

# **ZAYANTE FIRE PROTECTION DISTRICT**

7700 E. Zayante Road

Felton Ca. 95018

## **BOARD OF DIRECTORS AGENDA**

Monday May 25, 2021

**Time 7:00 P.M.**

### **THIS WILL BE AN IN-PERSON MEETING**

1.0: CALL TO ORDER

2.0: FLAG SALUTE

3.0: ATTENDANCE (circle if absent) Clark Fleming Herceg Maxwell Tarbet

4.0: APPROVAL OF PREVIOUS MEETING MINUTES:

Regular meeting **04/20/2021**, Special meetings **04/27/21, 05/06/21, 05/13/21**

5.0: ADDITIONS/DELETIONS TO AGENDA

Additions to the agenda may be added as discussion items. The Board will not act on any added items at this meeting. The Board may elect to add the item to a future meeting for action.

6.0: PUBLIC RESPONSE (State name, address and subject.) Time limit of three minutes

7.0: CORRESPONDENCE.

8.0: COMMITTEE REPORTS

8.1: CHIEFS REPORT

8.2: SLV DISTRICT COUNCIL

8.3: COUNTY CHIEFS/SCCFAIG/EMSIA

8.4: OPERATIONS SECTION

8.5: TRAINING SECTION

9.0: OLD BUSINESS

9.1: COVID-19

9.2: Financial Audit for FY 20

10.0: NEW BUSINESS

10.1: **ACTION ITEM:** Preliminary Revenue and Expenditure Budget for fiscal year 2021-2022.

10.2: **ACTION ITEM:** Preliminary Revenue and Expenditure Budget for Capital Outlay Account fiscal year 2021-2022.

10.3: **ACTION ITEM:** Payroll policy 4000 for fiscal year 2021-2022.

10.4: Review 5-year Capital outlay plan.

11.0: POLICY AND PLANNING

11.1: Goals and objectives for 2021

12.0: OTHER BUSINESS (As necessary for the District to perform its functions as required by law)

12.1: Form 700

13.0: BUDGET, BILLS AND PAYROLL

13.1: Approval of bills

13.2: Payroll: Approve pay periods 9-10

14.0: PERSONNEL

15.0: Closed Executive Session

15.1: Review received applications for Interim Assistant Fire Chief Position.

16.0: RE-ADJOURN TO OPEN SESSION TO REPORT ANY ACTION  
RESULTING FROM THE CLOSED EXECUTIVE SESSION.

17.0: ADJOURNMENT

NEXT MEETING June 15, 2021

POSTED: May 21, 2021 @ 3:00 P.M.



## **ZAYANTE FIRE PROTECTION DISTRICT**

7700 East Zayante Road, Felton CA 95018

Ph: 831-335-5100 Fx: 831-335-5199

# **Board of Directors**

## **Minutes of the Regular Meeting**

### **April 20, 2021**

#### **1.0: CALL TO ORDER:**

Chairperson Fleming called the regular meeting of the Zayante Fire Protection Board of Directors to order at 7:05 PM. This was a teleconference meeting via Zoom.

#### **2.0: FLAG SALUTE:**

#### **3.0: DIRECTOR ATTENDANCE:**

**Directors Present:** Clark, Fleming, Herceg, Maxwell, Tarbet

**Fire Department:** Chief Stipes

**Absent:** None

#### **4.0: PREVIOUS MEETING MINUTES:**

- Upon motion from Director Clark and duly seconded by Director Maxwell, minutes from the March 16, 2021 regular meeting were approved by a 4-0 vote. Tarbet abstained.

#### **5.0: ADDITIONS AND DELETIONS TO THE AGENDA:**

Additions to the agenda may be added as a discussion item. The Board will not take action on any added items at this meeting. The Board may elect to add the item to a future meeting for action. None

#### **6.0: PUBLIC RESPONSE: (State name, address, and subject. Time limit of five minutes subject to Board discretion)**

#### **7.0: CORRESPONDENCE:**

- J.M. Brown analyst for Supervisor McPherson stated that there is a working group at the County to study the area of Lompico more closely in an effort to provide the Fire District with more resources.

