



## **FELTON FIRE PROTECTION DISTRICT**

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

### **Regular Meeting Minutes**

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

**April 09, 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 6:01 p.m.

**1.2** Pledge of Allegiance

**1.3** Roll Call: Directors Jim Anderson, Norm Crandell, Mike Shults, Mark Giblin, Mark Rose

Staff: Chief Walters, L. Dennis

Absent: none

Guests: Adam Hensleigh, Jacob Albrecht, Rebecca Mitchell, Broadi Davis, Dan Arndt, Brody Newman, Samantha Moeller, Aidan Malmberg, Dan Schwanbeck, Tim Kelso, Soren Andersen, Jason Bravin. All squad members left the meeting at 7:00 p.m.

**1.4** Approve meeting minutes of the Regular Meeting held on March 04, 2024 and Special Meetings held on March 14, 25 and 26, 2024. Regular and all Special meeting minutes approved as written on motion by Director Crandell and second by Director Shults and passed.

Ayes: Directors Anderson, Crandell, Giblin, Rose and Shults

Noes: none

Abstain: none

Absent: none

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

**1.6** Oath of Office- new Directors Mark Giblin and Mark Rose. Laurie administered the oaths with the two new board members.

**2.0 Public Comment:** Adam Hensleigh inquired about community outreach done for recruiting to full-time career firefighters in the community to volunteer. Chief Walters replied they did not specifically target this type of outreach. Adam asked what was done in addition regarding search for a Chief, to which Chief Walters responded the committee has been working on it and conducting some interviews and it was on our website.

**3.0 Public Hearing:** None

**4.0 Correspondence:** None

## **5.0 Directors Reports:**

Director Anderson stated Pajaro Valley Fire recently failed in a parcel tax. They are going through a similar situation as us and have also established ad-hoc committees.

Director Crandell offered some explanation and shared for the new board members and squad that we have been working Don Jarvis, who is assisting our board as a consultant. He suggested two committees be formed- one for the Chief search (Ladd/ Shults) and one to explore shared services (Anderson/ Crandell) to pay another agency. The committee has had conversations with Scotts Valley and CalFire. Scotts Valley just went through the Branciforte conversion. CalFire has proposed pricing under a two-year agreement that provides better services. Other departments in the County that were contacted were not interested. They have begun interviewing potential short-term Chief replacements. The second committee had difficulties organizing as Director Shults just came on and Director Ladd left.

Director Anderson added that our dilemma is providing adequate response and we really need a tax levy to help fund that. He stated the board is not looking to dissolve the district or become a CSA48.

Director Rose asked to clarify that what he heard was there are 3 people that have been, or are being, interviewed for Chief, to which director Crandell responded yes, one is later this evening and one tomorrow.

## **6.0 Staff Report: Fire Chief report**

Chief Walters provided a written document distributed at the board meeting. He highlighted some of the updates:

-Staffing -there has been little improvement. The trial period bump in stipend moved some weekday coverage to the weekend slots. Day shifts are now covered by the paid positions, except during vacations or other time off.

-Apparatus -all apparatus is in service with the exception of 2365 which is at North Bay Ford for exhaust issues. The Type 6 is still due in the end of May. Some discussion on the Type 6 regarding its original intent and capabilities.

-The ambulance is still delayed due to Boulder Creek's receipt of their new one.

-LUCAS device coming soon.

-This was a slow incident month with only 56 calls for service.

-Provided the new Policy Manual for the boards review. The document was shared in an email, and will also be provided to them as a PDF file. A hard-copy was available at the meeting. Some discussion followed. The Chief stated this will be a "living document" that will be updated in the future as needed.

-SAFER grant application is due in a week and a half, nearly complete, confirmed with Capt. Arndt.

-Had three additional meetings to discuss management -with Scotts Valley Fire and two with CalFire. These were to clarify needs and options.

# Fire Chief's Report

April 8, 2024

## Staffing & Personnel

1. We continue to have staffing shortfalls on night shifts with several instances of solo responders last month and into this month.
2. Day shift is fully staffed but continues light for the first half of the month due to vacation time and training.
3. Duty officer coverage has been 100% for several weeks now.
4. We've seen a 50% improvement on Friday, Saturday & Sunday shifts. I recommend we extend the additional standby pay for another 30 days and see if the improvement holds.

## Apparatus & Equipment

All fire apparatus are in service.

S2365 is at North Bay Ford for smog repairs (check engine light).

