



ZAYANTE FIRE PROTECTION DISTRICT

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Board of Directors

Minutes of the Regular Meeting

October 19, 2023

1.0: CALL TO ORDER:

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

Directors present: Herceg, Locatelli, Schneider and Tarbet

Staff present: Chief Maxwell

Absent: Fleming

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. 6.1 Addition Station use Application – Lompico CSA

4.0: PUBLIC COMMENT: None

5.0: PUBLIC HEARING:

6.0: CORRESPONDANCE:

6.1: 5th District Supervisor Request for Lompico Community meeting. Upon motion by Director Tarbet and duly seconded by Director Herceg this request was approved by a unanimous vote.

6.2: A thank you letter was received from Jeff Wells.

6.3: Discussion was held on the Departments involvement in the Fire Safe Program at the schools.

7.0: CONSENT AGENDA:

7.1: Approval of September 21, 2023 minutes

7.2: **Summary:** ZFPD Revenue and Expense report for the month of September 1, 2023, through September 30, 2023. The Board requested that Chief Maxwell add the percentage of the year budget.

7.3: **Review of Payroll: Signed by Chair Schneider.**

7.4: Upon motion by Director Locatelli and duly seconded by Director Herceg the consent agenda was approved by a 3-0-1 vote with Director Tarbet abstaining due to her absence at the last meeting.

8.0: REVIEW CLAIMS:

8.1: Action Item: Upon motion by Director Hecceg and duly seconded by Director Locatelli, Claims Disbursements for the month of September 1, 2023, through September 30, 2023, in the amount of \$6287.87 were approved by a unanimous vote of 4-0.

9.0: CHIEFS REPORT:

9.1: Administration:

- Chief Maxwell calculated the station Sleeper and Duty Chief coverage through September.
- Met three times with First Due refining payroll reporting from the software vendor for annual payroll stats.
- Completed input of the 399 First Due reports to date (10/13)
- Coordinated ATT repair of the fax line.
- Coordinated the Station open house and siren test.
- Submitted SCHGP Funding request for additional Siren location. Presented Funding to Santa Cruz Fire Safe Council for Upper Zayante Siren location.
- SCFAIG file review completed.
- Reviewed Federal Siren sound propagation study.
- Attended EMSI, Fire Chiefs meeting.
- Attended Siren vendor Zoom presentation with OR3.
- Conducted DMV Pull Notice Audit
- Submitted OES Salary Survey.
- All claims, deposits, Journal Entries processed in a timely manner,

9.2: Apparatus: All apparatus is in service.

- Radio Installation and programming B2403 mobile radio received from SCHGP Grant
- Reprogramed 10 pagers for alerting access by Cal Fir Programed 1 pager for Station Siren.
- Reassigned 2403 and 2400 vehicles in Dispatch system. Appointment for decal change is scheduled.

9.3: Training:

- Training on Air Aware Self-Contained Breathing Apparatus skills, EMS and low angle rescue.
- Tablet Command training session completed by Ellis and Maxwell.

9.4: Prevention:

- Volunteers assisted all 5 days at San Lorenzo Valley Elementary Fire Prevention Week. Captain Underwood assisted one day at Boulder Creek Elementary.
- Participated in an Upper Zayante Firewise Zoom Firewise session. Also conducted a Home Ignition Zone inspection at 1070 Wilderland.

9.5: Stations and Grounds:

- Captain Ellis provided building repair assessment for Station 3
- Received 10 tons of sand and 100 sandbags from Public Works.
- Conducted 1 day of chipper work on site. The chipper is now on assignment to Scotts Valley for 2 weeks.

9.6: Incident Response Summary:

- July total calls: 19 EMS-14, Vehicle Fire, MVA, Natural Gas Leak, Mutual Aid-2, Smoke Checks-1, Wires down, Canceled, Public Service-1, Fire Alarms-1

9.7: Budget:

- Revenue to date: \$23,994.26

- Salar, Benefit, Workers Comp to date: \$142,706.09
- Service and Supply to date: \$63,221.45
- Fire engine Lease Payment: \$88,721.18

10.0: UNFINISHED BUSINESS:

10.1: Action Item: Upon motion by Director Tarbet and duly seconded by Director Locatelli, a motion to accept Pehling and Pehling as the company to do our Audits was approved with a unanimous vote.

- 10.1b: Pehling and Pehling CPAs Proposal.
- 10.1c Badawi & Associates CPAs Proposal.

10.2: Emergency Notification Siren System:

- A updated quote was received for the siren project.

11.0: NEW BUSINESS:

11.1:

11.2:

12.0: CLOSED SESSION:

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

14.0: ITEMS FOR NEXT AGENDA:

15.0: ADJOURNMENT: 8:07

NEXT MEETINGS:

November 16, 2023