



Felton Fire Protection District

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

Board of Directors Regular Meeting Minutes

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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- Teleconferencing/videoconferencing access as set forth below is being provided as a convenience only and is not guaranteed.
- The meeting may continue in person even if teleconferencing / videoconferencing capability is disrupted or unavailable.

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** *meeting called to order at 6pm.*
 - 1.1. Pledge of allegiance
 - 1.2. Roll Call - *Directors Crandell, Shults, Schwanbeck, Anderson, Winter present*
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
*Action - Director Schwanbeck 1st, Director Anderson 2nd - Vote - all approved
(The Fire Chief was asked to get specific information on one charge from a vendor and report back on it at the next meeting.)*



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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

4. Public Comment

4.1. Letter from Community Action Group

The letter from the community action group was presented to the Directors and made available to the public. Director Crandell paraphrased the letter during section 4.1

5. Directors Report

Director Anderson - discussed several conversations he was apart of at the SCFAG group meeting.

Director Winter - discussed his progress with the parcel tax measure and the corrected changes as requested by the community.



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6. Correspondence - None

7. Fire Chiefs Report

The Fire Chief gave response statistics and an overview of work completed as well as projected work for the foreseeable future. He also addressed issues with the district and apparatus.

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

Chief Blum discussed the process to select SCI for the 218 Fire Assessment. District legal council also addressed the need to provide a letter supporting the selection of a sousource contract. Action - Director Schwanbeck made a motion to approve the SCI contract pursuant to successfully providing District legal an approved letter justifying the selection. The motion also required that Chief Blum return both the SCI contract and the approved letter to be brought to the January 12th meeting for ratification. Director Winter 2nd, Vote - unanimous

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

The Fire Chief asked the Board how they would like to complete their annual training and in what format. The consensus from the Board was that online training preferably from CSDA was preferable over traveling for in-person classes. The Fire Chief said he would work toward assigning the annual training through CSDA or an online provider.

- 8.3. Towerpoint update - Action to move forward with preliminary sales contract - Director Anderson



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Possible Action: Approve, Table, Modify, Postpone Indefinitely

Director Anderson talked about the potential income from the sale of the tower, The Fire Chief also stated that the footprint of the area to be potentially be sold was only roughly eight feet by eight feet. Director Schwanbeck talked about the possibility of other vendors and recommended the district consider a RFP for the sale. Director Carndell requested that Director Schwanbeck complete an RFP given her knowledge of the drafting and award process. Director Schwanbeck stated she would have a draft RFP available sometime in February. Action - No vote or other action was taken.

8.4. Discussion / Assign adhoc to complete performance evaluation for Fire Chief - Chief Blum/Board

The Fire Chief advised the Board that they needed to complete a performance review of the Fire Chief, it was decided that some form of fillable PDF was preferable over the older system used. Directors Crandell and Winter requested to be assigned to the adhoc to complete the review.

8.5. District Administrative assistant / Board secretary update - Chief Blum

The Fire Chief discussed the need to post for an administrative assistant to process the finances of the District. The Fire Chief stated that he was going to retain Mark Anderson and continue to use him in other needed roles to get the District IT and Admin. updated. The Fire Chief stated that he would like to post as soon as possible and hoped to get the job announcement out around Christmass or 1st of the year.

8.6. Update 3rd party validation - Western Confluence Group - Chief Blum

The Fire Chief talked about using WCG as a consultant to satisfy the 3rd party request of the community. The Fire Chief stated that he intended to use WCG as an hourly



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contractor to validate the process, documents and plans for tentative changes in 2026 for the District. The Board stated their desire to have the plan validated as well and concurred with the Chief in using WCG for the work.

8.7. Update on shared performance measures - Director Winter

Director Winter talked about the need to use performance measures and what he felt they were. He spoke about his desire to use NFPA 1710 opposed to the 1720 because of its more stringent requirements and addressed that it provided better service for the community. He also stated he would like to see the statistics posted to the website monthly.

8.8. Resolution to reallocate funds from Permanent to Extra Help

The Fire Chief stated that he intended to bring a resolution to the Board at the January meeting to move funds from Permanent Help to Extra Help. The Fire Chief expressed his desire to use some of those funds to bolster the existing daily operations early on in 2026.

9. Set Next Meeting - January 13th at 6PM *it was noted that January 13th was a typo and that the meeting was to be set for January 12th at 6PM.*

10. Adjournment 7:56 PM