

Felton Fire Protection District  
131 Kirby Street, Felton, CA 95018  
831-335-4422

## **AGENDA FOR REGULAR MEETING OF THE BOARD OF DIRECTORS**

March 4, 2024 at 6:00 pm

Location: *Felton Fire Station Meeting Room*, 131 Kirby St, Felton California

### **1.0 Convene Meeting**

1.1 Call to Order

1.2 Pledge of Allegiance

1.3 Roll Call

1.4 Approve meeting minutes of regular meeting held February 12, 2024

1.5 Considerations of Additions to the Agenda

### **2.0 Public Comment:**

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. If you would like to comment while using Zoom, use the chat function to express interest in making public comment

### **3.0 Public Hearing: None**

### **4.0 Correspondence:**

4.1 Letter to Directors (Isaac Blum included in packet)

4.2 Executive Services Letter to County Fire Chiefs (sent – included in packet)

### **5.0 Director's Reports:**

5.1 Executive Services Committee (Anderson/Crandell)

5.2 Fire Chief Committee (Ladd/Shults)

### **6.0 Staff Report: Fire Chief report (*included in board packet*)**

### **7.0 Unfinished Business:**

7.1 Felton Fire Hats – Director Ladd

7.2 Day Shift Staffing – Staff Report on Staffing Schedule options-Capt. Jones

7.3 Form 700 filing due by April 1, 2024

### **8.0 New Business:**

8.1 Job Descriptions; Fire Captain, Firefighter, Fire Inspector (Review & approve)

8.2 Approve new Salary Schedule dated March 04, 2024

8.3 MOU's – Draft updates FC, FF, FI (Review & approve)

### **9.0 Approve paid vendor claims for the month of January & February 2024**

### **10.0 Closed Session: None**

At any time during the regular meeting, the Board may adjourn to a closed session to consider land negotiations, litigation, and personnel matters or to discuss with legal counsel matter within the attorney-client privilege. Authority: Gov. Code Section: 54956.8, 54956.9 and 54957.

### **11.0 Set date for the next meeting: April 02, 2024 @ 6 pm Location in person @ Felton Fire Station**

### **12.0 Adjourn**

Felton Fire Protection District will accommodate persons with disabilities. Please phone the fire station and communicate your specific needs. Any person may comment on any agenda item and must be recognized by the Board Chair prior to comment. Anyone speaking must state their name for the record. **Posted February 29, 2024**



## **FELTON FIRE PROTECTION DISTRICT**

131 Kirby Street, Felton CA 95018 831 335-4422

### **Regular Meeting Minutes**

### **Of The Board of Directors**

**February 12, 2024**

Location: *Felton Fire Station Meeting Room, 131 Kirby St, Felton California*

#### **1.0 Convene Meeting:**

**1.1 Call to Order:** Meeting was called to order by Chairperson Jim Anderson at 6:00 p.m.

**1.2 Pledge of Allegiance**

**1.3 Roll Call:** Directors J. Anderson, N. Crandell, R. Gelini, D. Ladd, M. Shults

Staff: Chief Walters

Absent: L. Dennis

Guests: Don Jarvis, Capt. Samantha Moeller, Capt. Patrick Rosso, Renee Fenker,

Capt. Ian Jones

**1.4 Approve meeting minutes of the Regular Meeting held on January 8, 2024 and Special Meeting held on January 12, 2024.** Regular meeting minutes approved as written on motion by Director Crandell and second by Director Gelini and passed. Special meeting minutes approved as written on motion by Director Crandell and second by Director Ladd and passed.

Ayes: Directors Crandell, Gelini, Ladd and Shults

Noes: none

Abstain: none

Absent: none

**1.5 Considerations of Additions to the Agenda:** None.

**1.6 Swearing in of appointed Director Mike Shults.** Chief Walter stated that he will complete the official paperwork when Laurie returns.

**2.0 Public Comment:** None.

**3.0 Public Hearing:** None

**4.0 Directors Reports:** Director Anderson reported that the LAFCO fire study is delayed until mid-year as they are still working to make sure it is accurate. He introduced Don Jarvis as the consultant who has been working on this.

Director Crandell reported on research he did as a result of their discussion to replace 2311 with a new Type 1. He found someone in Henderson called Fire Trucks Unlimited that

refurbishes engines for about half of the cost of a new one. He also found there are some government loans available at 4%. Something to discuss more later.

**5.0 Staff Report:** Fire Chief report (included in board packet)

Chief Walters provided a written report in the board package. He provided some additional highlights:

**Staffing:**

- still has both day and night shortages, and there have been calls run with single responders for both day and night.
- per Director Andersons request he placed the second Station Supervisor on hold. He also placed on hold the full-time engineer and firefighter positions pending consideration of PERS buy-out evaluation and determination.
- 1 light-duty engineer has returned to full duty status. 3 personnel are on limited response due to school or other obligations.
- 5 new hires continue in the County Academy and 1 continues in-house training.
- we now are up to 11 new applications; most have resulted from word-of-mouth advertising. Several of them are district residents.

**Apparatus & Equipment:**

- Type 6 construction has started, it should be here sometime in May.
- 2303 finally passed smog.
- Waiting on delivery of our LUCAS CPR machine.

**Station:**

- Clean up continues. Upstairs has been cleaned and reorganized.
- we have restocked sand bag supplies and took delivery of 6 yards of sand. Sand is nearly gone, but we have lots of bags. We remain in contact with the County for supplies as needed.

**Training:**

- as mentioned earlier academy training continues.
- Having some issues in training with Ben Lomond Fire Department and we're re-evaluating the program. Drill turnout is improving with the new standards and expectations in place. There are still a few people with no recent attendance. They will get a warning letter at the end of the quarter. If they don't react or respond to the letter we'll cut them.

- New Driver/Operator evaluation forms have been deployed to standardize the training program. Any officer taking them out does the evaluation. Director Crandell asked about the final certification being done by someone certified by the state? Chief replied no, once they get the DMV license, they're clear to drive fire apparatus. They need 16 hours driver training and to complete the Driver/Operator program or online Target Solutions module. Chief clarified that in order to get a Class B license they would have to go to driving school, but that isn't necessary for our purposes.

#### Prevention:

- CSG is reviewing several plans, mostly residential remodels.
- There is a new dog wash business that's move into the old B of A location. A sports gym is looking to move into the old Vet business next to Quick Stop. That will help fill vacancies in town. There's been a pop-up burger business in the old Cremer building that has been very successful. He understands they're finishing out the lease for Humble Sea and then we'll see what happens after that
- We finally have made good progress on the Knox Box replacements, with about 50% being completed with the new keys. The replaced keys are now on the valley-wide key system.

#### Incident Response:

- Continue to meet demands, but still understaffed. In the board packet there is an incident response report with additional details. Zayante responded twice to cover our calls, both times were for a second incident occurring. We responded four times mutual aid. Overall, it was a quieter month with 62 calls, with 77% of them being medicals.

#### Administrative:

- Attended 14 meetings this month, lots of weather meetings and the usual other committees. The Fire Council meeting main topic was Zayante's challenges financially. Chief Ayers attended the Training Officers meeting for us. Sam is participating in the County EMS meetings.
- Have met with staff on SAFER grants, working on the two full-time personnel. We've submitted for e-tools on another grant. We're also looking at a grant to replace 25 sets of turnouts.
- Met with Scotts Valley to discuss management options with them. Will be meeting with Cal Fire on Wednesday to discuss management options with them.
- Resolved some issues with paperwork on hazardous materials on site. Made some corrections after our inspection and are now compliant.
- 5th Tuesday dinner was attended. Firefighter Kelso did an excellent job on the meal. Director Shults was able to attend. Directors Anderson and Crandell were unable to attend.

Director Crandell asked about headway on the 2 SAFER grants and what the timeline is? Chief replied it would be a year from now. It won't have any impact on us for this fiscal year.

Director Crandell also asked about the CSG fees and if they are revenue neutral at \$137 per hour? Chief replied that we bill \$150 per hour and make the difference.

Director Crandell asked about the mention of issues with Ben Lomon training, what kind? Chief replied that there are scheduling and coordination issues. He'd like to see more out of the Training Officer. He'd like lesson plans and Tuesday drill plans by Friday in front of the drill, not texted on Tuesday morning. There are some communication problems, we've seen that before with other agencies so it's a repeat.

## **6.0 Unfinished Business:**

### **6.1 Election of District Officers for 2024**

Director Crandell nominated Jim Anderson for Chairperson; Director Gellini seconded. Director Ladd nominated Norm Crandell for Vice Chairperson; Director Shults seconded. All members were in favor of the nominations made.

### **6.2 PERS/CEPPT Report – Director Anderson (included in board packet)**

Director Anderson stated the Chief is here until the 26<sup>th</sup>, due to the 960 hour requirement. His benefits from the City of Santa Cruz are substantial enough that we can't take it on. Our PERS exposure is a million and a half to 2 million. The actuarials couldn't give a hard number when we met with them. We would need to deal with the contract people and submit a resolution to leave our agreement. They would give a better number and then we decide to go forward or not. They mentioned it would probably trigger an audit. If an audit finds any issue with employees, we would have to pay both sides of contributions. Chief Walters clarified and restated some of the conversation during the meeting with PERS actuarials. Discussion followed regarding PERS Classis and PEPRAs members and how they each impact the district's unfunded liability.

Director Anderson introduced Don Jarvis, who has agreed to help us with some planning and financial direction. Don offered further explanation on unfunded liability related to fluctuations on investments of PERS and how that impacts costs. He clarified that additional PEPRAs employees wouldn't increase unfunded liability due to the contribution percentages being more equitable, but hiring a Classic employee would. He explained more how the formulas work. Director Crandell mentioned our budgeted amounts planned to pay down the unfunded liability and contribute to CEPPT. More discussion followed regarding fire departments expenses everywhere continue to increase, but revenues do not.

