

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

AGENDA FOR REGULAR MEETING OF THE BOARD OF DIRECTORS

June 03, 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 May 06, 2024 and
Special meeting held May 23, 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: Letter from Dooright Enterprises

5.0 Director's Reports:

6.0 Staff Report: D. Arndt

7.0 Unfinished Business:

7.1 FY 2024/2025 Preliminary Budget- discussion / approval

7.2 No unapproved overtime hours-discussion / action

7.3 Instating a temporary hiring freeze (with clarifications about
new out-of-district hires)- discussion/action

7.4 Squad/staff hierarchy and communication during this transition
time- discussion/action

7.5 Limiting spending during this transition time- discussion/action

7.6 Shared Services Committee update (Anderson/Crandell)

a) Shared Services - update- Scotts Valley & CalFire

b) Shared Services – Ben Lomond – (Crandell and Rose)

7.7 Fire Chief Committee update

8.0 New Business:

8.1 Proposed updates to policies- D. Arndt – discussion /action

9.0 Approve paid vendor claims for the month of May 2024

10.0 Closed Session: Discuss personnel issue with Battalion Chief position

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: July 01, 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 May 30, 2024**



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Regular Meeting Minutes

Of The Board of Directors

May 06, 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 Jim Anderson, Norm Crandell, Mike Shults, Mark Giblin, Mark Rose

Staff: BC Arndt, L. Dennis

Absent: none

Guests: Adam Hensleigh, Don Jarvis, Samantha Moeller, Jacob Albrecht, Patrick Rosso, Rebecca Mitchell.

1.4 Approve meeting minutes of the Regular Meeting held on April 09, 2024 and Special Meetings held on April 11 and 18, 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.

2.0 Public Comment: None.

3.0 Public Hearing: None

4.0 Correspondence: Letter received from Felton Business & Community Association 03/17/24 regarding Felton Fire requested participation for Memorial Day Parade.

Letter received from Scotts Valley Fire District thanking Felton for aid response and assistance for structure fire on April 02, 2024.

5.0 Directors Reports: None

6.0 Staff Report:

BC Arndt provided a written report included in board package. He stated staff are filling the minimums and response has been timely. Day shifts and Duty Coverage has been staffed.

Some of the squad have signed up for Firefighter state classes with Chief Ayers.

We have a new round of Firefighter and EMT interviews. We will be training them in-house until the new academy starts.

Director Anderson asked if the new cadets have been responding as had been discussed. Arndt responded that they are getting them ready to sign up for shifts for shifts, weekends and overnights.

7.0 Unfinished Business:

7.1 Shared Services Committee update (Anderson/ Crandell)

a) Shared Services – update- Scotts Valley & CalFire

Director Crandell reported that they have talked with Ben Lomond Fire and Scotts Valley Fire. Scotts Valley has many requirements to meet with board, staff and union making the cost too expensive. He added the 10% portion of a Chief and a designated onsite Battalion would be over \$300,000. Any additional personnel for shift coverage would be on top of that amount.

b) Shared Services – Ben Lomond – develop draft document (Crandell and Rose)

Director Crandell reported they have had a couple of conversations with Ben Lomond Fire. Have met with Dan Arndt and Don Jarvis to work on an agreement. Once all of the agreement details are worked out it would go to both boards. More information will be coming.

7.2 Fire Chief Committee update

Director Rose reported he reached out to Scotts Valley Fire for help with resources they used in their Chief search. They have also been looking at recruiting sites to narrow some of them down, and looking at other resources to use.

7.3 Revisit 30-day trial period for Weekend Stipend increase- discussion/ action

Arndt reported the results didn't bring what they hoped for. The additional pay shifted some people to the weekends and added expense. He felt the increased stipend pay should not continue. Director Crandell said he agrees. Board members requested Arndt track this for the next month and report back next meeting.

Director Rose asked if would be worthwhile to continue another 30 days as we don't have any Chief expense now. Discussion followed.

Director Crandell made a motion to end the increased stipends, the motion was seconded by Director Shults.

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

Noes: none

Abstain: none

Absent: none

7.4 Form 700 / Ethics Training- follow up new board members

Director Shults stated he completed his Ethics training and will provide the certificate to Laurie for our files. Director Rose offered to assist Director Giblin with completion of filing his Form 700.

Former Director Ladd completed a hard-copy Leaving Office statement for filing.

8.0 New Business:

8.1 Resolution 01-2024- Resolution requesting Consolidation of the Election- approve

Laurie reviewed the resolution and date deadlines for filing the election paperwork. She reviewed the dates -between July 15 and August 9- that the three new board members must submit their candidacy statements for their seats.

Director Crandell made a motion to approve Resolution 01-2024 to consolidate the election, Director Rose seconded the motion.

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

Noes: none

Abstain: none

Absent: none

8.2 FY 2024-2025 Budget – draft/discussion to form Finance sub-committee

Director Crandell explained the reasoning for forming a finance committee and the advantages for planning and budgeting. He asked Directors Giblin and Rose to volunteer for this and work with Laurie. They will arrange to meet to review the status of this years' budget finances and to look at the drafting of 2024/2025 details.

8.3 Additional budgeted UAL PERS payment of \$50,000- discussion/ action

Director Crandell explained for the newer board members the past additional payments on the PERS UAL (unfunded accrued liability) and the progress made to reduce this liability. Director Anderson added additional explanation. Board members discussed the district and current financial situations and agreed not to apply any additional payment at this time on the UAL.

8.4 Ambulance - update

Arndt reported we have taken possession of the ambulance from Boulder Creek Fire. He said Ian Jones will be working on getting the lettering options and radio install. There was some discussion regarding lettering costs and wrapping options. He will provide costs soon.

9.0 Approve paid vendor claims for the month of April 2024: Board members reviewed the vendor claims in the amount of \$19,481.59 for the month of April 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, June 03, 2024 at 6:00 P.M.**

12.0 Adjourn: Director Anderson moved to adjourn the meeting at 6:36 p.m.

Jim Anderson, Chairperson

Attest: Laurie Dennis, Secretary



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Special Board Meeting Minutes

Of The Board of Directors

May 23, 2024

Location: Felton Fire Station 131 Kirby St Felton CA

1. Convene Meeting:

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

1.2 Pledge of Allegiance

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

Staff: D. Arndt, L. Dennis

Absent: none

Guests: Don Jarvis, Samantha Moeller, Olivia Hart-Saso, Aidan Malmberg, Rebecca Mitchell, Ian Jones, Mike Ayers

1.4 Considerations of Additions to the Agenda- Director Crandell requested to add a closed session to discuss Chief Evaluation. He requested items 3.4 through 3.7 be removed from the meeting agenda, as they need discussion with the Interim Chief prior. Sam Moeller expressed concern that these items, including hiring, will directly impact the squad. Director Crandell reiterated there needs to be discussion with D. Arndt before discussing at a meeting. Director Crandell assured her these items will be placed on the June agenda. Additional discussion followed.

2.0 Public Comment: None

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 Unfinished Business:

3.1 Approved spending on Type 6 – discussion/action.

Dan Arndt stated the Type 6 is now due mid to late June. Jones stated he had a phone call with QTAC to clarify additional details on the build. He reported the chassis we've already paid for was included in the original quote from QTAC. We have purchased communications equipment and a chainsaw. The remaining expenses will be graphics (est. \$5,000), medical equipment (est. \$2,000) and some other assorted equipment (est. \$13,000). Discussion followed regarding picking up the vehicle or having it delivered. Jones stated the total for the remaining QTAC balance and the described additional purchases if we pick it up will be \$216,650, which is under the budgeted funds remaining

for the vehicle. Director Crandell stated this is reasonable and other board members were agreeable with moving forward with these expenditures. Arndt added that we may get funding for the AFG Grant that will provide a 50/50 payment to offset some of the costs.

3.2 Approved spending on ambulance – discussion/action.

Director Anderson asked for information regarding necessary spending for the ambulance. Jones provided information regarding costs for wrapping (est. \$10,000) vs other methods to complete it's identifying for Felton Fire. Jones will obtain other cost estimate information and provide at the next meeting. S. Moeller stated she was able to cancel the LP15 order. The LUCAS device order has been complicated, but will not arrive until late in the year. Moeller also provided budget amounts for some additional items to outfit the ambulance which totaled \$2,040. This item will need to be in the next budget estimated at under \$15,000. Laurie added that Roaring Camp collected donations toward the device purchase so we may receive several thousand dollars toward the cost.

3.3 Revision to 2024/2025 draft budget reflecting unpaid expenses- discussion/action.

Laurie described revisions that will be necessary to the preliminary budget that were not originally included, which will then result in projected use of more of the carry-over funds. Discussion regarding removal of \$8,000 item titled LAFCO Annexation from special district expense, all were agreeable this should be removed for 24/25. Laurie will make revisions and send to Directors Giblin and Rose for review. Preliminary Budget will be presented at the June board meeting for approval.

- addition of costs for Type 6 as is will be received and paid after June.
- addition of some payroll costs for overtime
- increase to Liability Insurance premium due to addition of Type 6 and ambulance
- additions for expenses related to ambulance

Director Anderson adjourned the meeting at 6:54 p.m.

4.0 Closed Session: The board went into closed session at 6:55 p.m.

The closed session ended and Director Anderson reopened the public meeting at 8:23 p.m. There was no reportable action.

5.0 The date for the next regular meeting is: June 03, 2024 at 6:00 pm. Location in person at Felton Fire Station

6.0 Adjourn: Director Anderson adjourned the meeting at 8:29 p.m.

Jim Anderson, Chairman

Attest: Laurie Dennis, Secretary

May 22, 2024

Felton Fire Protection District Board of Directors
Felton Fire Protection District
131 Kirby Street, Felton CA 95018

Subject: Cure and Correct Demand

Dear Chair Anderson and Members of the Board of Directors,

This letter is to call to your attention to what we believe are substantial violations of a central provision of the Ralph M. Brown Act and Article I, Section 3 of the California Constitution, which may jeopardize the finality of the actions taken by the Felton Fire Protection District Board of Directors.

The nature of the violations are as follows: at the Felton Fire Protection District Board of Directors special meeting on March 26, 2024, the Felton Fire Protection District Board of Directors convened a closed session to review and discuss the applications of five members of the public who applied and were interviewed for two vacant positions on the Felton Fire Protection Board of Directors.

Upon conclusion of the closed session, the Board reconvened in open session and made a motion to appoint two of the five members to the Felton Fire Protection District Board of Directors, which was unanimously approved by the Board members present. The agenda of March 26, 2024, meeting, item 7.0 Closed Session, indicated there were no matters to be discussed in closed session that evening (Attachment 1). The minutes of the March 26, 2024, meeting (Attachment 2) disclose a closed session was convened and actions were taken because of discussions held in an improperly noticed closed session.

