



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

**Time: Monday, September 01, 2025, 6PM**

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

*The 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.*

- 1.0 - Call to order**
- 1.1 – Pledge of allegiance**
- 1.2 - Roll call**
- 1.3 – Approval of minutes 08-08-2025, 08-18-2025**
- 1.4 – Approval of paid vendor claims July 2025  
(August claims to be approved at the 9/15/2025 meeting)**

### **2.0 – Agenda Amendments**

Per Government Code §54954.2, the legislative body may take action on items of business not appearing on the posted agenda under any of the three conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in §54956.5.

(2) Upon a determination by a two-thirds vote of the Board members present at the meeting (i.e. 4 if 5 are present) , or, if less than two-thirds of the members are present, a unanimous vote of those

members present, that there is a need to take immediate action and that the need for action came to the attention of the District after the agenda was posted as specified in subdivision (a) of §54956.5.

(3) The item was agendized at a prior meeting of the Board not more than five calendar days before the date action is taken on the item, and at the prior Board meeting the item was continued to the Board meeting at which action is being taken.

- 2.1 - Considerations to agenda – add / remove / table**
- 3.0 - Public comment**
- 4.0 - Correspondence**
- 5.0 - Fire Chiefs Report**

### **General Business**

- 6.0 - Update ad hoc committee - stand alone - Schwanbeck/Winter**
- 6.1 - Update ad hoc committee - consolidation - Anderson/Shults**
- 6.2 - Resolution to adopt parcel tax measure - special election - winter**
- 6.3 - Discussion on possible contract for strategic plan drafting - winter**
- 6.4 - Discussion on contract solicitation for tax measure possible action to assign staff to gather further information - Crandell**
- 6.5 - Discussion / update possible PERS funding options - Blum**
- 6.6 - Discussion FY26 budget adoption timeline - Blum**
- 6.7 - Discussion standardized agenda format and attachments - Blum / M. Anderson**
- 6.8 - PRA updates - Schwanbeck**
- 6.9 - Discussion on future release of call response statistics - Blum**
- 6.10 - Discussion on existing status of tower lease options - Anderson**
- 7.0 - Set next meeting (September 15th)**
- 8.0 - Adjournment**

# **Felton Fire Protection District**

## **Agenda Item 1.3 Approval of Minutes**

**08-08-2025 and 08-18-2025**



# **Felton Fire Protection District Board of Directors Meeting Agenda Minutes**

**Time: Monday, August 8, 2025, 10AM**

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

*The 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.*

## **1.0 - Call to order**

*Meeting called to order at 10AM by Director Crandell*

## **1.1 – Pledge of allegiance**

## **1.2 - Roll call**

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

## **1.3 - Approval of minutes 06-02-2025, 07-07-2025, 07-21-2025, 07-25-2025**

*06-02-2025 tabled,*

*07-07-2025, 07-21-2025, 07-25-2025 approved, 1<sup>st</sup> by Schwanbeck 2<sup>nd</sup> by Anderson*

## **2.0 – Agenda Amendments**

Per Government Code §54954.2, the legislative body may take action on items of business not appearing on the posted agenda under any of the three conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

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members present, that there is a need to take immediate action and that the need for action came to the attention of the District after the agenda was posted as specified in subdivision (a) of §54956.5.

(3) The item was agendized at a prior meeting of the Board not more than five calendar days before the date action is taken on the item, and at the prior Board meeting the item was continued to the Board meeting at which action is being taken.

## **2.1 – Considerations to agenda – add / remove / table**

*Table 7.0, 7.3, 7.5*

## **3.0 - Public comment**

*None*

## **4.0 - Appointment and swearing in of Director Craig Winter**

*Craig Winter took the county oath of office and was sworn in as Director of the Felton Fire Protection District.*

## **5.0 - Correspondence**

*None*

## **6.0 - Fire Chiefs Report**

### **General Business**

## **7.0 - Presentation – LAFCo – Joe Serrano**

*The presentation was tabled to a future date due to a scheduling conflict.*

## **7.1 - Fire Chief Update LAFCo report options**

*Chief Blum talked in length about the LAFCo report regarding options, statements within the report, deliverable requirements, timelines, funding costs, operations costs. Chief Blum commended Mr. Serrano for the work he put into the report and also commended him for an accurate view of the previous past years' capabilities. Chief Blum did note that the report did not in his opinion sufficiently address the last year and the improvements that have been made.*