#### **8.0: COMMITTEE REPORTS:**

##### **8.1: Chiefs Report:**

- Calls for service: 23 calls 9-EMS, 5- wires, 1-public service, 4-smoke checks, 1- gas leak, 2- structure fires. 1 was auto aid.
- Tax mailers 1991-1 revenue has started coming in. We have received about \$4000.00 so far.
- The LAFCO survey was completed and returned before the April 1 deadline.
- The ISO survey was completed and returned except for SLVWD, which should be completed shortly.

- The Fence in the back mid property has failed and is in need of replacement. The Board directed the Chief to get bids on replacement.

**8.2: SLV District Council:** Did not meet.

**8.3: County Chiefs/EMSIA/SCCFAIG:**

- (County Chiefs) Fpo's are drafting a new standard for water storage and hydrants on residential properties.
- The Tesla group wants to do a demo on solar roof systems.
- Great participation by all agencies helping in the fire academy.
- Yellow Fire is back in service to see how well and if it works.
- EMCC as well as the County Chiefs have written letters to the County Board of Supervisors and CAO about the antiquated radio system and the need for replacement.
- Talked about adding blood screening for cancer during physicals.
- The Zone haven maps are being looked at by us now to consider recommended changes from Zone Haven.
- SCO will no longer be providing administrative services for BRN as of September 1<sup>st</sup>.
- Subcommittee meeting this week to finalize the billing process for surge ambulances going into the system.
- STEN re-fresher happening in May. Unsure if it will be in person or online.
- SCCFAIG did meet and Mary Clark was in attendance and will be district's alternate member. Proposed budget was introduced. ZAY will have about a 10 to 12% increase for FY 21-22. SCOMC will be raising prices 5 to 10 %.

**8.4: Operations Section:** No report.

**8.5: Training Section:**

Active shooter drill will take place the end of May or beginning of June.

**9.0: OLD BUSINESS:**

**9.1: Covid-19:** Not much to report, the station is still on lockdown. The numbers in the county are improving and looking good. The county may reach the yellow tier in the next couple weeks. The Chief suggested we wait till we reach the yellow tier before having in person Board meetings.

**9.2: Financial Audit:** Nothing new to report.

**10.0: NEW BUSINESS:**

**10.1:** Action item: Resolution 473-02-21. A resolution accepting unanticipated revenue from The State of California for the (CZU lightning complex fire) in the amount of \$151,804.75 on a motion from director Maxwell and duly seconded by director Herceg the motion passed by a 5-0 vote.

**10.2:** Proposed Fire Chiefs contract.

Discussion ensued and then discussion was halted. Item will be tabled till the next meeting of the board.

**11.0: POLICY AND PLANNING:** (As necessary for the District to perform its function as required by law.)

**11.1: Goals for 2021 Chief and District**

**12.0: OTHER BUSINESS:**

**13.0: BUDGET AND BILLS:**

**13.1: Approval of Bills:**

- Upon motion by Director Herceg and duly seconded by Director Fleming bills in the amount of \$4085.94 were approved for payment by a unanimous vote.

- Upon motion by Director Clark and duly seconded by Director Herceg, bills in the amount of \$7922.16 were approved for payment by a unanimous vote.
- Payroll: Director Fleming will stop by the station this week to approved payroll periods 6,7 and 8.

**14.0: PERSONNEL:**

**15 .0: ROUND TABLE:**

**16.0: ADJOURN:**

**NEXT MEETING: May 25, 2021**



## **ZAYANTE FIRE PROTECTION DISTRICT**

7700 East Zayante Road, Felton CA 95018  
Ph: 831-335-5100 Fx: 831-335-5199

# **Board of Directors**

## **Minutes of the Special Meeting**

### **April 27, 2021**

#### **1.0: CALL TO ORDER:**

Chairperson Fleming called the special meeting of the Zayante Fire Protection Board of Directors to order at 7:00 PM. This was a teleconference meeting via Zoom.