At the Felton Fire Protection District Board of Directors special meeting on April 18, 2024, the Felton Fire Protection District Board of Directors convened a closed session to discuss an unspecified wage issue at 6:40 p.m. and reconvened at 6:59 p.m. The minutes of the April 18, 2024, special meeting (Attachment 3) reflect a reportable action was taken in closed session appointing Captain D. Arndt to serve as Battalion Chief of Operations and Acting Fire Chief. The agenda of April 18, 2024, meeting, item 4.0 Closed Session, indicated there were no matters to be discussed in closed session that evening (Attachment 4).

These actions taken were not in compliance with the Brown Act and Article I, Section 3 of the California Constitution because they occurred as the culmination of discussions in closed session of matters which the Act does not permit to be discussed in closed session. Additionally, the agendas of the respective meetings reflected there were no items to be discussed in closed session, thereby depriving the public of the opportunity to understand the actions being considered by the legislative body at the meetings in question or to directly address the legislative body on these topics of critical importance to the governance of the Felton Fire Protection District.

As you are aware, the Brown Act allows the legal remedy of judicial invalidation of illegally taken action. Pursuant to Government Code Section 54960.1, we demand the Board of Directors vacate the appointments of members Mark Rose and Mark Giblin and strike any subsequent votes cast by Giblin and Rose, and further correct the record to reflect the outcome of matters acted upon after the improper appointments that do not include their votes.

Additionally, we demand the promotion and appointment of D. Arndt as Battalion Chief of Operations and Acting Fire Chief be vacated and the Board convene a legally noticed public meeting to discuss the unspecified wage issue referred to in the minutes of April 18, 2024, and that the Board of Directors properly agendize any open or closed session to discuss any future Board of Director or public employee appointments.

As provided by Section 54960.1, you have 30 days from receipt of this demand to either cure or correct the challenged actions or inform me of your decision not to do so. If you fail to cure or correct as demanded, we are entitled to seek judicial invalidation of the action pursuant to Section 54960.1, in which case we would seek award of court costs and reasonable attorney fees pursuant to 54960.5.

Aside from the cure and correct demand above, it has come to our attention at least one member of the Felton Fire Protection District staff has recorded and reviewed several closed session meetings through the district's surveillance equipment in Board Chambers without the knowledge and consent of the Felton Fire Protection District. Given the seriousness of the myriad of issues the district faces in the coming months, we recommend that the Board of Directors take corrective action to assure the discussions properly held in closed session remain limited to authorized individuals.

Yours Sincerely,



S. Bahu



Ivan Conrad

Dooright Enterprises

P.O. Box 94

Mount Hermon, CA 95041

Email: doorightenterprise@gmail.com

Attachments:

- 1) Felton Fire Protection District Board of Directors March 26, 2024, Special Meeting Agenda
- 2) Felton Fire Protection District Board of Directors March 26, 2024, Special Meeting Minutes
- 3) Felton Fire Protection District Board of Directors April 18, 2024, Special Meeting Minutes
- 4) Felton Fire Protection District Board of Directors April 18, 2024, Special Meeting Agenda

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

AGENDA FOR SPECIAL MEETING OF THE BOARD OF DIRECTORS

March 25 **and** March 26, 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 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 Director's Reports:

5.0 Unfinished Business:

5.1 Fire Chief recruitment – discussion (March 25)

6.0 New Business:

6.1 Interviews for 2 Board Director vacancies (March 25 & 26)

7.0 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.

8.0 Adjourn

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FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Special Board Meeting Minutes

Of The Board of Directors

March 26, 2024

Location: Felton Fire Station 131 Kirby St Felton CA

1. Convene Meeting:

1.1 Call to Order: Meeting was called to order by Chairman Jim Anderson at 6:03 p.m. The board meeting will continue the interview process and selection of board members to fill two vacancies.

1.2 Pledge of Allegiance

1.3 Roll Call: Directors J. Anderson, N. Crandell, M. Shults

Staff: Chief Walters

Absent: D. Ladd, L. Dennis

Guests: None

1.4 Considerations of Additions to the Agenda- none

2.0 Public Comment: None

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 Directors Reports: None

5.0 Unfinished Business:

5.1 Fire Chief recruitment – discussion (March 25)

6.0 New Business:

6.1 Interviews for 2 Board Director vacancies (March 25 & 26)

Board members conducted three scheduled interviews, asking the determined questions:

- Mark Rose 06:05 to 6:21 p.m.

- Mark Giblin 6:24 to 6:34 p.m.

- Leland Takemoto 6:40 to 7:08 p.m.

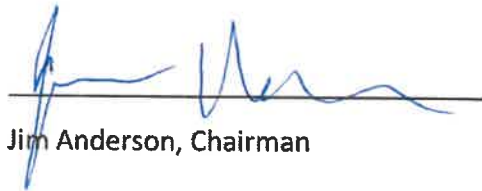
7.0 Closed Session: The board went into closed session at 7:15 to review and discuss the applicants from both nights.

Director Anderson reopened the meeting at 7:28 p.m. Director Crandell made a motion to appoint Mark Rose and Mark Giblin to fill the two board vacancies. Director Shults seconded the motion and it passed. Director Anderson will contact all of the applicants regarding the outcome.

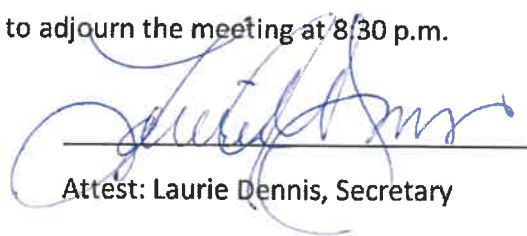
Director Anderson closed the open meeting and the board went into closed session again at 7:30 p.m. to discuss contract services.

The meeting was reopened at 8:30 with no reportable action.

8.0 Adjourn: Director Anderson moved to adjourn the meeting at 8:30 p.m.



Jim Anderson, Chairman



Attest: Laurie Dennis, Secretary



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Special Board Meeting Minutes

Of The Board of Directors

April 18, 2024

Location: Felton Fire Station 131 Kirby St Felton CA

1. Convene Meeting:

1.1 Call to Order: Meeting was called to order by Chairman Jim Anderson at 6:08 p.m.

1.2 Pledge of Allegiance

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

Staff: Chief Walters

Absent: L. Dennis

Guests: Don Jarvis, Chief Stacie Brownlee BLFD, A/C Mike Ayers BLFD, D. Bingham BLFD, T. Kraft ZFPD, D. Underwood ZFPD, S. Moeller, D. Schwanbeck, A. Malmberg, D. Arndt, J. Bravin, S. Andersen, I. Jones, S. Meserth

1.4 Considerations of Additions to the Agenda- Director Crandell requested to add a closed session to discuss a wage issue.

2.0 Public Comment: None

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 Unfinished Business:

3.1 Shared Services options with Ben Lomond Fire District- discussion/ vote.

Chief Walter stated to everyone that this meeting is being recorded to aid in meeting minutes, and requested people state their name when speaking for clarity.

Chief Walters detailed his history the past 5 months. At the board's request he did a deep dive into staffing and the condition of the district. He added the board originally asked him to stay on, but it was too expensive to keep his pay and benefits. He identified budget concerns mostly due to daytime staffing needs and the need to increase to 2.0 each day. He brought on 3 additional people. Nighttime lacked coverage and resulted in single responders. 60% of night shifts needed additional personnel. We decided to investigate shared service opportunities as a cost control measure which included Fire Chief, administrative, training and fire prevention. Volunteer staff needed increasing and the board decided to add 10 more people. This is how we arrived at today's situation, with

the last 5 months being an evolution. Director Anderson added that Dan's purpose was to give a "state of the union" and his first item identifies was staffing.

Chief Walters stated he invested in some programs including First Due to give him time to get organized. He's holding people accountable and identified we had too many people out of district, resulting in too few people to carry the load of increasing calls.

Director Anderson stated we had a special meeting and met with the Ben Lomond Fire people and they've gone back to their board and are now offering their help. We're here tonight to hear what they can do for us. We need the support for calls as part of the understanding. Director Anderson asked Stacie wanted to start.

Chief Walters stated he'd read the email out loud so everyone knew the context of the discussion, which is the same email he forwarded to everyone in the department. He stated we had conversations with Scotts Valley Fire, CalFire and now Ben Lomond Fire. We asked Ben Lomond Fire to consider providing assistance to us and this is the response: Ben Lomond Fire Protection Board has met and we are proposing the "All In" scenario, with the hopes of returning Felton Fire Protection District to viability in the future. Ben Lomond Fire Protection District will need to take steps to insure the correct legal pathway is followed. If Felton Fire Protection District has mutual interests please contact us immediately. Ben Lomond Fire Protection District Board members.

Director Anderson said we sent out a letter on behalf of the board and district to all other fire departments in Santa Cruz County stating our things and asking for their help. We didn't get a response from everybody; we got turned down by quite a few. Chief Walters said the big question he and the board have is what does All-in Service mean. Chief Brownlee explained that what had been proposed was 2 scenarios with one being just nighttime coverage. Their board met to discuss and decided on the all-in scenario. It would mean trying to run Felton Fire similarly to current Ben Lomond Fire and trying to get Felton back to a functioning volunteer department. She would provide Chief services; Laurie would stay on longer to help with administrative stuff and Ben Lomond would provide help with training. Chief Brownlee added wants to keep volunteers going, hold people accountable, work on heavy recruitment efforts. She spoke with Ben Lomond's attorneys regarding such an agreement. Both Felton and Ben Lomond districts use the same attorneys, so Felton would need to have a different attorney review it for them. Chief Walters asked Chief Brownlee if they would also be willing to work with the Felton board on extricating ourselves from PERS in the future, to which she responded absolutely.

Director Anderson stated for the benefit of the group that he, Dan and Laurie approached PERS with getting out and were told an ordinance must be passed to leave. The actuarial amount at that time was between 1.5 and 1.7 million, but their accounting people would determine the exact amount. The board has some concern regarding PERS doing an audit, as he's unsure if past administrations did as good a job as possible of tracking employee

hours and reporting, and an audit could determine more is owed. He stated we do agree leaving PERS will make us most viable.

Director Anderson asked if any other board members wanted to add anything, to which none responded. Don Jarvis asked Director Anderson to explain the significance of waiting 2 years. Director Anderson stated the desire is to keep the district whole and not dissolve. To do so we need to do a bond measure to increase the income we have. He has been discussing with LAFCO to figure what percentage of revenue Felton receives. Boulder Creek and Zayant districts have passed parcel measures, and the now defunct Branciforte was granted 2 parcel taxes. We'll need to hire a consulting company to do the PR and figure the tax rate we need. The process takes time to get on the ballot, then you don't really get the money for another year. This is where we came up with the 24-month plan. This is the plan we've worked with when talking to Scotts Valley and CalFire and now Ben Lomond. At the end of that time if we get the parcel tax, we'll have the revenue to continue as a viable department and have some paid staff, or if we're successful to develop a robust volunteer department and be back on track. Director Anderson asked if anyone wanted to add anything.

