



ZAYANTE FIRE PROTECTION DISTRICT

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Board of Directors

Minutes of the Regular Meeting

April 20, 2023

1.0: CALL TO ORDER:

Chairperson Herceg called the meeting of the Zayante Fire Protection Board of Directors to order at 7:00 PM.

Directors present: Fleming, Herceg, Locatelli, Schneider and Tabet

Staff present: Chief Walters, Asst Chief Maxwell

Absent:

2.0: FLAG SALUTE:

3.0: 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. Addition of 9.3

4.0: PUBLIC COMMENT: None

5.0: PUBLIC HEARING: None

6.0: CORRESPONDANCE: None

7.0: CONSENT AGENDA:

7.1: Approval of March 16, 2023, minutes

7.2: Approve ZFPD Claims disbursement for the month of March 1, 2022, through March 31, 2023, in the amount of \$66,078.74

- Payroll and Benefits \$19,363.38 Pay Periods 6&7
- Strike Team Pay \$0.00
- Benefits \$1,003.25
- Station repairs \$27,904.74
- General Fund \$45,712.11

7.3: Approve Revenues for the month of March 1, 2023, through March 31, 2023, in the amount of \$60.00

- Parcel Taxes \$60.00
- Refunds
- Insurance
- Donations

7.4 Personnel Actions: none

Upon motion by Director Fleming and duly seconded by Director Tarbet the consent agenda was approved by a unanimous vote.

8.0 UNFINISHED BUSINESS

8.1: Shared services-Felton Fire Protection District: Discussion but no new news.

8.2: Fire Station repairs for storm damages: Looking at about \$34,000 to finish off the remaining projects. There was discussion on the roof at Station 2 which has been repaired. The floors still need to be waxed and the rest of the carpet laid. This should be done this week.

8.3: EMT Program update: This program cost \$1,100 per student. The students want \$200+. Discussion was held on where the money is spent and the cost. Will balance budget with Strike Team monies. There were 8 students that started the program but only 6 are pending taking the US test. One has already done the test.

8.4: Budget update FY22-23 Projections: Discussion on the budget and the upcoming years. Discussion on how bills are paid and the way we get the money to pay them. Where it comes from and where it is going.

9.0: NEW BUSINESS:

9.1: Fee schedule 2023 Revision: These have not been updated since 2015. More next month on how these will be done.

9.2: VFC Grant and FCF Grant Opportunities: The Feds have a long-standing grant for \$10,000 for wildland gear. Our Defibs are out of date and need to be replaced. This is being investigated.

9.3: Amended Resolution 507 and 508: Upon motion by Director Tarbet and duly seconded by Director Locatelli the motion to amend Resolution 507-04-23 was approved by a unanimous vote. Upon motion by Director Fleming and duly seconded by Director Tarbet the motion to amend Resolution 508-05-23 was approved by a unanimous vote.

10.0: CHIEFS REPORT:

Calls for Service: 33

Structure Response-3, Wildland-0, Public assist-3, Mutual Aid-2, Fire Alarms-1, Medicals-16, MVA-1, Smoke Checks-1, Mutual aid 2466-1, Wires down, EMS-10, Hazardous Conditions-13

Administration:

- Chief Maxwell has assumed responsibility for the accounts payable. All mailing are being switched over to him as well.
- The First Due Software has been Implemented for incident reports. Mary has started putting in data entry that dates back to January. This is mandated.
- SAM - We have regained control of the SAM account for federal funding. This allows the OES to process the funding request for the McKinney Fire which is our last outstanding strike team monies. This also allows for grant opportunities.

Apparatus:

- All apparatus are in service. Correction to last month's minutes which read that 2411 is not being serviced. That should have read 2414 since it is going to surplus.
- SCBA annual maintenance has been completed. There were no issues.
- Work is being done on developing a grant application for Wildland PPE which is available through CalFire/VFC. If approved, it requires up front purchasing with 50% reimbursement.

Training:

- The annual wildland refresher training has started. We will be using standards that are consistent with National organizations. We will be scheduling joint trainings with BCFD on this.

Prevention

- No new construction or inspection during this period. Trout Farms opens the of the month.
- **Upper Ellen** was another project that turned out to be more forest scaping than road maintenance. We chipped for a solid 4 hours and there is another 8-16 hours of work. It was suggested they seek commercial solutions, they also refused to make any donations.
- **Action Items 1)** Develop a new fee schedule to offset program expenses and personnel costs. **2)** Adjust plan check and inspection fee to reflect new hourly rates imposed on us by CSG. /hr, rate change went from \$90 to \$130/hr with a 2 hour minimum

Station and Grounds:

- Carpet and Tile floors are in progress. We are expecting to open to the public by May 15, 2023.

11.0: CLOSED SESSION:

12.0: RE-AJOURN OPEN SESSION AND REPORTING OF ACTIONS:

13.0: ITEMS FOR NEXT AGENDA:

13.1:

14.0: Adjournment 9:25 pm

NEXT MEETINGS:

May 11, 2023