#### **2.0: FLAG SALUTE:**

#### **3.0: DIRECTOR ATTENDANCE:**

**Directors Present:** Clark, Fleming, Tarbet, Herceg and Maxwell  
**Fire Department:** Chief Stipes  
**Absent:**

#### **4.0: ORAL COMMUNICATIONS ON OPEN SESSION ITEMS:**

**Lynn Stipes gave her thoughts on the new (proposed Chief's contract.**

**5.0: OLD BUSINESS:** Action Item: Consider fire Chief's contract – negotiate terms and conditions with the Fire Chief. The Chief stated he was open to negotiate. This item was then passed on and the Board went into closed session.

#### **6.0: ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS:**

None

#### **7.0: CLOSED SESSION:**

The Board went into closed session at 7:15 P.M.

#### **8.0: RE-ADJOURN TO OPEN SESSION AT 8:30 P.M. TO REPORT ANY ACTION RESULTING FROM THE CLOSED EXECUTIVE SESSION.**

8.1: The Board requested Chief Stipes to review the proposed contract again and to write in his ideas as to what he needed for salary/vacation/holiday etc., so we could further review. The Board also asked Chief Stipes to provide his attendance schedule for the previous 12 months.

**10.1: ADJOURNMENT: 8:33 PM**



## **ZAYANTE FIRE PROTECTION DISTRICT**

7700 East Zayante Road, Felton CA 95018  
Ph: 831-335-5100 Fx: 831-335-5199

# **Board of Directors**

## **Minutes of the Special Meeting**

### **May 6, 2021**

#### **1.0: CALL TO ORDER:**

Chairperson Fleming called the special meeting of the Zayante Fire Protection Board of Directors to order at 7:00 PM. This was a teleconference meeting via Zoom

#### **2.0: FLAG SALUTE:**

#### **3.0: DIRECTOR ATTENDANCE:**

**Directors Present:** Clark, Fleming, Tarbet and Maxwell

**Fire Department:** Chief Stipes

**Absent:** Herceg,

#### **4.0: ORAL COMMUNICATIONS ON OPEN SESSION ITEMS:**

- Fire Captain Damon Ellis has requested that more information be given out and he would like to know the Boards thinking on this matter.
- Fire Captain Todd Kraft said that these changes are moving way to fast. He also said that Zoom meetings are not the best way to deal with things. He also asked if there was any room for discussion on this matter.
- Firefighter Britteny Raynor agrees that things are moving very fast and states that Chief Stipes has kept them all safe and watches out for all the Firefighters. She cautions about moving to fast and stated this is a bad time for a change.
- Fire Captain Dalton Warren has been with ZFD for 4 years but has 20 years in Fire service. He stated that Chief Stipes has outstanding leadership skills. He questioned why this is all moving so fast and stated that the more of the Firefighters has gone up in the last few months. Promotions are happening and every one of the Firefighters is in support of Chief Stipes.
- Firefighter John Amadeo suggested that Chief Stipes be kept on until he can train up someone from within the Department to replace him. Hiring from the outside doesn't work from his perspective.
- Firefighter Amos said he sees no benefit in losing our leader at the beginning of fire season.
- Lynn Stipes has stated that his all started after the April meeting. She feels the Board has let ZFD down and had several complaints about those serving on the Board. She feels it is all coming to a head to soon.
- Firefighter Masters feels like no one is really aware of what is going on.



5.0: **CORRESPONDENCE:**

- Notice of Retirement of Chief John Stipes. Director Fleming read the letter from Chief Stipes.

6.0: **NEW BUSINESS:**

- **6.1:** Announce and Accept notice of retirement. Director Fleming announced it. In a vote of 3 to 1 with Directors Fleming, Maxwell and Tarbet voting to accept the resignation and Director Clark voting not to accept it, the resignation of Chief Stipes was accepted.
- **6.2:** Action Item: Discussion of Interim process and Timelines for transition period. Director Clark questions how we put it out there to find a new Fire Chief? She also wonders if we need to have a timeline for replacing the Chief and a job description. She wonders if this could be done by Monday so that a Board meeting could be held to agree on the job description and post it sooner than later. She has suggested the following timeline.

Next meeting to be May 13, 2021

Posting to be May 14, 2021 until May 23, 2021

Interview for new Chief first half of June under the direction of Chief Stipes

Then an interim Assistant Chief will be chosen to work with Chief Stipes until he retires July 23, 2021.

Then there will be a regular Board meeting on May 25, 2021 where there will be discussion on those who applied for the position.