Director Crandell asked Stacie when she could start supplementing the night crew. Chief Brownlee replied there will need to be some motivation and rearranging to get Ben Lomond staff to cover. She stated the Felton cadets should be able to help with night shifts as they are advanced enough in their training. Director Crandell asked Chief Walters if he saw any issue, Walters replied it's a break from tradition but saw no reason we can't do it. We need bodies and they have all the core training and most are EMTs. They can work with the daytime Captains for onboarding training. He said he can't force them but we can see if they have time. Director Crandell asked Chief Walters to find out and report back.

Director Anderson asked Chief Brownlee how long it will take to come up with some numbers to plug in our budget for doing coverage. Some discussion followed regarding shift stipends. Don Jarvis said there are 2 pieces – the responder coverage and then the Shared Services part for Fire Chief and administrative stuff. Director Anderson stated he was referring to the total cost. Don Jarvis suggested that representatives of both boards get together and negotiate a price. Jarvis said they need to get this agreement signed before Walters walks out the door, so you have a Fire Chief of record and there's only a week. Chief Walters added getting the agreement nailed down and negotiate the finer points later. Director Anderson said he won't be available in a couple days, to which Jarvis replied that there are a few other board members and they can represent the district. Director Crandell suggested a two-phase operation, with a vote tonight to accept the Ben Lomond shared services agreement, pending the mutual agreements of pay scheduling. Director Anderson stated we need coverage at night right now, and agreed we can pay more than \$50 a night shift as we've had a couple trials and we've paid more.

Chief Walters said the squad stepped up and filled shifts this week and if they can do it for the next 2 or 3 weeks it will give us time to make a deal with Ben Lomond. He asked Becca, squad president, if she thought people can fill out the schedule as much as possible the new week or 2, then we can see where we have gaps. Becca replied she thought so. Director Anderson recognized Sam Moeller to speak.

Sam said they have discussed the importance of what's to come at the squad meetings and that it's had an impact. We've had mutual aid calls the past couple days and there's still been people here to cover calls. The squad realizes we're going to hold them accountable going forward. She asked if the different night rates being discussed now with shared services will be applicable to the current members working those spots. Director Anderson said absolutely. Sam stated it didn't seem very clear. Director Anderson responded a lot of things don't seem clear right now and our future is one of them.

Director Anderson asked for a motion. Director Crandall proposed that we accept Ben Lomond's offered shared services agreement as stated in this meeting, pending mutual agreement of wage rates for staffing. Director Shults seconded. Director Anderson asked for any public comments.

Director Giblin asked if the all-in service included a BC or Chief and you'd want that inclusive as well? Chief Brownlee replied yes, it would include herself, Assistant Chief, training and investigations. Chief Ayers currently represents Felton on 2 committees and the oversight administration piece is very easy to get going while the boards meet and determine the dollar figures associated. Chief Ayers added it would also include leadership response to calls. Director Anderson stated as Board Chair he's not worried about that it can be worked out, his only concern is covering evening shifts. Director Anderson called for a vote.

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

Noes: none

Abstain: none

Absent: none

Director Crandell asked Chief Brownlee when she could be available for discussion about wages and whatever else. Some discussion followed about having the whole board or two board members each so it's easier to coordinate. Chief Brownlee will reach out to her board to see.

Director Anderson asked Chief Brownlee if there are current sleepover people at Ben Lomond to mirror for a pay rate, to which she replied no. Directors Crandell and Rose offered to be the two board members. Chief Walters will send an email to Chief Brownlee and Directors Crandell and Rose, and she can add her board members to come up with a date to meet.

Director Anderson thanked Ben Lomond for reaching out and working with us to make an attempt to save the district/Chief Brownlee said she wants to see it successful. Chief Ayers added that the volunteer model today is not the same, but it's up to us to decide what that new agency looks like, not an outside agency. The San Lorenzo Valley agencies should decide how they evolve. Director Anderson said he agree.

3.2 Alternative Shared Services options.

Director Crandell stated that this item under 3.2 isn't important any longer as we have had a positive vote under 3.1

Director Anderson thanked everyone and adjourned the meeting at 6:39

4.0 Closed Session: The board went into closed session at 6:40 to discuss a wage issue as requested by Director Crandell.

Director Anderson reopened the public meeting at 6:59.

Reportable action: Captain D. Arndt promoted to Battalion Chief of Operations with duties assigned as per district policy #501. He is to be the point of contact for the fire district until a new Shared Services Chief assumes the role. At which point he will continue under policy 501. There is no stipend or additional wages for this interim appointment as Acting Fire Chief.

Directors voted for D. Arndt promotion and duties as assigned.

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

Noes: none

Abstain: none

Absent: none

5.0 The date for the next regular meeting is: May 6, 2024 at 6:00 pm. Location in person at Felton Fire Station

6.0 Adjourn: Director Anderson moved to adjourn the meeting at 7:03 p.m.

Jim Anderson, Chairman

Attest: Laurie Dennis, Secretary

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

AGENDA FOR THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

April 18, 2024 at 5:30 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 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 Unfinished Business:

3.1 Shared Services options with Ben Lomond Fire District – discussion/ vote.

3.2 Alternative Shared Services options

4.0 Closed Session: none

5.0 The date for the next regular meeting is: May 6, 2024 @ 6:00 pm Location in person @ Felton Fire Station

6.0 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 April 16th, 2024**

Current Call Response Report 01/01/24 to 05/29/24

Total Calls
327

PERSONNEL NAME	PERSONNEL NUMBER	NUMBER OF INCIDENT REPORTS			Percentage
Aidan K Malmberg	803833	69			21.10%
Audrey D Dawson	802248	103			31.50%
Bayson C Chope	803919	7			2.14%
Broadi T Davis	803831	5			1.53%
Brody J Newman	803756	13			3.98%
Dan Arndt	804001	52			15.90%
Dan Walters	803434	41			12.54%
Daniel R Schwanbeck	803757	30			9.17%
David Underwood	801413	12			3.67%
Evan Crocker	803785	8			2.45%
Ian C Jones	803429	108			33.03%
Jacob C Newman	803835	2			0.61%
Jacob R Albrecht	803754	83			25.38%
Jamie Berfanga	803994	2			0.61%
Jason B Bravin	803670	78			23.85%
Juan Villarino	804000	7			2.14%
Kevin Bonn	803995	1			0.31%
Luke E Moeller	803926	24			7.34%
Luna N Mello	803832	74			22.63%
Mark W Rose	802474	15			4.59%
Noah Ketterer	803997	1			0.31%
Olivia G Hart-Saso	803917	15			4.59%
Patrick D Rosso	803669	59			18.04%
Rebecca J Mitchell	803918	30			9.17%
Samantha R Moeller	803788	33			10.09%
Shawn J Meserth	803565	2			0.61%
Soren C Andersen	803753	29			8.87%
Timothy D Kelso	803832	75			22.94%
Turner Roll	803998	5			1.53%
Veronica Frey	802923	1			0.31%

Total Average
10.03%

Revenue/Expenditure Balances

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 [*]

		FY 2024			
Object	GL Object Title	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT					
Revenues					
Character: 01 – TAXES					
40100	PROPERTY TAX-CURRENT SEC-GEN	934,279.00	934,279.00	939,393.53	-5,114.53
40110	PROPERTY TAX-CURRENT UNSEC-GEN	18,657.00	18,657.00	19,603.80	-946.80
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	2,003.46	-2,003.46
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	6,719.84	-6,719.84
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	526.05	-526.05
40160	SUPP PROP TAX-PRIOR SEC	0.00	0.00	1,374.66	-1,374.66
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	334.58	-334.58
Total 01 – TAXES		952,936.00	952,936.00	969,955.92	-17,019.92
Character: 07 – FINES, FORFEITURES & ASSMNTS					
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	141.14	-141.14
44143	REDMPTN PNLTIES FOR DELINQ TXS	0.00	0.00	129.21	-129.21
Total 07 – FINES, FORFEITURES & ASSMNTS		0.00	0.00	270.35	-270.35
Character: 10 – REV FROM USE OF MONEY & PROP					
40430	INTEREST	10,000.00	10,000.00	43,342.53	-33,342.53
40440	RENTS & CONCESSIONS	39,240.00	39,240.00	35,976.38	3,263.62
Total 10 – REV FROM USE OF MONEY & PROP		49,240.00	49,240.00	79,318.91	-30,078.91
Character: 15 – INTERGOVERNMENTAL REVENUES					
40830	ST-HOMEOWNERS' PROP TAX RELIEF	4,400.00	4,400.00	4,000.95	399.05
40852	ST-OTHR TAX RELIEF SUBVENTIONS	0.00	0.00	979.12	-979.12
40894	ST-OTHER	20,000.00	20,000.00	5,328.65	14,671.35
Total 15 – INTERGOVERNMENTAL REVENUES		24,400.00	24,400.00	10,308.72	14,091.28
Character: 19 – CHARGES FOR SERVICES					
41322	PLAN CHECKING FEES	2,500.00	2,500.00	1,854.00	646.00
Total 19 – CHARGES FOR SERVICES		2,500.00	2,500.00	1,854.00	646.00
Character: 23 – MISC. REVENUES					
42384	OTHER REVENUE	1,000.00	1,000.00	3,255.45	-2,255.45
Total 23 – MISC. REVENUES		1,000.00	1,000.00	3,255.45	-2,255.45
Total Revenues		1,030,076.00	1,030,076.00	1,064,963.35	-34,887.35

Revenue/Expenditure Balances

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 [*]