## **7.2 - Creation ad hoc committees**

*The Board created the following ad hoc committees*

*Consolidation and contract options – Anderson and Shults*

*Felton Fire Standalone option – Schwanbeck and Winter*

*PERS funding - Anderson and Crandell*

**7.3 - Discussion PERS – establish ad hoc committee for funding**

*Tabled*

**7.4 - Stipend proposal – Anderson**

*Director Anderson requested the Board consider a stipend for Chief Blum. Director Anderson proposed a twenty-five hundred dollar a month stipend for Chief Blum. Director Schwanbeck made a motion to approve. Director Crandell 1<sup>st</sup> and Director Shults 2<sup>nd</sup> - vote unanimous – Approved*

**7.5 - FY25/26 budget discussion (justified budgeting model)**

*Tabled*

**7.6 - PRA update – Schwanbeck**

*Director Schwanbeck gave an update on who received the last round of PRA updated Released from legal*

**7.7 - Discussion bi-weekly meetings -Winter**

*All Directors supported the bi-weekly meetings and agreed to meet every-other Monday at 6pm moving forward until deemed un-necessary.*

**7.8 - Discussion - possible funding measures for future sustainment – Winter**

*All Directors agreed that further action was warranted into identifying if a parcel tax was Needed. Director Winter said he would continue looking into possible solutions.*

**7.9 - Discussion on posting monthly district response statistics -Winter**

*All Board members agreed that it would be in the best interest of the district and the community if the district posted their monthly statistics. Chief Blum said he would work on some examples for the next month.*

**8.0 - Set next meeting date**

*August 18<sup>th</sup>, 6PM*

**9.0 - Adjournment**

*11:36AM*

## Fire Chief Monthly Update July 2025

### Response:

Total number calls - 60

Fire - 1

Rescue and Emergency Medical - 31

Hazardous conditions - 0

Public service - 1

Good intent - 5

Other – 22 (not captured in First Due Reporting correctly)

Note: Response time is 10% quicker this July verses July a year ago

### Staffing:

Staffing total - 23

Staff on leave – 3 (on leave for employment with CalFire)

Staff separation July - 0

Workers' comp - 1

Available staff for response – 20

Staff in training status - 2

### Apparatus:

E2310 – Inservice

E2311 – Inservice

E2336 – Inservice

WT2350 – Inservice

C2301 – Inservice (will be renumbering to 2303)

U2397 – Inservice (will be renumbering to 2300)

U2390 – Inservice

E2346 – Inservice

### Facilities:

**Sleeper trailer**- will need maintenance before winter.

**Sation** – Damage to side door (front bay) repair needed (door jamb will need to cut out and replaced)

**Water Heater** – leaking – Follow up - (leak determined to be non-critical at the moment)

# **Felton Fire Protection District**

## **Agenda Item 1.3 Approval of Minutes**

**08-08-2025 and 08-18-2025**

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

## **Meeting Agenda Minutes**

**Time: Monday, August 18, 2025, 6PM**

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

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### **1.0 - Call to order**

*Meeting called to order at 6:00PM by Director Crandell*

### **1.1 – Pledge of allegiance**

### **1.2 - Roll call**

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

## **2.0 – Agenda Amendments**

Per Government Code §54954.2, the legislative body may take action on items of business not appearing on the posted agenda under any of the three conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

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**2.1 – Considerations to agenda – add / remove / table**

*Remove item 4.0*

**3.0 - Public comment**

*Member of the public spoke to their desire to see a unified San Lorenzo Valley fire department*

**4.0 - Correspondence – Email from Merry Alter**

*Removed from agenda*

**General Business**

**5.0 - Update from ad hoc committee – Consolidation / contract**

*Director Anderson and Shults spoke to their belief that a consolidation may be possible but that it represented many other challenges without addressing the causes of the issues. Director Anderson also spoke to the issues of consolidation and that the majority of identified agencies would have problems staffing the fire district under the present expected 24-hour model without also putting a tax measure in place to supplement funding. He also noted consolidating would increase the amount of time for an agency to receive the appropriate amount of funding for the district compared to a standalone Felton option.*

