

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

August 05, 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 July 01, 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.

3.0 Public Hearing: None

4.0 Director's Reports:

5.0 Staff Report: Fire Chief

6.0 Unfinished Business:

- 6.1 Shared Services Committee update - Anderson
 - a) Shared Services - update- CalFire
- 6.2 FY 2024/2025 Budget- updates / set Public Hearing Meeting date to approve Final Budget- September 09, 2024

7.0 New Business:

- 7.1 Cure and Correct response/outcome- update and review most recent letter received from Dooright Enterprises
- 7.2 Board member use of District vehicle - update
- 7.3 Amendment to FFPD Fee Schedule- discussion/action
- 7.4 Update on policies and procedures previously motioned by invalidated board member- Blum
- 7.5 Confirmation from IAFF international for Local 5499 - Blum

8.0 Approve paid vendor claims for the month of July 2024

9.0 Correspondence:

- 9.1 Email correspondence from E. Schwanbeck regarding concerns
- 9.2 Letter from Ivan Conrad/ Dooright Enterprises regarding resolved Cure and Correct
- 9.3 Letter from IAAF local 5499

10.0 Closed Session: None

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

11.0 Set date for the next meeting: September 09, 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 August 02, 2024**



FELTON FIRE PROTECTION DISTRICT

131 Kirby Street, Felton CA 95018 831 335-4422

Regular Meeting Minutes

Of The Board of Directors

July 01, 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 6:03 p.m.

1.2 Pledge of Allegiance

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

1.4 Staff: BC Arndt, L. Dennis

Absent: none

Guests: Audrey Dawson, Samantha Moeller, Patrick Rosso, Aidan Malmberg, Soren Andersen, Rebecca Mitchell, Mark Rose, Jacob Albrecht, Chief Mike Ayers, Sam Chun (Lookout Santa Cruz), Adam Hensleigh

1.5 Approve meeting minutes of the Regular Meeting held on June 03, 2024 and Special Meetings held on June 19, 2024. Mark Rose stated the minutes of June 03 should be amended to remove his name from the committee updates, Laurie will make the edits. Regular and Special meeting minutes approved as written with the edit requested on motion by Director Crandell and second by Director Shults and passed.

Ayes: Directors Anderson, Crandell and Shults

Noes: none

Abstain: none

Absent: none

1.6 Considerations of Additions to the Agenda: None.

2.0 Public Comment: Chief Ayers said that a great job was done by all departments on the structure fire the other night, it was a good knock-down. Chief Ayers also suggested that agenda item 7.1 is subject to "meet and confer" per union rules and shouldn't be addressed during this meeting. Director Anderson stated they will skip this item. Aidan Malmberg asked about the second letter from Dooright mentioned at the last meeting and why it wasn't included with the meeting information. Director Anderson clarified that it was an email he received from them and referred to the same information in the Cure and Correct Demand received.

Sam Moeller requested the brief prepared by Dan Arndt describing statistical related to issues in recruiting and retaining volunteer firefighters be included with the board minutes. She felt it would share information with the public to help offset the negativity seen in social media as a result of the Lookout Santa Cruz article. Director Anderson stated he would have it included with the minutes.

3.0 Public Hearing: None

4.0 Correspondence: None

5.0 Directors Reports: None

6.0 Staff Report:

- BC Arndt stated responses are status quo as well as staffing, although they still have some issues filling night shifts.
- He stated they had a full engine to the structure fire. They were also able to handle a medical at the same time with staff at the station already on stand-by.

7.0 Unfinished Business:

7.1 Paid Staff covering night shift options- discussion/action

Director Anderson stated this item will not be discussed tonight.

7.2 Shared Services Committee update

a) Shared Services update- CalFire

Director Crandell reported they are still working on the agreement process with CalFire. Director Anderson stated CalFire is waiting on a response from the State level in Sacramento. Nate Armstrong is on vacation, but Jed Wilson will reach out to us this week in his place if any word is received.

7.3 Fire Chief Committee - update

Directors Crandell reported that Director Anderson spoke with Scotts Valley Chief Correia to discuss some administrative services they might provide in a Battalion chief function, which would be less expensive. Director Anderson will send a letter to Chief Correia designating the exact needs we are looking for.

7.4 Alternate Acting Chief – update/action

This item was not discussed.

7.5 Proposed updates to policies – D Arndt- discussion/action

BC Arndt stated nothing has changed in the two versions he provided previously for the in-district and out-of-district volunteers. He had 3 more resignations last week. Director Anderson stated we will probably need to revisit policies altogether.

7.6 Type 6 update/ invoice for approval – discussion/action

Laure requested board approval for the MTECH invoice in the amount of \$195,435.63. The Type 6 is planned for pick up next week some time.

Director Crandell made a motion to approve payment of the MTECH invoice, it was seconded by Director Shults and approved.

8.0 New Business:

8.1 Resolution 02-2024 – order to hold election, listing 2 as vacancies – Dennis-discussion/action

Director Anderson explained that due to the allegations of Brown Act violations and subsequent advised actions, the normal deadlines to appoint board members have lapsed. We now have to file a new resolution with the County Elections calling for an election that indicates two of the three seats as vacancies.

Director Crandell made a motion to approve Resolution 02-2024 to call an election as stated, it was seconded by Director Shults and approved

8.2 Amended/updated Conty of Santa Cruz service agreement for payroll and claims effective 07/01/24 - Dennis

Laurie explained the new contract with the County for payroll and claims services went into effect as of today, which reflects small cost increases. She e-signed the renewal agreement.

8.3 Towerpoint (email from R. Hatch) – interest in cell site buy-out - Anderson

Director Anderson was in contact with Mr. Hatch from Towerpoint, a company potentially interested in proposing to buy out the cell tower lease we currently have with AT&T. He will attend the next board meeting to make a proposal and share details.

8.4 Proposed Reciprocal Service Agreement with Zayante Fire District – Anderson-discussion/action

Director Anderson went over the drafted agreement and explained the details and rates used which are based on volunteer response rates. The agreement would be effective as of Friday and it still has to go to the Zayante Fire board for their approval. He has started a “What’s App” group to use for notification purposes that will be including the Chiefs and Officers of the departments. He further explained the process for notification of NetComm and the other departments if we have a staffing vacancy and that the goal is to work cooperatively, communicate and save response time.

Moeller asked why the board is in the “What’s App” group, since this is operational. Anderson replied it’s just been started and that will get worked out when it’s up and running more.

Arndt stated it’s a good fresh start in a good direction. More discussion followed.

Director Shults made a motion to approve and sign the reciprocal agreement. It was seconded by Crandell and all approved.

9.0 Approve paid vendor claims for the month of June 2024: Board members reviewed the vendor claims in the amount of \$19,721.09 for the month of June 2024. Claims were

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

10.0 Closed Session: None

11.0 Set date for the next meeting: The next Regular Meeting will be held on **Monday, August 05, 2024 at 6:00 P.M.**

12.0 Adjourn: Director Anderson moved to adjourn the meeting at 6:42 p.m.

Jim Anderson, Chairperson

Attest: Laurie Dennis, Secretary

Fire Chief Monthly Update – July 2024

Response:

Total number calls - 62

Out of district call response – 11 nights, 9 total calls

Staffing total - 24

Staff on leave - 6

Staff separation July - 1

Workers' comp - 1

Available staff for response - 18

Apparatus:

E2310 – Inservice (priority for maintenance)

E2311 – Inservice

E2336 – Inservice

WT2350 – Inservice

B2303 – Inservice

U2397 – Inservice

U2398 – Inservice/ electrical problems not starting regularly needs follow up maintenance

Type 6 arrival – out of service, working on creating list of items to be done to place in service

Facilities:

Sleeper trailer- will need maintenance before winter and will be creating a list of priorities.

Kitchen stove - still leaking gas, working on a cost-effective replacement.

Ice Machine – Leaking and causing tiles to lift (working on alternate location)

Fire Chief administrative update:

Workers' comp – One individual – QME/released to work forthcoming

S2365 – Updated JPA forthcoming – currently in draft review

Letters of commendation for actions taken – Notification of intent to present

District counterpart – met with Chief Brownlee, Chief Maxwell, Chief Bingham – all have pledged support and have offered assistance

Overtime usage – has exceeded expectations and additional monies have been allocated

Press Release – Working on draft press release of district status and updates on progress for community

Additional items to note:

Supporting Felton Downtown Business Assoc. with event Aug 10th (will be setting up booth for volunteers) E2310 for static display and road closure

Met with SLV High – Established new evacuation procedures and routes of evacuation for campus

Cleared out some pending fire inspection items (from April) Still working on additional issues

E2310 participated in a Firewise event at roaring camp, I have heard back from some in community that we represented Felton Fire well.

Chief focus for next month by priority:

Staffing

CalFire Contract

Vehicle maintenance

Inventory of District items

Station compliance

Board Report-IncExp FYTD w/var

As Of = @today; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R,E
 GL Key [681800] and Dept [*]

FY 2025

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	989,243.00	989,243.00	0.00	989,243.00
40110	PROPERTY TAX-CURRENT UNSEC-GEN	21,213.00	21,213.00	0.00	21,213.00
Total 01 – TAXES		1,010,456.00	1,010,456.00	0.00	1,010,456.00
Character: 10 – REV FROM USE OF MONEY & PROP					
40430	INTEREST	25,000.00	25,000.00	0.00	25,000.00
40440	RENTS & CONCESSIONS	39,240.00	39,240.00	3,270.58	35,969.42
Total 10 – REV FROM USE OF MONEY & PROP		64,240.00	64,240.00	3,270.58	60,969.42
Character: 15 – INTERGOVERNMENTAL REVENUES					
40830	ST-HOMEOWNERS' PROP TAX RELIEF	4,528.00	4,528.00	0.00	4,528.00
40894	ST-OTHER	5,000.00	5,000.00	0.00	5,000.00
Total 15 – INTERGOVERNMENTAL REVENUES		9,528.00	9,528.00	0.00	9,528.00
Character: 19 – CHARGES FOR SERVICES					
41322	PLAN CHECKING FEES	2,500.00	2,500.00	0.00	2,500.00
Total 19 – CHARGES FOR SERVICES		2,500.00	2,500.00	0.00	2,500.00
Character: 23 – MISC. REVENUES					
42384	OTHER REVENUE	2,000.00	2,000.00	0.00	2,000.00
Total 23 – MISC. REVENUES		2,000.00	2,000.00	0.00	2,000.00
Total Revenues		1,088,724.00	1,088,724.00	3,270.58	1,085,453.42
Expenditures					
Character: 50 – SALARIES AND EMPLOYEE BENEF					
51000	REGULAR PAY-PERMANENT	502,500.00	502,500.00	17,823.27	484,676.73
51005	OVERTIME PAY-PERMANENT	3,000.00	3,000.00	1,261.87	1,738.13
51010	REGULAR PAY-EXTRA HELP	141,500.00	141,500.00	2,325.00	139,175.00
51015	REGULAR PAY-SICK LEAVE	2,400.00	2,400.00	0.00	2,400.00
52010	OASDI-SOCIAL SECURITY	52,080.00	52,080.00	1,637.90	50,442.10
52015	PERS	91,269.00	91,269.00	28,443.72	62,825.28
53010	EMPLOYEE INSURANCE & BENEFITS	68,202.00	68,202.00	6,646.95	61,555.05
53015	UNEMPLOYMENT INSURANCE	20,000.00	20,000.00	0.00	20,000.00

Board Report-IncExp FYTD w/var

As Of = @today; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R,E
 GL Key [681800] and Dept [*]