Some discussion on what additional property tax bond might do to help. Director Crandell also suggested reviewing medical costs we cover 100% and getting more in line with what others pay.

Chief Walters noted that these things can't be done overnight, but should be covered by making the 5-year and 10-year plans. The two immediate issues are dealing with staffing for responses and then longer-term challenge for us as an agency/ District is where to be in 10 years.

Don Jarvis stated since the Chief is done in April, the districts only choice at this late point is another 960 to give another 6 months to figure out what to do in the longer run. We need to decide tonight how to fix the immediate need, say with the 3 employee hires, then figure out longer term and whether to get out of PERS as an option. There are 4 major issues he sees. Immediate is the Fire Chief and the staffing issue. Longer term is PERS buy-out potential and long-range funding solutions. While working on the immediate needs he suggests 2 ad-hoc committees: one for Fire Chief recruiting to look at pay, job descriptions and permanent long-term Chief. Two other people on a committee regarding sending a letter from the Board to all other County agencies seeking to potentially buy Fire Chief services and meeting with them. Hopefully one of these tracks would work out since there's only another 6 months to make a decision. Jarvis also suggested that Chief Walters bring 3 names to the board of people he thinks could potentially be the next interim. Chief Walters will try to provide at least 2 or 3 names.

Director Crandell suggested we vote on giving our current Chief 3 employees as previously discussed with whatever benefits, so at least the station is staffed. Chief stated that he provided information in the board packets showing all of the roll-up costs. Director Crandell suggested a flat amount of \$1,000 for benefits to better plan in budgeting. He also suggested having a special meeting if the Chief is able to provide interim Chief names sooner than the next board meeting. He also asked if anyone else has names they should submit them. More discussion followed.

Director Crandell made a motion to have \$1,000 per month for new employee benefits. Discussion followed. Director Crandell amended his motion to \$1,050 per month for benefits. Director Gelini seconded and it was approved unanimously.

Don Jarvis stated that through this conversation tonight, the Chief has been approved to hire these 3 people, 1 supervisor and 2 firefighters. Chief Walters then restated that we will then have a total of 4 full-time paid employees on the books and those are the costs in the packets.

Director Crandell asked the Chief if the budget will still cover this, in other words we won't be in the red? Chief replied these costs will only affect the partial year until July 1 and then we roll into the next fiscal year. With Laurie not able to make the meeting he can't tell exactly where regular pay is right now. He will crunch some

numbers and get back to them. Either way we'll take a hit on the health care due to the added costs. He stated this is still his recommendation because we need to be able to run calls.

Director Ladd asked if any current staff applied for the positions. Chief replied he took one application for supervisor which is then Ian. He held off on the other 2 positions until the board gave the green light. He described how the supervisors schedules will work and what days, based on what they work out. This timing is beneficial as Ian was close to the 960 hour limit also.

Director Crandell asked about the expenses for the ambulance and if we could ask the Auxiliary to help with those costs. Chief explained we've been using the \$53,000 budgeted for the pick-up we're not going to purchase to buy equipment for the ambulance. Roaring Camp cut a check for \$5,000 toward the LUCAS device also. He doesn't anticipate spending close to the \$55,000 in the budget though. Ian added information regarding costs for radio and cradlepoint equipment. Director Crandell asked if the ambulance will create revenue even without full ALS staff. Chief stated we renegotiated the contract with AMR to increase the rate from \$125 per hour to \$250. There are still a lot of parts to work out and it will take some time. Chief added this won't be a huge revenue generator, but there is potential in the future for it to increase.

Renee Fenker suggested contacting Mr. Locatelli regarding donations. He was very generous in the past and donated to finish funding our purchase of the stokes

#### **6.3 Felton Fire Hats – Director Ladd**

Board members had some discussion and suggestions regarding design. Director Ladd will bring options and prices to the next meeting.

#### **6.4 Day Shift Staffing – Chief Walters**

Chief Walters clarified that we've addressed the staffing and he's been directed to hire 2 daytime firefighters, fully benefited. Board members agreed.

#### **6.5 Station Supervisor Appointment – Chief Walters**

Chief Walters clarified that we previously addressed the supervisor position and he is approved to hire the second supervisor. Board members also agreed.

#### **6.6 Shared Services update – Chief Walters**

Chief Walters will work on the letter to all agencies. He reported he had a meeting with the Scotts Valley Fire Chief and was pleasantly surprised with the new Chief's interest. They have their board meeting tonight also and he will be bringing it up to them. Director Anderson asked about Boulder Creek. Chief said he heard back from them and they have no interest. Director Anderson said he will work with the Chief on the letter to send out.

### **7.0 New Business:**

None.

**8.0 Approve paid vendor claims for the month of January 2024:** Chief Walters stated there were no vendor claims to review. We were unable to pull those, so Laurie will have them all for us next meeting

**9.0 Closed Session: None**

**10.0 Set date for the next meeting:** The next Regular Meeting will be held on **Monday, March 04, 2024 at 6:00 P.M.** The meeting will be in person at the Felton Fire Station. Director Anderson asked if there were any other items. Don Jarvis asked for some accountability, and if the board decided to move forward with looking at the job specs and compensation package for the permanent Fire Chief and head down that road. Board members discussed the committees that Jarvis suggested earlier in the meeting. After discussion it was decided the committee for Shared Services & Benefits would be Directors Anderson and Crandell. The committee for Long-term Planning & the “forever Chief” would be Directors Shults and Ladd.

Chief Walters pointed out 1 other potential high dollar item is 2311 that’s 22 years old. We’ve discussed refurbishment consideration, especially due everyone to having a hard time getting new engines. It’s a 3 year wait list, that is why it’s important to discuss now. Captain Jones expressed concerns regarding refurbishment, emissions requirements and the current and ongoing issues with 2311.

Captain Moeller asked if there is a back up plan for leadership. The squad has a lot of uncertainty and what they were told months ago hasn’t moved much. Directors Crandell and Anderson tried to reassure that they are working on that. It’s a primary reason to have these special committees to focus on.

**11.0 Adjourn:** Director Anderson moved to adjourn the meeting at 8:02 p.m.

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Jim Anderson, Chairperson

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Attest: Laurie Dennis, Secretary

## 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 [\*]

Object	GL Object Title	FY 2024				Year-To-Date Variance
		Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	
<b>GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT</b>						
<b>Revenues</b>						
<b>Character: 01 – TAXES</b>						
40100	PROPERTY TAX-CURRENT SEC-GEN	934,279.00	934,279.00	0.00	494,417.66	439,861.34
40110	PROPERTY TAX-CURRENT UNSEC-GEN	18,657.00	18,657.00	196.17	19,357.73	-700.73
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	120.43	1,733.91	-1,733.91
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	-99.33	4,382.91	-4,382.91
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	40.03	371.73	-371.73
40160	SUPP PROP TAX-PRIOR SEC	0.00	0.00	33.12	1,172.04	-1,172.04
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	2.32	239.62	-239.62
Total 01 – TAXES		952,936.00	952,936.00	292.74	521,675.60	431,260.40
<b>Character: 07 – FINES, FORFEITURES &amp; ASSMNTS</b>						
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	3.27	121.31	-121.31
44143	REDMPTN PNLTIES FOR DELINQ TXS	0.00	0.00	5.17	98.71	-98.71
Total 07 – FINES, FORFEITURES & ASSMNTS		0.00	0.00	8.44	220.02	-220.02
<b>Character: 10 – REV FROM USE OF MONEY &amp; PROP</b>						
40430	INTEREST	10,000.00	10,000.00	0.00	27,754.18	-17,754.18
40440	RENTS & CONCESSIONS	39,240.00	39,240.00	3,270.58	26,164.64	13,075.36
Total 10 – REV FROM USE OF MONEY & PROP		49,240.00	49,240.00	3,270.58	53,918.82	-4,678.82
<b>Character: 15 – INTERGOVERNMENTAL REVENUES</b>						
40830	ST-HOMEOWNERS' PROP TAX RELIEF	4,400.00	4,400.00	0.00	2,353.50	2,046.50
40852	ST-OTHR TAX RELIEF SUBVENTIONS	0.00	0.00	0.00	979.12	-979.12
40894	ST-OTHER	20,000.00	20,000.00	0.00	5,328.65	14,671.35
Total 15 – INTERGOVERNMENTAL REVENUES		24,400.00	24,400.00	0.00	8,661.27	15,738.73
<b>Character: 19 – CHARGES FOR SERVICES</b>						
41322	PLAN CHECKING FEES	2,500.00	2,500.00	0.00	0.00	2,500.00
Total 19 – CHARGES FOR SERVICES		2,500.00	2,500.00	0.00	0.00	2,500.00
<b>Character: 23 – MISC. REVENUES</b>						
42384	OTHER REVENUE	1,000.00	1,000.00	0.00	2,935.03	-1,935.03
Total 23 – MISC. REVENUES		1,000.00	1,000.00	0.00	2,935.03	-1,935.03
Total Revenues		1,030,076.00	1,030,076.00	3,571.76	587,410.74	442,665.26
<b>Expenditures</b>						
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>						
51000	REGULAR PAY-PERMANENT	339,690.00	339,690.00	25,765.99	192,418.39	147,271.61
51010	REGULAR PAY-EXTRA HELP	129,750.00	129,750.00	4,950.00	85,787.00	43,963.00
51015	REGULAR PAY-SICK LEAVE	2,400.00	2,400.00	0.00	0.00	2,400.00

