



ZAYANTE FIRE PROTECTION DISTRICT

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Board of Directors

Minutes of the Regular Meeting

September 21, 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, Herceg, Locatelli, Schneider

Staff present: Chief Maxwell

Absent: Tarbet

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. 6.2 Addition Station use Application Ham Radio Club

4.0: PUBLIC COMMENT: None

5.0: PUBLIC HEARING:

- Public Hearing opened at 7:02 to review and receive public comment specific to the proposed FY 23-24 Final General Operating and Capital Outlay Budgets.
- Public Hearing closed at 7:03

6.0: CORRESPONDANCE:

6.1: County Elections Department Request for March and November dates. This was approved by consensus at a fee of \$100 a day for use.

6.2: Request for use for a memorial service October 14, 2023, from 12-3 PM. Upon motion by Director Locatelli and duly seconded by Director Schneider it was decided to charge a fee of \$175 for the use of the building. This was approved by 2 Yes votes with one No vote and one abstaining.

7.0: CONSENT AGENDA:

7.1: Approval of August 17, 2023, regular minutes

7.2: Summary: ZFPD Revenue and Expense report for the month of August 1, through August 31, 2023.

7.3: Review of Payroll:

7.5: Upon motion by Director Fleming and duly seconded by Director Locatelli the consent agenda was approved by a unanimous vote with a correction to 11.1.

8.0: REVIEW CLAIMS:

8.1: Action Item: ZFPD Upon motion by Director Locatelli and duly seconded by Director Schneider, Claims Disbursements for the month of August 1, 2023, through August 31, 2023, in the amount of \$136,067.36 was approved by a unanimous vote.

9.0: CHIEFS REPORT:

9.1: Administration:

- Completed Prop 4 Appropriations Limit Resolution, FY 23-24 Final General and Capital Outlay Budgets.
- Posted public hearing notice.
- Submitted Budget amendments to County.
- Reviewed NexGen Radio Assessment and RFP.
- Processed Parcel Tax returns
- Attended Fire Service NexGen Radio Meeting.
- Reviewed AMR invoice response 8 of 19 accepted.
- Developed Resident Firefighter policy statement-accepted two firefighters under signed agreement.
- Submitted SCFAIG payroll survey for FY22-23 and 23-24.
- Provided certificate of insurance to MBS Business for Copy machine.
- Provided LAFCO and updated apparatus survey.
- Zoom meeting with County Building Official regarding Atmospheric River Disaster rebuild process.
- Updated District website adding new Firewise product and squad photo.
- Developed Outdoor Warning Siren Proposal and reviewed same with David Reed OR3 Scheduled vendor product review on October 2, 2023

9.2: Apparatus:

- All apparatus is in-service.
- Smog tests on 2403 and 2466 completed.
- Radio Reprogramming-Mobile and Portable radios completed to meet updated frequency list.
- C2400 F150 to Ford for a new Battery and computer programming
- Battalion 2403 Tahoe repaired for a failed Knock sensor, ignition wires and annual smog.
- Submitted 2022 and 2023 Bar File report for State Emissions (smog) certifications.
- Completed sale of U2496 - 2004 Suburban \$1001.

9.3: Training:

- Training on Structural Fire Attack evolutions, EMS and vehicle extrications.
- Scheduled Active Shooter command training for our personnel through the sheriff on September 19, 2023.

9.4: Prevention:

- Attended county OR3 planning session for fall fire season coordination on September 14, 2023.
- Firesafe Council Speaker Series public presentation September 14, 2023.
- Santa Cruz Water Dept. Fire Road survey from Fern Ridge to E. Zayante.
- Scheduled Fern Ridge Road Assessment for September 27, 2023.
- Registered Point of Contact update with Knox Locks.
- Changed out Trout Farm Knox key box to new Valley Key assembly.

- Scheduled Marion Firewise community meeting for October 5, 2023
- Scheduled Upper Zayante Firewise Zoom meeting for October 6, 2023
- Three contacts made RE: 10-year bridge recertification. 101 Quail Hollow Road, Fern Ridge and East Creek.

9.5: Stations and Grounds:

- Completed contracted electrical modifications to provide generator backup power to server closet.
- Replaced HVA filters.
- Coordinated with County Roads to rehang Fire Station Ahead signs.
- Pressure washed front concrete surface area.

9.6: Incident Response Summary:

- E2436 dispatched to the “Deep Fire” returned after 12 days.
- August total calls: 23 EMS-8, Rescue-1, MVA-1, Natural Gas Leak, Mutual Aid-5, Smoke Checks, Fire Alarms-6, Public Service-2

9.7: Budget:

- Revenue to date: \$18,577.87
- Salary, Benefits Workers Comp to date: \$130,146.91
- Services and Supply to date: \$144,721.99 (includes Fire Engine Lease Payment)

10.0: UNFINISHED BUSINESS:

10.1: Shared services-Felton Fire Protection District:

- Felton Fire canceled the meeting with Zayante Fire.

10.2: Independent Contractor Agreement-County of Santa Cruz:

- Final version has been signed and returned.

11.0: NEW BUSINESS:

11.1: Upon motion by Director Herceg and duly seconded by Director Locatelli, Resolution #515-12-23, A Resolution Establishing Appropriation Limit for Fiscal Year 2023-2024 was approved by a unanimous vote,

11.2: Upon motion by Director Fleming and duly seconded by Director Herceg, Resolution 516-13-23 A Resolution Adopting the Final Operating budget and Capital Outlay budget for Fiscal year 2023-2024 was approved by a unanimous vote

- 11.2b: Discussion on the Final Operating and Capital Outlay budget
- 11.2c: Final Budget change worksheet

11.3: Outdoor Warning system-Siren Project. Discussion on the Community warning system and repair / replacement of siren for station 1 and new siren for station 2 and for station 3. More to follow.

11.4: Request for Proposal for Annual Independent Audit Services – reviewed. Responses to be discussed at the next meeting.

12.0: CLOSED SESSION:

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

14.0: ITEMS FOR NEXT AGENDA:

15.0: ADJOURNMENT: 8:26

NEXT MEETINGS:

October 19, 2023