Object	GL Object Title	FY 2025			
		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					
54010	WORKERS COMPENSATION INSURANCE				
Total 50 -- SALARIES AND EMPLOYEE BENEF		84,000.00	84,000.00	79,507.00	4,493.00
		964,951.00	964,951.00	137,645.71	827,305.29
Character: 60 -- SERVICES AND SUPPLIES					
61110	CLOTHING & PERSONAL SUPPLIES	42,500.00	42,500.00	0.00	42,500.00
61215	RADIO	35,000.00	35,000.00	11,570.50	23,429.50
61221	TELEPHONE-NON TELECOM 1099	12,000.00	12,000.00	311.33	11,688.67
61310	FOOD	4,000.00	4,000.00	195.93	3,804.07
61425	OTHER HOUSEHOLD EXP-SERVICES	6,500.00	6,500.00	626.65	5,873.35
61525	LIABILITY INSURANCE	40,000.00	40,000.00	-1,414.00	41,414.00
61720	MAINT-MOBILE EQUIPMENT-SERV	24,000.00	24,000.00	4,000.00	20,000.00
61721	MAINT-MOBILE EQUIPMT-SUPPLIES	25,000.00	25,000.00	101.89	24,898.11
61725	MAINT-OFFICE EQUIPMT-SERVICES	2,000.00	2,000.00	405.40	1,594.60
61730	MAINT-OTH EQUIP-SERVICES	7,550.00	7,550.00	0.00	7,550.00
61731	MAINT-OTH EQUIP-SUPPLIES	2,500.00	2,500.00	0.00	2,500.00
61845	MAINT-STRUCT/IMPS/GRDS-OTH-SRV	5,000.00	5,000.00	0.00	5,000.00
61846	MAINT-STRUCT/IMPS/GRDS-OTH-SUPP	10,000.00	10,000.00	425.97	9,574.03
61920	MEDICAL, DENTAL & LAB SUPPLIES	12,050.00	12,050.00	65.00	11,985.00
62020	MEMBERSHIPS	3,000.00	3,000.00	2,000.00	1,000.00
62219	PC SOFTWARE PURCHASES	9,500.00	9,500.00	7,762.50	1,737.50
62221	POSTAGE	600.00	600.00	0.00	600.00
62223	SUPPLIES	2,000.00	2,000.00	0.00	2,000.00
62301	ACCOUNTING AND AUDITING FEES	23,500.00	23,500.00	0.00	23,500.00
62327	DIRECTORS' FEES	8,000.00	8,000.00	0.00	8,000.00
62358	LAUNDRY SERVICES	1,800.00	1,800.00	78.24	1,721.76
62367	MEDICAL SERVICES-OTHER	12,000.00	12,000.00	0.00	12,000.00
62381	PROF & SPECIAL SERV-OTHER	40,200.00	40,200.00	3,081.70	37,118.30
62420	LEGAL NOTICES	700.00	700.00	0.00	700.00
62500	EQUIPMENT LEASE & RENT	500.00	500.00	0.00	500.00
62715	SMALL TOOLS & INSTRUMENTS	7,000.00	7,000.00	1,375.38	5,624.62
62826	EDUCATION AND/OR TRAINING	20,000.00	20,000.00	0.00	20,000.00
62888	SPEC DIST EXP-SERVICES	14,000.00	14,000.00	0.00	14,000.00
62920	GAS, OIL, FUEL	20,000.00	20,000.00	116.37	19,883.63

Board Report-IncExp FYTD w/var

As Of = @today; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R,E
 GL Key [681800] and Dept [*]

FY 2025

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					
62928	TRAVEL-OTHER(NON-REPT)	3,000.00	3,000.00	0.00	3,000.00
63070	UTILITIES	16,000.00	16,000.00	620.91	15,379.09
Total 60 – SERVICES AND SUPPLIES		409,900.00	409,900.00	31,323.77	378,576.23
Character: 80 – FIXED ASSETS					
86110	BUILDINGS AND IMPROVEMENTS	28,000.00	28,000.00	0.00	28,000.00
86204	EQUIPMENT	27,800.00	27,800.00	15,181.72	12,618.28
86209	MOBILE EQUIPMENT	226,650.00	226,650.00	195,435.63	31,214.37
Total 80 – FIXED ASSETS		282,450.00	282,450.00	210,617.35	71,832.65
Character: 98 – APPROP FOR CONTINGENCIES					
98700	APPROP FOR CONTINGENCIES	700,000.00	700,000.00	0.00	700,000.00
Total 98 – APPROP FOR CONTINGENCIES		700,000.00	700,000.00	0.00	700,000.00
Total Expenditures		2,357,301.00	2,357,301.00	379,586.83	1,977,714.17
Total 681800 – FELTON FIRE PROTECTN DISTRICT		-1,268,577.00	-1,268,577.00	-376,316.25	-892,260.75
		-1,268,577.00	-1,268,577.00	-376,316.25	-892,260.75

Felton Fire Protection District FY 2024/25

PRELIMINARY BUDGET

7/25/2024

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	618,577
---	----------------

ESTIMATED AVAILABLE FUNDS	1,707,301
----------------------------------	------------------

EXPENDITURES		
SALARIES & BENEFITS		
51000	REGULAR PAY-PERMANENT	502,500
51005	OVERTIME PAY- PERMANENT	13,000
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		974,951

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	44,000
61721	MAINT-MOBILE EQUIPMENT-SUPPLIES	40,000
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-SERVICE	5,000

7/25/2024

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	45,200
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	449,900
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	1,707,301
98700	CONTINGENCIES	650,000
	PPE	100,000
	Mobile Equipment	250,000
	Worker's Comp	100,000
	Building and Grounds	200,000

7/25/2024

FELTON FIRE PROTECTION DISTRICT



Fiscal Year 2024/2025 FINAL 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		\$618,577
	GRAND TOTAL REVENUES		\$1,707,301

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	\$13,000	\$13,000
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/ Vistion 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					\$974,951
	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	\$40,000	
	2	Annual Contribution - Air Unit	\$2,000	
	3	Annual Contribution - Education Trailer	\$2,000	
			Total	\$44,000
61721		MAINT-MOBILE EQUIPMENT-SUPPLIES		
	1	Tire replacement	\$20,000	
	2	AMS Oil	\$5,000	
	3	Maint. & repair parts	\$15,000	
			Total	\$40,000
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		

		<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

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	\$25,000	
	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	\$45,200
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>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		\$449,900
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		

Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; 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	Month-To-Date Actual	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	54,082.34	993,475.87	-59,196.87
40110	PROPERTY TAX-CURRENT UNSEC-GEN	18,657.00	18,657.00	22.43	19,626.23	-969.23
40130	PROPERTY TAX-PRIOR UNSEC-GEN	0.00	0.00	315.30	2,318.76	-2,318.76
40150	SUPP PROP TAX-CURRENT SEC	0.00	0.00	2,453.22	9,173.06	-9,173.06
40151	SUPP PROP TAX-CURRENT UNSEC	0.00	0.00	145.44	671.49	-671.49
40160	SUPP PROP TAX-PRIOR SEC	0.00	0.00	82.03	1,456.69	-1,456.69
40161	SUPP PROP TAX-PRIOR UNSEC	0.00	0.00	88.38	422.96	-422.96
	Total 01 – TAXES	952,936.00	952,936.00	57,189.14	1,027,145.06	-74,209.06
Character: 07 – FINES, FORFEITURES & ASSMNTS						
44142	PENALTIES FOR DELINQUENT TAXES	0.00	0.00	15.54	156.68	-156.68
44143	REDMPTN PNLTIES FOR DELINQ TXS	0.00	0.00	37.48	166.69	-166.69
	Total 07 – FINES, FORFEITURES & ASSMNTS	0.00	0.00	53.02	323.37	-323.37
Character: 10 – REV FROM USE OF MONEY & PROP						
40430	INTEREST	10,000.00	10,000.00	5,994.10	55,669.52	-45,669.52
40440	RENTS & CONCESSIONS	39,240.00	39,240.00	3,270.58	39,246.96	-6.96
	Total 10 – REV FROM USE OF MONEY & PROP	49,240.00	49,240.00	9,264.68	94,916.48	-45,676.48
Character: 15 – INTERGOVERNMENTAL REVENUES						
40830	ST-HOMEOWNERS' PROP TAX RELIEF	4,400.00	4,400.00	0.00	4,707.00	-307.00
40852	ST-OTHR TAX RELIEF SUBVENTIONS	0.00	0.00	0.00	2,123.98	-2,123.98
40894	ST-OTHER	20,000.00	20,000.00	0.00	5,328.65	14,671.35
	Total 15 – INTERGOVERNMENTAL REVENUES	24,400.00	24,400.00	0.00	12,159.63	12,240.37
Character: 19 – CHARGES FOR SERVICES						
41322	PLAN CHECKING FEES	2,500.00	2,500.00	0.00	1,854.00	646.00
	Total 19 – CHARGES FOR SERVICES	2,500.00	2,500.00	0.00	1,854.00	646.00
Character: 23 – MISC. REVENUES						
42384	OTHER REVENUE	1,000.00	1,000.00	4,011.03	7,266.48	-6,266.48
	Total 23 – MISC. REVENUES	1,000.00	1,000.00	4,011.03	7,266.48	-6,266.48
	Total Revenues	1,030,076.00	1,030,076.00	70,517.87	1,143,665.02	-113,589.02
Expenditures						
Character: 50 – SALARIES AND EMPLOYEE BENEF						
51000	REGULAR PAY-PERMANENT	339,690.00	339,690.00	27,623.89	310,159.56	29,530.44
51005	OVERTIME PAY-PERMANENT	0.00	0.00	118.14	241.89	-241.89
51010	REGULAR PAY-EXTRA HELP	129,750.00	129,750.00	4,225.00	111,877.50	17,872.50

Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R, E
 GL Key [681800] and Dept [*]

Object	GL Object Title	FY 2024					Year-To-Date Variance
		Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance	
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT							
Expenditures							
Character: 50 – SALARIES AND EMPLOYEE BENEF							
51015	REGULAR PAY-SICK LEAVE	2,400.00	2,400.00	0.00	0.00	2,400.00	2,400.00
52010	OASDI-SOCIAL SECURITY	40,000.00	40,000.00	2,445.44	32,365.54	7,634.46	7,634.46
52015	PERS	133,000.00	133,000.00	3,029.58	45,144.97	87,855.03	87,855.03
53010	EMPLOYEE INSURANCE & BENEFITS	65,000.00	65,000.00	4,813.79	34,677.31	30,322.69	30,322.69
53015	UNEMPLOYMENT INSURANCE	20,000.00	20,000.00	0.00	4,334.00	15,666.00	15,666.00
54010	WORKERS COMPENSATION INSURANCE	84,000.00	84,000.00	0.00	78,226.00	5,774.00	5,774.00
	Total 50 – SALARIES AND EMPLOYEE BENEF	813,840.00	813,840.00	42,255.84	617,026.77	196,813.23	196,813.23
Character: 60 – SERVICES AND SUPPLIES							
61110	CLOTHING & PERSONAL SUPPLIES	42,500.00	142,500.00	282.84	101,029.90	41,470.10	41,470.10
61215	RADIO	38,389.00	38,389.00	2,665.74	32,597.20	5,791.80	5,791.80
61221	TELEPHONE-NON TELECOM 1099	12,000.00	12,000.00	2,612.38	11,145.01	854.99	854.99
61310	FOOD	6,000.00	6,000.00	184.92	3,062.72	2,937.28	2,937.28
61425	OTHER HOUSEHOLD EXP-SERVICES	6,500.00	6,500.00	282.69	3,270.05	3,229.95	3,229.95
61525	LIABILITY INSURANCE	32,000.00	32,000.00	1,459.68	32,908.68	-908.68	-908.68
61720	MAINT-MOBILE EQUIPMENT-SERV	24,000.00	24,000.00	0.00	11,738.16	12,261.84	12,261.84
61721	MAINT-MOBILE EQUIPMNT-SUPPLIES	25,000.00	25,000.00	240.88	16,746.18	8,253.82	8,253.82
61725	MAINT-OFFICE EQUIPMNT-SERVICES	1,500.00	1,500.00	0.00	1,878.10	-378.10	-378.10
61730	MAINT-OTH EQUIP-SERVICES	7,550.00	7,550.00	0.00	1,011.29	6,538.71	6,538.71
61731	MAINT-OTH EQUIP-SUPPLIES	2,500.00	2,500.00	414.90	883.13	1,616.87	1,616.87
61845	MAINT-STRUCT/IMPS/GRDS-OTH-SRV	2,500.00	2,500.00	753.90	9,308.00	-6,808.00	-6,808.00
61846	MAINT-STRUCT/IMPS/GRDS-OTH-SUPP	10,000.00	10,000.00	1,738.28	10,913.52	-913.52	-913.52
61920	MEDICAL, DENTAL & LAB SUPPLIES	9,000.00	9,000.00	2,866.28	7,243.38	1,756.62	1,756.62
62020	MEMBERSHIPS	3,000.00	3,000.00	77.50	2,155.00	845.00	845.00
62219	PC SOFTWARE PURCHASES	9,500.00	9,500.00	14.98	8,260.93	1,239.07	1,239.07
62221	POSTAGE	600.00	600.00	0.00	265.25	334.75	334.75
62223	SUPPLIES	2,000.00	2,000.00	58.81	941.58	1,058.42	1,058.42
62301	ACCOUNTING AND AUDITING FEES	23,500.00	23,500.00	0.00	20,091.00	3,409.00	3,409.00
62327	DIRECTORS' FEES	9,000.00	9,000.00	0.00	3,100.00	5,900.00	5,900.00
62358	LAUNDRY SERVICES	1,800.00	1,800.00	156.48	1,079.54	720.46	720.46
62367	MEDICAL SERVICES-OTHER	12,000.00	12,000.00	0.00	6,263.46	5,736.54	5,736.54
62381	PROF & SPECIAL SERV-OTHER	35,209.00	35,209.00	2,738.99	8,846.06	26,362.94	26,362.94
62420	LEGAL NOTICES	700.00	700.00	0.00	358.50	341.50	341.50
62500	EQUIPMENT LEASE & RENT	500.00	500.00	0.00	0.00	500.00	500.00
62715	SMALL TOOLS & INSTRUMENTS	5,500.00	5,500.00	65.39	1,691.70	3,808.30	3,808.30
62826	EDUCATION AND/OR TRAINING	30,000.00	30,000.00	105.06	5,743.77	24,256.23	24,256.23
62888	SPEC DIST EXP-SERVICES	22,000.00	22,000.00	62.50	20,943.24	1,056.76	1,056.76

