



ZAYANTE FIRE PROTECTION DISTRICT

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Board of Directors

Minutes of the Regular Meeting

May 15, 2025

1.0: CALL TO ORDER:

Chairperson Locatelli called the regular meeting of the Zayante Fire Protection Board of Directors to order at 8:03 PM.

Directors present: Fleming, Locatelli, Schneider,

Staff present: Chief Maxwell

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

Upon motion by Director Schneider and duly seconded by Director Fleming an addition of 11.4 was added to the agenda by a unanimous vote 3/0.

4.0: PUBLIC COMMENT:

- Directors Mike Schultz and Erica Schwanbeck from Felton Fire Board requested unspecified support from Zayante Fire Department during their transition period away from BLFD. Considering this was public comment presentation no discussion could be accepted and it was decided that more information was needed and an invitation for Felton FPD to utilize an Ad Hoc committee to communicate needs to Zayante Fire.

5.0: PUBLIC HEARING:

6.0: CORRESPONDANCE:

6.1: Quai l Hollow Firewise Facility Use Application was received for use of Station 1 for a meeting sometime in late June. This date will be decided with Chief Maxwell and the Firewise Group. Zayante Fire will host the meeting and waive fees. Upon motion by Director Fleming and duly seconded by Director Schneider, this was approved by a unanimous vote. 3/0

7.0: CONSENT AGENDA:

7.1: Upon motion by Director Schneider and duly seconded by Director

Fleming the consent agenda through April 30, 2025, was approved by a unanimous vote of 3/0.

7.2: Summary: ZFPD Revenue and Expense report though April 2025.

7.3: Review of Payroll

8.0: **REVIEW CLAIMS:**

8.1: **Action Item:** Upon motion by Director Fleming and duly seconded by Director Schneider, Claims Disbursements for the month of April 1, 2025, through April 30, 2025, in the amount of \$4,822.80 was approved by a unanimous vote of 3/0.

8.2: **Review:** Account Receivable-deposits

9.0: **CHIEFS REPORT:**

9.1: **Administration:**

- Chief Maxwell Attended County Chiefs monthly meeting. Attended FIRE-EMS Task Team, SCFAIG meeting and 4 Finance committee meetings; Chief Maloon re-submitted for SAFER grant reimbursement for December and January expenses and received reimbursement. Attended SLV Fire District Council meeting.
- All claims, deposits, Journal entries processed in a timely manner.

• 9.2: **Apparatus:**

- All Apparatus is in service.
- Conducted monthly siren test
- The 2006 Ford F550 Type 6 Wildland Fire engine (2447) is still at Burtons where they are rebuilding the pump and the pump motor oil pan. E2436 was in for preventive maintenance which was completed in April. 2411 is in for annual maintenance. MES completed Annual Self-Contained Breathing Apparatus maintenance and testing

9.3: **Training:**

- Monthly training included Wildland refresher training and EMS skills including hosting Felton, Ben Lomond and Zayante firefighters with EMSIA training conducted by BC Scott Vahadian of EMSIA.

9.4: **Prevention:**

- Chief met with a representative of Rancho Rio Firewise to discuss the Newell Creek predictive modeling report.
- Conducted a local HIZ assessment at 747 Eagle Tree Lane.
- Ordered and received 2024 International Fire Code in preparation of the upcoming Code Adoption Cycle.

9.5: **Stations and Grounds:**

- Station 1: Continued weed abatement on Station 1
- Installation of the Hardiboard siding at Station 2 and 3 was completed by Hudson Bros Construction. Funding for the project was provided through the California Fire Foundation Grant underwritten by PGE.
- Station 2 has been painted by Hudson Bros Construction who donated their labor. Signage at Station 2 has been reinstalled and the debris pile has been removed. It looks great!
- ATT repaired the phone line at Station 1.
- Air exchange conducted annual preventive maintenance at Station 1 exhaust system.
- On June 21 there will be an evacuation workshop from 10-12.

9.6: **Incident Response Summary:**

- March total Calls: 21
- EMS-14
- Structure Fire-1
- Gas Investigation-1

- Smoke check-3
- Lift Assist-
- Wires-1
- **AID REQUESTS:**
- Felton Fire-Vehicle Fire-Outside Gas Investigation-1 engine and 1 Chief
- Felton Fire-Structure- 2 engines

9.7: **Budget:**

- Tax Revenue to date: \$629,189.70 2nd Teeter received - 45%
- Reg and extra help pay, OASDI-SS, UI, Workers Comp to date \$330,214. including 2023-2024 Strike Team Payout
- Service and Supply to date: \$172,148.33

10.0: **UNFINISHED BUSINESS:**

10.1: Finance Committee: Policy 4000 draft and Measure T labor budget draft is being prepared.

10.2: Finance Committee Report by Director Locatelli: The Policy 4000 draft has been handed out to Directors for review. It will be voted on in June. Review and discussion were held. This updated policy would take effect in January 2026.

11.0: **NEW BUSINESS:**

11.1: **Review:** Felton and Zayante Reciprocal Service Agreement for FY 25-26: much discussion was held on this, and it was decided it will be voted on in June after the Board has had time to review it again.

11.2: Review and select: SCFAIG Workers Compensation Provider and analyst. Upon motion by Director Schneider and duly seconded by Director Fleming it was decided that Zayante Fire Department would use GSRMA for our workers Comp administrator. This was a unanimous vote 3/0.

11.3: **Review: Draft FY 2025-2026 Fiscal Budget Recommendation;** Discussion was held after a brief review with action being made at the June meeting.

11.4: Upon motion by Director Fleming and duly seconded by Director Schneider, the acceptance of resignations; the posting of positions immediately and commencement of the appointment process for 2 new Directors to replace Director Herceg and Director Tarbet was approved. There is a 15-day posting period. This was a unanimous vote of 3/0

12.0: **CLOSED SESSION:**

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

14.0: **ITEMS FOR NEXT AGENDA:**

15.0: **ADJOURNMENT: 8:58**

NEXT MEETINGS:

June 19, 2025