



ZAYANTE FIRE PROTECTION DISTRICT

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Board of Directors

Minutes of the Regular Meeting

June 22, 2023

1.0: CALL TO ORDER:

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

Directors present: Fleming, Locatelli, Schneider and Tarbet

Staff present: Chief Maxwell

Absent: Herceg

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.

4.0: PUBLIC COMMENT: None

5.0: PUBLIC HEARING:

6.0: CORRESPONDANCE:

- SLVW agreement for Box Gulch repair. The water district has been contacted and they will fix the problem.

7.0: CONSENT AGENDA:

7.1: Approval of May 11, 2023, minutes

7.2: Summary: ZFD Disbursements for the month of May 1, 2022, through May 31, 2023, in the amount of \$91367.03

• Payroll and Benefits	\$52,458.86	Periods 10 and 11
• Strike Team Pay	\$30,772.86	(included)
• SNN/Medicare Benefits	\$3,906.24	
• Station repairs	\$16,341.77	
• General Fund	\$18,660.16	

7.3: Approve Revenues for the month of May 1, 2023, through May 31, 2023, in the amount of \$423.33

• Parcel Taxes	\$120.00
• Refunds	\$103.33
• Insurance	\$0.00

- Donations \$200.00

7.4: Approve updated revisions to Facility Use Applications.

7.5: Approve 2020-2021 Basic Financial Statement and Auditors Report.

7.6: Approve 2021-2022 Basic Financial Statement and Auditors Report.

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

8.0: REVIEW CLAIMS:

8.1: Upon motion by Director Fleming and duly seconded by Director Schneider, ZFPD Claims Disbursements for the month of May 1, 2023, through May 31, 2023, in the amount of: General Fund expenditures \$14,140.80 was approved by a unanimous vote.

9.0: CHIEFS REPORT:

Administration: Chief Maxwell has transitioned into the position of Fire Chief. A copier has been leased with MBS services to replace the old copier donated by Felton Fire.

9.2: **Apparatus:** All apparatus is in-service. E2410 is scheduled for annual service the last week of June and is in the shop now.

9.3: **Training:** Wildland fire training (RT-130) has been completed This is the annual wildland refresher training. Personnel participated in a Joint Water Supply exercise in Boulder Creek on May 30th. A Mass Casualty Training will be held on June 27th and will be hosted by EMSIA.

9.4: **Prevention:** Construction inspections in this period were conducted on Upper Ellen RD and Lower Ellen Rd by CSG. Completed emergency access road evaluation on Wilderfield Road to Bear Mountain Road. Evaluated White Rock Road but access was denied through private gate at the end of the road.

9.5: **Station and Grounds:** The station renovation has been completed and the grounds prepared for the 44th annual Pancake Breakfast. Thank you, Director Locatelli, for the great job on the wall finishes. It looks great.

Station 3 has been closed since April; it continues to be used only for storage. The apparatus has been repositioned as there aren't enough volunteers to safely staff the engine.

Calls: Total for May 2023 29. EMS-9, Mutual aid-8, Transports-3, MVA-1, Vehicle fire-1, Mutual Aid-3, Smoke check-1, Fire Alarms-1, Public Service-1, Hazardous Conditions-1.

Budget:

Revenue to date: \$698,343.52

Salary and Benefits to date: \$419,556.28

Services and Supply to date: \$247,484.87

Contingency to date: \$5,000.

Net: \$26,302.37 Pending final June Bills and Teeter true up

10.0: UNFINISHED BUSINESS:

10.1: **Shared services – Felton Fire Protection District:** no reportable action.

10.2: **Station Repairs:** DONE

10.3: **Policy 4000 review – Salary 5 step proposal.** Step plans made into 5 different steps this will be incorporated into the Policy 4000. This was approved by consensus.

11.0: NEW BUSINESS:

11.1: Upon motion by Director Locatelli and duly seconded by Director Tarbet, Resolution #511-08-23 The adoption of the FY 2023-24 Preliminary General budget and Capital Outlay Budget was approved by a unanimous vote.

11.1A: Supporting document 23-24 Preliminary General Budget.

11.1B: Supporting document 23-24 Capital Outlay Budget. Saving account for mobile equipment.

11.1C: Supporting document 23-24 Staffing Alternatives Cut weekend Captains position

11.1D: Supporting document 23-24 CFY Revenue and expenditure report.

11.1E: Supporting document 23-24 Capital Outlay object summary report.

11.2: Independent contractor Agreement – County of Santa Cruz. Discussion on this. Attorney provided necessary edits for review with the Auditor Controller.

12.0: **CLOSED SESSION:** none

13.0: **RE-AJOURN OPEN SESSION AND REPORTING OF ACTIONS:**

14.0: **ITEMS FOR NEXT AGENDA:**

15.0: **ADJOURNMENT:** 8:50

NEXT MEETINGS:

JULY 20, 2023