Revenue/Expenditure Balances

As Of = @prior-fiscal-year-end; Years = 1; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Variance; Revenues/Expenditures = R,E
 GL Key [681800] and Dept [*]

Object	GL Object Title	FY 2024					Year-To-Date Variance
		Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Variance	
GL Key: 681800 – FELTON FIRE PROTECTN DISTRICT							
Expenditures							
Character: 60 – SERVICES AND SUPPLIES							
62920	GAS, OIL, FUEL	23,500.00	23,500.00	261.46	2,927.84	20,572.16	
62928	TRAVEL-OTHER(NON-REPT)	5,000.00	5,000.00	0.00	254.60	4,745.40	
63070	UTILITIES	14,415.00	14,415.00	1,192.68	14,882.31	-467.31	
	Total 60 – SERVICES AND SUPPLIES	417,663.00	517,663.00	18,236.34	341,540.10	176,122.90	
Character: 80 – FIXED ASSETS							
86110	BUILDINGS AND IMPROVEMENTS	28,000.00	28,000.00	0.00	0.00	28,000.00	
86203	COMPUTER EQUIPMENT	12,200.00	12,200.00	0.00	8,119.65	4,080.35	
86204	EQUIPMENT	37,300.00	37,300.00	0.00	0.00	37,300.00	
86209	MOBILE EQUIPMENT	415,213.00	415,213.00	1,686.83	92,958.06	322,254.94	
	Total 80 – FIXED ASSETS	492,713.00	492,713.00	1,686.83	101,077.71	391,635.29	
Character: 98 – APPROP FOR CONTINGENCIES							
98700	APPROP FOR CONTINGENCIES	500,000.00	400,000.00	0.00	0.00	400,000.00	
	Total 98 – APPROP FOR CONTINGENCIES	500,000.00	400,000.00	0.00	0.00	400,000.00	
	Total Expenditures	2,224,216.00	2,224,216.00	62,179.01	1,059,644.58	1,164,571.42	
	Total 681800 – FELTON FIRE PROTECTN DISTRICT	-1,194,140.00	-1,194,140.00	8,338.86	84,020.44	-1,278,160.44	
		-1,194,140.00	-1,194,140.00	8,338.86	84,020.44	-1,278,160.44	

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

Date: August 05, 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
\$ 357,178.40.

These payments were approved by the Board of Directors during their meeting on
August 05, 2024.

Signed _____

Signed _____

Signed _____

Signed _____

Signed _____

CLAIMS BY VENDOR

07/05/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
C S G CONSULTANTS INC	//	62381	Plan review services for Mar, April, May	\$274.00	<input type="checkbox"/>
FELTON PAINT & HARDWARE	//	61846	paint	\$18.52	<input type="checkbox"/>
FIRE DISTRICTS ASSOCIATION OF CALIFORNIA	//	62020	Membership renewal FY 2024/2025	\$200.00	<input type="checkbox"/>
FIRST DUE	//	62219	Renewal- pre-plans, inspections, incident reporting NFIRS, CAD integration, scheduling modules	\$7,762.50	<input type="checkbox"/>
SAN LORENZO LUMBER AND HOME CENTERS	//	61846	Training prop materials- lumber	\$212.10	<input type="checkbox"/>
SAN LORENZO VALLEY FIRE DISTRICTS COUNCIL	//	61720	Air Support Group - Annual Maint. Fund FY2024/2025 contriburion	\$2,000.00	<input type="checkbox"/>
SAN LORENZO VALLEY FIRE DISTRICTS COUNCIL	//	61720	Education Trailer Group - Annual Maint. Fund FY2024/2025 contribution	\$2,000.00	<input type="checkbox"/>
SANTA CRUZ COUNTY FIRE AGENCIES INSURANCE GROUP	//	54010	Workers' Compensation Premium contribution for FY 2024/2025	\$79,507.00	<input type="checkbox"/>
SANTA CRUZ COUNTY FIRE CHIEFS ASSOCIATION	//	62020	Dues for FY 2024/2025	\$300.00	<input type="checkbox"/>
SANTA CRUZ REGIONAL 9-1-1	//	61215	Dispatching and mobile Services- Fiscal Year 2024/2025, first half	\$11,570.50	<input type="checkbox"/>
Total				\$103,844.62	

CLAIMS BY VENDOR

07/11/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
CALPERS RETIREMENT SYSTEM	//	53010	Healthcare - premium for July (also incl retro for Albrect to hire date)	\$6,370.50	<input type="checkbox"/>
FIRE RISK MANAGEMENT SERV/Calif Bank & Trust	//	53010	Ins. premiums due (VSP, Life & AD&D) for August 2024	\$83.10	<input type="checkbox"/>
GREENWASTE RECOVERY, INC.	//	61425	Garbage services for 07/01-09/30/24	\$337.41	<input type="checkbox"/>
MONTEREY BAY SYSTEMS	//	61725	Contract base rate 07/04-10/03/24 and overage for 04/04-07/03/24	\$405.40	<input type="checkbox"/>
MTECH INC	//	86209	Type 6 engine as outlined in RFP 76-21 (price adjusted for cust. supplied chassis)	\$195,435.63	<input type="checkbox"/>
Total				\$202,632.04	

CLAIMS BY VENDOR

07/18/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
ATCHISON, BARISONE & CONDOTTI	//	62381	Service 06/01-06/30/24 (related to alleged Brown Act issues)	\$2,807.70	<input type="checkbox"/>
B&H FOTO & ELECTRONICS CORP	//	62715	Dell 5550/U7-ser#5VX6R14 (replacement Jones)	\$1,375.38	<input type="checkbox"/>
HEALTH CARE EMPLOYER DENTAL	//	53010	Dental Insurance premium for August 2024	\$233.61	<input type="checkbox"/>
HOME DEPOT CREDIT SERVICES	//	61846	Replacement-station lighting (3@ 4ft LED)	\$195.35	<input type="checkbox"/>
SANTA CRUZ COUNTY EMS INTEGRATION AUTHORITY	//	62020	EMSIA dues assessment for 2024/2025	\$1,500.00	<input type="checkbox"/>
ZEP MANUFACTURING COMPANY	//	61425	Station cleaning supplies	\$289.24	<input type="checkbox"/>
Total				\$6,401.28	

CLAIMS BY VENDOR

07/25/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
AMERICAN MEDICAL RESPONSE	//	86204	LUCAS 3, 3.1 Chest Compression System Bundle (w/extra battery and power supply cord)	\$15,181.72	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61920	Analgesic billing - oxygen	\$65.00	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61721	batteries for LZ lighting, jump starter	\$101.89	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61221	Comcast billing	\$311.33	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62920	Fuel purchases	\$116.37	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	62358	Mission Linen billing	\$78.24	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	63070	SLV Water and PG&E billings	\$620.91	<input type="checkbox"/>
US BANK CORPORATE PAYMENT SYSTEMS	//	61310	Station food items- gatorade, cream, Clifbars etc (Costco)	\$195.93	<input type="checkbox"/>
				Total	\$16,671.39

CLAIMS BY VENDOR

08/01/2024

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

Vendor	Claim Date	GL Obj	Message	Amount	
GL Key: 681800					
AGILE OCCUPATIONAL MEDICINE PC	/ /	62367	Office 05/15/24 (Albrecht)	\$190.27	<input type="checkbox"/>
CalPERS	/ /	52015	Pmt on Unfunded Liability	\$25,442.00	<input type="checkbox"/>
			accrual- (per 06/30/22		
			valuation) - Classic		
CalPERS	/ /	52015	Pmt on Unfunded Liability	\$1,128.00	<input type="checkbox"/>
			accrual- (per 06/30/22		
			valuation) PEPRA		
FELTON PAINT & HARDWARE	/ /	61846	gloves	\$21.89	<input type="checkbox"/>
L. N. CURTIS & SONS	/ /	61110	Structure boots (Villarino)	\$651.91	<input type="checkbox"/>
THE PIED PIPER EXTERMINATORS	/ /	62381	Monthly rodent control-	\$195.00	<input type="checkbox"/>
INC			performed 07/25/24		
			Total	\$27,629.07	

**Board Mtg. - Vendor Totals
August 05, 2024**

Vendor Claim Sheets	\$ Amount	Date
Page 1 total	\$103,844.62	5-Jul-24
Page 2 total	\$202,632.04	11-Jul-24
Page 3 total	\$6,401.28	18-Jul-24
Page 4 total	\$16,671.39	25-Jul-24
Page 5 total	\$27,629.07	1-Aug-24
Grand Total Vendor Claims	\$357,178.40	

TOTALS



Laurie Dennis <ldennis@feltonfire.com>

Written Correspondence for 8/5 Meeting

1 message

Erica Schwanbeck <erpenney@gmail.com>

To: janderson@feltonfire.com, "ncrandell@feltonfire.com" <ncrandell@feltonfire.com>, ldennis@feltonfire.com, "mshults@feltonfire.com" <mshults@feltonfire.com>

Mon, Jul 29, 2024 at 9:25 AM

Esteemed Board,

My apologies for emailing all of you individually, I do not see a joint mailbox or another way to submit written correspondence for the Board agenda.

As a resident of Felton Fire Protection District, I am concerned about the inability to find and hire a permanent Chief for the agency. It is unclear to me what barriers are in the way of this as the meeting minutes do not address anything other than interim positions. As a resident of Felton Grove, who dearly relies on the agency during the winter flooding months, I am concerned about potential impacts to staffing and response this may result in.

I turn your attention to the Mission and Values of the District, specifically the following:

- **Fire Protection:** The fire service is the backbone of the community and is essential to the safety and well-being of the residents. The fire service is able to provide a quick response to emergencies and is a vital part of the community's safety.
- **Community:** The fire service is a vital part of the community and is essential to the safety and well-being of the residents. The fire service is able to provide a quick response to emergencies and is a vital part of the community's safety.

The community needs our firefighters, and we want to see them supported both within the community and within their own agency.

In community,

Erica Schwanbeck

Resident of Felton Grove

July 29, 2024

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

Dear Members of the Board of Directors and Citizens within the Felton Fire Protection District,

We would like to begin by thanking the Board of Directors for taking appropriate actions to resolve the issues raised in the cure and correct demand dated May 22, 2024. The matter has been resolved to our satisfaction, and we appreciate the matter was concluded without the necessity of judicial intervention.

There are many challenges facing the Felton Fire Protection District (FFD) that need serious consideration and public discussion for FFD to remain solvent beyond the next two years. We have seen some discourse on local social media that places the blame for the myriad of grave issues squarely on the shoulders of the governing board, but the community should take a closer look at the factors that have led to the current state of affairs.

We have been analyzing the current situation and would offer the Board and the public more context to what we believe are root problems that will continue to impede FFD's ability to function as an independent special district going forward.

The Felton Fire Protection District is an independent special district established by the taxpayers within its boundaries in 1946 to provide fire services to their community (Attachment 1). The annual budget to provide these services to the roughly 6,000 residents within the fire district is projected to exceed the tax increment collected from District residents by a minimum of \$340,000 in FY 2024-25 (Attachment 2) under current staffing levels.

Several paid staff positions have been expanded or added in the past 5 years and have resulted in personnel costs that disproportionately consume the District budget and increase the District's exposure to unmanageable Public Employee Retirement System obligations in the future. We believe the expansion of paid fire fighting staff positions has contributed to the steady decline of volunteer firefighters, which are crucial to the operation and success of small independent fire districts such as FFD.

Despite the increase in paid staffing positions, the department continues to struggle responding to calls for service and over-relies on surrounding fire agencies to cover emergency response calls within their district. Currently, there is no staff coverage for calls Thursday through Monday nights, requiring surrounding volunteer fire agencies to provide mutual aid services on a regular basis.

The minutes of the FFD Board of Directors record a steady decline in the number of volunteer firefighters over the past five years, as well as a shift in focus to the needs of the four paid firefighter employees over the need to recruit, train, and retain local volunteer firefighters. Very few of the current volunteer firefighters reside within the District. FFD has historically been a volunteer fire department and the shift to paid staffing above normal volunteer call stipends has led to a decline in volunteer participation.