		FY 2024			
Object	GL Object Title	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT					
Expenditures					
Character: 50 – SALARIES AND EMPLOYEE BENEF					
51000	REGULAR PAY-PERMANENT	339,690.00	339,690.00	282,535.67	57,154.33
51005	OVERTIME PAY-PERMANENT	0.00	0.00	123.75	-123.75
51010	REGULAR PAY-EXTRA HELP	129,750.00	129,750.00	107,652.50	22,097.50
51015	REGULAR PAY-SICK LEAVE	2,400.00	2,400.00	0.00	2,400.00
52010	OASDI-SOCIAL SECURITY	40,000.00	40,000.00	29,920.10	10,079.90
52015	PERS	133,000.00	133,000.00	42,115.39	90,884.61
53010	EMPLOYEE INSURANCE & BENEFITS	65,000.00	65,000.00	29,863.52	35,136.48
53015	UNEMPLOYMENT INSURANCE	20,000.00	20,000.00	4,334.00	15,666.00
54010	WORKERS COMPENSATION INSURANCE	84,000.00	84,000.00	78,226.00	5,774.00
Total 50 – SALARIES AND EMPLOYEE BENEF		813,840.00	813,840.00	574,770.93	239,069.07
Character: 60 – SERVICES AND SUPPLIES					
61110	CLOTHING & PERSONAL SUPPLIES	42,500.00	142,500.00	100,747.06	41,752.94
61215	RADIO	38,389.00	38,389.00	29,931.46	8,457.54
61221	TELEPHONE-NON TELECOM 1099	12,000.00	12,000.00	8,532.63	3,467.37
61310	FOOD	6,000.00	6,000.00	2,877.80	3,122.20
61425	OTHER HOUSEHOLD EXP-SERVICES	6,500.00	6,500.00	2,987.36	3,512.64
61525	LIABILITY INSURANCE	32,000.00	32,000.00	31,449.00	551.00
61720	MAINT-MOBILE EQUIPMENT-SERV	24,000.00	24,000.00	11,738.16	12,261.84
61721	MAINT-MOBILE EQUIPMNT-SUPPLIES	25,000.00	25,000.00	16,505.30	8,494.70
61725	MAINT-OFFICE EQUIPMNT-SERVICES	1,500.00	1,500.00	1,878.10	-378.10
61730	MAINT-OTH EQUIP-SERVICES	7,550.00	7,550.00	1,011.29	6,538.71
61731	MAINT-OTH EQUIP-SUPPLIES	2,500.00	2,500.00	468.23	2,031.77
61845	MAINT-STRUCT/IMPS/GRDS-OTH-SRV	2,500.00	2,500.00	8,554.10	-6,054.10
61846	MAINT-STRUCT/IMPS/GRDS-OTH-SUPP	10,000.00	10,000.00	9,175.24	824.76
61920	MEDICAL, DENTAL & LAB SUPPLIES	9,000.00	9,000.00	4,377.10	4,622.90
62020	MEMBERSHIPS	3,000.00	3,000.00	2,077.50	922.50
62219	PC SOFTWARE PURCHASES	9,500.00	9,500.00	8,245.95	1,254.05
62221	POSTAGE	600.00	600.00	265.25	334.75
62223	SUPPLIES	2,000.00	2,000.00	882.77	1,117.23
62301	ACCOUNTING AND AUDITING FEES	23,500.00	23,500.00	20,091.00	3,409.00
62327	DIRECTORS' FEES	9,000.00	9,000.00	3,100.00	5,900.00
62358	LAUNDRY SERVICES	1,800.00	1,800.00	923.06	876.94

Revenue/Expenditure Balances

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 [*]

		FY 2024			
Object	GL Object Title	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT					
Expenditures					
Character: 60 – SERVICES AND SUPPLIES					
62367	MEDICAL SERVICES-OTHER	12,000.00	12,000.00	6,263.46	5,736.54
62381	PROF & SPECIAL SERV-OTHER	35,209.00	35,209.00	6,107.07	29,101.93
62420	LEGAL NOTICES	700.00	700.00	358.50	341.50
62500	EQUIPMENT LEASE & RENT	500.00	500.00	0.00	500.00
62715	SMALL TOOLS & INSTRUMENTS	5,500.00	5,500.00	1,626.31	3,873.69
62826	EDUCATION AND/OR TRAINING	30,000.00	30,000.00	5,638.71	24,361.29
62888	SPEC DIST EXP-SERVICES	22,000.00	22,000.00	20,880.74	1,119.26
62920	GAS, OIL, FUEL	23,500.00	23,500.00	2,666.38	20,833.62
62928	TRAVEL-OTHER(NON-REPT)	5,000.00	5,000.00	254.60	4,745.40
63070	UTILITIES	14,415.00	14,415.00	13,689.63	725.37
Total 60 – SERVICES AND SUPPLIES		417,663.00	517,663.00	323,303.76	194,359.24
Character: 80 – FIXED ASSETS					
86110	BUILDINGS AND IMPROVEMENTS	28,000.00	28,000.00	0.00	28,000.00
86203	COMPUTER EQUIPMENT	12,200.00	12,200.00	8,119.65	4,080.35
86204	EQUIPMENT	37,300.00	37,300.00	0.00	37,300.00
86209	MOBILE EQUIPMENT	415,213.00	415,213.00	91,271.23	323,941.77
Total 80 – FIXED ASSETS		492,713.00	492,713.00	99,390.88	393,322.12
Character: 98 – APPROP FOR CONTINGENCIES					
98700	APPROP FOR CONTINGENCIES	500,000.00	400,000.00	0.00	400,000.00
Total 98 – APPROP FOR CONTINGENCIES		500,000.00	400,000.00	0.00	400,000.00
Total Expenditures		2,224,216.00	2,224,216.00	997,465.57	1,226,750.43
Total 681800 – FELTON FIRE PROTECTN DISTRICT		-1,194,140.00	-1,194,140.00	67,497.78	-1,261,637.78
		-1,194,140.00	-1,194,140.00	67,497.78	-1,261,637.78

Felton Fire Protection District

FY 2024/25

PRELIMINARY BUDGET

5/30/2024

REVENUE		
40100	PROPERTY TAX-CURRENT SEC-GEN	989,243
40110	PROPERTY TAX-CURRENT UNSEC-GEN	21,213
40430	INTEREST	25,000
40440	RENTS & CONCESSIONS	39,240
40830	ST-HOMEOWNERS' PROPERTY TAX RELIEF	4,528
40894	STATE OTHER - GRANT FUNDING	5,000
41322	PLAN CHECKING FEES	2,500
42384	OTHER REVENUE	2,000
TOTAL REVENUE		1,088,724

GL344 FUND BALANCE CARRY-OVER-used 568,577

ESTIMATED AVAILABLE FUNDS 1,657,301

EXPENDITURES		
SALARIES & BENEFITS		
51000	REGULAR PAY-PERMANENT	502,500
51005	OVERTIME PAY- PERMANENT	3,000
51010	REGULAR PAY-EXTRA HELP	141,500
51015	REGULAR PAY-SICK LEAVE	2,400
52010	OASDI-SOCIAL SECURITY	52,080
52015	RETIREMENT	91,269
53010	EMPLOYEE INSURANCE AND BENEFITS	68,202
53015	UNEMPLOYMENT INSURANCE	20,000
54010	WORKERS COMPENSATION INSURANCE	84,000
TOTAL SALARIES & BENEFITS		964,951

SERVICES & SUPPLIES		
61110	CLOTHING & PERSONAL SUPPLIES	42,500
61215	RADIO	35,000
61221	TELEPHONE-NON TELECOM 1099 9/08	12,000
61310	FOOD	4,000
61425	OTHER HOUSEHOLD EXPENSE-SERVICES	6,500
61525	LIABILITY INSURANCE	40,000
61720	MAINT-MOBILE EQUIPMENT-SERVICES	24,000
61721	MAINT-MOBILE EQUIPMENT-SUPPLIES	25,000
61725	MAINT-OFFICE EQUIPMENT-SERVICES	2,000
61730	MAINT-OTHER EQUIPMENT-SERVICES	7,550
61731	MAINT-OTH EQUIP-SUPPLIES	2,500
61845	MAINT-STRUCT/IMPS/GRDS-OTHER-SERVIC	5,000

5/30/2024

61846	MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIE	10,000
61920	MEDICAL, DENTAL & LAB SUPPLIES	12,050
62020	MEMBERSHIPS	3,000
62219	PC SOFTWARE PURCHASES	9,500
62221	POSTAGE	600
62223	SUPPLIES	2,000
62301	ACCOUNTING AND AUDITING FEES	23,500
62327	DIRECTORS' FEES	8,000
62358	LAUNDRY SERVICES	1,800
62367	MEDICAL SERVICES-OTHER	12,000
62381	PROF & SPECIAL SERV-OTHER	40,200
62420	LEGAL NOTICES	700
62500	EQUIPMENT LEASE & RENT	500
62715	SMALL TOOLS & INSTRUMENTS	7,000
62826	EDUCATION AND/OR TRAINING	20,000
62888	SPECIAL DISTRICT EXPENSE-SERVICES	14,000
62920	GAS, OIL, FUEL	20,000
62928	TRAVEL-OTHER	3,000
63070	UTILITIES	16,000
	TOTAL SERVICES & SUPPLIES	409,900
86110	BUILDINGS AND IMPROVEMENTS	28,000
86203	COMP EQUIPMENT	0
86204	EQUIPMENT	27,800
86209	MOBILE EQUIPMENT	226,650
	TOTAL FIXED ASSETS	282,450
	TOTAL EXPENDITURES	1,657,301
98700	CONTINGENCIES	700,000
	PPE	100,000
	Mobile Equipments	300,000
	Worker's Comp	100,000
	Building and Grounds	200,000

FELTON FIRE PROTECTION DISTRICT



Fiscal Year 2024/2025 PRELIMINARY Budget

40100	PROPERTY TAX-CURRENT SEC-GEN		
		\$989,243	
		Total	\$989,243
40110	PROPERTY TAX-CURRENT UNSEC-GEN		
		\$21,213	
		Total	\$21,213
40430	INTEREST		\$25,000
40440	RENTS AND CONCESSIONS		
	A T & T monthly rental (\$3,270/mo)	\$39,240	
		Total	\$39,240
40830	ST-HOMEOWNERS' PROPERTY TAX RELIEF		
		\$4,528	
		Total	\$4,528
40894	STATE OTHER - GRANT FUNDING		\$5,000
41322	PLAN CHECKING FEES		\$2,500
42384	OTHER REVENUE		\$2,000
	In-Service training reimbursement, Report fees, misc.		
	Amount of 2023/2024 Carry-over used		\$568,577
	GRAND TOTAL REVENUES		\$1,657,301

51000	REGULAR PAY-PERMANENT					
	1	Fire Chief			\$180,000	
	2	2@ Captain, 2@ Firefighters fulltime			\$250,000	
	3	PT Firefighter (3rd seat)			\$50,000	
	4	Admin Asst			\$22,500	
					Total	\$502,500
51005	OVERTIME PAY-PERMANENT					
	1	Overtime pay			\$3,000	\$3,000
51010	REGULAR PAY-EXTRA HELP					
	1	Duty Coverage @100.00 a shift			\$40,000	
	2	Overnight Shifts @ 50.00 a shift (standby pay)			\$36,500	
	3	Volunteer Stipends for response			\$65,000	
					Total	\$141,500
51015	REGULAR PAY-SICK LEAVE					
	1	Sick Leave			\$2,400	
					Total	\$2,400
52010	OASDI-SOCIAL SECURITY					
	1	FICA			\$52,080	
					Total	\$52,080
52015	RETIREMENT					
	1	Retirement contributions			\$61,269	
	2	Minimum Unfunded Accrued Liability (UAL)			\$30,000	
					Total	\$91,269
53010	EMPLOYEE INSURANCE AND BENEFITS					
	1	Life/AD&D- all employees			\$2,400	
	2	Health/Dental/ Vision FT FE			\$65,802	
					Total	\$68,202
53015	UNEMPLOYMENT INSURANCE					
	1	Unemployment Ins contributions			\$20,000	
					Total	\$20,000
54010	WORKERS COMPENSATION INSURANCE					

