



## **Felton Fire Protection District**

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

# **Board of Directors Regular Meeting**

**Date** Monday, December 8, 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 72 hours in advance at (831) 335-4422 and communicate your specific needs.

### **Comments**

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### **Meeting**

- This meeting is being conducted as an in-person meeting under the Brown Act, Government Code section 54953, and a quorum of the Board must participate from the location(s) within the District that are identified above.
- Members of the public may attend the meeting at the identified location(s).



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### Webinar/Public Link

- <https://zoom.us/j/5760128085?pwd=JAZOaz5bfa58Utm0XV4tNgz6M5KEmA.1&omn=92432869912>
  - +1 (669) 900-6833
  - +1 (669) 444-9171
- Webinar ID: 576 012 8085
- Passcode: 321462

## Agenda

### 1. Call to order

- 1.1. Pledge of allegiance
- 1.2. Roll Call

### 2. Consent Agenda

- 2.1. Approval of Vendor Claims for November
- 2.2. Approval of CalCard claims for November
- 2.3. Approval of minutes for November 12th meeting

### 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



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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

#### **4. Public Comment**

4.1. Letter from Community Action Group

#### **5. Directors Report**

#### **6. Correspondence**

#### **7. Fire Chiefs Report**

#### **8. General Business**

8.1. Update Proposal of services from SCI Consulting Group for possible tax assessment - Chief Blum

Possible Action: Approve, Table, Modify, Postone Indefinitely

8.2. Discussion annual board training and certifications for 2026 - Chief Blum/Board



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- 8.3. Towerpoint update - Action to move forward with preliminary sales contract  
- Director Anderson  
Possible Action: Approve, Table, Modify, Postpone Indefinitely
- 8.4. Discussion / Assign adhoc to complete performance evaluation for Fire  
Chief - Chief Blum/Board
- 8.5. District Administrative assistant / Board secretary update - Chief Blum
- 8.6. Update 3rd party validation - Western Confluence Group - Chief Blum
- 8.7. Update on shared performance measures - Director Winter
- 8.8. Resolution to reallocate funds from Permanent to Extra Help
- 9. Set Next Meeting - January 13th at 6PM**
- 10. Adjournment**

**FELTON FIRE PROTECTION DISTRICT**  
**Vendor Claims Approved For Payment 11/1/2025 - 12/4/2025**  
**Fiscal Year 2025-2026**

**Vendor Claims To Paid via Check on 12/9/2025**

<b>Line</b>	<b>Vendor #</b>	<b>Account #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1	V102830	62381	Atchison, Barisone, & Condotti	Legal Services, 9/1/25 - 9/30/25	\$5,897.35
2	V121100	62381	CSG Consultants	Fire Plan Review	\$435.00
3	V108670	53010	Health Care Employees/Employers Dental Trust	Delta Dental, Nov, Dec 2025	\$150.58
<b>Total</b>					<b>\$6,482.93</b>



## Felton Fire Protection District

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

**Date:** 12/5/2025

**To:** County Auditor-Controller

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

**Subject:** Approved Vendor Claims

Vendor Bills ☒ have been / ☐ will be (check one) approved for payment out of district funds totalling: **\$6,482.93**

These payments ☐ have been / ☒ will be (check one) approved by the Board of Directors during their meeting on: **12/8/2025**