7.0: **ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS:**

8.0: **CLOSED SESSION:**

THIS SESSION WAS WAIVED.

8.1-9.1 Were not done because there was no closed session.

**10.1: ADJOURNMENT: 7:50 PM**



## **ZAYANTE FIRE PROTECTION DISTRICT**

7700 East Zayante Road, Felton CA 95018  
Ph: 831-335-5100 Fx: 831-335-5199

# **Board of Directors**

## **Minutes of the Special Meeting**

### **May 13, 2021**

#### **1.0: CALL TO ORDER:**

Chairperson Fleming called the special meeting of the Zayante Fire Protection Board of Directors to order at 7:00 PM. This was a teleconference meeting via Zoom

#### **2.0: FLAG SALUTE:**

#### **3.0: DIRECTOR ATTENDANCE:**

**Directors Present:** Clark, Fleming, Tarbet, Maxwell, and Herceg attended by phone

**Fire Department:**

**Absent:** Chief Stipes

#### **4.0: ORAL COMMUNICATIONS ON OPEN SESSION ITEMS:**

Several Firefighters were present but there was no response.

**5.0: NEW BUSINESS:** Director Clark gave a job description of the Interim Assistant Fire Chief Position. She also supplied the Board with Samples of the Job Description, Application, and the Job Posting. These were used to revise the following action items.

**5.1 Action Item:** Review and approve Job description for Interim Assistant Fire Chief position. Discussion and changes were made to the job description. This was approved by consensus.

**5.2 Action Item:** Review and approve Application for Interim Assistant Fire Chief position. Discussion and changes were made to the application. This was approved by consensus.

**5.3 Action Item:** Review and approve Job Posting and application process for Interim Assistant Fire Chief Position. Discussion and changes were made to The Job Posting and Application Process. This was approved by Consensus.

**5.4** Upon motion by Director Tarbet and duly seconded by Director Herceg all 3 (three) Action Items were approved by a unanimous vote.

All of these documents will be ready for posting on Monday May 17, 2021.

- 6.0: ADJOURNMENT 8:15 PM**

GL Key 689510 -- ZAYANTE FPD-GENERAL

Character 01 -- TAXES

40100	PROPERTY TAX-CURRENT SEC-GEN	315000.00
40110	PROPERTY TAX-CURRENT UNSEC-GEN	7300.00
40130	PROPERTY TAX-PRIOR UNSEC-GEN	1400.00
40150	SUPP PROP TAX-CURRENT SEC	2500.00
40151	SUPP PROP TAX-CURRENT UNSEC	200.00
40160	SUPP PROP TAX-PRIOR SEC	500.00
40161	SUPP PROP TAX-PRIOR UNSEC	40.00
40196	FIRE PROTECTION TAX	108000.00

Total Character 01		<u>434940.00</u>
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Character 07 -- FINES, FORFEITURES & ASSMNTS

44142	PENALTIES FOR DELINQUENT TAXES	56.00
44143	REDMPTN PNLTIES FOR DELINQ TXS	110.00

Total Character 07		<u>166.00</u>
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Character 10 -- REV FROM USE OF MONEY & PROP

40440	RENTS & CONCESSIONS	600.00
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Total Character 10		<u>600.00</u>
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Character 15 -- INTERGOVERNMENTAL REVENUES

40810	ST-NATURAL DISASTER ASSISTANCE	0.00
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Tota 40830	ST-HOMEOWNERS' PROP TAX RELIEF	1950.00
		<u>1950.00</u>

Character 19 -- CHARGES FOR SERVICES

41306	INSPECTION FEES	4526.00
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Total Character 19		<u>4526.00</u>
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Character 23 -- MISC. REVENUES

Tota 42384	OTHER REVENUE	14616.31
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Total Character 23		<u>14616.31</u>
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Total Revenue		456,798.00
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Estimated Carry over		340,000.00
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EXPENDITURE BUDGET FY 21-22		796,798.00
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**PRELIMINARY BUDGET**