1. Waiting for Lifepak LP15 device delivery, about 2 more months.
2. Type 6 is schedule near end of May.
3. Ambulance from BCFD is delayed due to delays in delivery to BCFD.
4. Waiting for Lucas device delivery.
5. Purchased a few equipment items for the Type 6.

## Station & Grounds

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

## Training

1. Recruits are doing well in the academy. All passed the structure module.
2. Joint training continues with BLFD. Currently doing wildland refresher training.
3. DR/OP's continue to train.

## Fire Prevention

1. 2 plans for Alarm systems
2. 1 alarm system updated & inspected.
3. Knox Box key updates continue.

## Incident Responses

It has been a very slow month for us. We ran a total of 56 incidents but we are still missing some reports after a network issue last month. We have resolved the issue. Laurie will have to enter reports by hand and she is working on that project.



#### Administrative

1. Update of Policy & Procedures manual for Board
2. Recruitment program for Fire Chief & Firefighters.
3. SAFER grant is packaged and waiting on board options for management.
4. Attended the following meetings, Fire/EMS task team, SCCO Operations group, EMSIA, MBARD, several NWS advisory meetings, County Fire Chief's, CERT.
5. Meeting with Scotts Valley Fire to discuss management options.
6. Meeting with CalFire to discuss district management options.



Salaries & Wages		Felton FY23/24	Felton FY 24/25	Felton/CalFire	Felton/SVFD
	Comments				
Fire Chief: (51000)	\$ 180,000.00	\$ 180,000.00	\$ -	\$ -	
Admin Asst. (51000)	\$ 22,500.00	\$ 22,500.00	\$ 15,000.00	\$ 22,500.00	
FT Employee Salary: (51000)	\$ 239,500.00 **	\$ 250,000.00	\$ -	\$ 250,000.00	
PT Inspector (51000)	\$ -	\$ -	\$ -	\$ -	
PT Firefighter (3rd seat) (51000)	\$ 47,500.00	\$ 50,000.00	\$ -	\$ 50,000.00	
Standby Pay (51010)	\$ 36,500.00	\$ 36,500.00	\$ -	\$ 36,500.00	
Duty Officer: (51010)	\$ 36,500.00	\$ 40,000.00	\$ -	\$ 40,000.00	
Volunteer Call Pay (51010)	\$ 55,000.00	\$ 65,000.00	\$ 45,000.00	\$ 65,000.00	
Director's Pay: (62327)	\$ 6,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	
Benefits					
FICA (8%)	\$ 49,880.00	\$ 52,080.00	\$ 5,360.00	\$ 37,680.00	
PERS (13.54%)	\$ 59,846.80	\$ 61,268.50	\$ 2,031.00	\$ 36,896.50	
Sick Leave	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	
Benefits (health, vision & dental)	\$ 51,300.00 ***	\$ 65,802.00	\$ -	\$ 65,802.00	
Unemployment Insurance (6.2%)	\$ 11,459.00 *	\$ 20,000.00	\$ 10,000.00	\$ 20,000.00	
Worker's Comp Insurance	\$ 78,253.00	\$ 84,000.00	\$ 73,000.00	\$ 84,000.00	
Contract Fees					
CalFire			\$ 790,000.00		
SVFD				\$ 180,000.00	
Total Salaries & Benefits	\$ 876,638.80	\$ 936,550.50	\$ 949,791.00	\$ 897,778.50	

FICA includes Social Security (6.2%) and Medicare (1.45%)

Unemployment (FUTA & SUTA) 6.2% of first \$7,000

PERS 2024 rate is 13.54% (PEPPRA)

40 hr work week = 2080 hrs annually

\*Indicates year to date payments (see FUTA & SUPA)

\*\* Annual pay for 2 Fire Captains, 2 Firefighters working 2080 hrs annually.

\*\*\* District cost per employee is \$1096.70

Standby Pay (Night stipend, 2 FF's) is \$50.00 pp

Duty Officer Pay (1 Capt) is \$100 pp

Volunteer Pay (FY22-\$65,300 FY23-\$53,056 FY24-\$46,632)