		1	Insurance Contributions		\$84,000	
					Total	\$84,000
					TOTAL SALARIES & BENEFITS	\$964,951
		61110	CLOTHING & PERSONAL SUPPLIES			
			<i>Items for personal use, including safety equipment: Badges, belts, gloves, goggles, helmets, masks, raincoats, rubber boots, uniforms, uniform allowance</i>			
		1	PPE		\$35,000	
		2	Boots		\$2,500	
		3	Passport/Accountability Equipment		\$1,000	
		4	Other		\$4,000	
					Total	\$42,500
		61215	RADIO SERVICES			
			<i>Special communication equipment</i>			
		1	Netcom Services		\$25,000	
		2	Radio repair or replacement,batteries		\$5,000	
		3	Annual Software license Cradelpoint		\$1,500	
		4	Tablet Command 3 year contract		\$3,500	
					Total	\$35,000
		61221	TELEPHONE-NON TELECOM			
		1	Internet and telephone service		\$3,000	
		2	Cellular phone service & First Net Cradle Point		\$9,000	
					Total	\$12,000
		61310	Food			
		1	Food-Fire Calls / Meetings / Paynight		\$4,000	
					Total	\$4,000
		61425	OTHER HOUSEHOLD EXPENSE-SERVICES			
			<i>Kitchen utensils; bedding and laundry; Brooms, mops, wax, cleaners; Curtain, drapes, rugs (when not capitalized) ; Garbage cans, hot plates, towels, toilet tissue, PLUS refuse disposal per current state guidelines.</i>			
		1	Green waste		\$2,000	
		2	Household - MISC		\$2,000	
		3	ZEP		\$1,500	

		4 Coast Paper		\$1,000	
				Total	\$6,500
61525		LIABILITY INSURANCE			
		1 Annual Premium		\$40,000	
				Total	\$40,000
61720		MAINT-MOBILE EQUIPMENT-SERVICES			
		<i>Automotive supplies such as lubrication oil, light bulbs, spark plugs, coolant, tires, tubes, fan belts, etc.; Contractual repairs and overhauls.</i>			
		1 Maint. & repairs to mobile equipment-labor costs		\$20,000	
		2 Annual Contribution - Air Unit		\$2,000	
		3 Annual Contribution - Education Trailer		\$2,000	
				Total	\$24,000
61721		MAINT-MOBILE EQUIPMENT-SUPPLIES			
		1 Tire replacement		\$5,000	
		2 AMS Oil		\$5,000	
		3 Maint. & repair parts		\$15,000	
				Total	\$25,000
61725		MAINT-OFFICE EQUIPMENT-SERVICES			
		<i>Costs of repairing office equipment; Service agreements for maintenance of office equipment; Cost of printer ink and copier toner.</i>			
		1 Monterey Bay Office Products - Copier service		\$2,000	
				Total	\$2,000
61730		MAINT-OTHER EQUIPMENT-SERVICES-labor			
		<i>Costs of repairing firefighting equip. and related equip.; Cost of repairing rescue equip.</i>			
		1 Ladder Testing		\$600	
		2 Jaws of life service		\$1,200	
		3 Maint. chainsaw		\$1,000	
		4 SCBA Flow test		\$2,000	
		5 Santa Cruz Fire Equip maint all fire extinguishers		\$700	
		6 Misc. Repairs		\$2,050	
				Total	\$7,550
61731		MAINT-OTH EQUIP-SUPPLIES			
		<i>Costs of repairing firefighting equip. and related equip.parts</i>			
		1 Chainsaw chains, misc. parts		\$500	
		2 Misc. parts		\$2,000	
				Total	\$2,500
61845		MAINT-STRUCT/IMPS/GRDS-OTHER-SERVICES			

62301	ACCOUNTING AND AUDITING FEES		
	1 Payroll /Claims Services for FY	\$6,000	
	2 Property Tax Admin. Fees	\$7,500	
	3 Other - Audit	\$10,000	
		Total	\$23,500
62327	DIRECTORS' FEES		
	<i>Fees paid to (5) Fire Directors (\$100.00) Per Meeting</i>		
	1 Meeting fees (Annually)	\$8,000	
		Total	\$8,000
62358	LAUNDRY SERVICES		
	1 Cleaning of PPE	\$300	
	2 Mission linen	\$1,500	
		Total	\$1,800
62367	MEDICAL SERVICES-OTHER		
	1 FF Physicals / follow-up tests	\$12,000	
		Total	\$12,000
62381	PROF & SPECIAL SERV-OTHER		
	<i>Most professional and specialized services performed by outsiders: legal services, appraisals, accounting and auditing, surveys, fire marshal services.</i>		
	1 Computer Networking Service	\$3,000	
	2 LAFCO Fees	\$1,200	
	3 Legal Services	\$20,000	
	4 Web site and social media	\$3,000	
	5 Recruitment and marketing	\$1,000	
	6 SC Co Envir. - special water meter tax	\$500	
	7 Environmental Health - Health permit annual renewal	\$1,000	
	8 Consulting/ Bond Measure	\$10,000	
	9 other	\$500	
		Total	\$40,200
62420	LEGAL NOTICES		
	<i>Expenses for the publication of legally required notices and reports</i>		
	1 SV & SLV Press-Banner	\$450	
	2 Misc.	\$250	
		Total	\$700
62500	EQUIPMENT LEASE & RENT		

			<i>*Any cost to maintain or make structural improvements or improvements to buildings or grounds</i>		
			1 Station Repairs	\$5,000	
				Total	\$5,000
61846			MAINT-STRUCT/IMPS/GRDS-OTHER-SUPPLIES		
			<i>*Any cost to maintain or make structural improvements or improvements to buildings or grounds</i>		
			1 General building maintenance supplies	\$5,000	
			2 roof repairs	\$5,000	
				Total	\$10,000
61920			MEDICAL, DENTAL & LAB SUPPLIES		
			<i>Note: medical supplies</i>		
			1 Oxygen	\$1,000	
			2 Ambulance(K-tank,gurney battery,Ped.restraint,scoop stretcher)	\$2,050	
			3 Medical Supplies	\$9,000	
				Total	\$12,050
62020			MEMBERSHIPS		
			<i>Includes memberships in societies, associations, and other organizations</i>		
			1 Santa Cruz County Fire Chiefs Association	\$400	
			2 Santa Cruz County EMS Integration Authority	\$2,000	
			3 Admin.Fire.Serv./ division of CalChiefs (AFSS)	\$75	
			4 FDAC	\$300	
			5 Other	\$225	
				Total	\$3,000
62219			PC SOFTWARE PURCHASES		
			1 First Due records management suite	\$8,500	
			2 Misc. software purchase (i.e. Adobe)	\$1,000	
				Total	\$9,500
62221			POSTAGE		
			1 UPS	\$300	
			2 USPS	\$300	
				Total	\$600
62223			OFFICE SUPPLIES		
			1 Office Supplies	\$2,000	
				Total	\$2,000

		<i>Rents and leases paid for the use of equipment and other articles, including agreement with option to purchase; Rent of films, exhibits, models and communication equipment.</i>		
		1 Misc.	\$500	
			Total	\$500
62715		SMALL TOOLS & INSTRUMENTS		
		<i>Small tools not classified as fixed assets; Carpentry, machine and general purpose tools, drafting, engineering and surveying tools; Gardening tools; specialized tools and instruments (not nails bolts, screws, etc.)</i>		
		1 Small tools, shop tools	\$1,000	
		2 Misc. Batteries	\$1,500	
		3 Saws	\$0	
		4 New Laptop	\$2,000	
		5 I Pads -replacements	\$2,000	
		6 Misc.	\$500	
			Total	\$7,000
62826		EDUCATION AND TRAINING		
		1 New Hire Training Academy	\$2,500	
		2 EMT training and Recerts	\$6,000	
		3 Target Solutions annual renewal	\$3,000	
		4 Driver Operator/Command training	\$5,500	
		5 Training Materials	\$3,000	
			Total	\$20,000
62888		SPECIAL DISTRICT EXPENSE-SERVICES		
		<i>Specialized supplies and services peculiar to one or a few districts, for which an account has not been otherwise provided:</i>		
		<i>Books for circulating (Libraries)</i>		
		<i>Film development, supplies and expense (fire)</i>		
		<i>Election expense</i>		
		<i>Hoses, couplings and nozzles (fire)</i>		
		1 Foam	\$1,000	
		2 Fire Prev., Supplies, Equip.	\$500	
		3 Hoses, couplings and nozzles (fire)	\$5,500	
		4 Misc	\$7,000	
			Total	\$14,000
62920		GAS, OIL, FUEL		
		1 Fuel- Diesel	\$11,000	

		2 Fuel - Gas		\$7,500	
		3 Fuel - small equipment		\$1,500	
				Total	\$20,000
62928		TRAVEL OTHER			
		<i>Includes: Auto & truck gasoline; delivery charges; Reimbursement for private car use; Reimbursement for meals, lodging, bridge tools, train, bus, air fare; any other authorized travel expense</i>			
		1 Conference Travel		\$1,500	
		2 Misc. Travel & Training		\$1,500	
				Total	\$3,000
63070		UTILITIES			
		<i>Cost of gas, electricity, water, butane, heating oil, sewage disposal, etc.</i>			
		1 Natural Gas PG&E		\$13,700	
		2 SLV Water		\$2,300	
				Total	\$16,000
				TOTAL SERVICES AND SUPPLIES	\$409,900
86110		BUILDINGS AND IMPROVEMENTS			
		<i>Major alterations or improvements to existing structures: Buildings, landscaping, Pipelines, Wells, pavement, Drains, Fences, Hydrant.</i>			
		1 Building upgrades		\$20,000	
		2 General building maintenance		\$8,000	
				Total	\$28,000
86203		EQUIPMENT (Computer Equipment)			
				Total	\$0
86204		EQUIPMENT			
		<i>Expenditures for the acquisition of physical property of a permanent nature other than land, buildings and improvements. Include: Freight or other carriage charges; Sales, use and transportation taxes; installation costs.</i>			
		1 SCBA RIC packs X3		\$7,800	
		2 LUCAS CPR Device		\$20,000	
				Total	\$27,800
86209		MOBILE EQUIPMENT			