**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 [\*]

Object	GL Object Title	FY 2024				
		Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance
<b>GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT</b>						
<b>Expenditures</b>						
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>						
52010	OASDI-SOCIAL SECURITY	40,000.00	40,000.00	2,349.77	21,313.34	18,686.66
52015	PERS	133,000.00	133,000.00	827.30	35,193.12	97,806.88
53010	EMPLOYEE INSURANCE & BENEFITS	65,000.00	65,000.00	1,228.83	24,131.58	40,868.42
53015	UNEMPLOYMENT INSURANCE	20,000.00	20,000.00	0.00	4,073.00	15,927.00
54010	WORKERS COMPENSATION INSURANCE	84,000.00	84,000.00	0.00	78,226.00	5,774.00
Total 50 – SALARIES AND EMPLOYEE BENEF		813,840.00	813,840.00	35,121.89	441,142.43	372,697.57
<b>Character: 60 – SERVICES AND SUPPLIES</b>						
61110	CLOTHING & PERSONAL SUPPLIES	42,500.00	142,500.00	7,528.44	14,866.40	127,633.60
61215	RADIO	38,389.00	38,389.00	0.00	29,931.46	8,457.54
61221	TELEPHONE-NON TELECOM 1099	12,000.00	12,000.00	0.00	5,691.98	6,308.02
61310	FOOD	6,000.00	6,000.00	0.00	1,526.25	4,473.75
61425	OTHER HOUSEHOLD EXP-SERVICES	6,500.00	6,500.00	0.00	2,185.43	4,314.57
61525	LIABILITY INSURANCE	32,000.00	32,000.00	0.00	31,449.00	551.00
61720	MAINT-MOBILE EQUIPMENT-SERV	24,000.00	24,000.00	2,857.15	10,129.76	13,870.24
61721	MAINT-MOBILE EQUIPMNT-SUPPLIES	25,000.00	25,000.00	4,418.47	10,295.88	14,704.12
61725	MAINT-OFFICE EQUIPMNT-SERVICES	1,500.00	1,500.00	0.00	1,470.73	29.27
61730	MAINT-OTH EQUIP-SERVICES	7,550.00	7,550.00	0.00	1,011.29	6,538.71
61731	MAINT-OTH EQUIP-SUPPLIES	2,500.00	2,500.00	0.00	368.42	2,131.58
61845	MAINT-STRUCT/IMPS/GRDS-OTH-SRV	2,500.00	2,500.00	0.00	4,287.65	-1,787.65
61846	MAINT-STRUCT/IMPS/GRDS-OTH-SUPP	10,000.00	10,000.00	157.39	7,682.99	2,317.01
61920	MEDICAL, DENTAL & LAB SUPPLIES	9,000.00	9,000.00	0.00	3,674.62	5,325.38
62020	MEMBERSHIPS	3,000.00	3,000.00	0.00	2,077.50	922.50
62219	PC SOFTWARE PURCHASES	9,500.00	9,500.00	0.00	7,773.36	1,726.64
62221	POSTAGE	600.00	600.00	0.00	150.28	449.72
62223	SUPPLIES	2,000.00	2,000.00	0.00	243.30	1,756.70
62301	ACCOUNTING AND AUDITING FEES	23,500.00	23,500.00	0.00	4,475.00	19,025.00
62327	DIRECTORS' FEES	9,000.00	9,000.00	0.00	2,700.00	6,300.00
62358	LAUNDRY SERVICES	1,800.00	1,800.00	0.00	649.52	1,150.48
62367	MEDICAL SERVICES-OTHER	12,000.00	12,000.00	0.00	6,263.46	5,736.54
62381	PROF & SPECIAL SERV-OTHER	35,209.00	35,209.00	195.00	3,598.82	31,610.18
62420	LEGAL NOTICES	700.00	700.00	0.00	122.50	577.50
62500	EQUIPMENT LEASE & RENT	500.00	500.00	0.00	0.00	500.00
62715	SMALL TOOLS & INSTRUMENTS	5,500.00	5,500.00	0.00	1,324.80	4,175.20
62826	EDUCATION AND/OR TRAINING	30,000.00	30,000.00	-1,000.00	873.72	29,126.28
62888	SPEC DIST EXP-SERVICES	22,000.00	22,000.00	0.00	19,131.51	2,868.49
62920	GAS, OIL, FUEL	23,500.00	23,500.00	0.00	1,655.45	21,844.55

**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  
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		Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	
<b>GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT</b>						
<b>Expenditures</b>						
<b>Character: 60 – SERVICES AND SUPPLIES</b>						
62928	TRAVEL-OTHER(NON-REPT)	5,000.00	5,000.00	0.00	254.60	4,745.40
63070	UTILITIES	14,415.00	14,415.00	0.00	3,750.73	10,664.27
Total 60 – SERVICES AND SUPPLIES		417,663.00	517,663.00	14,156.45	179,616.41	338,046.59
<b>Character: 80 – FIXED ASSETS</b>						
86110	BUILDINGS AND IMPROVEMENTS	28,000.00	28,000.00	0.00	0.00	28,000.00
86203	COMPUTER EQUIPMENT	12,200.00	12,200.00	0.00	8,119.65	4,080.35
86204	EQUIPMENT	37,300.00	37,300.00	0.00	0.00	37,300.00
86209	MOBILE EQUIPMENT	415,213.00	415,213.00	6,890.97	89,602.67	325,610.33
Total 80 – FIXED ASSETS		492,713.00	492,713.00	6,890.97	97,722.32	394,990.68
<b>Character: 98 – APPROP FOR CONTINGENCIES</b>						
98700	APPROP FOR CONTINGENCIES	500,000.00	400,000.00	0.00	0.00	400,000.00
Total 98 – APPROP FOR CONTINGENCIES		500,000.00	400,000.00	0.00	0.00	400,000.00
Total Expenditures		2,224,216.00	2,224,216.00	56,169.31	718,481.16	1,505,734.84
Total 681800 – FELTON FIRE PROTECTN DISTRICT		-1,194,140.00	-1,194,140.00	-52,597.55	-131,070.42	-1,063,069.58
		-1,194,140.00	-1,194,140.00	-52,597.55	-131,070.42	-1,063,069.58

**To:** Board of Directors, Felton Fire Protection District  
131 Kirby Street, Felton, CA. 95018

**From:** Isaac Blum  
210 Bucklein Way, Felton, CA. 95018  
Cell (831) 331-9575

**Regarding:** letter of interest

To whom it may concern, I was recently made aware of the board's interest in solicitation for contract services as outlined in a memo dated 02/28/2024 and addressed to various fire agency heads throughout our county.

Following Chief Gray's departure, I have closely monitored the district's publicly available information, seeking updates on the potential recruitment for his successor. To date, I have not identified any official announcements regarding the intention to openly fill the Fire Chief's position.

It has been suggested that I submit a formal letter of interest in this position.

As a former fulltime employee of the district and a fire officer with twenty-four years of professional firefighting experience at the local, state, and federal levels I feel that I would be operationally and monetarily competitive with some of the options you are currently investigating.

I ask that you consider this letter as a letter of interest in the application and employment for the position of Fire Chief.

In conclusion, my desire to serve the district is still strong and my current individual employment within the fire service leaves many options that the district could benefit from both directly and indirectly.

If at any point you wish to discuss this further or would like to review my resume, please feel free to reach out to me at the contact information above.

I sincerely thank you for your time in this matter and I genuinely appreciate the dedication and hard work the board invests in the welfare of the district.

Sincerely,  
Isaac Blum



## **FELTON FIRE PROTECTION DISTRICT**

**131 Kirby Street, Felton CA 95018 831 335-4422**

2/28/2024

Santa Cruz County Fire Chiefs,

The Board of Directors for the Felton Fire District has asked me to evaluate opportunities for management and staffing of the District, with my impending departure on April 26<sup>th</sup>. On February 12<sup>th</sup>, the Felton Fire Board voted to move to a paid/volunteer staffing program and is considering contracting out executive fire services for the Felton Fire Protection District.

The district staffing model change was necessary to address our annual call volume of over 930 calls. Currently the department has budget of 1.2 million and now employs paid 2/0 daytime minimum staffing. Paid daytime staff is supported with 21 volunteers with 16 additional new hires currently in training. The executive staff includes a paid Fire Chief, Administrative assistant (1/2 time) and a part time Fire Inspector.

The Board is seeking interested parties who could assume the executive functions of the Fire District, to include the Fire Chief and Administrative Assistant positions. We would also consider opportunities with training and fire prevention. It is the Board's request that you present this opportunity to your governing body for consideration.

It is our hope, through cooperating with another district, that we can continue to provide fire services in a cost-efficient manner to our residents. The paid/volunteer fire departments continue to face challenges in funding and recruitment. Our ideal Fire Chief would have experience in developing funding sources and developing long-term plans to ensure our survivability in the future.

If your agency is interested, our board has created a sub-committee to explore these opportunities. Please let me know and I will arrange the necessary introductions.

Respectfully,

A handwritten signature in black ink, appearing to read "DW".

Dan Walters  
Interim Fire Chief  
Felton Fire Protection District

# Fire Chief's Report

March 4, 2024

## Staffing & Personnel

1. We continue to have staffing shortfalls on day and night shifts.
2. Completed application period for firefighter positions.
3. Moved Captain to full time position with one day overlap of shifts for training and admin purposes.
4. One light duty Inspector working part time on daycare inspections.
5. 3 personnel remain on limited response duty due to paramedic school, fire and police academies.
6. 5 new hires continue with County Fire Academy. 1 continues in-house training.
7. Staff Report on FF work schedule.

## Apparatus & Equipment

All apparatus are in service. Annual certifications completed on E2336, W2350, S2365. And E2311.