	23/24 Adjusted	FY24/25	FEL/Calfire	FEL/SCO
<b>Character: 60 - SERVICES AND SUPPLIES</b>				
<b>Maj Obj: 611 - CLOTHING AND PERSONAL</b>				
61110 CLOTHING & PERSONAL SUPPLIES	142,500.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
<b>Total 611 - CLOTHING AND PERSONAL</b>	<u>142,500.00</u>			
<b>Maj Obj: 612 - COMMUNICATIONS</b>				
61215 RADIO	20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
61221 TELEPHONE-NON TELECOM 1099	12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
<b>Total 612 - COMMUNICATIONS</b>	<u>32,000.00</u>			
<b>Maj Obj: 613 - FOOD</b>				
61310 FOOD	6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
<b>Total 613 - FOOD</b>	<u>6,000.00</u>			
<b>Maj Obj: 614 - HOUSEHOLD EXPENSE</b>				
61425 OTHER HOUSEHOLD EXP-SERVICES	6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
<b>Total 614 - HOUSEHOLD EXPENSE</b>	<u>6,500.00</u>			
<b>Maj Obj: 615 - INSURANCE</b>				
61525 LIABILITY INSURANCE	32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00
<b>Total 615 - INSURANCE</b>	<u>32,000.00</u>			
<b>Maj Obj: 617 - MAINTENANCE-EQUIPMENT</b>				
61720 MAINT-MOBILE EQUIPMENT-SERV	24,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
61721 MAINT-MOBILE EQUIPMNT-SUPPLIES	25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
61725 MAINT-OFFICE EQUIPMNT-SERVICES	1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
61730 MAINT-OTH EQUIP-SERVICES	7,500.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
61731 MAINT-OTH EQUIP-SUPPLIES	2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
<b>Total 617 - MAINTENANCE-EQUIPMENT</b>	<u>60,500.00</u>			
<b>Maj Obj: 618 - MAINTENANCE-BUILDING &amp; IMPROV</b>				
61845 MAINT-STRUCT/IMPS/GRDS-OTH-SRV	2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
61846 MAINT-STRCT/IMPS/GRDS-OTH-SUPP	10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>Total 618 - MAINTENANCE-BUILDING &amp; IMPROV</b>	<u>12,500.00</u>			
<b>Maj Obj: 619 - MEDICAL, DENTAL &amp; LAB SUPP</b>				
61920 MEDICAL, DENTAL & LAB SUPPLIES	9,000.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
<b>Total 619 - MEDICAL, DENTAL &amp; LAB SUPP</b>	<u>9,000.00</u>			
<b>Maj Obj: 620 - MEMBERSHIPS</b>				

62020	MEMBERSHIPS								
Total 620 - MEMBERSHIPS		3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	
Maj Obj: 622 - OFFICE EXPENSE									
62219	PC SOFTWARE PURCHASES	9,500.00	\$	9,500.00	\$	7,500.00	\$	9,500.00	
62221	POSTAGE	600.00	\$	600.00	\$	600.00	\$	600.00	
62223	SUPPLIES	2,000.00	\$	2,000.00	\$	2,000.00	\$	2,000.00	
Total 622 - OFFICE EXPENSE		12,100.00							
Maj Obj: 623 - PROFESSIONAL & SPEC SERV									
62301	ACCOUNTING AND AUDITING FEES	23,500.00	\$	23,500.00	\$	23,500.00	\$	23,500.00	
62327	DIRECTORS' FEES	9,000.00	\$	-	\$	-	\$	-	
62358	LAUNDRY SERVICES	1,800.00	\$	1,800.00	\$	1,800.00	\$	1,800.00	
62367	MEDICAL SERVICES-OTHER	12,000.00	\$	12,000.00	\$	12,000.00	\$	12,000.00	
62381	PROF & SPECIAL SERV-OTHER	35,209.00	\$	65,000.00	\$	65,000.00	\$	65,000.00	
62384	PUB DEF CONFLICTS CONTRACT	0.00	\$	-	\$	-	\$	-	
Total 623 - PROFESSIONAL & SPEC SERV		81,509.00							
Maj Obj: 624 - PUBLICATIONS AND LEGAL NOTICES									
62420	LEGAL NOTICES	700.00	\$	700.00	\$	700.00	\$	700.00	
Total 624 - PUBLICATIONS AND LEGAL NOTICES		700.00							
Maj Obj: 625 - RENTS AND LEASES-EQUIPMENT									
62500	EQUIPMENT LEASE & RENT	500.00	\$	500.00	\$	500.00	\$	500.00	
Total 625 - RENTS AND LEASES-EQUIPMENT		500.00							
Maj Obj: 627 - SMALL TOOLS AND INSTRUMENTS									
62715	SMALL TOOLS & INSTRUMENTS	5,500.00	\$	5,500.00	\$	5,500.00	\$	5,500.00	
Total 627 - SMALL TOOLS AND INSTRUMENTS		5,500.00							
Maj Obj: 628 - SPECIAL DEPARTMENTAL EXPENSE									
62826	EDUCATION AND/OR TRAINING	30,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	
62888	SPEC DIST EXP-SERVICES	22,000.00	\$	25,000.00	\$	25,000.00	\$	25,000.00	
Total 628 - SPECIAL DEPARTMENTAL EXPENSE		52,000.00							
Maj Obj: 629 - TRANSPORTATION AND TRAVEL									
62920	GAS, OIL, FUEL	23,500.00	\$	25,000.00	\$	25,000.00	\$	25,000.00	
62928	TRAVEL-OTHER(NON-REPT)	5,000.00	\$	5,000.00	\$	5,000.00	\$	5,000.00	
Total 629 - TRANSPORTATION AND TRAVEL		28,500.00							
Maj Obj: 630 - UTILITIES									
63070	UTILITIES	14,415.00	\$	15,500.00	\$	15,500.00	\$	15,500.00	