Catto's Graphics, Inc.
111 Dubois St Santa Cruz, CA 95060
info@cattosgraphics.com
(831) 454-9742

www.cattosgraphics.com

2366

Quote 34857 #1

Felton Fire Ambulance Reflective Graphics

SALES REP INFO
Jake Ingham
jake@cattosgraphics.com
+18314549742106

QUOTE DATE
05/24/2024
QUOTE EXPIRY DATE
06/23/2024

TERMS
50% Deposit/Due on Receipt

REQUESTED BY
Felton Fire Protection District

CONTACT INFO
Ian Jones
ijones@feltonfire.com
(831) 252-2007

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	SIGNS - Material (reflective overlays) Reflective vinyl overlays Size: Multiple Material: Oralite 5600 Reflective Laminate: 3M 8518 Gloss Notes: <ul style="list-style-type: none">Incorporate stipe that flows from front wheel well to rear end of vehicle incorporate R2366Reflective vinyl text on sidesRear Chevron StripesFEL R2366 under front light bar	1	Each	\$2,750.00	\$2,750.00	Y
2	Installation Labor	1	Each	\$1,500.00	\$1,500.00	N
3	Design *Subject to change* Catto's bills artwork at a rate of \$75 / hour based on actual time spent.	4	Each	\$75.00	\$300.00	N

Terms are 50% deposit to begin a job and balance when job is complete. Quote valid for 30 days. Turnaround time is 10-15 working days unless specified differently. Changes to the quote affect price. **Your credit card will be charged for the remaining balance once your order is complete. Please contact us if you would like to arrange a different payment method.** Contact your sales rep if you have an event date. Shipping is not included in estimate and will be applied to invoice, if applicable. Garment Orders - upcharges on XXL's and larger, 2% Misprint Factor. Decorated Items cannot be returned. Customer supplied garments - refer to our website for terms and conditions. Placing order with Catto's is an agreement that you approve our terms. Forms or Ad Spec Orders - Standard trade practice of 10% over/under run applies and will be added/deducted to your final invoice. If you need exact count, please notify sales rep for revised quote. Art is \$75 per hour - if art is completed, but goods not placed, you will be billed for artwork. TITLE OF THESE GOODS DOES NOT PASS TO THE PURCHASER UNTIL PAYMENT IS TOTAL AND RECEIVED IN FULL.

Subtotal: \$4,550.00
Sales Tax (9.25%): \$254.38
Total: \$4,804.38

Downpayment (50.0 %)

\$2,402.19

SIGNATURE:

DATE:

Catto's Graphics, Inc.
111 Dubois St Santa Cruz, CA 95060
info@cattosgraphics.com
(831) 454-9742

www.cattosgraphics.com

2366

Quote 34738 #1
Felton Fire Ambulance Wrap

SALES REP INFO
Jake Ingham
jake@cattosgraphics.com
+18314549742106

QUOTE DATE
05/10/2024
QUOTE EXPIRY DATE
06/09/2024

TERMS
50% Deposit/Due on Receipt

REQUESTED BY
Felton Fire Protection District

CONTACT INFO
Ian Jones
ijones@feltonfire.com
(831) 252-2007

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	SIGNS - Material (Wrap) Full color digital print with laminate Size: Approx 395 Sq Ft Material: 3M IJ180 Laminate: 3M 8518 Gloss Notes <ul style="list-style-type: none">Base wrap materials only, see below for installation, overlay, and design cost.	1	Each	\$3,050.00	\$3,050.00	Y
2	SIGNS - Material (reflective overlays) Reflective vinyl overlays Size: Multiple Material: Oralite 5600 Reflective Laminate: 3M 8518 Gloss Notes: <ul style="list-style-type: none">Incorporate stipe that flows from front wheel well to rear end of vehicle incorporate R2366Reflective vinyl text on sidesRear Chevron StripesFEL R2366 under front light bar	1	Each	\$2,655.00	\$2,655.00	Y
3	Installation Labor	1	Each	\$4,000.00	\$4,000.00	N
4	Design *Subject to change* Catto's bills artwork at a rate of \$75 / hour based on actual time spent.	6	Each	\$75.00	\$450.00	N

Terms are 50% deposit to begin a job and balance when job is complete. Quote valid for 30 days. Turnaround time is 10-15 working days unless specified differently. Changes to the quote affect price. **Your credit card will be charged for the remaining balance once your order is complete. Please contact us if you would like to arrange a different payment method.** Contact your sales rep if you have an event date. Shipping is not included in estimate and will be applied to invoice, if applicable. Garment Orders - upcharges on XXL's and larger, 2% Misprint Factor. Decorated Items cannot be returned. Customer supplied garments - refer to our website for terms and conditions. Placing order with Catto's is an agreement that you approve our terms. Forms or Ad Spec Orders - Standard trade practice of 10% over/under run applies and will be added/deducted to your final invoice. If you need exact count, please notify sales rep for revised quote. Art is \$75 per hour - if art is completed, but goods not placed, you will be billed for artwork. **TITLE OF THESE GOODS DOES NOT PASS TO THE PURCHASER UNTIL PAYMENT IS TOTAL AND RECEIVED IN FULL.**

Subtotal: \$10,155.00
Sales Tax (9.25%): \$527.71
Total: \$10,682.71

Downpayment (50.0 %) \$5,341.36

SIGNATURE: DATE:

Santa Cruz Signs
501-A River St. Santa Cruz, CA 95060
sales@SantaCruzSigns.com
(831) 337-4467

License #: 965016
www.SantaCruzSigns.com



2366

Quote 103766

New Ambulance Graphics

SALES REP INFO
Shawn Adams
President
shawn@santacruzsigns.com
(831) 337-4467

QUOTE DATE
Thu, 05/30/2024
QUOTE EXPIRY DATE
Sat, 06/29/2024
TERMS
50/50

REQUESTED BY
Felton Fire Protection District
131 Kirby Street
Felton, CA 95018

INSTALL ADDRESS
Santa Cruz Signs
501-A River Street
Santa Cruz, CA 95060

CONTACT INFO
Ian Jones
ijones@feltonfire.com
(831) 252-2007

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	Custom Printed Vehicle Wrap- Full Wrap (Option 1) Full color printed vehicle wrap. All graphics printed onto high performance vehicle wrapping film and protected with a clear UV overlaminate, gloss finish. Coverage to be all painted surfaces of the vehicle including roof but excluding any moving (typically hinges), plastic, or rubber parts. Scope of work to include all design, production of graphics, and installation of graphics.	1	Each	\$12,995.00	\$12,995.00	Y
To also include the following as overlays:						
<ul style="list-style-type: none">Chevron High Intensity Reflective sheeting for the rearWhite reflective striping on the sidesGold reflective text and numbers on the sides and front						
2	Custom Printed Vehicle Wrap- Partial Graphics (Option 2) Full color printed vehicle wrap. All graphics printed onto high performance vehicle wrapping film and protected with a clear UV overlaminate, gloss finish. Coverage to be limited to covering up the existing painted and vinyl logos/text of the vehicle including roof but excluding any moving (typically hinges), plastic, or rubber parts. Scope of work to include all design, production of graphics, and installation of graphics.	1	Each	\$7,995.00	\$7,995.00	Y
To also include the following as overlays:						
<ul style="list-style-type: none">Chevron High Intensity Reflective sheeting for the rearWhite reflective striping on the sidesGold reflective text and numbers on the sides and front						

Monterey Signs and Santa Cruz Signs Terms and Conditions

*All quotes are valid for 30 days.

*All quotes are considered an estimate. Any additional labor or materials required to complete your project will be added to the final invoice.

*We kindly request a deposit of 50% of your quote before we begin design or production unless specified in writing.

*A 3% charge will be added for all credit card payments.

*Sign permits and final inspections will be billed at actual cost from the City or County, plus \$90 per hour staff time.

*A signed or emailed quote accepting the charges (plus deposit) must be received prior to beginning work.

*All labor/installation is non-union and/or non-prevailing wage unless specifically stated above

Subtotal: **\$20,990.00**

Sales Tax (9.25%): **\$1,941.58**

Total: **\$22,931.58**

Downpayment (50.0 %)

\$11,465.79

SIGNATURE:

DATE:

-----Felton Fire Protection District-----

131 Kirby St Felton, CA 95018

((831)-335-4422

<http://Feltonfire.com>



VOLUNTEER RESPONSE EXPECTATIONS

(Procedures Manual)

Program objectives and overview

The overall goal of the **Volunteer Program** is to sustain a primarily volunteer fire department that is effective and efficient, at the same time will provide the necessary services to assure that the mission of the Felton Fire Protection District is achieved.

The program is intended to address two major objectives; the first focuses on providing a level of service to the community that will meet response needs for emergencies as well as day to day requests for public service without becoming a financial hardship to the citizens of the community. The second objective is to allow response opportunities to volunteer firefighters and EMT's of the Felton Fire Protection District with the intent of motivating volunteer firefighters and EMTs as a means of retention with the goal of sustaining long-term volunteer fire department programs within our community.

Volunteer shift description

The volunteer firefighter is designed to offer volunteer firefighters and EMT's the opportunity for response on a more consistent basis within a fire station setting. For those that are seeking a career in the fire service or emergency medical services fields, the program provides the opportunity for advanced fire service training and incident response experience. Once cleared, volunteer firefighters living within the response area may also consider the **Overnight Shift Program** in addition to their per call response opportunities.

Volunteer are primarily expected to respond to pages at any given day or night. This is a guideline and modifications may be approved to accommodate needs. Staffing levels for a given call is typically a captain/ engineer, a firefighter and/or an EMT for each apparatus paged but can be augmented depending upon available staff and district need.

Application and Requirements

To insure sustainment of the program it is essential that all participants have a good understanding of the requirements and expectations of the program. Volunteers will participate at expected response rates and will be required to read and sign the "Volunteer Agreement".

The minimum requirements for participation are as follows;

- Complete hiring process
- Participate in 100% of all drills your first year (alternate training schedules may be available for those who cannot make Tuesday night trainings. Must be approved by Operations Chief.)
- Respond to 30% of all drills after your first year and completion of Firefighter 1 academy.
- Respond to a minimum of 20% of all calls in a given year. (Felton Fire averages over 700 calls per year. You will be expected to make an average of 140 calls.)
- Having Graduated or are signed up to participate in BFFA or an approved fire academy (Firefighters) within 1 year of your start date.
- EMT Basic certification (EMTs) for EMT only volunteers. (Felton Fire averages 400 medical related calls per year. You will be expected to make the same number of calls as firefighters as you will be trained

- in rehab operations on fires and/or be on standby at the station for any subsequent calls.)
- Valid class C driver license
- Approval from Fire Chief

Drivers of response vehicles are required to have mandated training as follows;

- Light fleet (pickup trucks and 2365) operation requires attendance to the Felton Fire Emergency vehicle operator course and Driver Safety Presentation
- Engine operation requires attendance to the Felton Fire Driver/Operator Program and or Driver/operator 1A &1B with a Class C firefighter endorsement or a Class A or B license

Volunteer shift reimbursement

Volunteers will be provided a per diem reimbursement payment at a flat rate of per call and/or Drill or Training intended to cover incidental expenses (see Appendix A). Reimbursements will be made on established district payroll dates.