1. Lifepak LP15 device has a 40 week delivery time.
2. Type 6 construction has started. Should be here in May. Capt Jones delivered our electronics package and did initial build inspection.
3. B2303 vehicle has passed smog. Repairs to body to come soon.
4. Awaiting delivery of the Lucus CPR machine.
5. Ipad installed in W2350 for tablet command and mapping.
6. New thermal cameras installed in E2310 and E2311

## Station & Grounds

1. Continuing the process of station wide cleanup & repairs.
2. Removed damaged gutters.
3. Working on update list of roles and responsibilities for daytime personnel with a focus on station upkeep and apparatus checks.

## Training

1. New hires are doing well in the academy.
2. Joint training continues with BLFD, working on water delivery and next is wildland module.
3. DR/OP's continue to train.
4. All EMT's have completed training program and probation.

## Fire Prevention

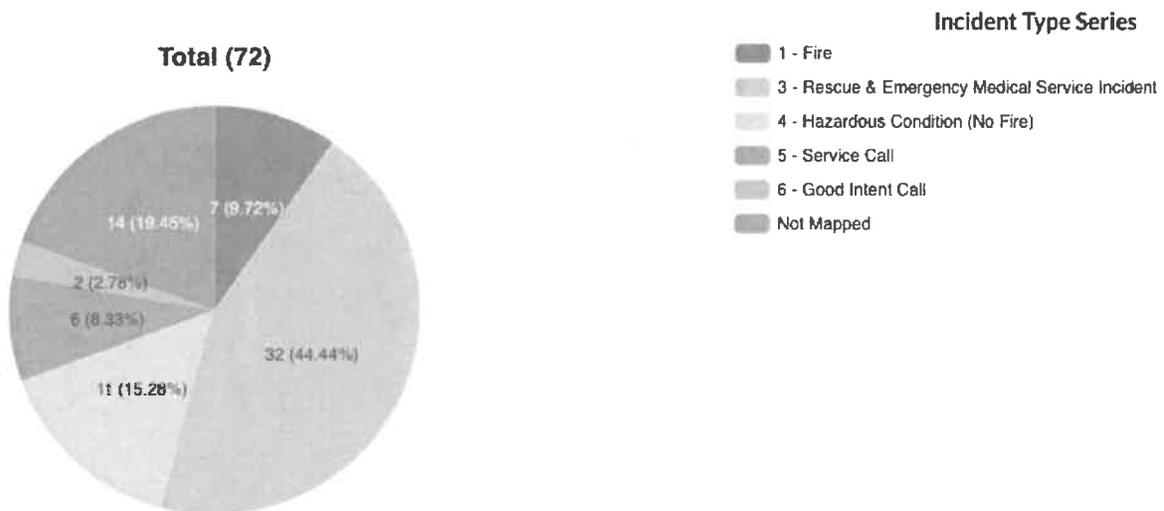
1. 2 plans approved for Alarm systems – ATT landline issues being addressed.
2. 1 residence remodel approved.
3. Humble Sea back in business on Fri thru Sunday schedule.
4. Knox Box key updates continue.

### Incident Responses

We had a significant incident with a vehicle vs 7 bicyclist. 4 were transported. Since it occurred on Tuesday night just prior to drill, we had plenty of available staff.

Recent storm events have not had any impact or increase in call volume.

We had 4 mutual aid given responses.



### Administrative

1. Work on development of daily duties & responsibilities.
2. Continued meeting with staff for a safer grant project..
3. Refreshed and/or developed job descriptions for Captain, FF and Fire Inspector.
4. Attended the following meetings, Fire/EMS task team, SCCO Operations group, EMSIA, MBARD, several NWS advisory meetings, County Fire Chief's, CERT.
5. Chief Ayers attended the County Training Officers meeting.
6. Letter to Fire Chiefs for Executive Services completed.
7. Meeting with Scotts Valley Fire to discuss management options.
8. Meeting with CalFire to discuss district management options.
9. Meeting with Central Fire to discuss management options.
10. Memorial Service for Larry Shean, former volunteer Fire Captain.

Felton Fire Protection District  
131 Kirby St, Felton, CA 95018

**Memorandum of Understanding**

*Fire Captain - 40 hour  
July 1, 2023 - June 30, 2024*

**Section 1 - Preamble**

This Memorandum of Understanding is entered into by the Board of Directors of the Felton Fire Protection District and \_\_\_\_\_ of the Felton Fire Protection District. It's intent is to address wages, hours and benefit programs as provided for the Fire Captain/Station Supervisor of the Felton Fire Protection District.

**Section 2 - No Abrogation of Rights**

The parties acknowledge that the District's responsibilities and rights as indicated under the District's Personnel Rules and Regulations, and all applicable State or Municipal laws are neither abrogated nor made subject to the meet and confer process by approval of the terms of this Memorandum. The parties further acknowledge the rights of employees are neither abrogated nor diminished by the adoption of this Memorandum.

**Section 3 - Full Understanding, Modification, Waiver**

This agreement, plus any written departmental rules or regulations sets forth the full and entire understanding of the parties regarding the matters set forth herein and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

It is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right to negotiate and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein.

For purposes of this Agreement, emergency means any sudden and unforeseeable incident or occurrence. Changes implemented pursuant to this paragraph shall only be in effect for the duration of the emergency causing the change.

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto and, if required, approved by the Board of Directors.

**Section 4 - No Discrimination**

The Board of Directors, Fire Chief and the employee agree to adhere to the District's policies pertaining to equal employment opportunity and discriminatory harassment as applicable under Federal and State discrimination laws.

**Section 3 – Position, Responsibilities & Title**

*The Fire Captain is responsible for Fire Department operations on an assigned engine company. The Fire Captain will supervise and participate in fire prevention and fire inspection activities, fire department training, emergency and non-emergency responses and activities, and do related work as assigned.*

The position provides training to firefighters in the operation of apparatus, tools, and equipment and this position requires performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surrounding, and in the inspections of buildings for fire hazards to prevent fires from starting. A person in this position responds to fire and other calls while on designated duty hours and applicable training, and is paid in accordance by this memorandum of Understanding.

***SUPERVISION EXERCISED AND RECEIVED:***

*Reports to: Battalion Chief, and shall perform their duties as outlined.*

*Supervises: Firefighters and personnel assigned.*

**Section 4 - Work Schedule**

The Fire Captain works 40 hours per week. It is an hourly position with 40 hours maximum per week. *-The position hours are 08:00 to 18:00, schedule 4 days in a row follow by 4 days of off duty time.*

**Section 5 - Probation**

All original, promotional and re-hire appointments shall be subject to a probationary period of twelve (12) months from date of hire or promotion (and up to three (3) additional months if the probationary period is extended. Any time spent by an employee on unpaid status shall not be counted as qualifying service toward completion of the probationary period.

The probationary period shall be regarded as part of the selection process and shall be utilized for training the new employee on work assignments and standards, and observing and evaluating the employee's performance.

**Section 6 – Wages**

The Fire Captain is to receive hourly wage as listed below.

July 1, 2023 – *October 28th, 2023* (or until modified/changed by the Board of Directors)  
The Current hourly wage is \$25.00 per hour.

*October 29, 2024 – June 30, 2024 the hourly wage shall increase to \$30.00 per hour.*

A COLA adjustment, based on the bay area index, may be approved by the board of directors based on satisfactory job performance and approval of the fire chief. This COLA adjustment shall be evaluated January of each calendar year.

**Section 7. - Call Back & Overtime**

The district shall comply with the overtime provisions as set forth in the Fair Labor Standards Act (FLSA). Call back is defined as any time an employee is directed to work and actually works for a period not contiguous with his/her regular shift. Employees so directed shall be compensated at their applicable overtime rate of pay.

**Section 8 - Holiday Pay**

*The Fire Captain works a rotational schedule which includes working some holidays. If the employee works the holiday, then pay rate shall be the same as the overtime rate (1.5x).*

The District shall recognize the following holidays as ‘paid’ holidays for the Fire Captain:

- A) New Year’s Day    C) President’s Day
- D) Memorial Day    E) Fourth of July
- G) Labor Day    H) Veteran’s Day
- I) Thanksgiving Day    L) Christmas Day

**Section 9 - Retirement**

Employee is under the requirements of the Social Security Administration Act, the Fire District and Firefighter to contribute required percentages of salary, as defined by law. In addition, a retirement account with PERS has been established. The plan with PERS is the 2.7% @ 57 plan for safety personnel. The Fire District and Station Supervisor will contribute required percentages of salary as defined by the PERS plan. The 3 year wage average is used for computation.

**\*\*For purposes of determining a retirement benefit, final compensation for employees covered by this agreement shall be based on the three year average, defined by CalPERS as any consecutive one-year period with the highest average pay rate and special compensation.\*\***

**Section 10 – Medical, Dental & Vision Insurance**

Medical programs will be provided as per the current contract adopted by the Public Employees Retirement System (PERS). Dental program is contracted via Health Care Employers/Employees Dental Trust. The current dental plan is ‘Delta Dental.’ Vision program is “VSP” and contracted through Fire Districts Association of California. The District pays for the Dental and Vision programs at no cost to the employee.

*PERS Medical insurance programs are available, and District shall credit the employee an amount of \$1021.41 per month towards health care. The employee may elect to choose any program offered thru PERS for health care or may elect to “opt out”. If the employee elects to “opt out”, then the district shall apply the amount of \$1024.21 towards the employee wages.*

### Section 11 - Sick Leave

There will be no pay deduction for time-off taken for personal leave. Personal leave time is to be accrued at a rate of 8 hours per month. Personal leave is defined as:

- A) Employee sick leave
- B) Immediate family sick leave
- C) Funeral leave

Employee shall notify the Fire Chief before 8 am on the day leave is needed. There will be limited accrual of hours for year to year, with a maximum of 3 years time earned.