Total 630 - UTILITIES

14,415.00

Total 60 - SERVICES AND SUPPLIES

499,274.00      \$ 517,100.00    \$ 495,100.00    \$ 517,100.00

Total Salaries & Benefits (sheet 1)

\$ 876,638.80      \$ 936,550.50    \$ 949,791.00    \$ 897,778.50

Total Budget Expenditure FY24/25

\$ 1,375,912.80      \$ 1,453,650.50    \$ 1,444,891.00    \$ 1,414,878.50

\*61110 assumes no AFG turnout gear approval  
We will have 13 sets of turnouts expire this year.

# Expenditures

Total Salaries & Benefits (Sheet 1)  
Total Supplies & Services (Sheet 2)

	Felton FY 23/24	Felton FY 24/25	FEL/Calfire	FEL/SCO
	\$ 876,638.80 **	\$ 936,550.50	\$ 949,791.00	\$ 897,778.50
	\$ 499,274.00	\$ 517,100.00	\$ 495,100.00	\$ 517,100.00

## Total Budget Expenses

\$ 1,375,912.80 \$ 1,453,650.50 \$ 1,444,891.00 \$ 1,414,878.50

## Revenues

40100	PROPERTY TAX-CURRENT SEC-GEN	\$ 938,346.74	\$ 1,028,813.00	\$ 1,028,813.00	\$ 1,028,813.00
40110	PROPERTY TAX-CURRENT UNSEC-GEN	\$ 17,214.48	\$ 22,062.00	\$ 22,062.00	\$ 22,062.00
40130	PROPERTY TAX-PRIOR UNSEC-GEN	\$ 1,717.97	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
40150	SUPP PROP TAX-CURRENT SEC	\$ 21,216.04	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
40151	SUPP PROP TAX-CURRENT UNSEC	\$ 905.94	\$ 500.00	\$ 500.00	\$ 500.00
40160	SUPP PROP TAX-PRIOR SEC	\$ 1,208.19	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
40161	SUPP PROP TAX-PRIOR UNSEC	\$ 238.00	\$ -	\$ -	\$ -
44142	PENALTIES FOR DELINQUENT TAXES	\$ 130.72	\$ -	\$ -	\$ -
44143	REDMPTN PLNTIES FOR DELINQ TXS	\$ 110.44	\$ -	\$ -	\$ -
40430	INTEREST	\$ 27,311.45	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
40440	RENTS & CONCESSIONS	\$ 38,497.39	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
40830	ST-HOMEOWNERS' PROP TAX RELIEF	\$ 4,487.00	\$ 4,709.00	\$ 4,709.00	\$ 4,709.00
40852	ST-OTHER TAX RELIEF SUBVENTIONS	\$ 1,772.84	\$ -	\$ -	\$ -
40894	ST-OTHER	\$ -	\$ -	\$ -	\$ -
41322	PLAN CHECKING FEES	\$ 750.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
42384	OTHER REVENUE	\$ 2,387.29	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00

## Total Budget Revenues

\$ 1,056,294.49 \$ 1,135,584.00 \$ 1,135,584.00 \$ 1,135,584.00

## Budget Variance

### Total Budget Shortfall

\$ 319,618.31 \*\* \$ 318,066.50 \$ 309,307.00 \$ 279,294.50

Total Rollover Funds (estimated) \$1,194,140.00

\*\* amount assuming 100% shift coverage, salaries & benefits paid for entire FY23/24