**5.1 - Update from ad hoc committee – Self sustained district**

*Directors Schwanbeck and Winters spoke to their desire to see the fire district remain Independent. Both directors brought up that the district was performing much better than identified in the LAFCo report and that given their opinion and the report from the other ad hoc committee that they believed a stand-alone option was better for the public as well as a faster and more secure option for stability within the district.*

**5.2 - Discussion / action to select and implement an initial primary and secondary option for the district to act on based off the Felton Fire District LAFCo report dated 7-25-2025**

*The Board discussed the pros and cons of consolidation and standalone options. All board members commented on the concern that if a consolidation took place that even with existing assessments applied that they would still be insufficient for the needs of the community of Felton. The board voted unanimously to move forward in keeping the Felton Fire District a standalone agency, but also stated their desire to seek interest from other agencies for consolidation should a tax assessment put forth by Felton Fire fail.*

**5.3 - Update- draft after action review of Ben Lomond Fire District contract for**

services with the Felton Fire District - Schwanbeck  
*Tabled*

**6.0     - Set next meeting date**

*September 1<sup>st</sup>, 6PM*

**7.0     - Adjournment**

*7:58PM*



To: Board of Directors

From: Director's Jim Anderson and Mike Shults

Subject: Ad Hoc Committee Update

We were assigned to the ad hoc committee to investigate the feasibility of a consolidation or contract with an outside agency.

We met with Chief Blum on August 15<sup>th</sup> to discuss the feasibility and advantages of the Felton Fire District contracting or consolidating with an outside agency. Based on the feedback from some of agencies identified in the LAFCo report contracting for services was not considered and the committee elected to only consider consolidation at this time.

While several good reasons could be found for consolidation such as:

- Scalable economy
- Continuity of operations from conjoined agency
- Larger resource pool
- A possible greater pool of experience

It was also noted that when comparing a true evaluation of services as outlined in the LAFCo report. That consolidation may only change the governing and executive makeup of the district while leaving many of the still outstanding problems intact. Problems such as

- Lack of sufficient funding to provide for regular and repetitive staffing
- An aging capital infrastructure and equipment
- The need for reliable and consistent leadership
- The volume of emergency calls received by the Felton Fire District

were still left unanswered and it is assumed that a consolidation would only extend the timeline to address the root causes of these and other issues.

Additionally, it is suggested that there could be problems with

- Less local control for the community of Felton
  - Greater reflex time needed to make changes due to a larger agency
  - Larger span of control
  - Possible limits or caps on the total number of firefighters due to state law requiring additional employee services based on the overall size of the employee pool.
- 
- No present assessment from any agency is of sufficient quantity to fund the additional staffing needed per the LAFCo report.



- Outstanding PERS liabilities

Based on these reasons we recommend a consolidation be placed as a secondary option as it does not adequately address the root causes of the issues The Felton Fire District is presently facing. Lack of sufficient funding to provide regular and repetitive staffing , An aging capital infrastructure and equipment, the need for reliable and consistent leadership, and the volume of emergency calls received by the Felton Fire District.

We recommend moving forward with consolidation as a secondary option and make a motion to gather information from interested agencies in regards to a possible consolidation should primary options fail.

We further recommend to review the gathered information within 15 days and recommend re-evaluation at regular intervals to ensure that the information is still accurate and viable should a transition from the primary option be needed.

We will report back at regularly scheduled meetings with any updates in regards to a future consolidation of the Felton Fire District.



**To: Board of Directors**

**From: Erica Schwanbeck, Director**

**Agenda of: August 18th, 2025**

**Subject: Ad Hoc Committee Updates**

### **Background**

"Ad hoc" committees were established at the August 8, 2025, Board of Directors Regular Meeting to facilitate the decision required of the Local Agency Formation Commission (LAFCo) of Santa Cruz County. Board Director Winter and Director Schwanbeck were identified as the Ad Hoc Committee to explore remaining a stand-alone agency.