It has been mentioned on social media (Attachment 3) that the Board has been neglecting to fill the paid chief position, but the minutes show the Board has been actively seeking out qualified candidates who seek to serve their community for at least the past year and a half. Additionally, the Board appears to be acutely aware of the looming fiscal crisis and has reached out to multiple surrounding fire agencies, seeking professional assistance to manage the district administratively as well as in providing the call response coverage the District currently lacks. We believe attempting to hire a chief while simultaneously seeking a management arrangement with an outside fire agency has caused both processes to falter and stall. The current situation, for lack of a better term, has the inmates (the four paid staff members) running the asylum to the detriment of the long-term viability of the District.

In response to the statements made in social media post incorporated into this letter as Attachment 3, we have previously conducted an extensive review of all public documentation relating to the Felton Fire Protection Board as independent, concerned citizens, and disagree with the characterization of the issues the District is facing.

We are the parties who issued the Cure and Correct demand for violations of the Brown Act and feel satisfied the Board quickly and appropriately addressed the issues within the time frame prescribed under the law. We have no doubt this was no easy task, but their subsequent actions to remedy were performed in good faith. The purpose of filing the demand was to educate the Board about certain actions that must be noticed and reported in very specific ways. We believe their actions were the result of inadvertence as opposed to an effort to subvert the public's right to participate.

We have found no evidence of misuse of public funds as alleged in the social media post. We did find evidence that a paid staff member (not the District Secretary) was recording and reviewing closed sessions of the Board of Directors without their knowledge and consent and using the information gleaned from those closed sessions to benefit the positions of paid staff. We notified the Board of this finding in our original communication.

We also found that over the past year and a half, two separate appointed interim chiefs with little to no professional fire administration experience made multiple recommendations for expenditures the District could not afford, including the expansion of paid staff positions, and for the adoption of policies and procedures that were the copyrighted property of a third-party vendor the District did not purchase the license for. These policies were rushed through to adoption with little to no time for appropriate vetting at the end of the term of the first appointed interim chief. Ultimately, the Board is responsible for approving these items, but volunteer special district Board members rely heavily upon the recommendations of professional management, which the Board undoubtedly now realizes it lacked.

It is our hope that the Felton Fire Protection District can move through the current issues that threaten the District's long-term viability and return to its roots as a purely volunteer organization. We applaud the latest interim Chief's experience and acumen, as well as his volunteerism (he is performing this task for zero compensation). From our perspective the members of the Board are doing their best to live up to their fiduciary responsibilities but face an uphill battle unwinding certain decisions made in the past that threaten the future of the organization.

To the Citizens of Felton-you can help by attending meetings, educating yourselves about the District, and encouraging volunteerism as a value, and electing representatives who understand tough decisions must be made to save your special district.

Very Truly Yours,

Ivan Conrad
Dooright Enterprises
P.O. Box 94
Mount Hermon, CA 95041
Email: doorightenterprise@gmail.com

Attachments:

- 1) LAFCO of Santa Cruz County Countywide Fire Protection Service and Sphere Review: Felton Fire Protection District, Adopted October 13, 2021
- 2) Excerpt from Interim Chief Walter's Report to the Board dated April 09, 2024
- 3) Screenshot of social media post

FELTON FIRE PROTECTION DISTRICT

District Overview

Felton Fire Protection District (FFPD) was formed on October 23, 1946 and operates under the Fire Protection District Law of 1987. FFPD encompasses nearly 6 square miles of territory located in the San Lorenzo Valley. **Figure 63**, on page 161, is a vicinity map depicting FFPD’s current jurisdictional and sphere boundaries. **Figure 64**, on page 162, also shows the current land use designation under the County’s General Plan. At present, the lands within the District vary from agriculture to service commercial. The vast majority of the District is designated as Mountain Residential.

Services & Operations

FFPD currently provides fire protection services to the Felton community and its surrounding areas. It currently operates with 1 full-time employee, 1 part-time employee, and 28 volunteer firefighters. The following sections provide a detailed overview of FFPD’s services and operations.

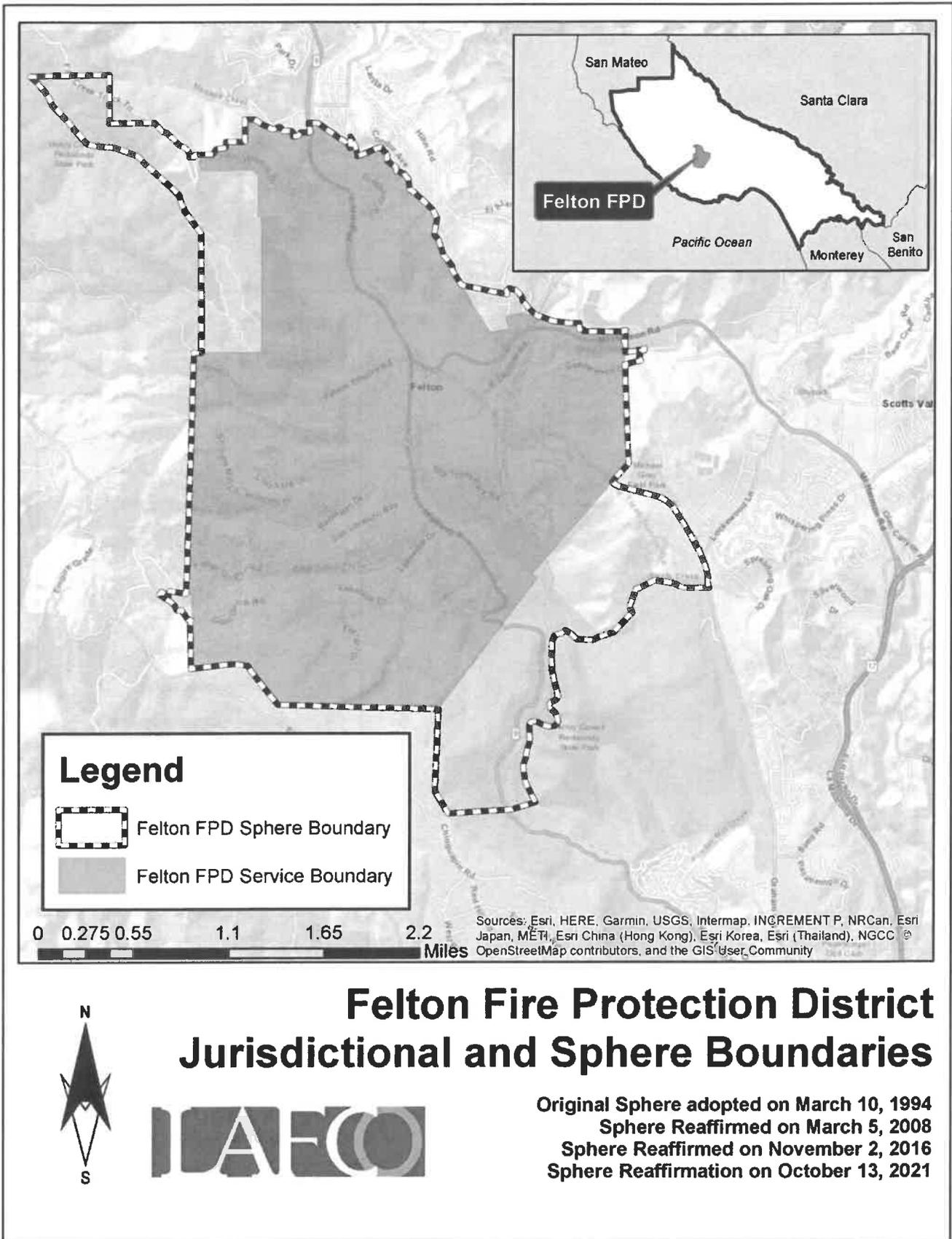
Types of Services

Fire protection covers a variety of services from basic life support to vegetation management. LAFCO staff has identified 18 different types of services provided by fire agencies. At present, FFPD offers 89% of those services (16 out of 18). **Table 75** illustrates those services. FFPD offers the second highest amount of services when compared to the other 13 fire agencies in Santa Cruz County. The lowest is BFPD with 9 services and the highest is Ben Lomond FPD with 17 different services. It is important to note that FFPD is one of only five agencies that provide advance life support services. The “Other Service” offered by the District involves mutual aid. If requested, the District may provide services outside its jurisdictional boundary.

Table 75: FFPD’s Type of Services

Advance Life Support	Ambulance Transportation	Ambulance Transportation (Non-Emergency)	Basic Life Support	Basic Rescue	Community Education
Yes	-	-	Yes	Yes	Yes
Construction Plan Check	Fire Code Enforcement	Fire Code Permitting	Fire Investigation	Fire Suppression	Haz Mat Administration
Yes	Yes	Yes	Yes	Yes	Yes
Haz Mat Response	Public Awareness	Technical Rescue	Vegetation Management	Water Rescue	Other Service
Yes	Yes	Yes	Yes	Yes	Yes

Figure 63: FFPD's Vicinity Map

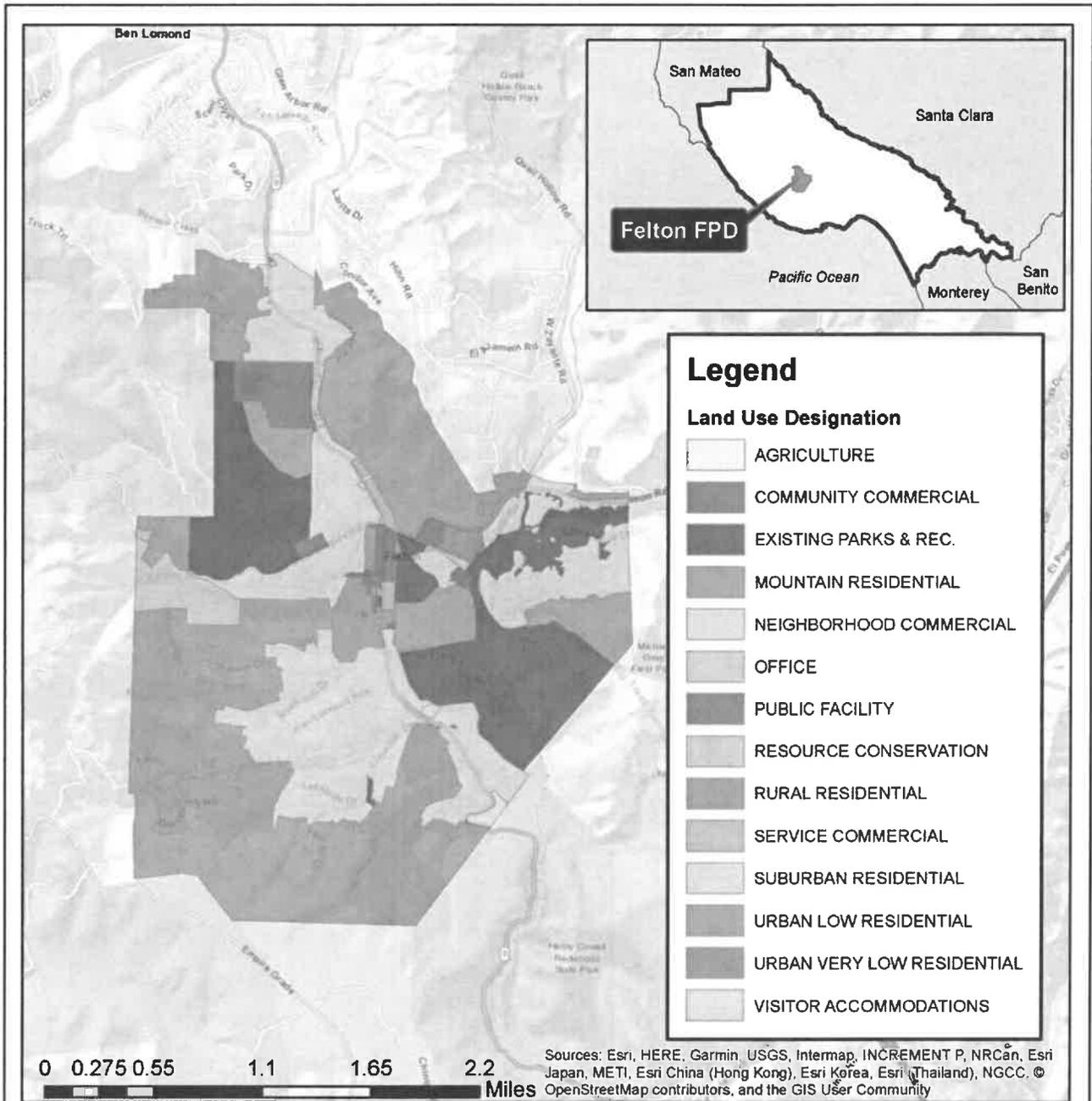


Felton Fire Protection District Jurisdictional and Sphere Boundaries

Original Sphere adopted on March 10, 1994
 Sphere Reaffirmed on March 5, 2008
 Sphere Reaffirmed on November 2, 2016
 Sphere Reaffirmation on October 13, 2021



Figure 64: FFPD's Land Use Map



Felton Fire Protection District Jurisdictional and Sphere Boundaries



Santa Cruz County's General Plan has multiple land use designations within Felton FPD ranging from agriculture to service commercial.