No additional reimbursement will be provided for time spent on emergency response that occurs or is in process at the end of a shift where a per diem reimbursement has already been provided, as that time will be considered additional volunteer time.

Authority

The crew on any given shift will report the Duty Officer for the shift or the most senior responding officer. The responsibility to see that all assignments and duties are carried out fall on the Duty Officer or most senior responding officer.

Duty assignments

The priority for crews is to be ready and available for response as needed. The maintaining of crew integrity is essential. In addition, it is the responsibility of all members of a crew to participate in all assignments including but not limited to;

- Call duty assignments as trained and qualified to perform
- Training assignments
- Apparatus and equipment maintenance/cleaning assignments (restocking after calls, cleaning apparatus and equipment as required to put unit back in service, etc.),
- Public education and fire prevention assignments (sign up for Fire Prevention Week, station tours, etc.)
- Community Contacts (Public awareness events, recruiting events, fund raisers, etc.)

While it is reasonable to expect a lesser amount of activity in the evening hours, all crews are to participate in assignments as requested. At a minimum, each crew is encouraged to complete 30% of all annual trainings. Training can be tailored to match current department training topics, EMS related topics and can be assigned as computer-based training as topic and weather dictates.

Station maintenance and cleanliness

Fire District property should be in a condition that is presentable to the public at all times. Personnel program are expected to take pride and ownership in the living quarters being provided as well as all fire district property. The Duty shift is responsible for the overall daily maintenance of living quarters and will see that the following station maintenance plan is strictly adhered to;

- Ensure all kitchen areas are clean and neat including dishes
- Front office is kept clean and organized
- Day room and living spaces are to be kept clean of debris, waste, garbage, clothing items and general clutter.
- Trash cans in all areas are to be emptied as needed, Sunday night trash cans to the curb for Monday morning pickup
- Bathroom areas, showers, sinks and toilets are to be kept clean at all times
- Floors in all areas of the living quarters are to be maintained as needed
- Occasional repairs and or additional maintenance of the facility will be assigned as needed as part of a shift assignment by the Chief or Duty Chief.

Station visitation

Station living quarters are intended to provide temporary residence for the volunteer shift program. Shift personnel will have priority over all aspects of the living quarter's facility, a privilege which is to be recognized by all staff and community groups using the station. Sleeping quarters are provided for on-duty personnel only, overnight guests are not welcome. At no time are "conjugal" visits allowed on District property regardless of the relationship to personnel who may be on or off duty and regardless of time of day.

Typical visiting hours are from 0700 to 2200 hours, visitors may remain until midnight with approval of the Duty Chief however; late visitations are to be limited. Personnel are to recognize that the volunteer shift program is duty oriented and abuse of visitation privileges will result in a loss of those privileges.

Personnel are to recognize that the district facility is often used for community events which may at times impose on quiet time. Respect for personnel will be of utmost priority with community functions not to be allowed to extend past 2200 hrs.

Dress code and hygiene requirements

All participants in the Volunteer Shift Program are expected to maintain a high level of personal hygiene. Clothing is required to be clean and in good condition; faded, rips, tears and holes in clothing is unacceptable. While on duty, identifiable appearance is mandatory. Uniform shirts and pants are to be worn during any community presentation or event and during fire inspection activities.

The Volunteer Shift Program offers opportunity to both male and female alike, promoting a co-ed environment. It is expected that all participants will have the utmost respect for one-another regarding appropriate dress at all times.

Response guidelines

Volunteer crews are expected to be available at all times during their assigned duty for emergency response. The crew is not to re-assign themselves to another response while on a response without a direct order to do so by the Duty Officer. Standby crews are allowed to walk to the nearby food establishments as long as they take a radio and return promptly to the station in the event of a call.

Agreement

Upon selection for the Volunteer Program, each firefighter shall be required to sign an agreement (see Appendix B) with Felton Fire Protection District. The signed agreement will be retained by the Fire District and kept in the firefighter's personnel file.

Appendix A - Volunteer Stipend worksheet

Position	Per Call Response	Per Training/Drill*
Captain	\$20.00	\$20.00
Engineer/DO	\$17.50	\$17.50
Firefighter/EMT	\$15.00	\$15.00
Firefighter	\$12.00	\$12.00
EMT	\$12.00	\$12.00

*** Training/Drills are Tuesday Nights unless otherwise approved by the Operations Chief**

Appendix B Volunteer Agreement

It is hereby agreed between _____ (firefighter or EMT) and the Felton Fire Protection District ("District") as follows:

1. Acceptance

The District accepts the firefighter or EMT named above as a volunteer firefighter/EMS responder member of the District and participant in the Volunteer Shift Program subject to the terms and conditions of this agreement.

2. Status

Firefighter or EMT understands and agrees to the status of volunteer only, without expectation of compensation for services.

3. Termination

Firefighters and EMTs are at will and may be terminated at any time with or without cause.

4. Rules and Procedures

Firefighter and EMTs shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement at all times. Non-compliance may subject firefighter to discipline up to and including suspension or termination. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the firefighter or EMT. There is a zero tolerance for drugs and alcohol, any firefighter that reports for duty under the influence or consumes drugs or alcohol during the call or standby will be dismissed from the call or standby, and is subject to disciplinary action.

5. Quarters

The District shall provide the firefighter/ EMT with furnished quarters to be shared with full time and shift volunteers assigned. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products. The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies. The quarters are only for ready to respond firefighters, using the quarters to "sleep off" intoxication will not be permitted and is subject to disciplinary action.

6. Status of Quarters

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District personnel and shall establish rules for its condition and use which shall be complied with by the resident.

7. Performance and Duty Schedule

The firefighter understands and acknowledges that the essence of the Volunteer Program is to maintain qualified firefighter/EMS personnel available to respond to the station for emergency services. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements are reasonable and necessary.

Signed; _____
(Firefighter or EMT)

Date; _____

Signed; _____
(Operations Chief) Dan Arndt

Date; _____

-----Felton Fire Protection District-----

131 Kirby St Felton , CA 95018

(831)-335-4422

<http://Feltonfire.com>



Overnight Shift Program

(Procedures Manual)

Program objectives and overview

The **Overnight Shift Program** is mandatory for all volunteers living outside of the response area of Felton Fire and is optional to volunteers living within the response area. The overall goal of the overnight shift program is to sustain a primarily volunteer fire department that is effective and efficient, at the same time will provide the necessary services to assure that the mission of the Felton Fire Protection District is achieved.

The program is intended to address two major objectives:

- The first focuses on providing a level of service to the community that will meet response needs for emergencies as well as day to day requests for public service without becoming a financial hardship to the citizens of the community.
- The second objective is to allow response opportunities to volunteer firefighters and EMT's of the Felton Fire Protection District with the intent of motivating volunteer firefighters and EMTs as a means of retention with the goal of sustaining long-term volunteer fire department programs within our community.

Shift description

The overnight shift is designed to offer volunteer firefighters and EMT's the opportunity for response on a more consistent basis within a fire station setting. For those that are seeking a career in the fire service or emergency medical services fields, the program provides the opportunity for advanced fire service training and incident response experience.

Overnight shifts are primarily 12 hour shifts with the shift running from 18:00 to 06:00. This is a guideline and modifications may be approved to accommodate needs. Staffing levels for a given shift is typically a captain/ engineer, a firefighter and an EMT but can be augmented depending upon available staff and district need.

Application and Requirements

To ensure sustainment of the program it is essential that all participants have a good understanding of the requirements and expectations of the program. Volunteers hired to participate will be required to read and sign the "Overnight Shift Agreement", APPENDIX B.

The minimum requirements for participation are as follows;

- Graduate of BFFA or an approved fire academy (Firefighters)
- EMT Basic certification (EMTs)
- Valid class C driver license
- Approval from Operations Chief

Drivers of response vehicles are required to have mandated training as follows;

- Light fleet (pickup trucks and 2365) operation requires attendance to the Felton Fire Emergency vehicle operator course and Driver Safety Presentation

- Engine operation requires attendance to the Felton Fire Driver/Operator Program and or Driver/operator 1A &1B with a Class C firefighter endorsement or a Class A or B license

Volunteer shift reimbursement

Volunteers will be provided a per diem reimbursement payment at a flat rate of \$50.00 per shift intended to cover food, station clothing/ footwear and incidental expenses (see Appendix A).

Reimbursements will be made on established district payroll dates. Volunteers will be required to sign up for a minimum of four (4) overnight shifts per month.

No additional reimbursement will be provided for time spent on emergency response that occurs or is in process at the end of a shift where a per diem reimbursement has already been provided, as that time will be considered additional volunteer time. Participation in the Overnight Shift Program is optional.

Shift scheduling

Scheduling of a shift by a firefighter is a commitment to the fire district and to the community we serve and must be taken very seriously. While allowances can and will be made for special circumstances, continued disregard and failure to keep scheduling commitments or follow policy will result in termination from the program.

Schedules will be managed using First Due. Scheduling is available on a first come first serve basis however; the Operations Chief will have the authority to override scheduling input in order to assure fairness to all. Changes to the schedule are allowed but a suitable replacement **must** be found and must be approved by the Operations Chief and/or Duty Chief no later than 72 hours prior to the actual shift.

In the case of sickness or a family or work emergency, a minimum 24-hour notice requesting a schedule change is acceptable. The Operations Chief and/or Duty Chief will assist the firefighter in finding a replacement.

The preferred minimum duty crew would consist of one Captain/ Engineer, one firefighter, and one EMT. Additional positions can be and are encouraged to be scheduled however; additional positions are non-reimbursable. It is expected that all shift personnel, regardless of reimbursement status, will contribute equally in all assignments as a member of the duty crew.

Authority

The crew on any given shift will report the Duty Officer for the shift. The responsibility to see that all shift assignments and duties are carried out fall on the Duty Officer.

Shift duty assignments

The priority for crews is to be ready and available for response as needed. The maintaining of crew integrity is essential. In addition, it is the responsibility of all members of a duty crew to participate in all

assignments including but not limited to;

- Arrive as quickly, yet safely as possible when paged
- Follow instructions of responding or on duty officers for response needs.
- If on Stand By:
 - Station duty assignments
 - Training assignments
 - Apparatus and equipment maintenance/cleaning assignments,
 - Public education and fire prevention assignments
 - Community Contacts

Station maintenance and cleanliness

Fire District property should be in a condition that is presentable to the public at all times. Personnel participating on standby are expected to take pride and ownership in the property. The Duty shift is responsible for the overall daily maintenance of living quarters and apparatus but standby crews are as much a part of the squad and should take as much pride to see that the following station maintenance plan is strictly adhered to;

- Ensure all kitchen areas are clean and neat including dishes
- Front office is kept clean and organized
- Day room and living spaces are to be kept clean of debris, waste, garbage, clothing items and general clutter.
- Trash cans in all areas are to be emptied as needed, Sunday night trash cans to the curb for Monday morning pickup
- Bathroom areas, showers, sinks and toilets are to be kept clean at all times
- Floors in all areas of the living quarters are to be maintained as needed

Station visitation

Station living quarters are intended to provide temporary residence for the Overnight Shift Program. Shift personnel will have priority over all aspects of the living quarter's facility, a privilege which is to be recognized by all staff and community groups using the station. Sleeping quarters are provided for on-duty personnel only, overnight guests are not welcome. At no time are "conjugal" visits allowed on District property regardless of the relationship to personnel who may be on or off duty and regardless of time of day.

