



ZAYANTE FIRE PROTECTION DISTRICT

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Board of Directors

Minutes of the Regular Meeting

December 19, 2024

1.0: CALL TO ORDER:

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

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

Staff present: 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 act on any added items at this meeting. The Board may elect to add the item to a future meeting for action

3.1 Consider addition to Purchase 2006 Type 6 Engine made available on 12/19/24 and authorize the Fire Chief to act.

Motion by Director Herceg, Second by Fleming – In Favor 5-0 to place on agenda as 11.2 for consideration.

4.0: PUBLIC COMMENT: Chief Maxwell recognized Director Herceg's 45 years of Community Service as both a Firefighter dating back to 1980 and as a Director since 1987.

5.0: PUBLIC HEARING:

Oath of Office Administered: Herceg, Fleming, Locatelli, Schneider.

6.0: CORRESPONDANCE:

6.1 LAFCO Notice of Election received.

6.2 EMSIA Lucus Device Proposal – was rejected by the County of Santa Cruz.

6.3: SLVARC 2025 Use application: Upon motion by Director Fleming and duly seconded by Director Schneider this was approved by a unanimous vote. 5/0 Rate: \$350

7.0: CONSENT AGENDA:

7.1: Upon motion by Director Tarbet and duly seconded by Director Herceg the consent agenda th including 7.1-7.3 was approved by a unanimous vote of 5/0.

7.2: Summary: ZFDP Revenue and Expense report though November 30, 2024.

7.3: Review of Payroll

8.0: REVIEW CLAIMS:

8.1: **Action Item:** Upon motion by Director Fleming and duly seconded by Director Tarbet, Claims Disbursements for the month of November 1, 2024, through November 30, 2024, in the amount of \$18,717.18 were approved by a unanimous vote of 5/0.

9.0: Chiefs Report:

9.1: Administration:

- Chief Maxwell Attended County Chiefs Meeting. He also conducted 2 finance committee meetings. Participated in SLVWD Local Hazard Mitigation Planning session. Conferenced with Valley Fire Chiefs, Cal Fire and MBARD regarding 24-25' Burn regulations and procedures. Attended an Operational Area Briefing for a weather event – winds. Hosted Regional Election Center operations for four days. Completed SSAdministration annual payroll update report. Completed OEWS payroll data request.
- All claims, deposits, Journal entries processed in a timely manner.
- Processed parcel tax receipts. Conducted cash flow analysis. Completed Wire Transfer deposit. Complete Annual pay stipend analysis and strike team payout for payroll. Annual Payout in Pay Period 24 included \$44,622.84 in Regular Pay for Strike Team response to the Lake Incident charged to (888) regular pay reimbursed by the USFS. Also, \$50,317.58 including regular payroll and Annual Volunteer stipends was charged to regular pay (888) rather than Extra Help Pay (19) to ensure tax withholdings sufficient for IRS compliance. This will understate budget 51010 Extra help by \$47,249 and overstate 51000 Regular Pay – Permanent by a like amount. The budget character has sufficient funding to balance the expense.
- Processed continued parcel tax receipts.

9.2: Apparatus:

- All Apparatus are in service.
- E2450 received annual preventive maintenance and odometer was replaced.
- Conducted monthly siren test.

9.3: Training:

- Monthly training included multiple engine company evolutions and Valley EMS training with adjoining agencies and EMSIA.

9.4: Prevention:

- Conducted new development – Tiny Home review of County Ordinance 5143 and its impact on the Fire Sprinkler Ordinance.

9.5: Stations and Grounds:

- Station 1 – drainage ditch reopened hydraulically under the driveway. Ferrell Gas replaced LPG regulator at Station 2. Confirmed Station heater functioning at Sta. 2.
- FF. Sudweeks installed Starlink service at Sta. 3 to provide access to Tablet Command response information. This will have a monthly subscription of \$50.

9.6: Incident Response Summary:

- November total calls: 39
- EMS-22
- Structure Fire-1
- Motor Vehicle Accident-2

- Smoke investigation-1
- Fire Alarm-1
- Public Service-2
- **AID REQUESTS:**
- Felton-(8) EMS-2, Smoke Check-1, MVA-2, Public Service-1, Fire Alarm-1, Public Service – 1
- County Fire- Structure Fire-1
- Central Fire Wildland Fire-1
- City of Santa Cruz – Structure Fire – 1

9.7: Budget:

- Tax Revenue to date: \$165,461.74 including strike team revenues
- Reg and extra help pay, OASDI-SS, UI, Workers Comp to date \$257,113.99 including 2023-2024 Strike Team Payout.
- Service and Supply to date: \$102,063.82

10.0: UNFINISHED BUSINESS:

10.1: Finance Subcommittee report Director Locatelli.

- Form 460 and Committee termination Form 410 filed with County and Secretary of State.

10.2 Wilderfield Road Gate: Fire Chief directed to draft a Use Agreement to memorialize the relationship with the neighbors and with key operative guidance and cost allocation.

11.0: NEW BUSINESS:

11.1: Organizational Assignment Chart: Upon motion from Director Tarbet and duly seconded by Director Fleming, the Board unanimously approved the updated organizational responsibility chart with position transfers.

11.2: Action Item- Fleet Purchase Proposal: Upon motion by Director Fleming and duly seconded by Director Tarbet, the Board authorized the Fire Chief to submit a purchase proposal to Truck Site contingent on inspection and as appropriate purchase the vehicle under consideration. Additionally, approving Resolution 536-37-24 transferring Capital Outlay funds and conducting a budget adjustment to fund mobile equipment 689510-86209 in the amount of \$82,450.00. In addition the Board directs the following;

- Direct the Fire Chief to conduct a budget adjustment to transfer-out funds from 689520-9002 and transfer-in same funds to the General Operating Fund 689510-95001 in the amount of \$82,450.00.
- Direct Staff to submit a Journal Entry to move cash from the Capital Outlay Fund to the General Operating Fund.
- The unanticipated revenue of \$82,450.00 from 689520 Capital Outlay fund shall transfer to the Operating fund 689510-86209 mobile equipment to fund the purchase of a 2006 Ford F550 Type 6 Wildland Engine.
- The Board of Directors authorizes the budget adjustment and increase of budget 689510-86209 by \$82,450.00.

Motion was approved by a unanimous vote 5/0.

12.0: CLOSED SESSION: N/A

13.0: RE-ADJOURN OPEN SESSION AND REPORTING OF ACTIONS: N/A

14.0: ITEMS FOR NEXT AGENDA:

15.0: ADJOURNMENT: 8:36 pm

NEXT MEETINGS:

January 16, 2025