Signed: Mark Anderson

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

**Bills Paid 10/23/2025 - 11/24/2025**

Line	Account #	Date	Vendor	Description	Amount
1	61310	10/23/2025	GDP DONUTS AND BAKERY	Food	\$34.00
2	62500	10/23/2025	MBS BUSINESS SYSTEMS INC	Printers	\$567.01
3	62920	10/23/2025	QUIK STOP	Vehicle Fuel	\$91.26
4	61310	10/23/2025	SAFEWAY	Food	\$5.99
5	63074	10/24/2025	AT&T	Station Service	\$527.78
6	61920	10/29/2025	BOUND TREE MEDICAL LLC	Equipment	\$188.27
7	62219	10/31/2025	CODA	Software	\$18.00
8	62920	10/31/2025	GREAT GAS	Vehicle Fuel	\$100.48
9	62920	11/2/2025	QUIK STOP	Vehicle Fuel	\$159.17
10	62219	11/2/2025	READ.AI	Software	\$29.75
11	61310	11/2/2025	ROUND TABLE PIZZA	Food	\$35.40
12	62223	11/3/2025	Amazon	Supplies	\$32.40
13	62223	11/4/2025	Amazon	Supplies	\$33.70
14	63074	11/4/2025	COMCAST	Station Service	\$341.71
15	62221	11/4/2025	FEDEX	Shipment	\$87.35
16	62920	11/4/2025	GREAT GAS	Vehicle Fuel	\$66.44
17	63074	11/4/2025	PG&E/EZ-PAY	Station Service	\$541.48
18	62301	11/4/2025	PG&E/EZ-PAY FEE	Fee	\$10.56
19	62920	11/4/2025	QUIK STOP	Vehicle Fuel	\$75.62
20	62920	11/6/2025	QUIK STOP	Vehicle Fuel	\$174.00
21	62920	11/7/2025	QUIK STOP	Vehicle Fuel	\$143.47
22	62920	11/9/2025	GREAT GAS	Vehicle Fuel	\$74.99
23	63074	11/10/2025	SLV Water	Station Service	\$203.34
24	62920	11/11/2025	GREAT GAS	Vehicle Fuel	\$75.66
25	62223	11/13/2025	Amazon	Supplies	\$40.71
26	62920	11/13/2025	QUIK STOP	Vehicle Fuel	\$100.73
27	63074	11/24/2025	AT&T	Station Service	\$527.78
28	62301	11/24/2025	US Bank: Late Payment Charge	Fee	\$82.83
<b>Total</b>					<b>\$4,369.88</b>



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**Date:** 11/29/2025

**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: **\$4,369.88**

These payments        have been /   x   will be (check one) approved by the Board of Directors during their meeting on: **12/8/2025**

Signed: Mark Anderson

AUD\_28



## **Felton Fire Protection District**

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

# **Board of Directors Regular Meeting Minutes**

**Date** Wednesday, November 12, 2025

**Time** 6:00 PM

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

### **Accommodations**

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- Webinar ID: 576 012 8085
- Passcode: 321462

## Agenda

### 1. Call to order

*Meeting called to order at 6pm*

- 1.1. Pledge of allegiance
- 1.2. Roll Call

*Board members present - Crandell, Shults, Schwanbeck, Winter, Anderson*

### 2. Consent Agenda

- 2.1. Approval of Vendor Claims for October
- 2.2. Approval of CalCard claims for October
- 2.3. Approval of CalCard amendment for August 2025
- 2.4. Approval of minutes for September 15th meeting
- 2.5. Approval of minutes for October 13th meeting

*Motion to approve consent agenda made - 1st by Director Shults, 2nd by Director Anderson- Vote - All approved - Motion carries*

### 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.



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3.2. Considerations to agenda – add / remove / table

#### 4. Public Comment

#### 5. Directors Report

*Director Anderson reported that he had attended a meeting with several members of county council and state representatives and other fire district boards. Director Anderson stated that the subject of state or county taxes that could help with funding rural fire districts came up and suggested that they should be considered, he also discussed the possibility of reappropriating ERAF money back to the fire districts to the representatives.*

#### 6. Correspondence

6.1 Letter received from citizens committee dated 11/07/2025

*A letter was received from a group of Felton residents. The subject of the letters requested the Board to not sign the resolution of dissolution, request verbiage change in the district tax measure, and seek to have the staffing and budgeted numbers for 2026 validated by a 3rd party. The letter was signed by 35 residents of the district. - No formal comment or action was taken.*

#### 7. Fire Chiefs Report

*The Fire Chief reported the calls and statistics of the previous month. He noted that the month had shown the quickest response time to date over the last three years. (1.46seconds to respond out the door on average and on scene on a large majority of the calls within 5 minutes. The Fire Chief noted that the new hires would be finishing their initial training and would be responding soon, bringing the total number of volunteers to 25 with more volunteers to start shortly.*



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### 8. General Business

- 8.1. Memorandum of Understanding (MOU) between the Felton Fire Protection District and the Zayante Fire Protection District for extrication equipment received under grant. Recommended Action - Motion to approve and authorize Chief Blum to sign MOU.

*The board discussed approval of the MOU, Director Schwanbeck expressed concern with some of the unknown terms of the grant agreement and if Felton would be subject to them. Chief Blum advised that he was unaware if there were additional terms levied by OTS on the grant but that there were terms in the MOU that required quarterly reporting and additional statistics. The Board motioned to have Chief Blum sign the MOU. 1st by Director Schwanbeck, 2nd by Director Anderson. - Vote - All approved - Motion carries (Director Schwanbeck requested follow up information on the grant and Chief Blum said he would get that information to the full Board as soon as possible)*

- 8.2. Public Hearing to Consider Adoption of the Annual Budget for Fiscal Year 2025-2026.