### **Analysis**

In the short period of time, the Directors on the Committee have begun identifying priorities to standalone, and have begun work soliciting opinions from the public. The Directors met with the Squad on Tuesday, August 12th, with an excellent turn out. The Squad shared their desire for open communication about next steps, offered feedback, and asked questions. Between the time the agenda is published and the August 18th meeting, both Directors will also be attending the Firewise hosted community meeting on August 16th.

### **Recommendation:**

No action needed by the Board at this time. The Committee will continue meeting and analyzing the option to stand alone with a more thorough report at the coming meetings.

**ITEM #**

# **Felton Fire Protection District**

## **Agenda Item 1.4 Approval of Vendor Claims**

**July 2025**

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<b>PAYROLL SD 09</b>			<b>ATTN: Auditor-Controller</b>
<b>PAY PERIOD # 15</b>		<b>Beg Date: 07/05/25</b>	<b>End Date: 07/18/25</b>
<b>GL KEY# 681800</b>			

EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
			REGULAR HOURS	888	0.00	\$0.00
			SICK	022	0.00	\$0.00

Day Shift- STATION						
EMPLOYEE #						
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
804148	John Amadeo		4 Hour training stipend	190	0.00	780.00
804128	Micah Florio		12 hour stipend	190	0.00	\$1,875.00
804117	Marcus Palau		12 hour stipend	190	0.00	\$875.00
804119	Brendan Bowman		12 hour stipend	190	0.00	\$875.00
804123	Forrest Crandell		12 hour stipend	190	0.00	\$250.00
804146	Owen deCossy		12 hour stipend	190	0.00	\$1,000.00
804129	Quinn Abbey		12 hour stipend	190	0.00	\$375.00
803281	Renee Fenker		12 hour stipend	190	0.00	\$1,125.00
804090	Micah Gifford		12 hour stipend	190	0.00	\$250.00
803757	Phoenix Swanson-Dexel		12 hour stipend	190	0.00	250.00
				190	0.00	\$0.00
				190	0.00	\$0.00
				190	0.00	\$0.00
				190	0.00	\$0.00
				190	0.00	\$0.00
				190	0.00	\$0.00

Prepared by <i>Isaac Blum</i>	7/16/2025 DATE	<u>Pay Type</u>	<u>Hours</u>	<u>Dollars</u>
		REGULAR HOURS	0.00	\$0.00
		STIPEND	0.00	\$7,655.00

<b>Payroll Batch Control</b>			
Employees	10		
Line Entries	10		
Total Reg. & Special Hours	0.00	<b>VOLUNTEER PAY</b>	\$0.00
Total Regular & Special Amounts	\$0.00	<b>TOTAL</b>	<b>0</b> <b>\$0.00</b>

51000	Regular Pay	\$0.00
51010	Volunteer Pay	\$7,655.00
	<b>Total</b>	<b>\$7,655.00</b>



PAYROLL SD 09		ATTN: Auditor-Controller				
PAY PERIOD # 14	Beg Date: 06/21/25	End Date: 07/04/25				
GL KEY# 681800						
EMPLOYEE #	NAME	PAY RATE	PAY TYPE	KEY CODE	HOURS	SALARY / TOTAL PAY
802663	Laurie A Dennis	\$30.86	REGULAR HOURS	888	16.00	\$493.76
			SICK	022	0.00	\$0.00
Day Shift- STATION						
EMPLOYEE #						
		\$25.00	HOURLY	888	0.00	\$0.00
		\$25.00	HOURLY	888	0.00	\$0.00
802743	Victor Albers		12 hour stipend	190	3.00	\$375.00
804129	Quinn Abbey		12 hour stipend	190	1.00	\$125.00
804119	Brendan Bowman		12 hour stipend	190	5.00	\$625.00
804146	Owen deCossy		12 hour stipend	190	7.00	\$875.00
803281	Renee Fenker		12 hour stipend	190	8.00	\$1,000.00
804128	Micah Florio		12 hour stipend	190	4.00	\$500.00
804090	Micah Gifford		12 hour stipend	190	2.00	\$250.00
804117	Marcus Palau		12 hour stipend	190	1.00	\$125.00
804124	Phoenix Swanson-Dexel		12 hour stipend	190	1.00	\$125.00
804148	John Amadeo		130 per day	190	3.00	\$390.00
804129	Quinn Abbey		24 hour stipend	190	1.00	\$250.00
802743	Victor Albers		24 hour stipend	190	1.00	\$250.00
804119	Brendan Bowman		24 hour stipend	190	3.00	\$750.00
804146	Owen deCossy		24 hour stipend	190	3.00	\$750.00
804128	Micah Florio		24 hour stipend	190	2.00	\$500.00
804117	Marcus Palau		24 hour stipend	190	2.00	\$500.00
804124	Phoenix Swanson-Dexel		24 hour stipend	190	1.00	\$250.00
Prepared by	DATE		Pay Type	Hours	Dollars	
			REGULAR HOURS	16.00	\$493.76	
			STIPEND	0.00	\$7,640.00	
Payroll Batch Control						
Employees 11						
Line Entries 18						
Total Reg. & Special Hours 16.00			VOLUNTEER PAY \$0.00			
Total Regular & Special Amounts \$493.76			TOTAL 16 \$493.76			
			51000 Regular Pay \$493.76			
			51010 Volunteer Pay \$7,640.00			
			Total \$8,133.76			
0.00 *						
8,133.76 +						
493.76 -						
7,640.00 *						