There is no cash payoff for personal leave.

### Section 12 - Clothing Allowance

The employee to receive \$300.00 per fiscal year. This money will be held by the district and paid to vendors upon receipt of billing by said vendor. This money is to be used for the sole purpose of uniforms and footwear.

### Section 13- Vacation Leave

An employee must be in paid status at least 50% of the working hours of a pay period to earn vacation for the pay period. Annual vacation accrual shall be based on continuous regular service as follows;

Up to 5 years service: 80 Hours for each year of continuous regular service.

6 to 10 years service: 100 Hours for each year of continuous regular service.

10+ years: 120 Hours for each year of continuous regular service.

An employee who becomes ill or is hospitalized while on vacation and provides a written statement from a licensed medical practitioner to this effect, shall have the period of illness charged against sick leave and not vacation leave.

### Section 14 - Leaves of Absence & Unpaid Leaves of Absence

#### Medical or Personal Leave

A leave of absence without pay may be granted to an employee in a case of extended illness or disability, personal emergency or other situation where such absence would not be contrary to the best interests of the District. Approval of all such leaves of absence is at the sole discretion of Board of Directors. Such unpaid leave will only be granted after an employee has depleted all appropriate paid leaves. The department head may grant a leave of absence of up to thirty (30) consecutive calendar days; additional leave may only be granted by the Board of Directors and may not exceed a total of twelve months. No vacation, holidays, sick leave, or any other paid benefit shall be accrued or earned during such leave. All requests for unpaid leaves of absence must be made in writing and include specific begin and end dates for the leave.

#### Pregnancy Disability Leave

An employee may take a leave of absence up to four (4) months in length for the purpose of pregnancy disability leave. The District may request a licensed medical practitioner's opinion regarding any work restrictions that may exist prior to or after delivery.

Requests for pregnancy disability leave must be made in writing to the Fire Chief at least thirty (30) days in advance of the anticipated starting date. Such requests must include specific begin and end dates for the leave. Starting dates should be as accurate as possible, barring any unforeseen medical issues related to the pregnancy or earlier or later birth than expected. Any requests for extension of pregnancy disability leave must be made in writing to the Fire Chief at least ten (10) calendar days prior to the scheduled end of the existing leave.

The employee may elect to use any appropriate paid leave either before or after an approved pregnancy disability leave, within the use limitations of those leave provisions. No combination of pregnancy disability leave, family leave, sick leave or vacation may exceed one year total or seven (7) months post-partum.

Any additional post-partum leave, not to exceed one (1) year total, may be approved by the Board of Directors or their designee after consideration of the nature of the request and the operational needs of the department.

Upon return to work, the employee shall be assigned to the same classification and like assignment whenever possible and in accordance with applicable leave laws.

#### Family Leave

In accordance with the Federal Family and Medical Leave Act and the California Family Rights Act, the District will grant job protected unpaid family and medical leave to eligible employees for up to twelve (12) weeks, (continuous or cumulative), per twelve-month calendar year period. Effective January 1, 2016, the District will begin using a "rolling" twelve (12) month period measured backward to establish the 12-month period. Family leave may be taken for any one or more of the following reasons:

- A. The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the twelve-month period following the child's birth or placement with the employee);  
or
- B. In order to care for an immediate family member (spouse, domestic partner, child, or parent) of the employee if such immediate family member has a serious health condition; or
- C. The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

Conditions covering the leave shall include the following:

- A. Eligible employee means having been employed by the District for twelve (12) months and has worked for at least 1,250 hours during the twelve-month period immediately preceding the commencement of the leave.
- B. Medical verification is required for employee or ill family member for medical leave period.
- C. Employees are required to give at least thirty(30) days written notice in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much written notice as is practicable.
- D. Employees are required to use accrued vacation as a part of the family leave period. Use of sick leave is not required, but may be used pursuant to the applicable provisions of the Memorandum of Understanding.
- E. Pregnancy disability is not covered under this section and is covered by the California Fair Employment and Housing Act which allows up to four (4) months of leave depending on the actual disability (see Section 14.01.02).
- F. Employees retain “employee” status while on family care leave. The leave does not constitute a break in service for purpose of longevity, and/or seniority. Upon return to work, employee will be reinstated to an equivalent position (same classification) with equivalent pay and benefits.
- G. Benefit premiums shall be made in accordance with the Federal Family and Medical Leave Act and the California Family Rights Act. Under the current law, the District will continue to maintain coverage under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.
- H. Any other conditions or interpretations of the leave shall be based upon the Federal Family and Medical Leave Act and the California Family Rights Act.

**Continuation of Insurance Benefits During Unpaid Leaves of Absence**

District-sponsored insurance benefits may be continued during unpaid leaves of absence under the following conditions:

- A. Personal Leave  
The District shall continue to pay benefit premiums during a personal leave of less than thirty (30) calendar days. For leaves of more than thirty (30) calendar days, employees may continue premium payments at their own cost, in accordance with appropriate PERS medical plan provisions.
- B. Medical Leave  
The District shall continue to pay benefit premiums during the entire length of a medical leave of absence.
- C. Family Leave  
Benefit premiums shall be made in accordance with the Federal Family and Medical Leave Act and the California Family Rights Act. Under current law, the District will continue to maintain coverage under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.

**Paid Leaves of Absence**

**Paid Birth/Adoptive Leave**

An employee is entitled to forty-eight (48) hours leave with pay at or about the time of the birth of the employee’s child or at the time of adopting a child. The paid leave shall be within two (2) months of the birth or adoption.

**Military Leave**

An employee who is a member of the National Guard or any reserve component of the armed services of the U.S. shall be granted up to thirty (30) days per year of paid leave for any active duty scheduled during the employee’s regular work hours (or 10 shifts per year for 24 hour personnel). The employee must give his/her supervisor forty-eight (48) hours advance notification of the need for such leave and must present a copy of the “notice” for such duty. All other military leaves shall be granted pursuant to relevant state and federal statutes.

**Section 13 - Termination of Employment**

The Fire District may terminate the employee during the term of the Understanding for just cause. The Fire District will honor the financial commitment of the Understanding should the Firefighter be terminated.

**Section 14 - Severability**

This Memorandum is subject to all current and future applicable Federal and State laws, State regulations, California Constitution, and Felton Fire Protection District Resolutions, or Ordinances.

Should any of the provisions herein contained be rendered or declared invalid by reason of any State or Federal legislation or court action, such invalidations of such part or portions of this Memorandum shall not invalidate the remaining portions hereof and they shall remain in full force and effect insofar as such remaining portions are severable

The preceding articles and terms begin as of July 1, 2023 and expires on June 30, 2024 or until a new Memorandum of Understanding is agreed upon.

APPROVED:

_____	_____
Jim Anderson, Chairperson of the Board	Date
_____	_____
Mike Schults, Board Member	Date
_____	_____
Robert Gelini, Board Member	Date

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David Ladd, Board Member Date

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Norman Crandell, Board Member Date

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Audrey Dawson, Fire Captain Date

ATTEST:

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Laurie Dennis, Board Secretary Date

Felton Fire Protection District  
131 Kirby St, Felton, CA 95018

## **Memorandum of Understanding**

*Firefighter - 40 hour*

*July 1, 2023 - June 30, 2024*

### **Section 1 - Preamble**

This Memorandum of Understanding is entered into by the Board of Directors of the Felton Fire Protection District and \_\_\_\_\_ of the Felton Fire Protection District. It's intent is to address wages, hours and benefit programs as provided for the Firefighter of the Felton Fire Protection District.

### **Section 2 - No Abrogation of Rights**

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The Board of Directors, Fire Chief and the employee agree to adhere to the District's policies pertaining to equal employment opportunity and discriminatory harassment as applicable under Federal and State discrimination laws.

**Section 3 – Position, Responsibilities & Title**

*The Firefighter is assigned to an engine company and participates in fire prevention and fire inspection activities, fire department training, emergency and non-emergency responses and activities, and do related work as assigned.*

The position includes operation of apparatus, tools, and equipment and requires performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surrounding, and in the inspections of buildings for fire hazards to prevent fires from starting. A person in this position responds to fire and other calls while on designated duty hours and applicable training, and is paid in accordance with this memorandum of Understanding.

***SUPERVISION EXERCISED AND RECEIVED:***

*Reports to: Fire Captain and shall perform their duties as outlined.  
Supervises: Other personnel as assigned by the Fire Officer.*

**Section 4 - Work Schedule**

The Firefighter works 40 hours per week. It is an hourly position with 40 hours maximum per week. *-The position hours are 08:00 to 18:00, schedule 4 days in a row follow by 4 days of off duty time.*

**Section 5 - Probation**

All original, promotional and re-hire appointments shall be subject to a probationary period of twelve (12) months from date of hire or promotion (and up to three (3) additional months if the probationary period is extended. Any time spent by an employee on unpaid status shall not be counted as qualifying service toward completion of the probationary period.

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**Section 6 – Wages**

The Firefighter is to receive hourly wage as listed below.

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The Current hourly wage is \$20.00 per hour.

*October 29, 2024 – June 30, 2024 the hourly wage shall increase to \$25.00 per hour.*

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The district shall comply with the overtime provisions as set forth in the Fair Labor Standards Act (FLSA). Call back is defined as any time an employee is directed to work and actually works for a period not contiguous with his/her regular shift. Employees so directed shall be compensated at their applicable overtime rate of pay.