Recommended Action: To adopt by motion Resolution 06-2025 - Final Budget Fiscal Year 2025/2026

*Resolution 06-2025 was introduced and read by the District legal council as final hearing. The floor was opened for public comment, closed without public comment. A motion to approve Resolution 06-2025 (the 2025/2026 fiscal budget) was made, 1st by Director Anderson, 2nd by Director Schwanbeck. - Vote - All approved - Motion to adopt Resolution 06-2025 carries. (Director Schwanbeck requested that the Fire Chief adjust the budget in February of 2026 to reflect the anticipated expenditures for the year.)*

- 8.3. Close community feedback on proposed DRAFT parcel tax measure to provide funding for future operations of the Felton Fire District.

Recommended Action: Approve draft as final edit version.

*Director Winter discussed the closing of public comment on the draft parcel tax measure. Director Winter noted that the District received minimal, but actionable input and that several changes were made based on the feedback received from the community. Director Winter requested to close comment with a pending verbiage change to the dissolution clause and hold the document until such time as being needed. A motion to close comment and hold the document as a final draft was made - 1st Director Winter, 2nd Director Anderson - Vote - Yes Winter, Yes Anderson, Yes*



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*Crandell, Yes Shults, No Schwanbeck - Approved - Motion carries*

### 8.4. Proposal of services from SCI Consulting Group for possible tax assessment.

Possible Action: Approve, Table, Modify, Postpone Indefinitely

*A proposal for service from SCI was introduced to the Board. The services proposed were for a 218 fire tax assessment. The contract outlined several options. The Board discussed options and considerations at length. Several of the Board members requested that the District request LAFCo be solicited to see if they would cover up to 50% of the cost. The Fire Chief advised that he believed that LAFCo would not consider covering the costs of the 218 assessment, but that we would reach out if requested to do so.*

*A motion to move forward with SCI as sole source vendor and approve the presented fee schedule in full with the omission of option 2 was made. 1st Director Schwanbeck, 2nd Director Winter - Vote - All approved - motion carries.*

*The Board assigned Chief Blum to follow up with SCI and provide further information as available and to report back at the next meeting.*

*(The Board directed Chief Blum to inquire with LAFCo on the possibility of sharing in the costs of the 218 assessment.)*

### 8.5. Resolution 07-2025 Notice of intent to pursue secondary options for the reorganization of the Felton Fire Protection District.

Recommended Action: To adopt by motion resolution 07-2025

*The Board discussed 07-2025 (resolution of dissolution). Several of the board members stated that they felt it was premature to move to dissolve the district given the significant positive changes the District had made since the release of the LAFCo report. They also referenced the community letter received under public comment. Chief Blum stated that in their official reply to LAFCo the District had stated that they intended to pursue concurrent options of a stand alone District as well as a secondary option of dissolution should a tax measure not be successful. Chief Blum stated that the District needed to be clear in what they were doing and if they chose to not move forward with dissolution that the Board needed to make that clear. The Board discussed further and decided to table the Resolution 07-2025 until June or later. A motion was made to not sign the resolution. 1st Director Winter, 2nd Director Schwanbeck - Vote - All approved - motion carries*

### 8.6. Public Hearing to Consider Adoption of a Negative Declaration and Approval of the 2025 Fire Code.



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Recommended Action: To adopt by motion the Negative Declaration and approve adoption of the 2025 Fire Code

*Notice of negative declaration was introduced as the final hearing. The floor was opened for public comment, closed without public comment. A motion to approve the Negative Declaration was made, 1st by Director Schwanbeck, 2nd by Director Anderson.*

*- Vote - All approved - Motion of Adoption of a Negative Declaration and Approval of the 2025 Fire Code carries.*

- 8.7. Ordinance 2025-01 Felton Fire Protection District 2025 Fire Code Ordinance (Second Reading) Recommended Action - Approve Ordinance 2025-01 as read.

*Second reading of Ordinance 2025-01 (adoption of 2025 fire code) was introduced as the final hearing. The floor was opened for public comment, closed without public comment. A motion to approve Ordinance 2025-01 (adoption of 2025 fire code) was made, 1st by Director Anderson, 2nd by Director Schwanbeck. - Vote - All approved - Motion to adopt Ordinance 2025-01 carries.*

9. **Set Next Meeting - December 8th at 6PM**

10. **Adjournment 7:59 pm**