## Felton Fire Projection District

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

**Date:** 08/20/2025

**To:** County Auditor-Controller

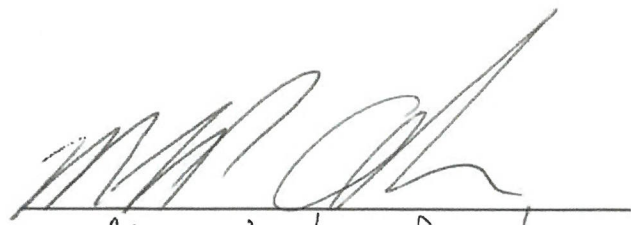
**From:** Fire Chief Isaac Blum, Felton Fire Protection District

**Subject:** Approved CalCard Claim

Vendor Bills   x   have been /        will be (check one) approved for payment out of district funds totalling: **\$2,817.41**

These payments        have been /   x   will be (check one) approved by the Board of Directors during their meeting on: **09/01/2025**

Signed:

  
Administrative Director

AUD\_28(5/09)

**Felton Fire Protection District  
CalCard Claim Approved For Payment  
Fiscal Year 2025-2026**

**Bills Paid 06/24/2025 - 07/23/2025**

<b>Line</b>	<b>Account #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1	61221	AT&T	Cellular service	\$527.75
2	62301	PG&E (Ez-Pay Fee)	Service fee	\$8.33
3	63070	PG&E	Electrical	\$427.05
4	62920	Shell Oil	Vehicle Fuel	\$89.38
5	61310	Taqueria Vallarta	5th Tuesday	\$52.10
6	62920	Quick Stop	Vehicle Fuel	\$94.84
7	62920	Quick Stop	Vehicle Fuel	\$3.03
8	62920	Quick Stop	Vehicle Fuel	\$98.34
9	62223	Safeway	Cleaning supplies	\$15.32
10	61310	Costco	Training event	\$105.16
11	62920	Quick Stop	Vehicle Fuel	\$28.45
12	63070	Comcast	Internet Service	\$340.98
13	62920	Great Gas	Vehicle Fuel	\$93.28
14	62920	Great Gas	Vehicle Fuel	\$91.40
15	62920	Great Gas	Vehicle Fuel	\$99.32
16	63070	SLV Water	Water service	\$150.38
17	62920	Great Gas	Vehicle Fuel	\$40.00
18	62920	Great Gas	Vehicle Fuel	\$144.56
19	62920	Great Gas	Vehicle Fuel	\$70.00
20	62920	Quick Stop	Vehicle Fuel	\$174.00
21	62920	Quick Stop	Vehicle Fuel	\$22.51
22	62920	Quick Stop	Vehicle Fuel	\$3.39
23	62715	Eagle Engraving Inc	PAR tags	\$94.05
24	62715	Amazon	Coffee Grinder	\$43.79
25				
<b>Total</b>				<b>\$2,817.41</b>