### **Section 8 - Holiday Pay**

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The District shall recognize the following holidays as 'paid' holidays for the Firefighter:

- A) New Year's Day    C) President's Day
- D) Memorial Day    E) Fourth of July
- G) Labor Day    H) Veteran's Day
- I) Thanksgiving Day    L) Christmas Day

### **Section 9 - Retirement**

Firefighter is under the requirements of the Social Security Administration Act, the Fire District and Firefighter to contribute required percentages of salary, as defined by law. In addition, a retirement account with PERS has been established. The plan with PERS is the 2.7% @ 57 plan for safety personnel. The Fire District and Station Supervisor will contribute required percentages of salary as defined by the PERS plan. The 3 year wage average is used for computation.

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There will be no pay deduction for time-off taken for personal leave. Personal leave time is to be accrued at a rate of 8 hours per month. Personal leave is defined as:

- A) Employee sick leave
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- C) Funeral leave

Firefighter shall notify the Fire Chief before 8 am on the day leave is needed. There will be limited accrual of hours for year to year, with a maximum of 3 years time earned. There is no cash payoff for personal leave.

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The Firefighter to receive \$300.00 per fiscal year. This money will be held by the district and paid to vendors upon receipt of billing by said vendor. This money is to be used for the sole purpose of uniforms and footwear.

#### Section 13- Vacation Leave

An employee must be in paid status at least 50% of the working hours of a pay period to earn vacation for the pay period. Annual vacation accrual shall be based on continuous regular service as follows;

Up to 5 years service: 80 Hours for each year of continuous regular service.

6 to 10 years service: 100 Hours for each year of continuous regular service.

10+ years: 120 Hours for each year of continuous regular service.

An employee who becomes ill or is hospitalized while on vacation and provides a written statement from a licensed medical practitioner to this effect, shall have the period of illness charged against sick leave and not vacation leave.

#### Section 14 - Leaves of Absence & Unpaid Leaves of Absence

##### Medical or Personal Leave

A leave of absence without pay may be granted to an employee in a case of extended illness or disability, personal emergency or other situation where such absence would not be contrary to the best interests of the District. Approval of all such leaves of absence is at the sole discretion of Board of Directors. Such unpaid leave will only be granted after an employee has depleted all appropriate paid leaves. The department head may grant a leave of absence of up to thirty (30) consecutive calendar days; additional leave may only be granted by the Board of Directors and may not exceed a total of twelve months. No vacation, holidays, sick leave, or any other paid benefit shall be accrued or earned during such leave. All requests for unpaid leaves of absence must be made in writing and include specific begin and end dates for the leave.

##### Pregnancy Disability Leave

An employee may take a leave of absence up to four (4) months in length for the purpose of pregnancy disability leave. The District may request a licensed medical practitioner's opinion regarding any work restrictions that may exist prior to or after delivery.

Requests for pregnancy disability leave must be made in writing to the Fire Chief at least thirty (30) days in advance of the anticipated starting date. Such requests must include specific begin and end dates for the leave. Starting dates should be as accurate as possible, barring any unforeseen medical issues related to the pregnancy or earlier or later birth than expected. Any requests for extension of pregnancy disability leave must be made in writing to the Fire Chief at least ten (10) calendar days prior to the scheduled end of the existing leave.

The employee may elect to use any appropriate paid leave either before or after an approved pregnancy disability leave, within the use limitations of those leave provisions. No combination of pregnancy disability leave, family leave, sick leave or vacation may exceed one year total or seven (7) months post-partum.

Any additional post-partum leave, not to exceed one (1) year total, may be approved by the Board of Directors or their designee after consideration of the nature of the request and the operational needs of the department.

Upon return to work, the employee shall be assigned to the same classification and like assignment whenever possible and in accordance with applicable leave laws.

#### Family Leave

In accordance with the Federal Family and Medical Leave Act and the California Family Rights Act, the District will grant job protected unpaid family and medical leave to eligible employees for up to twelve (12) weeks, (continuous or cumulative), per twelve-month calendar year period. Effective January 1, 2016, the District will begin using a "rolling" twelve (12) month period measured backward to establish the 12-month period. Family leave may be taken for any one or more of the following reasons:

- A. The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the twelve-month period following the child's birth or placement with the employee);  
or
- B. In order to care for an immediate family member (spouse, domestic partner, child, or parent) of the employee if such immediate family member has a serious health condition; or
- C. The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

Conditions covering the leave shall include the following:

- A. Eligible employee means having been employed by the District for twelve (12) months and has worked for at least 1,250 hours during the twelve-month period immediately preceding the commencement of the leave.
- B. Medical verification is required for employee or ill family member for medical leave period.

- C. Employees are required to give at least thirty(30) days written notice in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much written notice as is practicable.
- D. Employees are required to use accrued vacation as a part of the family leave period. Use of sick leave is not required, but may be used pursuant to the applicable provisions of the Memorandum of Understanding.
- E. Pregnancy disability is not covered under this section and is covered by the California Fair Employment and Housing Act which allows up to four (4) months of leave depending on the actual disability (see Section 14.01.02).
- F. Employees retain “employee” status while on family care leave. The leave does not constitute a break in service for purpose of longevity, and/or seniority. Upon return to work, employee will be reinstated to an equivalent position (same classification) with equivalent pay and benefits.
- G. Benefit premiums shall be made in accordance with the Federal Family and Medical Leave Act and the California Family Rights Act. Under the current law, the District will continue to maintain coverage under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.
- H. Any other conditions or interpretations of the leave shall be based upon the Federal Family and Medical Leave Act and the California Family Rights Act.

**Continuation of Insurance Benefits During Unpaid Leaves of Absence**

District-sponsored insurance benefits may be continued during unpaid leaves of absence under the following conditions:

- A. Personal Leave  
The District shall continue to pay benefit premiums during a personal leave of less than thirty (30) calendar days. For leaves of more than thirty (30) calendar days, employees may continue premium payments at their own cost, in accordance with appropriate PERS medical plan provisions.
- B. Medical Leave  
The District shall continue to pay benefit premiums during the entire length of a medical leave of absence.
- C. Family Leave  
Benefit premiums shall be made in accordance with the Federal Family and Medical Leave Act and the California Family Rights Act. Under current law, the District will continue to maintain coverage under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.

**Paid Leaves of Absence**

**Paid Birth/Adoptive Leave**

An employee is entitled to forty-eight (48) hours leave with pay at or about the time of the birth of the employee's child or at the time of adopting a child. The paid leave shall be within two (2) months of the birth or adoption.

**Military Leave**

An employee who is a member of the National Guard or any reserve component of the armed services of the U.S. shall be granted up to thirty (30) days per year of paid leave for any active duty scheduled during the employee's regular work hours (or 10 shifts per year for 24 hour personnel). The employee must give his/her supervisor forty-eight (48) hours advance notification of the need for such leave and must present a copy of the "notice" for such duty. All other military leaves shall be granted pursuant to relevant state and federal statutes.

**Section 13 - Termination of Employment**

The Fire District may terminate the employee during the term of the Understanding for just cause. The Fire District will honor the financial commitment of the Understanding should the Firefighter be terminated.

**Section 14 - Severability**

This Memorandum is subject to all current and future applicable Federal and State laws, State regulations, California Constitution, and Felton Fire Protection District Resolutions, or Ordinances.

Should any of the provisions herein contained be rendered or declared invalid by reason of any State or Federal legislation or court action, such invalidations of such part or portions of this Memorandum shall not invalidate the remaining portions hereof and they shall remain in full force and effect insofar as such remaining portions are severable

The preceding articles and terms begin as of July 1, 2023 and expires on June 30, 2024 or until a new Memorandum of Understanding is agreed upon.

APPROVED:

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Jim Anderson, Chairperson of the Board

Date

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Mike Schults, Board Member

Date

---

Robert Gelini, Board Member

Date

---

David Ladd, Board Member

Date

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Norman Crandell, Board Member Date

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Audrey Dawson, Fire Captain Date

ATTEST:

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Laurie Dennis, Board Secretary Date

Felton Fire Protection District  
131 Kirby St, Felton, CA 95018

**Memorandum of Understanding**

*Fire Inspector - Part Time  
July 1, 2023 - June 30, 2024*

**Section 1 - Preamble**

This Memorandum of Understanding is entered into by the Board of Directors of the Felton Fire Protection District and \_\_\_\_\_ of the Felton Fire Protection District. It's intent is to address wages, hours and benefit programs as provided for the Firefighter of the Felton Fire Protection District.

**Section 2 - No Abrogation of Rights**

The parties acknowledge that the District's responsibilities and rights as indicated under the District's Personnel Rules and Regulations, and all applicable State or Municipal laws are neither abrogated nor made subject to the meet and confer process by approval of the terms of this Memorandum. The parties further acknowledge the rights of employees are neither abrogated nor diminished by the adoption of this Memorandum.

**Section 3 - Full Understanding, Modification, Waiver**

This agreement, plus any written departmental rules or regulations sets forth the full and entire understanding of the parties regarding the matters set forth herein and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

It is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right to negotiate and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein.

For purposes of this Agreement, emergency means any sudden and unforeseeable incident or occurrence. Changes implemented pursuant to this paragraph shall only be in effect for the duration of the emergency causing the change.

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto and, if required, approved by the Board of Directors.

**Section 4 - No Discrimination**

The Board of Directors, Fire Chief and the employee agree to adhere to the District's policies pertaining to equal employment opportunity and discriminatory harassment as applicable under Federal and State discrimination laws.