Typical visiting hours are from 0700 to 2200 hours, visitors may remain until midnight with approval of the Duty Chief however; late visitations are to be limited. Personnel are to recognize that the Overnight Shift Program is duty oriented and abuse of visitation privileges will result in a loss of those privileges.

Personnel are to recognize that the district facility is often used for community events which may at times impose on quiet time. Respect for personnel will be of utmost priority with community functions not to be allowed to extend past 2200 hrs.

Dress code and hygiene requirements

All volunteers are expected to maintain a high level of personal hygiene. Clothing is required to be clean and in good condition; faded, rips, tears and holes in clothing are unacceptable. While on a call, identifiable appearance is mandatory. Uniform shirts and pants are to be worn during any community presentation or event and during fire inspection activities.

The Felton Fire Protection District offers opportunity to both male and female alike, promoting a co-ed environment. It is expected that all participants will have the utmost respect for one-another regarding appropriate dress at all times.

Response guidelines

Volunteers are expected to remain available during an active call they have responded to. Emergency response to all incidents with-in the Felton Fire District are quite often not singular; meaning, a second call is as likely to happen while initial response crews are out. Therefore, responders not on the call need to remain at the station until the crews return or a secrew is not to re-assign themselves to another response while on a response without a direct order to do so by the Chief or Assistant Chief. Crews are allowed to walk to the nearby food establishments as long as they take a radio and return promptly to the station in the event of a call. The crew remain in district in an engine as a crew to pick up food and bring it back to the station without Operations Chief or Assistant Chief approval. Trips out of district should be limited to ensure appropriate response times.

Agreement

Upon selection for the Overnight Shift Program, each firefighter shall be required to sign an agreement (see Appendix B) with Felton Fire Protection District. The signed agreement will be retained by the Fire District and kept in the firefighter's personnel file.

Appendix A - Overnight shift worksheet / allowable shifts & per diem costs

Allowable shifts for Volunteer Firefighters

Flat rate per diem reimbursement of \$50/shift cannot be greater than 20% of an average firefighter's wage pursuant to Department of Labor (DOL) guidelines under Fair Labor Standards Act (FLSA).

Firefighter wages :

Felton Fire Protection District (FFPD) - \$57,678.00/year	
20% of firefighter wage (57,678.00) =	\$11,535.60 per year
Maximum allowable shifts per year =	168 shifts
Maximum allowable shifts per month based on FLSA standards =	14 shifts
Maximum allowable shifts in sequence =	8 shifts

Accounting of Flat Rate Per Diem Expenses Reimbursement

Meals (breakfast - \$12.00 / lunch - \$8.00 / dinner - \$16.00)	\$36.00
Station clothing / footwear	\$9.00
Incidentals	\$5.00
Total:	\$50.00

Budgeted shift allocation

21 shifts per week @ \$50.00 per shift = \$1,050.00 @ 52 weeks = \$54,600.00 per year

Appendix B Overnight Shift Program Agreement

It is hereby agreed between _____ (firefighter or EMT) and the Felton Fire Protection District ("District") as follows:

1. Acceptance

The District accepts the firefighter or EMT named above as a volunteer firefighter/EMS responder member of the District and participant in the Overnight Shift Program subject to the terms and conditions of this agreement.

2. Status

Firefighter or EMT understands and agrees to the status of volunteer only, without expectation of compensation for services.

3. Termination

Firefighters and EMTs are at will and may be terminated at any time with or without cause.

4. Rules and Procedures

Firefighter and EMTs shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement at all times. Non-compliance may subject firefighter to discipline up to and including suspension or termination. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the firefighter or EMT. There is a zero tolerance for drugs and alcohol, any firefighter that reports for duty under the influence or consumes drugs or alcohol during the shift will be dismissed from the shift program, and is subject to disciplinary action.

5. Quarters

The District shall provide the firefighter/ EMT with furnished living quarters to be shared with other shift volunteers assigned. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products. The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies. The quarters is only for ready to respond firefighters, using the quarters to "sleep off" intoxication will not be permitted and is subject to disciplinary action.

6. Status of Quarters

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District personnel and shall establish rules for its condition and use which shall be complied with by the resident.

7. Performance and Duty Schedule

The firefighter understands and acknowledges that the essence of the Overnight Shift Program is to maintain qualified firefighter/EMS personnel in the station for emergency response. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements are reasonable and necessary.

Signature Page:

Signed; _____
(Firefighter or EMT)

Date; _____

Signed; _____
(Operations Chief) Dan Arndt

Date; _____

FELTON FIRE PROTECTION DISTRICT OF SANTA CRUZ COUNTY

Date: June 03, 2024

To: County Auditor, Controller

From: Laurie Dennis (831) 335-4422

Subject: Approved Bills for Payment Transmittal

Vendor bills have been approved for payment out of district funds totaling an amount of

\$ 96,608.31

These payments were approved by the Board of Directors during their meeting on

June 03, 2024

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

05/09/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
BOULDER CREEK FIRE PROT. DIST.	/ /	62888	Purchase of ambulance	\$1.00	<input type="checkbox"/>
CALPERS RETIREMENT SYSTEM	/ /	53010	Healthcare - premium for May 2024	\$2,049.36	<input type="checkbox"/>
COAST PAPER & SUPPLY INC	/ /	61425	Auto towel dispenser replacements-2	\$308.52	<input type="checkbox"/>
EMPLOYMENT DEVELOPMENT DEPARTMENT	/ /	53015	Payment due for period ending 03/31/24 (Meserth, Eackles)	\$261.00	<input type="checkbox"/>
ERNIE'S AUTO CENTER	/ /	61721	W2350-Red reflector	\$9.31	<input type="checkbox"/>
FIRE RISK MANAGEMENT SERV/Calif Bank & Trust	/ /	53010	Ins. premiums due (VSP, Life & AD&D) for June 2024	\$85.48	<input type="checkbox"/>
L. N. CURTIS & SONS	/ /	61110	2- firefither lace zipper/Danner lg	\$82.76	<input type="checkbox"/>
MITCHELL, REBECCA	/ /	61310	Reimbursement - food items squad 5th Tues dinner (Costco and Safeway)	\$85.81	<input type="checkbox"/>
OVERHEAD DOOR CO OF SALINAS	/ /	61845	Labor charges 03/21/24- bay door adjustments/ repairs	\$436.35	<input type="checkbox"/>
SAN LORENZO LUMBER AND HOME CENTERS	/ /	61846	Plumbing and painting supplies	\$148.90	<input type="checkbox"/>
SAN LORENZO LUMBER AND HOME CENTERS	/ /	62826	Supplies for roof prop- training	\$149.51	<input type="checkbox"/>
SUMMIT UNIFORMS	/ /	61110	Pant, shirt- Arndt	\$506.41	<input type="checkbox"/>
Total				\$4,124.41	

CLAIMS BY VENDOR

05/23/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
HOME DEPOT CREDIT SERVICES	/ /	61846	Dishwasher, heavy duty door closer	\$752.88	<input type="checkbox"/>
HOME DEPOT CREDIT SERVICES	/ /	61721	Fleet fluids- BluDef and Trufuel 4-cycle	\$420.00	<input type="checkbox"/>
L. N. CURTIS & SONS	/ /	61110	Globe Turnouts - 15 jackets/15 pants (Andersen, Mello, Schwanbeck, Jones, Berlanga, Campion, Trevitt, Mitchell, Malmberg, Roll, Bonn, Villarino, Moeller, Ketterer, Arndt)	\$79,689.90	<input type="checkbox"/>
OVERHEAD DOOR CO OF SALINAS	/ /	61845	Labor- service on 05/13/24 for replacement/repair of transmitter and leaf spring	\$1,120.00	<input type="checkbox"/>
OVERHEAD DOOR CO OF SALINAS	/ /	61846	Remote antenna kit & Leaf Spring set	\$474.15	<input type="checkbox"/>
THE PIED PIPER EXTERMINATORS INC	/ /	62381	Monthly rodent control - service on 05/13/24	\$195.00	<input type="checkbox"/>
Total				\$82,651.93	

CLAIMS BY VENDOR

05/30/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
BOUND TREE MEDICAL, LLC	/ /	61920	2 pk Epinephrine- junior, 2 pk Epinephrine adult	\$1,313.16	<input type="checkbox"/>
GOLDEN STATE COMMUNICATION INC	/ /	86209	Ambulance- installation and setup of new radios and control heads, mount cable, face plates	\$1,686.83	<input type="checkbox"/>
GOLDEN STATE COMMUNICATION INC	/ /	61215	Charger replacements (5) compatible for newer radios, 2 whip antenna	\$2,665.74	<input type="checkbox"/>
HEALTH CARE EMPLOYER DENTAL	/ /	53010	Dental Insurance premium for June 2024	\$352.35	<input type="checkbox"/>
OVERHEAD DOOR CO OF SALINAS	/ /	61846	Installation of liftmaster receiver trolley opener, adjusted (#7). Replaced slider assembly	\$975.90	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61846	Outdoor lighting, work gloves, trailer air conditioner parts	\$158.40	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62219	Adobe	\$14.98	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61721	Ambulance- seat covers	\$240.88	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61110	Capt. bugles, Battalion badge	\$246.84	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61221	Comcast (phone and internet) and AT&T FirstNet billings	\$974.57	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61310	Food items for station (Costco and Safeway)	\$163.72	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62920	Fuel purchases for vehicles	\$142.88	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62358	Mission Linen billing	\$78.24	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	63070	PG&E and SLV Water billings	\$632.84	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	61425	Restaurant Store purchase- glasses, stoneware, dinnerware stainless, etc	\$119.25	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	/ /	62715	Wireless keyboard and mouse	\$65.39	<input type="checkbox"/>
Total				\$9,831.97	

Board Mtg. - Vendor Totals
June 03, 2024

Vendor Claim Sheets	\$ Amount	Date
Page 1 total	\$4,124.41	9-May-24
Page 2 total	\$82,651.93	23-May-24
Page 3 total	\$9,831.97	30-May-24
Grand Total Vendor Claims	\$96,608.31	

TOTALS