## Felton Fire Projection District

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

**Date:** 08/19/2025

**To:** County Auditor-Controller

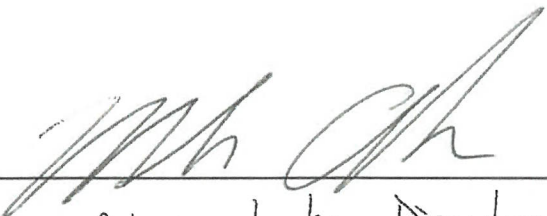
**From:** Fire Chief Isaac Blum, Felton Fire Protection District

**Subject:** Approved Vendor Claims

Vendor Bills   x   have been /        will be (check one) approved for payment out of district funds totalling: **\$9,348.20**

These payments        have been /   x   will be (check one) approved by the Board of Directors during their meeting on: **09/01/2025**

Signed:

  
Administrative Director

AUD\_28(5/09)



**FELTON FIRE PROTECTION DISTRICT**  
**Vendor Claims Approved For Payment 7/1/2025 - 7/31/2025**  
**Fiscal Year 2025-2026**

**Vendor Claims To Paid via Check on 08/19/2025**

Line	Vendor #	Account #	Vendor	Description	Amount
1	V14808	62367	DOCTORS ON DUTY MEDICAL GROUP INC	Medical evals	\$4,222.97
2	V127457	61721	EMT CERTIFICATION FUND/ EMSA	EMT Certs	\$112.00
3	V102830	62381	ATCHISON, BARISONE, & CONDOTTI	Legal Services, 6/1/25 - 6/30/25	\$4,759.40
4	V125980	61425	COAST PAPER & SUPPLY INC	Towels & Toilet Tissue	\$160.28
5	V102830	61721	ERNIE'S AUTO CENTER	Misc Parts & Supplies	\$93.55
6					
7					
8					
9					
10					
<b>Total</b>					<b>\$9,348.20</b>

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

**Date:** September 1, 2025

**To:** County Auditor-Controller

**From:** Fire Chief Isaac Blum, Felton Fire Protection District

**Subject:** Approved Bills for Payment Transmittal

Vendor bills have been approved for payment out of district funds totaling an amount of

\$ 12,165.34.

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

September 1, 2025.

Signed\_\_\_\_\_

Signed\_\_\_\_\_

Signed\_\_\_\_\_

Signed\_\_\_\_\_

Signed\_\_\_\_\_

# **Felton Fire Protection District**

## **Board Packet – Special Parcel Tax Measure**

Board Meeting September 1, 2025

Agenda item 6.2

Includes: Staff Resolution & Full Measure Text (Exhibit A-B); Neutral Fact Sheet; Voter-Friendly Fact Sheet; Administrative Regulations & Forms

Draft Under Legal Review – Available For Public Viewing on September 1, 2025

# Recommended Consulting Firms for Felton Fire Protection District

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Based on expertise in LAFCO compliance, special district planning, and cost-effectiveness under a tight deadline, the following firms are recommended in order of preference:

## 1. South Fork Consulting

Primary Recommendation. Strongest fit as lead consultant due to direct LAFCO and special district planning expertise.

Can assemble Appendix E-compliant plan, ensure governance and compliance sections are properly drafted, and subcontract finance or outreach support if needed.

Cost-effective and deadline-conscious.

## 2. Harris & Associates

Best financial expertise for parcel tax modeling, long-term projections, and liability (CalPERS) strategies.

Would need governance/compliance support, but excellent if financial rigor is prioritized.

## 3. Jacob Green & Associates

Strong governance, leadership training, and board-staff alignment.

Well-suited for governance reforms and strategic planning workshops, but would likely need a partner for detailed financial analysis.

## 4. Rauch Communication Consultants (via CSDA)

Excellent in community engagement, outreach materials, and accountability mechanisms (dashboards, oversight committee communications).

Best as a supplemental partner rather than lead consultant.