### **Section 3 – Position, Responsibilities & Title**

*This is a skilled, specialized type of work of varied difficulty in conducting fire and life safety inspections, public education presentations and fire investigations. Employees in this class are responsible for the protection and preservation of life and property primarily by conducting annual fire and life safety inspections.*

*Fire Inspectors must utilize special skills and training to enforce all applicable local, state, and county regulations including performing other related tasks as needed. Work is performed under limited supervision of departmental supervisors in accordance with defined policies and procedures;*

- *Conducts fire inspections on an annual basis for the presence of fire hazards, and to ensure compliance with local, state, and federal fire regulations.*
- *Inspects and tests all fire/life safety suppression systems, recognizes and takes action to correct hazardous conditions which present an immediate danger to life.*
- *Documents inspection findings, reviews findings with property owners and supervisors, prepares and submits Notice of Violation forms for and appears before and in courts to enforce fire regulations.*
- *May perform or arrange standby fire watch details as needed to ensure adherence to the fire and life safety regulations*
- *Investigates the origin, cause and circumstances of fires within the District, and prepares all related documents as such. An element of this work may require working with the State Fire Marshal Office, Sheriff's Department and Building departments.*
- *Responds to and resolves complaints from the general public.*
- *May respond to specific emergencies as a first responder and perform basic life support care if appropriately medically certified.*
- *May demonstrate and explain appropriate fire and risk reduction messages to groups and individuals using mixed media*
- *Effectively and positively represents the District in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.*
- *Establish and maintain effective and professional relationships with work colleagues, supervisors and managers.*
- *Performs related work as required.*

#### ***SUPERVISION EXERCISED AND RECEIVED:***

***Reports to: Fire Chief***

***Supervises: Other personnel as assigned by the Fire Chief***

### **Section 4 - Work Schedule**

This is a part time, as needed, position not to exceed 32 hours per week. Hours shall not exceed 960 hours per fiscal year.

**Section 5 - Probation**

All original, promotional and re-hire appointments shall be subject to a probationary period of twelve (12) months from date of hire or promotion (and up to three (3) additional months if the probationary period is extended. Any time spent by an employee on unpaid status shall not be counted as qualifying service toward completion of the probationary period.

The probationary period shall be regarded as part of the selection process and shall be utilized for training the new employee on work assignments and standards, and observing and evaluating the employee's performance.

**Section 6 – Wages**

The Fire Inspector is to receive hourly wage as listed below.

July 1, 2023 – *October 28th, 2023* (or until modified/changed by the Board of Directors)  
The Current hourly wage is \$20.00 per hour.

*October 29, 2023 – June 30, 2024 the hourly wage shall increase to \$25.00 per hour.*

A COLA adjustment, based on the bay area index, may be approved by the board of directors based on satisfactory job performance and approval of the fire chief. This COLA adjustment shall be evaluated January of each calendar year.

**Section 7. - Call Back & Overtime**

The district shall comply with the overtime provisions as set forth in the Fair Labor Standards Act (FLSA). Call back is defined as any time an employee is directed to work and actually works for a period not contiguous with his/her regular shift. Employees so directed shall be compensated at their applicable overtime rate of pay.

**Section 8 - Holiday Pay**

*The Firefighter works a part time schedule. If the employee works the holiday, then pay rate shall be the same as the overtime rate (1.5x).*

The District shall recognize the following holidays as 'paid' holidays for the Fire Inspector:

- A) New Year's Day    C) President's Day
- D) Memorial Day    E) Fourth of July
- G) Labor Day        H) Veteran's Day
- I) Thanksgiving Day L) Christmas Day

**Section 9 – Retirement**

*No retirement benefits are included for part time, as needed, positions under this agreement.*

#### Section 10 – Medical, Dental & Vision Insurance

*No medical, dental or vision benefits are included for part time, as needed, positions under this agreement. The employee may elect to subscribe to benefits provided under the volunteer firefighter program and is outside the scope of this agreement.*

#### Section 11 - Sick Leave

There will be no pay deduction for time-off taken for personal leave. Personal leave time is to be accrued at a rate of 8 hours per 32 hours of work. Personal leave is defined as:

- A) Employee sick leave
- B) Immediate family sick leave
- C) Funeral leave

Employee shall notify the Fire Chief before 8 am on the day leave is needed. There will be limited accrual of hours for year to year, with a maximum of 3 years time earned. There is no cash payoff for personal leave.

#### Section 12 - Clothing Allowance

The Firefighter to receive \$300.00 per fiscal year. This money will be held by the district and paid to vendors upon receipt of billing by said vendor. This money is to be used for the sole purpose of uniforms and footwear.

#### Section 13- Vacation Leave

*An employee is to be accrued at a rate of 8 hours of vacation per 32 hours of work.*

An employee who becomes ill or is hospitalized while on vacation and provides a written statement from a licensed medical practitioner to this effect, shall have the period of illness charged against sick leave and not vacation leave.

#### Section 14 - Leaves of Absence & Unpaid Leaves of Absence

##### Medical or Personal Leave

A leave of absence without pay may be granted to an employee in a case of extended illness or disability, personal emergency or other situation where such absence would not be contrary to the best interests of the District. Approval of all such leaves of absence is at the sole discretion of Board of Directors. Such unpaid leave will only be granted after an employee has depleted all appropriate paid leaves. The department head may grant a leave of absence of up to thirty (30) consecutive calendar days; additional leave may only be granted by the Board of Directors and may not exceed a total of twelve months. No vacation, holidays, sick leave, or any other paid benefit shall be accrued or earned during such leave. All requests for unpaid leaves of absence must be made in writing and include specific begin and end dates for the leave.

### Pregnancy Disability Leave

An employee may take a leave of absence up to four (4) months in length for the purpose of pregnancy disability leave. The District may request a licensed medical practitioner's opinion regarding any work restrictions that may exist prior to or after delivery.

Requests for pregnancy disability leave must be made in writing to the Fire Chief at least thirty (30) days in advance of the anticipated starting date. Such requests must include specific begin and end dates for the leave. Starting dates should be as accurate as possible, barring any unforeseen medical issues related to the pregnancy or earlier or later birth than expected. Any requests for extension of pregnancy disability leave must be made in writing to the Fire Chief at least ten (10) calendar days prior to the scheduled end of the existing leave.

The employee may elect to use any appropriate paid leave either before or after an approved pregnancy disability leave, within the use limitations of those leave provisions. No combination of pregnancy disability leave, family leave, sick leave or vacation may exceed one year total or seven (7) months post-partum.

Any additional post-partum leave, not to exceed one (1) year total, may be approved by the Board of Directors or their designee after consideration of the nature of the request and the operational needs of the department.

Upon return to work, the employee shall be assigned to the same classification and like assignment whenever possible and in accordance with applicable leave laws.

### Family Leave

In accordance with the Federal Family and Medical Leave Act and the California Family Rights Act, the District will grant job protected unpaid family and medical leave to eligible employees for up to twelve (12) weeks, (continuous or cumulative), per twelve-month calendar year period. Effective January 1, 2016, the District will begin using a "rolling" twelve (12) month period measured backward to establish the 12-month period. Family leave may be taken for any one or more of the following reasons:

- A. The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the twelve-month period following the child's birth or placement with the employee);  
or
- B. In order to care for an immediate family member (spouse, domestic partner, child, or parent) of the employee if such immediate family member has a serious health condition; or
- C. The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

Conditions covering the leave shall include the following:

- A. Eligible employee means having been employed by the District for twelve (12) months and has worked for at least 1,250 hours during the twelve-month period immediately preceding the commencement of the leave.
- B. Medical verification is required for employee or ill family member for medical leave period.
- C. Employees are required to give at least thirty(30) days written notice in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much written notice as is practicable.
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- G. Benefit premiums shall be made in accordance with the Federal Family and Medical Leave Act and the California Family Rights Act. Under the current law, the District will continue to maintain coverage under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.
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The preceding articles and terms begin as of July 1, 2023 and expires on June 30, 2024 or until a new Memorandum of Understanding is agreed upon.

APPROVED:

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Jim Anderson, Chairperson of the Board

Date

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Mike Schults, Board Member

Date

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Robert Gelini, Board Member Date

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David Ladd, Board Member Date

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Norman Crandell, Board Member Date

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Audrey Dawson, Fire Captain Date

ATTEST:

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Laurie Dennis, Board Secretary Date



**FELTON FIRE PROTECTION DISTRICT**

131 Kirby Street, Felton CA 95018 831 335-4422

**Salary Schedule**

(Effective 03/04/24)

(Board Approval 03/04/24)

<b>Position</b>	<b>Full/Part</b>	<b>Hourly/Monthly</b>		<b>Pay frequency</b>
<b>Fire Chief</b>	Full-time	Hourly	\$62.50	bi-monthly
		Monthly	\$10,833	
<hr/>				
<b>Fire Captain</b>				
	Full-time	Hourly	\$30.00	bi-monthly
<hr/>				
<b>Firefighter</b>				
	Full-time	Hourly	\$25.00	bi-monthly
<hr/>				
<b>Firefighter</b>				
	Part-time	Hourly	\$25.00	bi-monthly
<hr/>				
<b>Fire Inspector</b>				
	Part-time	Hourly	\$25.00	bi-monthly
<hr/>				
<b>Duty Officer</b>				
		Per shift	\$100	bi-monthly
<hr/>				
<b>Admin. Asst./ Board Secretary</b>				
	Part-time	Hourly	\$30.86	bi-monthly
<hr/>				
<b>Board Directors</b>				
	Elected	Per meeting	\$100	annually

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

**Date: March 04, 2024**

**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  
**\$ 54,056.24**.

These payments were approved by the Board of Directors during their meeting on  
**March 04, 2024**.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

