000.

Felton personnel shall wear Felton Fire Uniform apparel.

Felton Fire apparatus shall be available as necessary for operational response.

Felton Fire apparatus shall receive weekly inspection and exercise.

Apparatus repair and operating expenses will be apportioned based use or by frequency of response percentages and billed to the Felton Fire District as applicable.

Annual or routine maintenance of Felton Fire apparatus is the responsibility of Felton Fire District.

This proposal is intended as a dynamic relationship that may require review and modification as necessary.

Both Agencies agree to meet and confer during the 90 day review periods.

If terms and conditions are acceptable a formal proposal can be drafted for review and approval by both Board of Directors.

Respectfully and in Shared Interest,

*Jeff Maxwell, Fire Chief*

[jmaxwell@zayantefire.com](mailto:jmaxwell@zayantefire.com)