# Request for Proposals (RFP)

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## Felton Fire Protection District

Consultant Services to Prepare Appendix E-Compliant Standalone Agency Strategic Plan

Issued: [Insert Date]

Proposals Due: [Insert Date – recommend Sept 10, 2025]



## 5. Evaluation Criteria

- Experience with LAFCO compliance and Appendix E strategic planning.
- Successful track record with California fire/special districts.
- Ability to deliver under a compressed timeline.
- Cost-effectiveness.
- Quality of approach, deliverables, and project management.

## 6. Estimated Budget Range

Based on comparable projects in California:

- Small fire district strategic plan updates (no tax measure): \$15,000–\$25,000
- Appendix E-compliant plans with financial modeling + governance policies: \$25,000–\$40,000
- Full strategic plan + parcel tax financial analysis + community outreach prep: \$40,000–\$55,000

Given FFPD's scope and urgency, a realistic cost estimate is \$25,000–\$40,000 for one lead firm, with subcontracting only as needed (e.g., limited financial modeling support).

## 7. Submission Instructions

Proposals should be submitted electronically (PDF) by 5:00 pm on Sept 10, 2025 to:  
[Insert Contact Name & Email – FFPD Board Secretary/Clerk]

# Invitation to Propose

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The Felton Fire Protection District (FFPD) invites qualified consultants to submit proposals to prepare a comprehensive Standalone Agency Strategic Plan that complies with Appendix E of the July 25, 2025 LAFCO Governance Options Report.

This project has a hard deadline of September 30, 2025, and the District seeks a cost-effective consultant who can deliver a complete package (governance, financial projections, compliance, and outreach).

Key Details:

- Proposal Due: Sept 10, 2025
- Consultant Selected: Sept 15, 2025
- Draft Plan Delivered: Sept 25, 2025
- Final Plan Approved: Sept 30, 2025

Budget Estimate: \$25,000–\$40,000 (based on similar California projects).

Interested firms should email proposals (PDF) to [Insert Contact Name & Email] by 5:00 pm, Sept 10, 2025.

Project Completion: No later than Sept 30, 2025

## 1. Purpose

The Felton Fire Protection District (FFPD) seeks proposals from qualified consulting firms to prepare a complete Standalone Agency Strategic Plan that meets all requirements in Appendix E of the July 25, 2025 LAFCO Governance Options Report. The final plan will be Board-ready and suitable for submission to LAFCO by Sept 30, 2025.

FFPD requires a single firm to act as the lead consultant and deliver a complete package, while subcontracting (if necessary) to provide specialized services such as financial modeling or community outreach.

## 2. Scope of Work

The selected consultant will:

1. Assemble Existing Documents – Review and integrate the Felton Fire Revival Plan (Aug 17, 2025), FFPD Board Packet (Sept 1, 2025), and other provided materials.
2. Close Identified Gaps – Draft missing sections required by Appendix E (History, Services, 5- and 10-Year Financial Projections, Governance Policies, Partnerships, Compliance checklists).
3. Governance & Leadership – Draft bylaws/policies clarifying Board and staff roles; develop statutory compliance plan (Brown Act, AB 1234, Form 700, training, website); provide governance improvement timeline.
4. Financial Health & Tax Strategy – Build a 5-year and 10-year projection model of revenues, expenses, and fund balance; incorporate parcel tax revenue and CalPERS termination strategy; identify other liabilities, reserves, and fund balance strategies.
5. Community Engagement & Accountability – Develop framework for citizen oversight committee; design accountability tools (quarterly dashboard reporting, annual public reports); create outreach materials suitable for neutral voter information (factsheets, FAQs).
6. Deliverables – A comprehensive, Appendix E-compliant Strategic Plan in Word and PDF formats; draft exhibits: bylaws/policies, financial projections, fact sheets, oversight templates.

## 3. Timeline

- RFP Released: [Insert Date]
- Proposals Due: Sept 10, 2025
- Consultant Selected: Sept 15, 2025
- Draft Plan Delivered: Sept 25, 2025
- Final Plan Approved by FFPD Board: Sept 30, 2025

## 4. Proposal Requirements

- Firm qualifications and experience with LAFCO, fire districts, and special district planning.
- Key personnel resumes and roles.
- Work plan and approach, including subcontractors if used.
- Demonstrated ability to deliver by Sept 30, 2025.
- Cost proposal: flat fee or capped budget strongly preferred.