# CLAIMS BY VENDOR

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

01/11/2024

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
CALPERS RETIREMENT SYSTEM	//	53010	Healthcare - premium for Jan 2024	\$1,024.68	<input type="checkbox"/>
ERNIES SERVICE CENTER	//	61720	Smog- 2009 Ford F150	\$49.75	<input type="checkbox"/>
FELTON PAINT & HARDWARE	//	61846	Station maintenance supplies	\$25.03	<input type="checkbox"/>
FIRE RISK MANAGEMENT SERVICES	//	53010	Ins. premiums due (VSP, Life & AD&D) for February 2024	\$100.68	<input type="checkbox"/>
GOLDEN STATE COMMUNICATION INC	//	86209	Ambulance - cables, antenna, mount, etc for communication equipment	\$185.73	<input type="checkbox"/>
GREENWASTE RECOVERY, INC.	//	61425	Garbage services 01/01-03/31/24	\$217.92	<input type="checkbox"/>
HEALTH CARE EMPLOYER DENTAL	//	53010	Dental Insurance premium for February 2024	\$114.87	<input type="checkbox"/>
L. N. CURTIS & SONS	//	61110	5 @ XL structure fire fighting gloves	\$486.35	<input type="checkbox"/>
L. N. CURTIS & SONS	//	61110	Boots 10D (Berlanga)	\$273.43	<input type="checkbox"/>
MOTOROLA SOLUTIONS, INC	//	86209	Ambulance - communication software package	\$1,147.55	<input type="checkbox"/>
PLEXUS GLOBAL LLC	//	62381	Entry level background check- Nelson (no-hire)	\$30.35	<input type="checkbox"/>
SAN LORENZO LUMBER AND HOME CENTERS	//	62826	vent prop supplies	\$14.10	<input type="checkbox"/>
SANTA CRUZ CO PUBLIC WORKS	//	61425	Dump fees	\$56.00	<input type="checkbox"/>
SANTA CRUZ REGIONAL 9-1-1	//	61215	Dispatching and mobile Services- Fiscal Year 2023/2024 - second half of fees	\$10,668.50	<input type="checkbox"/>
SUMMIT UNIFORMS	//	61110	Inv # 6868 Roll, #6887 Trevitt, #6976 Berlanga	\$394.85	<input type="checkbox"/>
SUMMIT UNIFORMS	//	61110	Inv #7117 Jones, #7122 Ketterer, #7123 Roll, #7222 Bonn	\$105.00	<input type="checkbox"/>
ZEP MANUFACTURING COMPANY	//	61425	EMS clean wipes, foam dispenser soap	\$194.96	<input type="checkbox"/>
<b>Total</b>				\$15,089.75	

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**CLAIMS BY VENDOR**

01/18/2024

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

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<b>Vendor</b>	<b>Claim Date</b>	<b>GL Obj</b>	<b>Message</b>	<b>Amount</b>	
<b>GL Key: 681800</b>					
BOUND TREE MEDICAL, LLC	//	61920	2 @ raptor rescue sheers w/ utility holster	\$229.98	<input type="checkbox"/>
GOLDEN STATE COMMUNICATION INC	//	61721	WT2350- Sharkfin antenna for cellular WiFi/GPS	\$450.55	<input type="checkbox"/>
SUMMIT UNIFORMS	//	61110	Name tag (Trevitt)	\$20.78	<input type="checkbox"/>
SUMMIT UNIFORMS	//	61110	Name tag, Nomex shirt, belt (Villarino)	\$253.75	<input type="checkbox"/>
				<b>Total</b>	\$955.06

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**CLAIMS BY VENDOR**

01/25/2024

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

<b>Vendor</b>	<b>Claim Date</b>	<b>GL Obj</b>	<b>Message</b>	<b>Amount</b>	
<b>GL Key: 681800</b>					
L. N. CURTIS & SONS	//	61110	1 pr nomex pants	\$256.50	<input type="checkbox"/>
MOTOROLA SOLUTIONS, INC	//	86209	For ambulance- radio software	\$821.32	<input type="checkbox"/>
SUMMIT UNIFORMS	//	61110	Name tag- Villarino	\$20.78	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Comcast billing	\$292.87	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Food purchase pre-drill meeting	\$138.21	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62920	Fuel purchase	\$114.16	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62358	Mission Linen billing	\$87.20	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62223	Office printer cartridge	\$68.13	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	SLV Water and PG&E billings	\$1,000.24	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Softwares- Microsoft and YouTube premium	\$46.59	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61846	station maintenance supplies	\$75.04	<input type="checkbox"/>
				<b>Total</b>	\$2,921.04

# CLAIMS BY VENDOR

02/15/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
CALPERS RETIREMENT SYSTEM	//	53010	Healthcare - premium for February 2024	\$1,024.68	<input type="checkbox"/>
CENTRAL FIRE PROTECTION DISTRICT	//	61720	Labor for repairs/service E2336- annual inspection, asstd repairs found	\$1,179.30	<input type="checkbox"/>
CENTRAL FIRE PROTECTION DISTRICT	//	61721	Parts and supplies for inspection E2336 (batteries & asstd minor parts)	\$2,638.68	<input type="checkbox"/>
CENTRAL FIRE PROTECTION DISTRICT	//	61720	S2365- annual inspeciton and asstd minor repairs (reimbursed by Air Support funds to FFPD)	\$728.61	<input type="checkbox"/>
CENTRAL FIRE PROTECTION DISTRICT	//	61721	WT2350 annual- asstd kits and supplies, wiper blades, etc	\$1,779.79	<input type="checkbox"/>
CENTRAL FIRE PROTECTION DISTRICT	//	61720	WT2350- labor for annual inspection and asstd repairs	\$1,362.70	<input type="checkbox"/>
ERNIES SERVICE CENTER	//	61720	2300 - diangnostics, smog inspection = pass	\$315.15	<input type="checkbox"/>
FELTON PAINT & HARDWARE	//	61846	Asstd. station maintenance supplies	\$44.30	<input type="checkbox"/>
FIRE RISK MANAGEMENT SERVICES	//	53010	Ins. premiums due (VSP, Life & AD&D) for March 2024	\$89.28	<input type="checkbox"/>
HEALTH CARE EMPLOYER DENTAL	//	53010	Dental Insurance premium for March 2024	\$114.87	<input type="checkbox"/>
L. N. CURTIS & SONS	//	61110	1 or 12M structure boots, 1 pr 10.5 structure boots	\$1,294.40	<input type="checkbox"/>
L. N. CURTIS & SONS	//	61110	1 turnout coar (Underwood)	\$2,142.23	<input type="checkbox"/>
L. N. CURTIS & SONS	//	61110	2 @ lg yellow response jackets	\$737.40	<input type="checkbox"/>
MOTOROLA SOLUTIONS, INC	//	86209	Communications equipment parts 2366 (all-band multiplexer, software)	\$314.89	<input type="checkbox"/>
SAN LORENZO LUMBER AND HOME CENTERS	//	61846	Station maint. & supplies- kitchen lights, hole saw, putty, etc	\$113.09	<input type="checkbox"/>
THE PIED PIPER EXTERMINATORS INC	//	62381	Monthly rodent control - service 01/31/24	\$195.00	<input type="checkbox"/>
THE RESCUE SOURCE & RESCUE 3 INTL	//	61110	Additional swiftwater gear	\$3,354.41	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	86209	Payment on CalCard for ambulance communication devices on AT&T/ FirstNet billing for Cradlepoint	\$6,576.08	<input type="checkbox"/>
<b>Total</b>				<b>\$24,004.86</b>	

# CLAIMS BY VENDOR

02/29/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
<b>GL Key: 681800</b>					
BOUND TREE MEDICAL, LLC	//	61920	Gloves (XL and LG), ABD combine pads	\$293.01	<input type="checkbox"/>
BROPRINTS INC.	//	61110	Heat transfers for life jackets(3) and helmets(7)	\$256.74	<input type="checkbox"/>
COUNTY OF SANTA CRUZ ENVIRONMENTAL HEALTH SERVICES	//	62381	for parcel 065-072-03 - Annual levy for water meter	\$447.00	<input type="checkbox"/>
PALACE BUSINESS SOLUTIONS	//	62223	Black pens	\$16.91	<input type="checkbox"/>
THE PIED PIPER EXTERMINATORS INC	//	62381	Monthly rodent control- servcie done on 02/22/24	\$195.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	(chrg at Ernies) universal coupler for 2397	\$43.59	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62219	Adobe, Microsoft and YouTubePremium softwares/ subscriptions	\$61.57	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62888	Annual Labor Law poster renewal	\$44.95	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Comcast and AT&T FirstNet billings	\$889.50	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62223	Copy machine paper, wireless keyboard	\$119.97	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Food items for 5th Tuesday, pizza for squad mtgs	\$766.41	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62920	Fuel purchases	\$302.78	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61731	fuses, batteries	\$33.32	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Medical supplies	\$19.93	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62358	Mission Linen billing	\$117.36	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61110	Name tags, tactical patches, swiftwater gear	\$749.25	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62221	Shipping for drysuit repair, roll of stamps	\$105.92	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	SLV Water and PG&E billings ( includes PG&E True-up annual billing for \$6,758.29 )	\$6,622.32	<input type="checkbox"/>
<b>Total</b>				<b>\$11,085.53</b>	

**Board Mtg. - Vendor Totals  
March 04, 2024**

<b>Vendor Claim Sheets</b>	<b>\$ Amount</b>	<b>Date</b>
Page 1 total	\$15,089.75	11-Jan-24
Page 2 total	\$955.06	18-Jan-24
Page 3 total	\$2,921.04	25-Jan-24
Page 4 total	\$24,004.86	15-Feb-24
Page 5 total	\$11,085.53	29-Feb-24
<b>Grand Total Vendor Claims</b>	<b>\$54,056.24</b>	

TOTALS