The vast majority is designated as Mountain Residential.

Types of Training

Similar to services, fire protection covers a variety of training requirements from auto extrication to swift water rescue. LAFCO staff has identified 17 different types of training offered by fire agencies. At present, FFPD offers 82% of those training courses (14 out of 17). **Table 76** illustrates those training opportunities.

Table 76: FFPD's Type of Training

Administration	Advance Life Support	Auto Extrication	Basic Life Support	Confined Space Awareness	Fire Prevention & Inspection
Yes	-	Yes	Yes	Yes	Yes
Hazardous Materials	Ocean Rescue	Physical Fitness	Rapid Intervention	Rescue Systems	Surf Rescue
Yes	-	Yes	Yes	Yes	-
Swift Water Rescue	Technical Rescue	Transport	Truck Company Operations	Other Training	Total
Yes	Yes	Yes	Yes	Yes	14

Fire Stations

The District currently operates one fire station. The station was built in 1935 and is located at 131 Kirby Street in Felton. The station is staffed with 2 firefighters and the fire chief during regular business hours (Monday to Friday). At present, FFPD has 1 full-time firefighter, 1 rotating part-time firefighter, 1 part-time fire prevention inspector/EMT, 1 part-time HR/Payroll Admin, 1 volunteer Assistant Chief, 4 volunteer Captains, 3 volunteer Driver Operators, and 25 volunteer firefighters/EMTs. **Figure 65** on page 164 shows the location of the fire station.

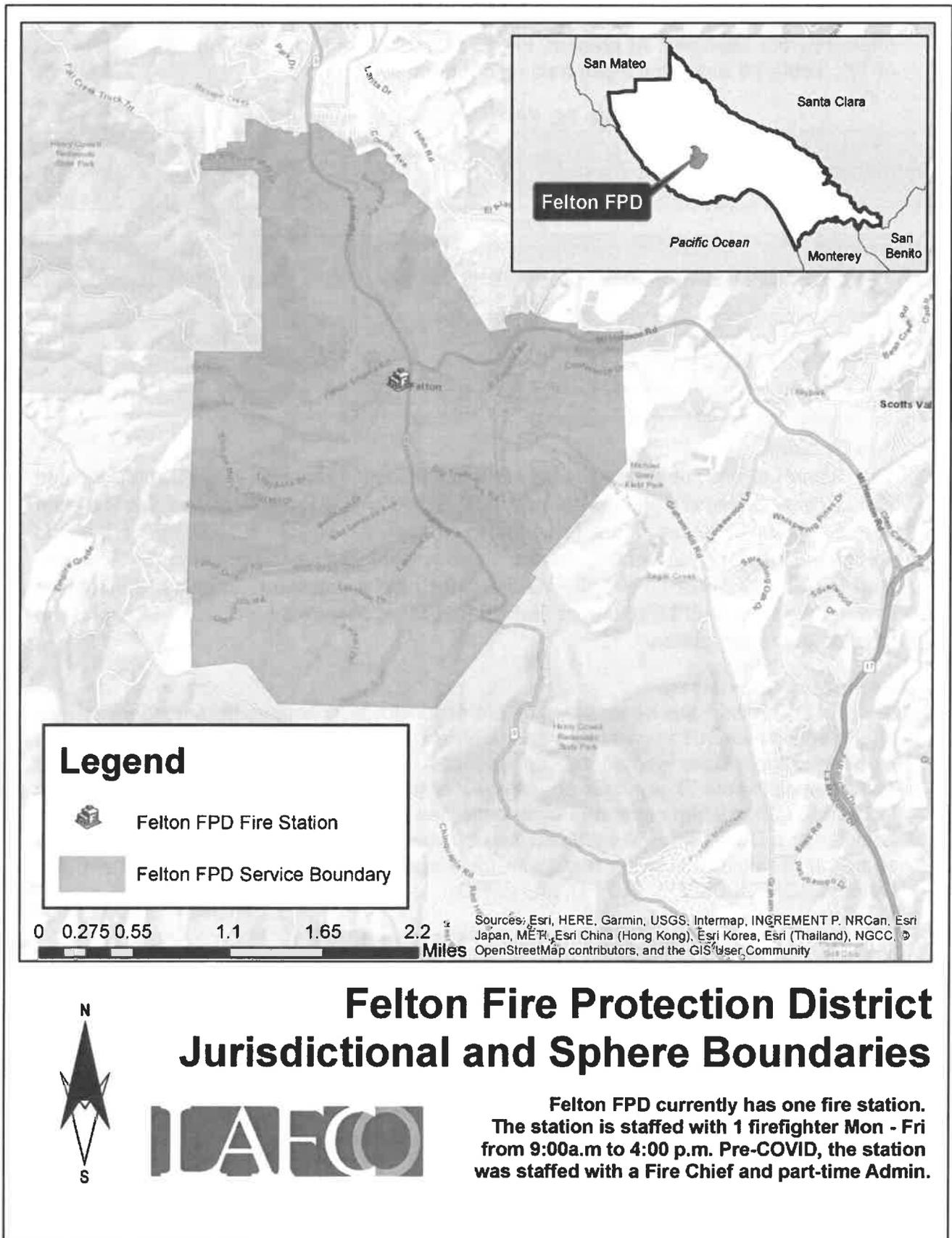
Apparatus & Inventory

In order to provide the necessary fire protection to its constituents, fire agencies are equipped with various apparatuses and vehicles. LAFCO staff has identified 20 different types of apparatuses carried by fire agencies. At present, FFPD operates using 8 apparatuses. **Table 77** provides an overview of the District's inventory. The District is in the middle-range when compared to the other fire agencies. CSA 4 has the lowest with 5 vehicles and CSA 48 has the highest with 29 vehicles. It is important to note that FFPD shares a breathing air bottle truck with local agencies through a JPA agreement: the County, BCFPD, BLFPD, SVFPD, and ZFPD.

Table 77: FFPD's Inventory

Aircraft Rescue	Ambulance	Admin/Battalion SUV	Chief Officer SUV	Command Vehicle
-	-	1	1	-
Fire Engine (Type 1)	Fire Engine (Type 2)	Fire Engine (Type 3)	Fire Engine (Type 6)	Haz Mat
2	-	1	-	-
Truck (4x4)	Truck (Ladder)	Truck (Pick-Up)	Truck (Medic)	Truck (Rescue)
1	-	-	-	-
Utility Vehicle	Urban Search & Rescue	Water Craft	Water Tender	Other Vehicle
-	-	-	1	1

Figure 65: FFPD's Fire Station



Insurance Services Office (ISO) Rating

An ISO rating is based on a fire station’s five road mile proximity to a credible water source for fighting fires. The District has an ISO Public Protection Classification of 4. The District provides fire protection and advance/basic life support services. **Figure 66** on page 166 shows the distance the fire station crew can reach within 5 and 10 minutes. Based on staff’s analysis, the District covers most of its jurisdiction and areas outside its limits.

Call Data

Based on staff’s analysis, fire service providers attend to several types of emergency calls, beyond fire-related situations such as medical calls, mutual aid, and vehicle accidents. LAFCO staff has identified 14 different types of calls responded by fire agencies. **Table 78** indicates that FFPD responded to approximately 4,000 calls over the last six years. The annual call average is estimated to be 667 calls/year. The District’s average response time was approximately 8 minutes.

Table 78: FFPD’s Call Data (2015 to 2020)

Auto Aid	EMS (Medical Call)	False Alarm	Fire	Good Intent Call
-	2,389	178	233	508
Haz Mat	Mutual Aid	Overpressure/ Explosion/Overheat	Rescue Call	Service Call
308	-	3	-	258
Severe Weather & Natural Disaster	Special Incident	Vehicle Accident	Other	Total
5	3	-	11	3,996

Population & Growth

Based on staff’s analysis, the population of FFPD in 2020 was approximately 6,000. The Association of Bay Area Governments (ABAG) and the Association of Monterey Bay Area Governments (AMBAG) provide population projections for cities and counties in the Coastal Region. Official growth projections are not available for special districts. In general, the Coastal Region is anticipated to have a slow growth over the next twenty years. Based on this slow growth trend, the population for unincorporated lands is expected to increase by 0.86%. **Table 79** shows the anticipated population within FFPD.

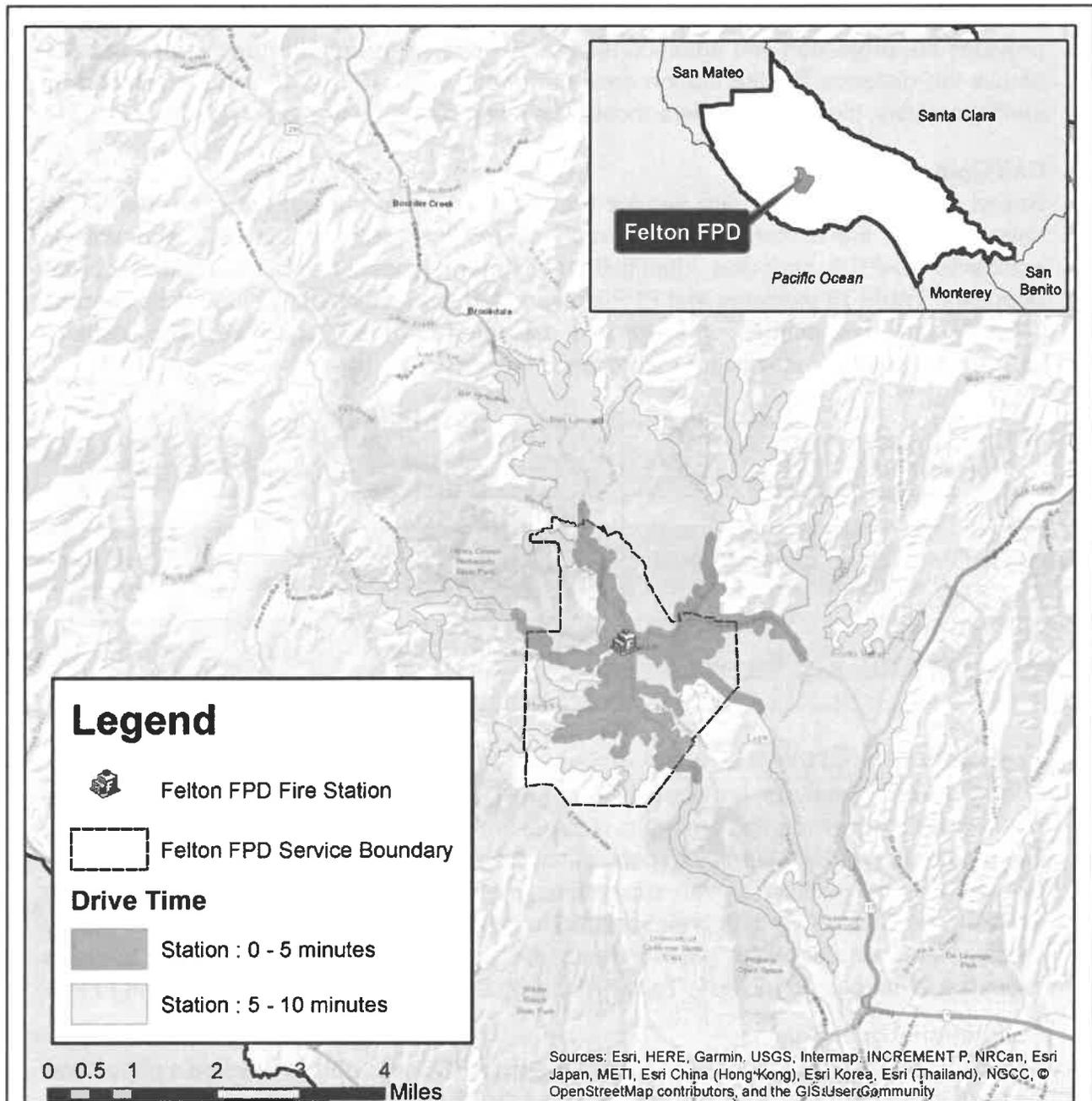
Population Projection

Based on the projections for Santa Cruz County, LAFCO was able to develop a population forecast for FFPD. LAFCO staff increased the District’s 2020 population amount by 0.86% each year. Under this assumption, our projections indicate that the entire population of FFPD will be approximately 6,300 by 2040.