<b>SUB OBJECT</b>	<b>Description</b>	<b>2021-2022</b>
	<b>2021-2022</b>	<b>Budget</b>
	<b>Total Budget Expend</b>	<b>\$796,798.00</b>
<b>51000</b>	Regular Pay-Permanent	\$300,000.00
<b>51010</b>	Regular Pay-Extra Help	\$40,000.00
<b>52010</b>	OASDI-Social Security	\$30,000.00
<b>53010</b>	Employee benefit-Insur	\$25,000.00
<b>53015</b>	Unemployment Insurance	\$15,000.00
<b>54010</b>	Workers Compensation	\$100,000.00
<b>61110</b>	Clothing & Personal Sup	\$2,000.00
<b>61125</b>	Uniform Replacement	\$2,000.00
<b>61215</b>	Radio	\$10,000.00
<b>61221</b>	Telephone	\$13,000.00
<b>61310</b>	Food	\$4,500.00
<b>61425</b>	Other Household exp	\$2,000.00
<b>61525</b>	Liability Insurance	\$13,000.00
<b>61720</b>	Maint. Mobile Equip	\$20,000.00
<b>61725</b>	Maint. Office Equip	\$1,000.00
<b>61730</b>	Maint. Other Equip	\$5,000.00
<b>61845</b>	Maint. Struct/Impr/Grds	\$22,000.00
<b>61920</b>	Medical/Dental/Lab	\$4,000.00
<b>62020</b>	Memberships	\$1,500.00
<b>62219</b>	PC Software Purchases	\$500.00
<b>62221</b>	Postage	\$1,000.00
<b>62223</b>	Supplies	\$1,000.00
<b>62301</b>	Acct/Auditing	\$20,000.00
<b>62304</b>	Attorney fees	\$5,000.00
<b>62367</b>	Medical Services/other	\$15,000.00
<b>62381</b>	Prof&Special Services	\$10,000.00
<b>62420</b>	Legal Notices	\$1,000.00
<b>62500</b>	Equip lease/rent	\$800.00
<b>62610</b>	Rents/Lease/struct improv	\$1,000.00
<b>62715</b>	Small Tools & Instru	\$500.00
<b>62826</b>	Education and Training	\$11,000.00
<b>62827</b>	Election Expense	\$1,000.00
<b>62888</b>	Special District Expense	\$60,000.00
<b>62920</b>	Gas/Fuel/Oil	\$13,000.00
<b>62928</b>	Travel-Other	\$1,000.00
<b>63070</b>	Utilities	\$12,000.00
<b>75231</b>	contr.other Govts.	\$5,000.00
<b>86110</b>	Buildings/Improvements	\$5,000.00
<b>86204</b>	Equipment	\$1,000.00
<b>98700</b>	Contingency	\$21,998.00

GL KEY 689520  
FUND 76646

ZAYANTE FPD-CAPITAL OUTLAY  
REVENUE / FUND BALANCE

FISCAL YEAR 2021-2022  
97,638.52

40430 INTEREST

42450 SALE OF FIXED ASSETS

42462 OPERATING TRANSFER IN

100000.00

TOTAL REVENUE

197,638.52


CAPITAL OUTLAY TOTAL BUDGET

197,638.52

GL INDEX 689520 FUND76646 ZAYANTE FPD

CAPITAL OUTLAY EXPENDITURE BUDGET

<b>Sub object</b>	<b>Description</b>	<b>2021-2022</b>
	<b>FY 2021 -2022</b>	<b>Budget</b>
	<b>Total Budget Expend</b>	<b>\$197,638.52</b>
86209	MOBILE EQUIP	\$197,638.52