## **7.0 Unfinished Business:**

### **7.1 Shared Services Committee update (Anderson/ Crandell)**

#### **a) Shared Services – update- Scotts Valley & CalFire**

This item was already briefed by the Chief and Director Crandell. Chief Walters described the CalFire “Amador Contract” scenario and what it would offer to cover Felton Fire needs. The Chief explained for the new Directors Rose and Giblin how we came to these response issues and why we are looking at these options for help. He added the comparison to Branciforte Fire’s failure. Director Anderson added that Branciforte had compounded issues with a parcel tax failing and workers compensation claims. Director Rose expressed concerns regarding the sense of urgency lacking for these solutions, as the Chief is leaving soon in just a couple weeks, and questioned what has been done to find a replacement. Director Crandell responded that we can only offer our same “Chief package”, the committee has been speaking to potential candidates. Director Anderson stated that just having a Chief doesn’t fix the issue. Chief Walters stated he asked 9 local retired Chiefs, eight declined and one will be interviewed tomorrow. He added that Scotts Valley and CalFire have said they will lend Chiefs in the meantime. Director Giblin asked what our cost is for those in the academy is. Chief Walters explained there is not a fee for the academy, our costs are for PPE/ equipment. Our “onboarding costs” are roughly \$9,000 per person. Director Giblin asked why we bring on out-of-district people. The Chief explained the recruiting process we have in place and who we attract. Some discussion followed on local recruitment and ideas. Chief added he had gone to Mount Hermon to speak and put notices in local churches, with no success.

#### **b) Shared Services – Ben Lomond meeting request**

Chief Walters stated that he spoke with Mike Ayers. Chief Ayers will check with his board for a date that works.

### **7.2 Fire Chief Committee update**

#### **a) Chief candidate interviews**

This item was covered in the Shared Services update.

#### **b) Committee members**

Director Rose volunteered to work on this committee with Director Shults

### **7.3 Form 700 updates – Ladd & Gelini leaving office, newly appointed members**

Laurie stated she received the signed hard-copy for former Director Gelini and that’s been filed. Director Ladd has not filed his leaving office statement; Laurie will provide a hard-copy to Director Shults to deliver to former Director Ladd for signature. Directors Giblin and Rose are working on them.

## **8.0 New Business:**

### **8.1 FY 22/23 Audit Report - accept and approve**

Chief Walters stated Laurie sent the Audit Report earlier for the board members to review in advance of the meeting. There were no significant changes noted, services have been completed and paid for. The next audit will begin at the end of the next calendar year on the two-year cycle.

Director Crandell made a motion to accept and approve the Audit Report. The motion was seconded by Director Shults and passed unanimously.

### **8.2 Felton SPO & Policy Manual update – review and approve**

As stated earlier in the meeting the Chief sent a link for the board members to review the manual as it's lengthy. He changed the language/ title from SOPs to Policies. He asked board the members to review and do the approval at the next regular board meeting. Chief added this is an important document to have in place for any agreement with others, or any future consolidation. It is also important to have in place as required by many grant applications.

### **8.3 FY 2024-2025 Budget - discussion**

Chief reviewed the document he provided board members at the meeting regarding projections for the 24-25 budget. He broke out salaries with comparisons for including the CalFire and Scotts Valley shared service affects.

Director Shults asked how the CalFire proposal will impact the current paid employees. The Chief responded that most likely 2 would be picked up, but Ian and Audrey would not qualify and go elsewhere. Ian could go back to driving tractor, and Audrey could drive a bus for the school. He stated CalFire has offered their services for \$790,000 which includes dispatching. We do not have a definite dollar amount yet from Scotts Valley. The Chief continued to review the projected revenue and other line items which he kept similar to the 2023/2024 budget amounts. He stated there would be a net \$300,000 deficit. There was additional discussion regarding what amounts of revenue could be generated by a parcel tax. Laurie explained the budget process timeline for the new board members relating to the June 30 and October 01 dates for the preliminary and final budget approvals, and the public meeting for the final budget approval. Board members discussed the budget effects of the CalFire offer. Further discussion regarding board interactions and other operations impacts by the shared services options. Director Giblin expressed concern regarding the squads' worry over leadership and the CalFire prospect. More discussion followed on CalFire and Scotts Valley Fire services impacts.

## **9.0 Approve paid vendor claims for the month of March 2024:** Board members reviewed the vendor claims in the amount of \$30,680.11 for the month of March 2024. Claims were






approved as presented on motion by Director Crandell, seconded by Director Rose and approved unanimously.

**10.0 Closed Session: None**

**11.0 Set date for the next meeting:** The next Regular Meeting will be held on **Monday, May 06, 2024 at 6:00 P.M.**

**12.0 Adjourn:** Director Anderson moved to adjourn the meeting at 8:43 p.m.

  
\_\_\_\_\_  
Jim Anderson, Chairperson  
\_\_\_\_\_  
Attest: Laurie Dennis, Secretary