



Felton Fire Protection District

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

Board of Directors Meeting Minutes

Date Monday, September 29, 2025

Time 6:00 PM

Location Training Room
Felton Fire Protection District
131 Kirby Street
Felton, CA 95018

Accommodations

- The Felton Fire Protection District will accommodate persons with disabilities.
- Please phone the fire station at (831) 335-4422 and communicate your specific needs.

Comments

- Any person may comment on any agenda item and must be recognized by the Board Chair prior to comment.

Agenda

1. Call to order

Meeting called to order at 6:02 PM

1.1. Pledge of allegiance

1.2. Roll Call

Directors present - Crandell, Shults, Schwanbeck, Winter, Anderson

2. Consent Agenda

2.1. Amendment to CalCard Claim with Statement Date 2025_08_25

Tabled



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3. Agenda Amendments

3.1. 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.

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

3.1.2. (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.

3.1.3. (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.

3.2. Considerations to agenda – add / remove / table

The Fire Chief stated that he was advised by legal to remove/table Item 8.1 Adoption of 25/26 fiscal year budget due to a clerical problem in the public notice. This legal advice was received after the meeting agenda was created. The Fire Chief asked the Board that the item be removed from the agenda.

4. Public Comment

5. Directors Reports

5.1. Letter of Deferment - Schwanbeck

Director Schwanbeck addressed that the title "letter of deferment" was miss titled and she intended to title it Root Cause Analysis.

Director Schwanbeck went over her brief on the root cause as to why she believed the Fire District had struggled over the last few years to find competent and consistent management.



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5.2. Schedule change Board of Directors meetings - Schwanbeck

Director Schwanbeck addressed the fact that having meetings every two weeks was becoming detrimental to both the Fire Chief and Administrative Director. That a large amount of time was having to be spent preparing for Board meetings. She also noted that no great amount of additional communication or information was being released from the Fire District on the every two week schedule. Chief Blum noted that the District had moved the date and times of meetings in the past without incident. All members of the board noted that they had no problem going back to a once a month meeting.

6. Correspondence - None

7. Fire Chiefs Report

The fire Chief stated that there was nothing to report on at the present moment.

8. General Business

8.1. Resolution 03-2025 - adopt appropriations limit for fiscal years 2025/2026 (annual budget), Action - intent to approve

Removed/Tabled - *The Fire Chief spoke to the reason why they would not be adopting the budget as anticipated. The Chief stated that because the public notice did not include the words "Public Hearing" that he was advised by legal counsel to not adopt the budget until a second notice including the words "public hearing" could be included. The Fire Chief did note that no change in the operations of the district would happen and that in the absence of the 25/26 FY budget that the existing 24/25 budget would stand. He also noted that to his knowledge there were other agencies within the county who also had to table their budget at the present moment for similar issues.*



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- 8.2. Accept and file resolution of proposed final draft of parcel tax measure to provide funding for future sustained fire district operations. Set date for public release and post draft for community review and input.

Director Winter displayed the latest version of the draft parcel tax measure.

Director Winter explained how the tables within the draft were set up and also gave the back story on why some of the previous versions had been changed under advice from the community.

Chief Blum addressed several questions from the public in regards to the latest version of the draft. A consensus was given to submit the draft version to the community for a 30 day review and to allow for feedback.

Action by Board - none

- 8.3. Review DRAFT vehicle replacement plan, DRAFT capital replacement plan, DRAFT staffing model with salary schedule and supporting documentation.

The Fire Chief talked in depth about the three supporting documents presented.

Defining The Problem *the Fire Chief discussed the facts of where the district was upon assuming command. The Chief also noted that there is a significant difference between where we were and where we are now and where we intend to go. The Fire Chief addressed the brief as an open letter to the community and a realistic evaluation thus far of Felton Fire.*

Capital Improvement Plan Draft *The Fire Chief talked about the value of a Capital Improvement Plan (CIP) and that The Felton Fire District has not had a plan in place to address the capital needs of the district. The Chief addressed the fact that because of a lack of planning one engine is already two years*



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overdue for replacement and within eight years both of the Districts type one engines will be out of industry standards and over 20 years old without any way of presently paying for new engines. The Chief stated that without the adoption of such a plan both the Fire station itself and key pieces of equipment and engines will not be able to be replaced.

Vehicle Replacement Schedule *The Fire Chief introduced the vehicle replacement schedule and identified the costs associated with replacing apparatus. The chief also stated that the district needed to start allocating funds for replacement now and if done soon the associated costs would be substantially reduced instead of financing apparatus at a cost of hundreds of thousands of dollars more to the community.*

The Fire Chief then took questions from the community regarding these documents.

9. Set Next Meeting - October 13th

10. Adjournment

Meeting adjourned at 7:23PM