Table 79: Projected Population

	2020	2025	2030	2035	2040	Average Rate of Change
Santa Cruz County (unincorporated area)	136,891	137,896	139,105	140,356	141,645	0.86%
Felton Fire Protection District	6,051	6,103	6,156	6,208	6,262	0.86%

Figure 66: FFPD's Fire Station (5 and 10 Mile Drive Time)



Legend

-  Felton FPD Fire Station
-  Felton FPD Service Boundary
- Drive Time**
-  Station : 0 - 5 minutes
-  Station : 5 - 10 minutes

0 0.5 1 2 3 4 Miles

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, OpenStreetMap contributors, and the GIS User Community



Felton Fire Protection District Drive Time Analysis (Thursday at 5:00pm)

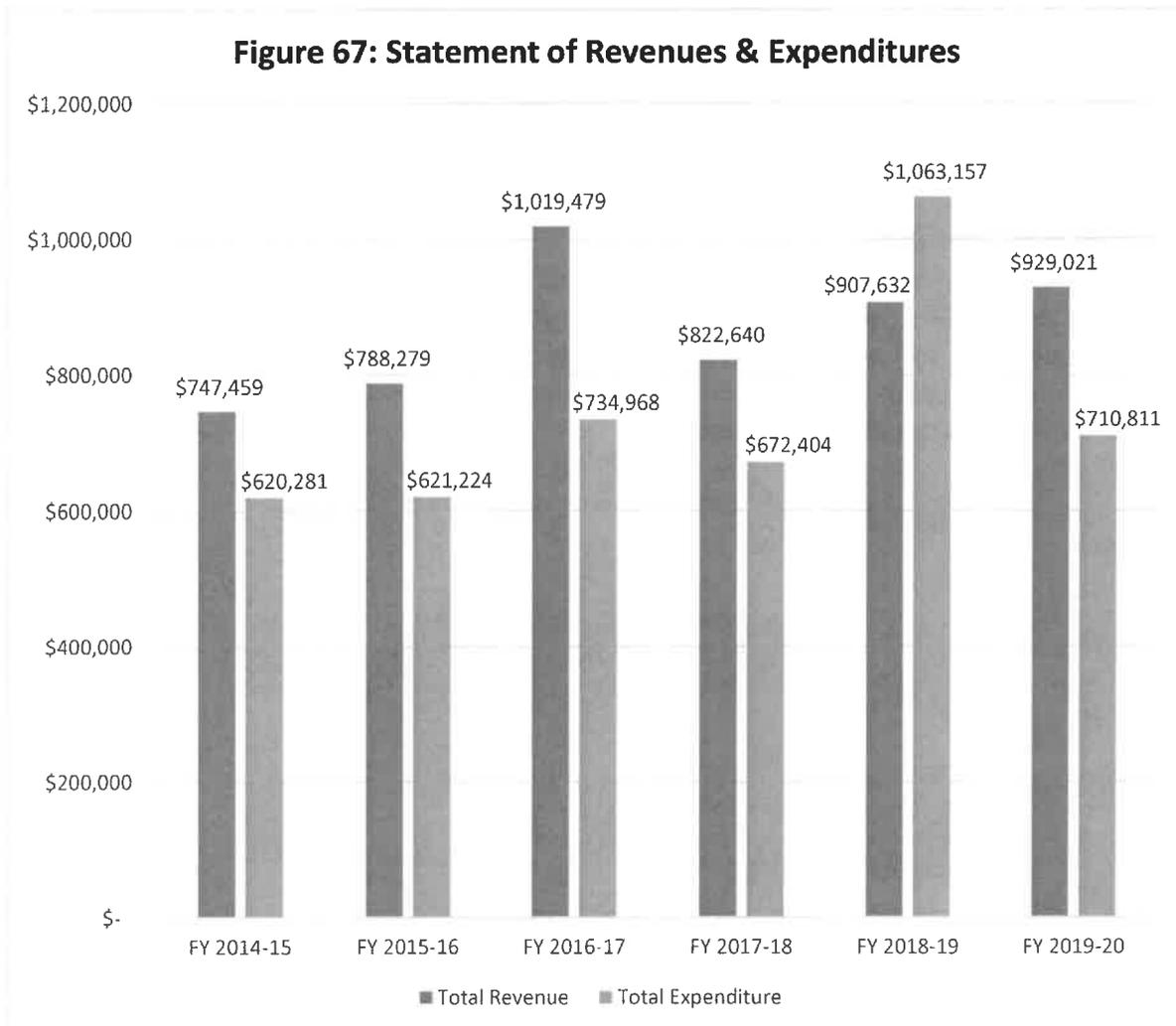


Felton FPD currently has one fire station. The station is staffed with 1 firefighter Mon - Fri from 9:00a.m to 4:00 p.m. Pre-COVID, the station was staffed with a Fire Chief and part-time Admin.

Finances

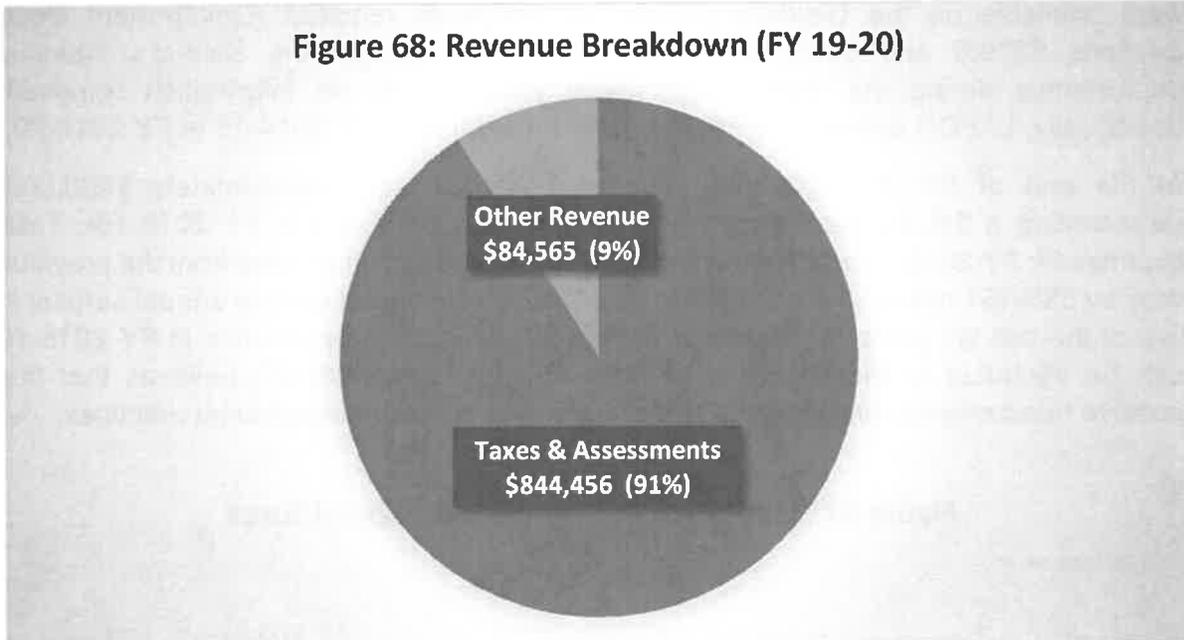
State law requires special districts to conduct an annual audit. The law also requires special districts to file a report of the completed audit to the State Controller's Office and LAFCO (Government Code Section 56036). For purposes of this report, the District provided financial documents covering the last six years. In addition, all recent audits were available on the District's website as statutorily required (Government Code Sections 6270.6 and 53087.8). This section will highlight the District's financial performance during the most recent fiscal years based on information retrieved. Specifically, LAFCO evaluated FFPD's financial health from FY 2014-15 to FY 2019-20.

At the end of FY 2019-20, total revenue collected was approximately \$930,000, representing a 2% increase from the previous year (\$907,000 in FY 2018-19). Total expense for FY 2019-20 was approximately \$711,000, which increased from the previous year by 33% (\$1 million in FY 2018-19). The District has ended with an annual surplus in five of the last six years, as shown in **Figure 67**. The deficit experience in FY 2018-19 can be attributed to the District's purchase of equipment. LAFCO believes that this positive trend may continue going forward under the current management practices.



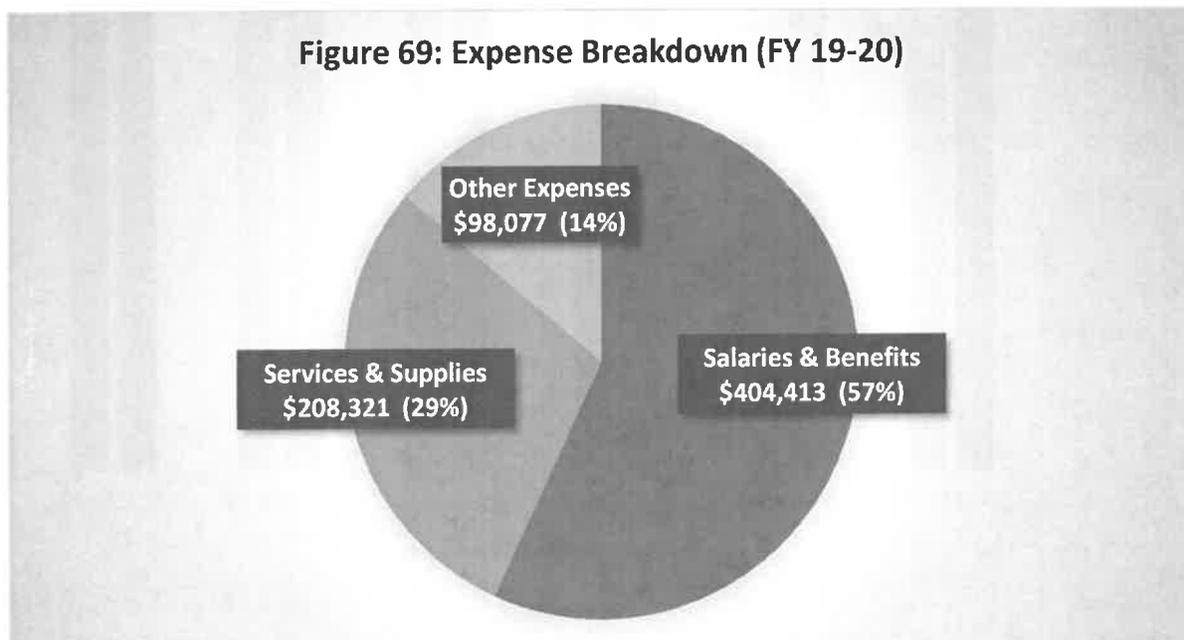
District Revenues

FFPD's revenue stream can be categorized into two groups: Taxes & Assessments and Other Revenue. FFPD's primary source of revenue is from Taxes & Assessments, specifically Property Taxes. **Figure 68** highlights the revenue received during FY 2019-20.



District Expenditures

FFPD's total expenditures can be categorized into three groups: Salaries & Benefits, Services & Supplies, and Other Expenses. **Figure 69** below distinguishes the cost and percentage per category. As shown below, Salaries & Benefits are the highest expenditure during FY 2019-20, which represents 57% of the agency's total expense. FFPD's expenditures are well-balanced.



Fund Balance/Net Position

As of June 30, 2020, the total fund balance is approximately \$2 million. The fund balance has increased over the years since 2014, as shown in **Table 80**. The current balance represents 272% of the District's total expenditure from FY 2019-20. This amount would be more than sufficient to cover any unanticipated costs. The overall financial performance of FFPD during the last six years can be found in **Table 81** below.

Table 80: Fund Balance/Net Position

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Net Position (Ending Balance)	\$127,178	\$167,055	\$284,511	\$1,856,156	\$1,700,631	\$1,940,274
Change in (\$) from previous year		\$39,877	\$117,456	\$1,571,645	\$(155,525)	\$239,643
Change in (%) from previous year		31%	70%	552%	-8%	14%

Table 81: Total Revenues & Expenditures

	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
REVENUE						
Tax Revenue	\$ 618,169	\$ 684,079	\$ 724,753	\$ 764,255	\$ 814,118	\$ 844,456
Strike Team Reimbursements	\$ 42,747	\$ 54,868	\$ 237,712	\$ -	\$ -	\$ -
Charges for Service	\$ 35,035	\$ 575	\$ 2,150	\$ 700	\$ 1,050	\$ -
License & Permits	\$ -	\$ 8,233	\$ 33,099	\$ 20,908	\$ 37,019	\$ 38,055
Interest & Investment Earnings	\$ 37,889	\$ 33,099	\$ 11,674	\$ 36,391	\$ 32,589	\$ 33,941
Grants & Contributions	\$ 6,267	\$ 4,925	\$ 7,885	\$ -	\$ 15,312	\$ 5,919
Miscellaneous	\$ 7,352	\$ 2,500	\$ 2,206	\$ 386	\$ 7,544	\$ 6,650
Total Revenue	\$ 747,459	\$ 788,279	\$ 1,019,479	\$ 822,640	\$ 907,632	\$ 929,021
EXPENDITURE						
Salaries & Benefits	\$ 380,291	\$ 403,286	\$ 523,228	\$ 406,972	\$ 434,583	\$ 404,413
Services & Supplies	\$ 206,988	\$ 144,350	\$ 157,497	\$ 152,534	\$ 159,958	\$ 208,321
Repairs & Maintenance	\$ -	\$ 52,544	\$ 30,589	\$ 71,054	\$ 43,915	\$ 43,155
Insurance	\$ -	\$ 21,044	\$ 23,654	\$ 22,566	\$ 23,001	\$ 24,732
Capital Assets	\$ 33,002	\$ -	\$ -	\$ 19,278	\$ 401,700	\$ 30,191
Debt Service						
Principle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 620,281	\$ 621,224	\$ 734,968	\$ 672,404	\$ 1,063,157	\$ 710,811
Surplus/(Deficit)	\$ 127,178	\$ 167,055	\$ 284,511	\$ 150,236	\$ (155,525)	\$ 218,210
FUND BALANCE						
Beginning Balance				\$ 1,705,920	\$ 1,856,156	\$ 1,722,064
Ending Balance	\$ 127,178	\$ 167,055	\$ 284,511	\$ 1,856,156	\$ 1,700,631	\$ 1,940,274

Governance

FFPD is an independent special district governed by a five-member Board of Directors elected at-large by the voters within the District. When candidates run unopposed, or when there is a vacancy, seats are appointed by the County Board of Supervisors in lieu of conducting the election. **Table 82** shows the current board members.

Table 82: Board of Directors

Board Member	Title	Term of Office Expiration	Years in Office
Jim Anderson	Board Member	First Appointed: 1999 Next Election: General 2022	22 years
Cyndi Foreman	Board Member	First Appointed: 2020 Next Election: General 2024	1 year
Robert Gelini	Board Member	First Elected: 1996 Next Election: General 2024	25 years
David Ladd	Board Member	First Appointed: 2016 Next Election: General 2024	5 years
Normand Crandell	Board Member	First Appointed: 2021 Next Election: General 2022	0 years

Public Meetings

The Board of Directors typically meets on the first Monday of each month. The meeting dates are posted at the fire station and on the District's Website. Public meetings are typically held at 6:00pm. Based on LAFCO staff's analysis, FFPD met 13 times in 2020. **Table 83** provides an overview of the publicly-held meetings from 2016 to 2020.

Table 83: Public Meetings

2016 (Calendar Year)	2017 (Calendar Year)	2018 (Calendar Year)	2019 (Calendar Year)	2020 (Calendar Year)
14	14	15	15	13

Opportunities & Challenges

Independent special districts are tasked to operate in an efficient and transparent manner on a regular basis. It is LAFCO staff's position that public agencies should always prepare and consider future opportunities and potential challenges in order to properly provide services to their constituents. For example, the District currently shares staffing for administrative services with BLFPD. This is a great example of shared services and strategic partnerships that other agencies can replicate. The following section explores other possible actions that should be considered by the District.

Website Requirements

Senate Bill 929 was signed into law in September 2018 and requires all independent special districts to have and maintain a website by January 1, 2020. SB 929 states that the Internet Web Site, maintained by the independent special district, shall conform with various laws in Government Code Sections 6270.5, 53893, 53908, 54954.2, and Section 32139 of the Health and Safety Code. In summary, the District's Internet Website is required to have the following:

- Access to past and current, agendas, staff reports, and minutes
- Adopted budgets;
- Contact information and list of current board members;
- Information regarding public meetings (Brown Act);
- Service Reviews adopted by LAFCO;
- Recipients of grant funding or assistance provided by the district, if any;
- Audits (pursuant to GCS 26909) and adopted annual policies; and
- Any other information the board deems relevant

The District currently has an operating website and fulfills most of the requirements listed above. However, there are still opportunities to include more information that would benefit the residents in understanding the governance of FFPD as a special district, specifically the availability of financial documentations such as budgets and audits. FFPD should also consider including LAFCO's adopted service and sphere reviews on their website as another valuable resource.

LAFCO Staff Recommendation: *The District should continue updating its website to fulfill the legal requirements under SB 929.*

Staffing Structure

FFPD relies heavily on volunteer firefighters to protect the Felton community. The District currently has 37 employees, 87% are volunteers (32 out of 37). At present, FFPD has two Firefighters and the fire chief staffed at the fire station during regular business hours (Monday to Friday from 9:00am to 4:00pm). This similar approach is conducted by other small fire districts surrounding FFPD. However, many organizations such as the National Fire Protection Association and the California Office of Emergency Services recommend a minimum of a four-person staffing on duty.

It may be beneficial to consider increasing the regular staffing to at least a 3-member crew, which is the minimum standard for other fire agencies in Santa Cruz County. Nationally, the average is fewer than four firefighters for fire engines and three for fire trucks. The National Fire Protection Association calls for four on fire engines and four on fire trucks. Increasing FFPD's minimum staffing will ensure adequate fire protection to the Felton community.

LAFCO Staff Recommendation: *The District should consider meeting the minimum staffing requirements outlined by the National Fire Protection Association as soon as possible.*

Governance Structure Options

State law does not require LAFCO to initiate changes of organization based on this report's conclusions or findings; however, LAFCO, local agencies, and the public may subsequently use the determinations and related analysis to consider whether to pursue changes in service delivery, government organization, or spheres of influence. Therefore, LAFCO is encouraging the affected agency to consider the following governance option.

Potential Annexations

Since 1994, FFPD's sphere of influence has included areas currently served by County Service Area 48, as shown in **Figure 70** on page 173. This sphere designation indicates that the District is the most logical provider of fire protection to these areas and should be annexed into FFPD. The sphere boundary has remained unchanged for almost 30 years. It may be beneficial for representatives from FFPD, CSA 48, and LAFCO to coordinate and determine whether annexation should occur in the foreseeable future. If no annexation is anticipated, then the District and LAFCO should consider reducing the sphere boundary to reflect the District's future service area.

LAFCO Staff Recommendation: *The District should consider coordinating with CSA 48 and LAFCO to determine FFPD's future service area. These discussions should occur by August 2022. LAFCO will consider amending the sphere boundaries based on these discussions no later than December 2022.*

District Best Practices

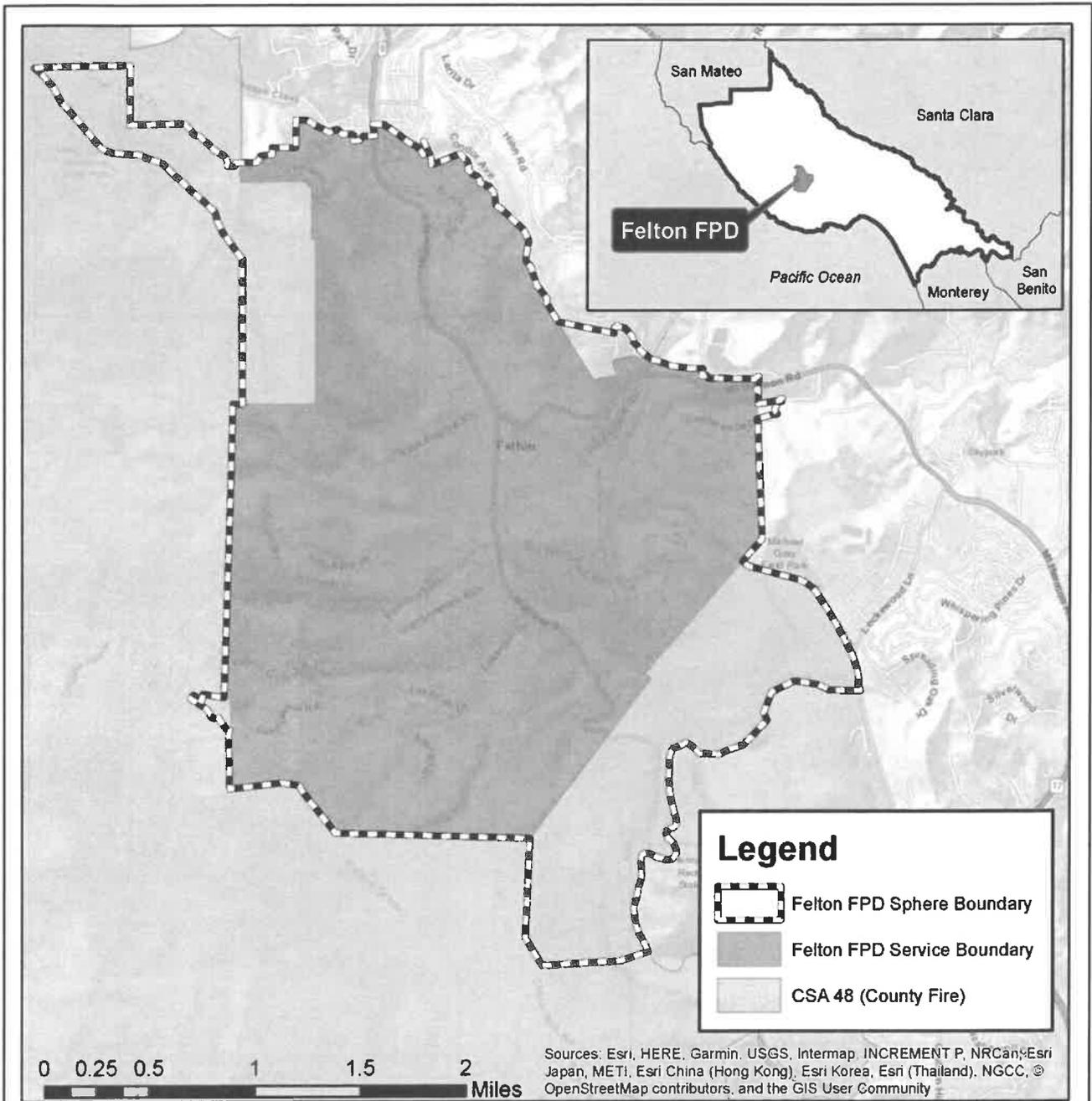
All fire districts are public agencies that must follow statutory requirements – regardless of its size or level of service. Based on LAFCO's analysis, FFPD is a single-function special district. Nearly 85% of California's special districts perform a single function. In order to comply with statutory requirements, as well as adapt to current and future demands, LAFCO staff strongly recommends that the District conduct periodic updates to ensure its compliance with certain laws including but not limited to audits, public records requests, ethics training, policies and procedures, and meeting protocols. It may be beneficial for the District to also consider joining the California Special Districts Association (CSDA) to help keep track of all current and new laws. LAFCO co-hosted an online webinar with CSDA in August 2021 to discuss all the statutory requirements that must be fulfilled by all special districts. 14 out of the 22 independent special districts in Santa Cruz County attended the webinar. FFPD was well-represented at the workshop with board members and employees in attendance.

LAFCO Staff Recommendation: *The District should strongly consider developing a strategic plan to ensure all statutory requirements are being fulfilled on a regular basis.*

Sphere of Influence

Santa Cruz LAFCO originally adopted a sphere of influence for FFPD on March 10, 1994. The sphere goes beyond FFPD's current jurisdictional boundary, indicating that these areas should be annexed into the District in the foreseeable future. Therefore, staff is recommending that the current sphere be reaffirmed as part of this report. **Figure 71** on page 174 depicts the proposed sphere boundary.

Figure 70: FFPD's Potential Annexation Areas

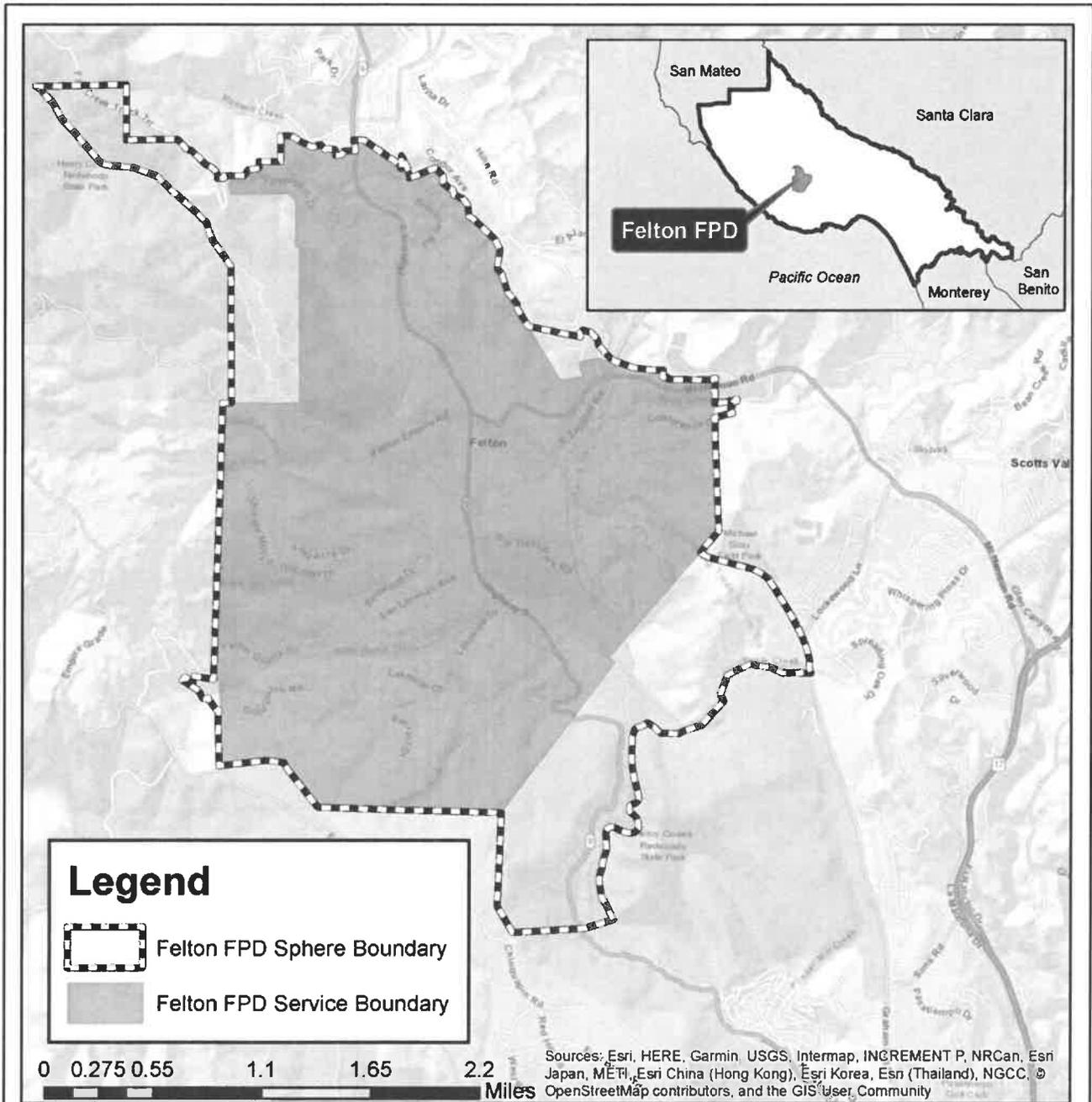


Felton Fire Protection District Jurisdictional and Sphere Boundaries



Original Sphere adopted on March 10, 1994
 Sphere Reaffirmed on March 5, 2008
 Sphere Reaffirmed on November 2, 2016
 Sphere Reaffirmation on October 13, 2021

Figure 71: FFPD's Proposed Sphere Map



Felton Fire Protection District Jurisdictional and Sphere Boundaries



Original Sphere adopted on March 10, 1994
 Sphere Reaffirmed on March 5, 2008
 Sphere Reaffirmed on November 2, 2016
 Sphere Reaffirmation on October 13, 2021

District Summary

Felton Fire Protection District	
Formation	Fire Protection District Law of 1987 (Health & Safety Code Section 13800 et seq.)
Board of Directors	5 members, elected at-large to four-year terms
Contact Person	Robert Gray, Fire Chief
Employees	2 Full-Time Employee (3 part-time and 32 volunteers)
Facilities	1 Fire Station
ISO Rating	4/4x
District Area	4,052 acres (6 square miles)
Sphere of Influence	Current sphere of influence is Larger than the District's Jurisdictional Boundary <i>Proposed Designation: Reaffirm Current Sphere Boundary</i>
FY 2019-20 Audit	Total Revenue = \$929,021 Total Expenditure = \$710,811 Projected Net Position (Ending Balance) = \$1,940,274
Contact Information	Mailing Address: 131 Kirby Street Felton, CA 95018 Phone Number: (831) 335-4422 Email Address: rgray@feltonfire.com Website: www.feltonfire.com
Public Meetings	Meetings are typically held on the first Monday of each month.
Mission Statement	The Felton Fire Protection District's mission is to be an effective emergency service organization serving the residents, business and property owners, and visitors of Felton, with quality fire suppression, emergency medical services, rescue, fire prevention and public education. In carrying out this mission, the Felton Fire Protection District will: Provide priority to fire fighter safety Encourage the educational and personal development of fire district personnel Promote positive attitudes and teamwork to take full advantage of our skills, knowledge and creativity Communicate openly and honestly to our members and community to inspire trust and confidence Felton Fire is committed to providing the highest level of Professionalism, Service, and Honor.

Service and Sphere Review Determinations

The following service and sphere review determinations fulfill the requirements outlined in the Cortese-Knox-Hertzberg Act.

Service Provision Determinations

Government Code Section 56430 requires LAFCO to conduct a municipal service review before, or in conjunction with, an action to establish or update a sphere boundary. Written statements of determination must be prepared with respect to each of the following:

- 1. Growth and population projections for the affected area.**
Official growth projections are not available for special districts. In general, the Coastal Region is anticipated to have a slow growth over the next twenty years. Based on this slow growth trend, the population for unincorporated lands is expected to increase by 0.86%. Under this assumption, LAFCO's projections indicate that the entire population of FFPD will be approximately 6,300 by 2040.
- 2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.**
LAFCO did not identify any DUCs within or contiguous to the District.
- 3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.**
The District was formed in 1946. The District continues to provide fire protection services to the Felton community and its surrounding areas.
- 4. Financial ability of agencies to provide services.**
The District has ended with an annual surplus in five of the last six fiscal years. The District's fund balance is approximately \$2 million as of June 30, 2020.
- 5. Status of, and opportunities for, shared facilities.**
The District provides assistance to surrounding agencies through mutual and automatic aid agreements. It is also LAFCO's understanding that the District shares its personnel staff with neighboring fire agencies.
- 6. Accountability for community service needs, including governmental structure and operational efficiencies.**
LAFCO staff is recommending that the District consider the two governance options identified in the report including but not limited to increasing their staffing to meet the minimum requirements identified by the National Fire Protection Association.
- 7. Any other matter related to effective or efficient service delivery, as required by commission policy.**
No additional local LAFCO policies are specifically relevant to this service and sphere review.

Sphere of Influence Determinations

Government Code Section 56425 requires LAFCO to periodically review and update spheres of influence in concert with conducting municipal service reviews. Spheres are used as regional planning tools to discourage urban sprawl and encourage orderly growth. Written statements of determination must be prepared with respect to each of the following:

1. The present and planned land uses in the area, including agricultural and open-space lands.

The District is located in unincorporated county territory. The County's General Plan designates the vast majority of the District as Mountain Residential.

2. The present and probable need for public facilities and services in the area.

The District has an ISO Public Protection Classification of 4 within five road miles of a fire station where there is a credible water source for fighting fires. The District provides fire protection, technical rescue, and basic life support services.

3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The District currently has one fire station. The station is located at 131 Kirby Street in Felton. The station is staffed with one firefighter during regular business hours.

4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

LAFCO staff is aware of various organizations that are relevant to this agency, including but not limited to the following: County of Santa Cruz (Office of Emergency Services), Fire Department Advisory Commission of Santa Cruz County, UC Santa Cruz (Office of Emergency Services), and the Fire Safe Councils of Bonny Doon, Santa Cruz County, and South Skyline.

5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

LAFCO did not identify any DUCs within or contiguous to the District.

		Felton FY 23/24	Felton FY 24/25	FEL/Calfire	FEL/SCO
Expenditures					
	Total Salaries & Benefits (Sheet 1)	\$ 876,638.80 **	\$ 936,550.50	\$ 949,791.00	\$ 897,778.50
	Total Supplies & Services (sheet 2)	\$ 499,274.00	\$ 517,100.00	\$ 495,100.00	\$ 517,100.00
Total Budget Expenses		\$ 1,375,912.80	\$ 1,453,650.50	\$ 1,444,891.00	\$ 1,414,878.50
Revenues					
40100	PROPERTY TAX-CURRENT SEC-GEN	\$ 938,346.74	\$ 1,028,813.00	\$ 1,028,813.00	\$ 1,028,813.00
40110	PROPERTY TAX-CURRENT UNSEC-GEN	\$ 17,214.48	\$ 22,062.00	\$ 22,062.00	\$ 22,062.00
40130	PROPERTY TAX-PRIOR UNSEC-GEN	\$ 1,717.97	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
40150	SUPP PROP TAX-CURRENT SEC	\$ 21,216.04	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
40151	SUPP PROP TAX-CURRENT UNSEC	\$ 905.94	\$ 500.00	\$ 500.00	\$ 500.00
40160	SUPP PROP TAX-PRIOR SEC	\$ 1,208.19	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
40161	SUPP PROP TAX-PRIOR UNSEC	\$ 238.00	\$ -	\$ -	\$ -
44142	PENALTIES FOR DELINQUENT TAXES	\$ 130.72	\$ -	\$ -	\$ -
44143	REDMPTN PNLTIES FOR DELINQ TXS	\$ 110.44	\$ -	\$ -	\$ -
40430	INTEREST	\$ 27,311.45	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
40440	RENTS & CONCESSIONS	\$ 38,497.39	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
40830	ST-HOMEOWNERS' PROP TAX RELIEF	\$ 4,487.00	\$ 4,709.00	\$ 4,709.00	\$ 4,709.00
40852	ST-OTHR TAX RELIEF SUBVENTIONS	\$ 1,772.84	\$ -	\$ -	\$ -
40894	ST-OTHER	\$ -	\$ -	\$ -	\$ -
41322	PLAN CHECKING FEES	\$ 750.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
42384	OTHER REVENUE	\$ 2,387.29	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Total Budget Revenues		\$ 1,056,294.49	\$ 1,135,584.00	\$ 1,135,584.00	\$ 1,135,584.00
Budget Variance					
Total Budget Shortfall		\$ 319,618.31 **	\$ 318,066.50	\$ 309,307.00	\$ 279,294.50
Total Rollover Funds (estimated)		\$1,194,140.00			

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



Felton Neighbors

Erica Schwanbeck · 38m · 📍



Felton Fire needs you!
Please attend the August 5th Board Meeting at 6pm to support your local volunteers as they navigate an uncertain future. The Felton Fire District Board of Directors has been unable to hire a permanent Chief since October 2023 and has committed numerous Brown Act violations in the process. The Board has inappropriately appointed positions, purchased goods, utilized agency equipment for personal gain, and failed to fulfill their obligation to transparently serve their community. Paid staff have unionized, which the Board has failed to recognize. Felton Fire runs the risk of being mis-managed into the ground unless the community steps up to answer their call.

The staff of Felton Fire operate under high integrity and dedication to their community. Please show your support and hold this Board accountable. I know our community deeply appreciates and leans on this small department, let's show them how much. ❤️

Monday August 5th, 6pm, Felton Fire Community Room

(Disclaimer: I don't represent the department personally, although my husband does volunteer. I am spreading this message as a concerned community member and tax payer.)

👍 4

1 comment



SAN LORENZO VALLEY PROFESSIONAL FIREFIGHTERS ASSOCIATION

LOCAL 5499

PO Box 711

Mount Hermon, CA 95041

Members of the Board,

As the sole representative of full-time firefighters at Felton Fire, IAFF local 5499 are requesting to arrange a time and place to meet and confer regarding workplace conditions in accordance with the Meyers-Milias-Brown Act.

Please reach out with options for times to meet,

Best,

-Ian

President IAFF L5499



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

Edward A. Kelly
General President

Frank V. Lima
General Secretary-Treasurer

July 15, 2024

To whom it may concern, this is certification that IAFF Local 5499, San Lorenzo Valley Professional Firefighters Association, CA is an active local, of the International Association of Fire Fighters, since 6/1/2024 and as a result. Local 5499 is covered as IRS tax exempt under the IAFF group exemption, number (GEN) 0160.

Sincerely,

Frank V. Lima

IAFF General Secretary-Treasurer