	<p>ZAYANTE FIRE PROTECTION DISTRICT</p> <p>POLICY # 4000</p>
<p>SUBJECT: PAYROLL</p>	<p>DATED 06/07/2011</p>

## Policy 4000: Annual Payroll

1. Payroll Year:
  - 1.1 The Fire Chief and 40 hour and part time paid personnel pay schedule is based on the fiscal budget year July 1<sup>st</sup> to June 30<sup>th</sup>. This is in conjunction with the county payroll schedule.
  - 1.2 Other Officers and Firefighters are paid on the attendance year, November 1<sup>st</sup> to October 31<sup>st</sup> paid annually in December.
  - 1.3 The Board of Directors will annually review and revise payroll policy 4000 as part of the annual budget adoption process.
  - 1.4 All district officer rank appointments are made and serve at the will and pleasure of The Board of Directors.
2. Directors:
  - 2.1 Pay rate of \$60.00 per Board meeting attended, paid annually in December. To be approved at the November Board meeting.
3. Board Clerk:
  - 3.1 Pay rate of \$200.00 per pay period, plus social security for an annual pay of \$5,200.00 paid on the county payroll schedule of 26 pay periods.
4. Full Time Personnel:
  - 4.1 Fire Captain pay rate of \$20.00 to \$26.00 per hour plus social security. In addition, call, drill, and duty chief pay to be paid annually in December.
  - 4.2 Firefighter pay rate of \$16.00 to \$20.00 per hour plus social security. In addition, call and drill pay to be paid annually in December.
  - 4.3 Training Officer pay rate \$467.15 per pay period. Annual compensation equals \$12,145.90. No call or drill pay.
  - 4.4 All personnel are eligible for Strike Team assignment. A balance of schedule will be applied to facilitate fairness and equity of assignment. District coverage is a prime factor in assignments.
  - 4.5 Personal leave time for Full Time Fire Captain's/Firefighters working a minimum of (32) hours: in lieu of holidays and vacation the assigned personnel have elected to combine leaves and utilize time off as personal leave time. All leave time must be approved by

the Fire Chief. Six (6) days' vacation and eight (8) holidays and (3) sick days for a total of Seventeen (17) personal leave days. Personal leave days are to be used during the fiscal budget year July 1<sup>st</sup> to June 30<sup>th</sup> and are not accrued. Balances are not carried over. All balances reset on the start of the fiscal year. Fiscal year 2021-2022 holiday schedule is as follows: Monday July 5<sup>th</sup> – Independence Day, Monday September 6<sup>th</sup> – Labor Day, Thursday November 25<sup>th</sup> Thanksgiving Day, Friday November 26<sup>th</sup> – Day after Thanksgiving, Thursday December 24<sup>th</sup> – Christmas Eve, Monday December 27<sup>th</sup> – Christmas Day, Friday December 31<sup>st</sup> – New Year's Day, Monday May 30<sup>th</sup> – Memorial Day. If personnel choose to take a holiday off it will count towards the total of (17) and be tracked and reportable to the Board of Directors by the Fire Chief at the annual review of Policy 4000.

4.6 Flexible Choice Reimbursement: The following reimbursement is provided for full time a Fire Captains and Firefighters working in at least (32) hours a week for the previous (12) Personnel are to submit receipts for valid expenses such as health, dental, vision plan coverages. Full time Fire Captain / Firefighter rate is \$3,000.00 annually based on a 32+ hour a week full time employee. This reimbursement is to be used during the fiscal budget year July 1<sup>st</sup> to June 30<sup>th</sup> and are not accrued. Balances are not carried over. All balances reset on the fiscal year start of July 1<sup>st</sup>. The Fire Chief will report the number of full-time employees qualified for flexible choice reimbursements and compensation at the annual review of Policy 4000.

5. Volunteer pay rates:

5.1 All volunteers will be paid once a year for calls, drills, and any special project.

Firefighters will receive a stipend of \$12.00 per Tuesday drill attended.

Firefighter/Emt's will receive a stipend of \$14.00 per Tuesday drill attended. Calls will be paid at a rate of \$12.00 for firefighters and \$14.00 for firefighter/Emt's.

Captains will receive a stipend of \$20.00 per Tuesday drill attended. Calls will be paid at a rate of \$18.00 per call.

Chief officers will receive a stipend of \$30.00 per Tuesday drill attended. Calls will be paid at a rate of \$22.00 per call.

6. Timecards:

7.1 As part of oversight and accountability for payroll, timecards will be filled out for every employee in conjunction with the county payroll schedule. The employee will sign each timecard on the employee line and the Fire Chief will sign on the manager line at the end of each pay period when timecards are submitted. The Fire Chief's timecard will be signed by the Chief on the employee line and the Board Chair will sign the manager line at the next regular meeting of The Board of Directors following each pay period.

Revised 5/25/2021.

Board Chairperson:

Fire Chief: