

# **ZAYANTE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS – REGULAR MEETING**

**June 19, 2025**  
**7700 E. Zayante Rd**  
**Board Room – 8:00 pm**

## **1.0 CALL TO ORDER/ROLL CALL:**

Chairperson of the Board of Directors calls the meeting to order. District Secretary calls the roll of Board of Directors. Establishment of a quorum.

## **2.0 FLAG SALUTE**

## **3.0 ADDITIONS/DELETIONS TO AGENDA (GC §54954.2):**

Additions to the Agenda, if any, may only be made in accordance with California Government Code Section 54954.2 (Ralph M. Brown Act) which includes, but is not limited to, additions for which the need to take action is declared to have arisen after the agenda was posted, as determined by two-thirds vote of the Board of Directors (or if less than two-thirds of the members are present, a unanimous vote of those members present).

## **4.0 PUBLIC COMMENT (GC §54954.3):**

This portion of the agenda is reserved for Oral Communications by the public for items which are not on the agenda. Any person may address the Board of Directors at this time, on any subject that lies within the jurisdiction of the District. Normally, presentations must not exceed (3) minutes in length, and individuals may only speak once during Oral Communications. No actions may be taken by the Board of Directors on any Oral Communications presented. However, the Board of Directors may request that the matter be placed on a future agenda.

## **5.0 Public Hearing**

This portion of the agenda is reserved for hearing of items listed as required by law. Hearings are opened for comment and then closed for public comment. Normally, presentations must not exceed (3) minutes in length, and individuals may only speak once during public hearings.

## **6.0 CORRESPONDANCE:**

**6.1 LAFCO Correspondence re: Proposed FEL Governance Options Analysis Report, Annexation Process and Fee Schedule background information re: Felton Fire District**

**6.2 Felton Fire District Hiring Proposal – draft.**

**7.0 CONSENT AGENDA:** Consent Agenda items 7.1- 7.3 will be acted upon by one motion. These are routine, non-controversial items into a group whereby all are passed with a single motion and vote. No separate discussion on items unless a Board Member, Staff, or member of the public requests removal of the item for separate action under Sections 10.0 or 11.0.

7.1 Approval of May 15, 2025 regular meeting minutes.

7.2 Summary: ZFPD Revenue and Expense report through May 31, 2025

7.3 Review of Payroll

#### **8.0 REVIEW CLAIMS:**

8.1 **Action Item:** Review and Approve: ZFPD Claims Disbursements – May 31, 2025.

8.2 Review: Account Receivables - deposits.

**9.0 CHIEFS REPORT:** DISTRICT ACTIVITY, EMSIA, SCCFCA, PREVENTION, SCFAIG.

**10.0 UNFINISHED BUSINESS:** Members of the public will be given the opportunity to address each scheduled item prior to Board action. The Chairperson of the Board may establish an item limit for members of the public to address the Board on agenzized items.

10.1 Finance Committee: Report by Chair Locatelli

10.2 Action Item: Approve annual review of POLICY 4000 Employment, Compensation and Benefits Policy.

#### **11.0 NEW BUSINESS:**

**11.1 Action Item:** Approve continuance of the Felton-Zayante Reciprocal Service Agreement for FY 25-26.

**11.2 Action Item:** Review and Approve Preliminary FY 2025-2026 Revenue, General Operating and Capital Outlay Budget recommendations as presented. Direct the Fire Chief to transmit to the Santa Cruz County Auditor-Controller within established time parameters.

**11.3 Action Item:** Adopt Resolution 538-02-25 adopting the Preliminary Operating and Capital Outlay Budgets for fiscal year 2025-2026 including Revenues.

**12.0 CLOSED SESSION:** The Brown Act allows a legislative body during a meeting to convene a closed session in order to meet privately with its advisors on specifically enumerated topics. Examples of business which may be conducted in closed session include personnel evaluations or labor negotiations, pending litigation, and real estate negotiations (See Sections 54956.7 through 54957 and Sections 54957.6 and 54957.8). Under Section 54963, it is a violation of the Brown Act for any person to disclose confidential information acquired in a closed session.

**13.0 RE-AJOURN OPEN SESSION & REPORTING OF ACTIONS:** The legislative body must reconvene the public meeting after a closed session and publicly report specified closed session actions and the vote taken on those actions (Section 54957.1).

#### **14.0 ITEMS FOR NEXT AGENDA:**

**Next meeting** July 17, 2025

#### **15.0 ADJOURNMENT:**

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**Americans with Disabilities Act**

In compliance with the requirements of Title II of the American Disabilities Act of 1990, the Zayante Fire District requires that any person in need of any type of special equipment, assistance or accommodations(s) in order to communicate at the District's Public Meeting, a contact the District at (831) 335-5100, a minimum of 72 hours prior to the scheduled meeting.

Agenda documents and materials relating to an open session agenda item that are provided to the Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying in the offices of the Zayante Fire Protection District, 7700 E. Zayante Rd. Felton, CA. 95018



## **ZAYANTE FIRE PROTECTION DISTRICT**

7700 East Zayante Road, Felton CA 95018

Ph: 831-335-5100 Fx: 831-335-5199

# **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 2<sup>nd</sup> 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

## REV/EXP Prior Month End - May 2025

As Of = @prior-month-end; Years = 1; Balances = Adopted Budget,Adjusted Budget,Month-To-Date Actual,Year-To-Date Actual,Year-To-Date Encumbrances,Year-To-Date Variance,Year-To-Date Variance Pct,Year-To-Date Spent Pct; Revenues/Expenditures = R,E  
Fund [76645, 76646]

		FY 2025				
Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Spent Pct
Revenues						
GL Key: 689510 – ZAYANTE FPD-GENERAL						
Character: 01 – TAXES						
40100	PROPERTY TAX-CURRENT SEC-GEN	510,789.00	510,789.00	0.00	487,112.43	95.36 %
40110	PROPERTY TAX-CURRENT UNSEC-GEN	10,243.00	10,243.00	61.38	10,522.02	102.72 %
40130	PROPERTY TAX-PRIOR UNSEC-GEN	1,000.00	1,000.00	91.99	866.34	86.63 %
40150	SUPP PROP TAX-CURRENT SEC	3,000.00	3,000.00	1,367.92	5,571.86	185.73 %
40151	SUPP PROP TAX-CURRENT UNSEC	200.00	200.00	161.54	840.96	420.48 %
40160	SUPP PROP TAX-PRIOR SEC	300.00	300.00	0.00	436.75	145.58 %
40161	SUPP PROP TAX-PRIOR UNSEC	100.00	100.00	64.14	259.92	259.92 %
40196	FIRE PROTECTION TAX	130,000.00	130,000.00	90.00	125,416.39	96.47 %
Total 01 – TAXES		655,632.00	655,632.00	1,836.97	631,026.67	96.25 %
Character: 07 – FINES, FORFEITURES & ASSMNTS						
44142	PENALTIES FOR DELINQUENT TAXES	50.00	50.00	3.54	49.56	99.12 %
44143	REDMPTN PNLTIES FOR DELINQ TXS	50.00	50.00	0.38	86.38	172.76 %
Total 07 – FINES, FORFEITURES & ASSMNTS		100.00	100.00	3.92	135.94	135.94 %
Character: 10 – REV FROM USE OF MONEY & PROP						
40430	INTEREST	15,000.00	15,000.00	3,003.37	21,735.18	144.90 %
40440	RENTS & CONCESSIONS	1,000.00	1,000.00	0.00	570.00	57.00 %
Total 10 – REV FROM USE OF MONEY & PROP		16,000.00	16,000.00	3,003.37	22,305.18	139.41 %
Character: 15 – INTERGOVERNMENTAL REVENUES						
40810	ST-NATURAL DISASTER ASSISTANCE	0.00	124,963.13	0.00	124,963.13	100.00 %
40830	ST-HOMEOWNERS' PROP TAX RELIEF	2,414.00	2,414.00	817.95	1,986.45	82.29 %
Total 15 – INTERGOVERNMENTAL REVENUES		2,414.00	127,377.13	817.95	126,949.58	99.66 %
Character: 19 – CHARGES FOR SERVICES						
41306	INSPECTION FEES	7,900.00	7,900.00	3,171.00	12,163.85	153.97 %
Total 19 – CHARGES FOR SERVICES		7,900.00	7,900.00	3,171.00	12,163.85	153.97 %
Character: 23 – MISC. REVENUES						
42372	CONTRIBUTIONS AND DONATIONS	3,000.00	3,000.00	0.00	2,630.00	87.67 %
42380	NSF CHECKS	0.00	0.00	0.00	0.00	0.00 %
42384	OTHER REVENUE	34,915.00	34,915.00	8,457.80	51,586.41	147.75 %
Total 23 – MISC. REVENUES		37,915.00	37,915.00	8,457.80	54,216.41	142.99 %

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Fund [76645, 76646]

		FY 2025				
Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Spent Pct
Revenues						
GL Key: 689510 – ZAYANTE FPD-GENERAL						
Character: 25 – OTHER FINANCING SOURCES						
42462	OPERATING TRANSFER IN	25,000.00	-57,450.00	0.00	0.00	0.00 %
Total 25 – OTHER FINANCING SOURCES		25,000.00	-57,450.00	0.00	0.00	0.00 %
Total 689510 – ZAYANTE FPD-GENERAL		744,961.00	787,474.13	17,291.01	846,797.63	107.53 %
GL Key: 689520 – ZAYANTE FPD-CAPITAL OUTLAY						
Character: 10 – REV FROM USE OF MONEY & PROP						
40430	INTEREST	2,500.00	2,500.00	2.22	2,042.72	81.71 %
Total 10 – REV FROM USE OF MONEY & PROP		2,500.00	2,500.00	2.22	2,042.72	81.71 %
Character: 25 – OTHER FINANCING SOURCES						
42462	OPERATING TRANSFER IN	0.00	0.00	0.00	0.00	0.00 %
Total 25 – OTHER FINANCING SOURCES		0.00	0.00	0.00	0.00	0.00 %
Total 689520 – ZAYANTE FPD-CAPITAL OUTLAY		2,500.00	2,500.00	2.22	2,042.72	81.71 %
Total Revenues		747,461.00	789,974.13	17,293.23	848,840.35	107.45 %
Expenditures						
GL Key: 076645 – ZAYANTE FIRE DIST						
Character: 60 – SERVICES AND SUPPLIES						
62301	ACCOUNTING AND AUDITING FEES	0.00	0.00	2,225.52	2,225.52	0.00 %
Total 60 – SERVICES AND SUPPLIES		0.00	0.00	2,225.52	2,225.52	0.00 %
Total 076645 – ZAYANTE FIRE DIST		0.00	0.00	2,225.52	2,225.52	0.00 %
GL Key: 689510 – ZAYANTE FPD-GENERAL						
Character: 50 – SALARIES AND EMPLOYEE BENEF						
51000	REGULAR PAY-PERMANENT	148,940.00	211,810.67	10,991.36	234,303.48	110.62 %
51010	REGULAR PAY-EXTRA HELP	40,000.00	40,000.00	0.00	-4,640.94	-11.60 %
52010	OASDI-SOCIAL SECURITY	17,258.00	21,519.19	840.85	19,820.74	92.11 %
53010	EMPLOYEE INSURANCE & BENEFITS	0.00	0.00	0.00	0.00	0.00 %
53015	UNEMPLOYMENT INSURANCE	2,000.00	2,000.00	88.00	175.00	8.75 %
54010	WORKERS COMPENSATION INSURANCE	92,476.00	92,476.00	0.00	92,476.00	100.00 %
Total 50 – SALARIES AND EMPLOYEE BENEF		300,674.00	367,805.86	11,920.21	342,134.28	93.02 %
Character: 60 – SERVICES AND SUPPLIES						
61110	CLOTHING & PERSONAL SUPPLIES	20,000.00	20,000.00	624.82	16,384.97	81.92 %
61125	UNIFORM REPLACEMENT	2,000.00	2,000.00	0.00	599.49	29.97 %
61217	RADIO	0.00	15,488.00	17,986.67	17,986.67	116.13 %
61221	TELEPHONE-NON TELECOM 1099	9,300.00	9,300.00	594.69	7,412.47	79.70 %



## REV/EXP Prior Month End - May 2025

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Fund [76645, 76646]

		FY 2025				
Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Spent Pct
Expenditures						
GL Key: 689510 – ZAYANTE FPD-GENERAL						
Character: 60 – SERVICES AND SUPPLIES						
61310	FOOD	5,000.00	5,000.00	0.00	0.00	0.00 %
61412	JANITORIAL SERVICES	2,500.00	2,500.00	0.00	2,785.00	111.40 %
61425	OTHER HOUSEHOLD EXP-SERVICES	500.00	500.00	0.00	202.68	40.54 %
61525	LIABILITY INSURANCE	43,153.00	43,153.00	0.00	43,153.00	100.00 %
61720	MAINT-MOBILE EQUIPMENT-SERV	40,000.00	40,000.00	1,479.23	27,158.91	67.90 %
61721	MAINT-MOBILE EQUIPMNT-SUPPLIES	0.00	0.00	0.00	25.86	0.00 %
61725	MAINT-OFFICE EQUIPMNT-SERVICES	1,000.00	1,000.00	0.00	0.00	0.00 %
61730	MAINT-OTH EQUIP-SERVICES	16,329.00	16,329.00	1,664.50	8,459.06	51.80 %
61846	MAINT-STRCT/IMPS/GRDS-OTH-SUPP	5,000.00	5,000.00	0.00	160.75	3.22 %
61848	MAINT-STRUCT/GRDS-OTH-SRV	0.00	9,000.00	3,195.52	3,195.52	35.51 %
61920	MEDICAL, DENTAL & LAB SUPPLIES	3,000.00	3,000.00	206.31	1,271.92	42.40 %
62020	MEMBERSHIPS	2,050.00	2,050.00	0.00	1,800.00	87.80 %
62219	PC SOFTWARE PURCHASES	6,000.00	6,000.00	575.94	971.69	16.19 %
62220	PHOTO COPY/PRINTER SUPPLIES	500.00	500.00	0.00	287.92	57.58 %
62221	POSTAGE	1,000.00	1,000.00	0.00	189.80	18.98 %
62223	SUPPLIES	2,000.00	2,000.00	0.00	829.59	41.48 %
62301	ACCOUNTING AND AUDITING FEES	10,650.00	10,650.00	-2,314.45	8,033.55	75.43 %
62304	ATTORNEY	5,100.00	5,100.00	0.00	3,070.14	60.20 %
62314	TAX COLLECTION FEES	3,214.00	3,214.00	3,948.00	3,948.00	122.84 %
62367	MEDICAL SERVICES-OTHER	4,000.00	4,000.00	0.00	2,000.00	50.00 %
62381	PROF & SPECIAL SERV-OTHER	14,900.00	14,900.00	968.00	3,300.10	22.15 %
62420	LEGAL NOTICES	1,000.00	1,000.00	0.00	0.00	0.00 %
62500	EQUIPMENT LEASE & RENT	2,340.00	2,340.00	141.04	1,909.27	81.59 %
62610	RENTS/LEASES-STRUC IMP & GRNDS	25.00	25.00	0.00	25.00	100.00 %
62715	SMALL TOOLS & INSTRUMENTS	2,000.00	2,000.00	0.00	2,818.22	140.91 %
62826	EDUCATION AND/OR TRAINING	9,150.00	9,150.00	0.00	5,806.12	63.45 %
62827	ELECTION EXPENSE-OTHER	5,000.00	5,000.00	0.00	-2,476.65	-49.53 %
62888	SPEC DIST EXP-SERVICES	12,920.88	12,920.88	886.82	2,047.04	15.84 %
62920	GAS, OIL, FUEL	15,000.00	15,000.00	881.05	10,912.88	72.75 %
62928	TRAVEL-OTHER(NON-REPT)	500.00	500.00	0.00	0.00	0.00 %
63074	UTILITIES	0.00	14,000.00	9,472.69	9,472.69	67.66 %
Total 60 – SERVICES AND SUPPLIES		245,131.88	283,619.88	40,310.83	183,741.66	64.78 %
Character: 61 – SERVICES AND SUPPLIES-ISF						
61215	ISD-RADIO	15,488.00	0.00	-17,986.67	0.00	0.00 %
61845	GSD-MAINT-STRUCT/GRDS-OTH-SRV	5,000.00	0.00	-1,687.99	0.00	0.00 %

## REV/EXP Prior Month End - May 2025

As Of = @prior-month-end; Years = 1; Balances = Adopted Budget,Adjusted Budget,Month-To-Date Actual,Year-To-Date Actual,Year-To-Date Encumbrances,Year-To-Date Variance,Year-To-Date Variance Pct,Year-To-Date Spent Pct; Revenues/Expenditures = R,E  
Fund [76645, 76646]

		FY 2025				
Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Spent Pct
Expenditures						
GL Key: 689510 – ZAYANTE FPD-GENERAL						
Character: 61 – SERVICES AND SUPPLIES-ISF						
63070	GSD-UTILITIES	14,000.00	0.00	-9,042.84	0.00	0.00 %
Total 61 – SERVICES AND SUPPLIES-ISF		34,488.00	0.00	-28,717.50	0.00	0.00 %
Character: 70 – OTHER CHARGES						
74230	PRINCIPAL ON FINANCED PURCH	69,536.00	69,536.00	0.00	69,535.92	100.00 %
74420	INTEREST ON FINANCED PURCHASES	18,356.00	18,356.00	0.00	18,355.29	100.00 %
75231	CONTRIB TO OTHER AGENCIES-OTH	725.00	725.00	0.00	716.15	98.78 %
Total 70 – OTHER CHARGES		88,617.00	88,617.00	0.00	88,607.36	99.99 %
Character: 80 – FIXED ASSETS						
86110	BUILDINGS AND IMPROVEMENTS	20,000.00	77,831.27	3,703.09	10,781.35	13.85 %
86204	EQUIPMENT	0.00	0.00	0.00	0.00	0.00 %
86209	MOBILE EQUIPMENT	47,915.00	134,365.00	27,946.64	121,853.54	90.69 %
Total 80 – FIXED ASSETS		67,915.00	212,196.27	31,649.73	132,634.89	62.51 %
Character: 90 – OTHER FINANCING USES						
90000	OPERATING TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00 %
Total 90 – OTHER FINANCING USES		0.00	0.00	0.00	0.00	0.00 %
Character: 95 – INTRAFUND TRANSFERS						
95001	INTRA-FUND TRANSFERS-IN G84	-25,000.00	57,450.00	0.00	-107,450.00	-187.03 %
Total 95 – INTRAFUND TRANSFERS		-25,000.00	57,450.00	0.00	-107,450.00	-187.03 %
Character: 98 – APPROP FOR CONTINGENCIES						
98700	APPROP FOR CONTINGENCIES	8,135.12	135.12	0.00	0.00	0.00 %
Total 98 – APPROP FOR CONTINGENCIES		8,135.12	135.12	0.00	0.00	0.00 %
Total 689510 – ZAYANTE FPD-GENERAL		719,961.00	1,009,824.13	55,163.27	639,668.19	63.34 %
GL Key: 689520 – ZAYANTE FPD-CAPITAL OUTLAY						
Character: 80 – FIXED ASSETS						
86209	MOBILE EQUIPMENT	0.00	0.00	0.00	0.00	0.00 %
Total 80 – FIXED ASSETS		0.00	0.00	0.00	0.00	0.00 %

REV/EXP Prior Month End - May 2025

As Of = @prior-month-end; Years = 1; Balances = Adopted Budget,Adjusted Budget,Month-To-Date Actual,Year-To-Date Actual,Year-To-Date Encumbrances,Year-To-Date Variance,Year-To-Date Variance Pct,Year-To-Date Spent Pct; Revenues/Expenditures = R,E  
Fund [76645, 76646]

		FY 2025				
Object	GL Object Title	Adopted Budget	Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Spent Pct
<b>Expenditures</b>						
<b>GL Key: 689520 – ZAYANTE FPD-CAPITAL OUTLAY</b>						
<b>Character: 95 – INTRAFUND TRANSFERS</b>						
95002	INTRA-FUND TRANSFERS-OUT G84	25,000.00	107,450.00	0.00	107,450.00	100.00 %
Total 95 – INTRAFUND TRANSFERS		25,000.00	107,450.00	0.00	107,450.00	100.00 %
Total 689520 – ZAYANTE FPD-CAPITAL OUTLAY		25,000.00	107,450.00	0.00	107,450.00	100.00 %
Total Expenditures		744,961.00	1,117,274.13	57,388.79	749,343.71	67.07 %
		2,500.00	-327,300.00	-40,095.56	99,496.64	-30.40 %



May 30, 2025

Norm Crandell, Board Chair  
Felton Fire Protection District  
131 Kirby St.  
Felton, CA 95018

**SUBJECT: PROPOSED GOVERNANCE OPTIONS ANALYSIS REPORT**

Dear Chair Crandell:

The purpose of this letter is to inform you that the Local Agency Formation Commission of Santa Cruz County (better known as LAFCO) will consider developing a governance options analysis report on behalf of the Felton Fire Protection District. The LAFCO board will discuss this proposed analysis during our upcoming commission meeting on Wednesday, June 4, 2025<sup>1</sup>.

**What is LAFCO?**

LAFCO is a state agency that oversees the jurisdictional boundaries and service provisions of cities and special districts in each county in California. LAFCO's statutory authority is derived from the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code section 56000, et seq.). Among LAFCO's purposes are: Discouraging urban sprawl, preserving open space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances (Government Code Section 56301). *In other words, LAFCOs determine which local agency is the most logical provider of public services and offers assistance to ensure that affected residents receive the best level of service possible.*

**Why develop a governance options report?**

It is LAFCO's understanding that the district is currently distressed. In 2021, FFPD operated with one full-time fire chief, one part-time employee and 28 volunteer firefighters. Since then, FFPD has seen four different fire chiefs, board member resignations, a reduction in volunteers, and the discontinuation of a two-year agreement with Ben Lomond Fire Protection District (BLFPD) for operational services after only six months in effect. The recent governance and operational issues facing FFPD has tasked local agencies, including LAFCO, to explore possible options to ensure that the Felton community receives adequate fire protection and emergency medical services. The agreement between BLFPD and FFPD is expected to expire on June 6, 2025 – leaving FFPD without a fire chief or any administrative support. It is LAFCO's understanding that a potential agreement with Zayante Fire Protection District (ZFPD) may be considered to address this imminent dilemma. However, this would be a temporary solution offered by ZFPD to give FFPD additional time to consider their options. Therefore, LAFCO staff has determined that a governance options analysis may be helpful to determine FFPD's future. The proposed analysis would be completed in-house with direct coordination with affected and interested local agencies – **and will be at no-cost to FFPD or its residents**. The goal is to complete the report no later than September 2025.


Please include this letter in your June 2, 2025 board meeting packet and/or acknowledge this letter during the meeting. If you have any questions regarding this letter or the proposed analysis, please contact me at (831) 454-2055 or by email at [joe@santacruzlafco.org](mailto:joe@santacruzlafco.org).

Sincerely,

A handwritten signature in blue ink, appearing to read "Joe A. Serrano". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Joe A. Serrano  
Executive Officer

<sup>1</sup> 6/4/25 LAFCO Staff Report: <https://santacruzlafco.org/wp-content/uploads/2025/05/6a.0-Fire-Update-Staff-Report.pdf>

**From:** Joe Serrano Joe.Serrano@santacruzcountyca.gov   
**Subject:** Felton FPD Gov Options Report  
**Date:** June 4, 2025 at 12:20 PM  
**To:** Jeff Maxwell jmaxwell@zayantefire.com

---

JS

Good Afternoon Chief,

Due to the uncertainty of the Felton Fire Protection District, and the urgency to consider and implement a sustainable solution, my Commission has directed me to complete a governance options report as soon as possible. Therefore, I plan on completing my analysis of all possible options by the **end of June** and circulate the draft report to the affected agencies (including yours) **in early/mid-July**. The goal is to have the final version of the draft report (after coordination with you) be shared with the Felton FPD **sometime in July** for consideration and immediate action. Feel free to share this information with your staff and board members.

Let me know if you have any questions about LAFCO's next steps in helping Felton FPD identify a more sustainable method to provide fire protection and emergency services to the Felton community.

-Joe

**Joe A. Serrano**

Executive Officer

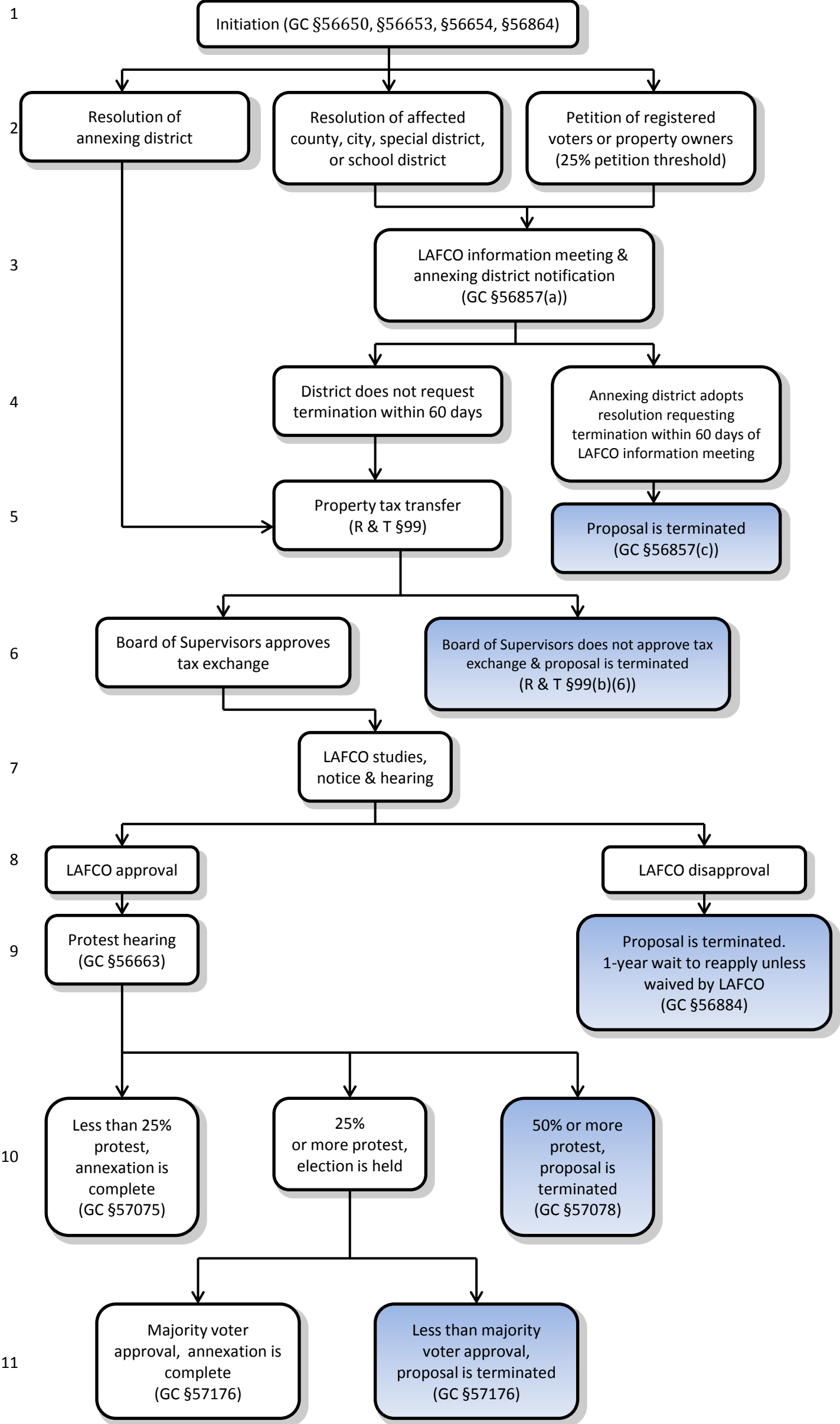
Local Agency Formation Commission of Santa Cruz County  
701 Ocean Street, Room 318-D, Santa Cruz, CA 95060

Email: [joe@santacruzlafco.org](mailto:joe@santacruzlafco.org)

Phone: (831) 454-2055



# INHABITED DISTRICT ANNEXATION





## LOCAL AGENCY FORMATION COMMISSION OF SANTA CRUZ COUNTY

### **PROCESSING FEES AND DEPOSITS POLICY**

#### **1. OVERVIEW**

All deposits are initial payments toward the total cost of processing (“project cost”). Project cost is defined as staff time plus materials. Staff billing rates include personnel costs. Other application-related costs include, but are not limited to, charges for the advertisement of hearings, as well as any fees charged for project reviews by affected agencies. A cost breakdown will be completed at the end of each LAFCO application. If any funds are remaining at the end of the LAFCO process, then a refund will be provided to the applicant.

#### **2. PETITION CHECKING**

There is no charge for verification of the first 20 signatures on a petition. Beginning with the 21st signature, a fee of \$0.55 per signature shall be charged to the applicant.

#### **3. PROCESSING**

The following identifies the initial deposits for each boundary change request.

##### **a) District annexations, detachments, and reorganizations not changing city boundaries:**

Total Acreage	Fee Deposit
Less than 1	\$1,600
1 – 24.9	\$2,500
25 – 149.9	\$7,000
More than 150	\$8,000

##### **b) Municipal annexations, detachments, and reorganizations involving at least one change in a city boundary:**

Total Acreage	Fee Deposit
Less than 1	\$3,150
1 – 24.9	\$4,900
25 – 149.9	\$7,350
More than 150	\$14,600

##### **c) Consolidations, mergers, and establishments of a subsidiary district:**

Total Acreage	Fee Deposit
N/A	\$1,800

**d) Dissolutions of an independent special district and county service areas:**

Total Acreage	Fee Deposit
N/A	\$1,250

**e) Formation of a county service area:**

Total Acreage	Fee Deposit
N/A	\$5,000

*Footnote: includes petition filing fee and sphere adoption*

**f) Addition of a service to the list of services that a county service area may perform:**

Total Acreage	Fee Deposit
N/A	\$1,250

**g) Formation of a special district:**

Total Acreage	Fee Deposit
N/A	\$15,000

*Footnote: includes sphere adoption*

**h) City incorporations:**

Total Acreage	Fee Deposit
N/A	\$30,000

*Footnote: includes sphere adoption*

**i) Request for the State Controller's Review of a Comprehensive Fiscal Analysis on an incorporation proposal:**

Actual cost billed by the Controller. If the Controller has not set a cost at the time the deposit is due, the deposit shall be \$ 38,200.

If the costs will exceed the deposit in the opinion of the Executive Officer, the Executive Officer shall bill the party who requested the Controller's review for the estimated costs to complete Controller's review. Failure to pay an additional deposit may result in cessation of the Controller's report and other remedies as determined by the Controller's office and the Commission.

**j) Sphere of Influence revision or amendment:**

Total Acreage	Fee Deposit
N/A	\$5,150

**k) Provision of a new function or service by a district:**

Total Acreage	Fee Deposit
N/A	\$1,500



**l) Requests for extraterritorial service:**

Total Acreage	Fee Deposit
N/A	\$950

**m) Request for a service review outside the Commission's schedule in accordance with the adopted multi-year work program:**

Actual cost. Note: Initiation of a service review outside of LAFCO's work program is subject to LAFCO's discretion whether the service review can be conducted in a manner that doesn't prejudice the work program, and to LAFCO's discretion as to the appropriate geographic areas, agencies, and scope of the service review.

**n) Copies or other reproduction efforts:**

Requests	Fee Deposit
Copies	First 30 pages free; thereafter \$0.18 per page
Digital Audio Files	\$14.42 per 80-minute CD
Other Electronic Media	The fees as charged by the County of Santa Cruz on its Unified Fee Schedule

#### **4. BILLING RATES**

The Commission will review billing rates and the fee schedule on an annual basis and may adjust rates as necessary to assure the cost recovery with processing each type of application. Documentation regarding actual costs (salaries, benefits, etc.) is available in the LAFCO office.

As of August 5, 2020, staff's hourly rates are the following:

LAFCO Staff	Hourly Rate
Executive Officer	\$138.27
Commission Clerk	\$102.71
Legal Counsel	Same rate charged to LAFCO

#### **5. FINANCIAL ASSISTANCE**

LAFCO has established a fee schedule policy in accordance with the allowances provided by the State of California under California Government Code Sections 56383 and 66014. In some cases, a fee waiver or some type of financial assistance may be considered and approved by the Commission, if warranted. The following policies direct the setting and criteria when considering financial assistance.

##### **7.1 Fee Waivers**

The LAFCO filing fee for the following types of proposals may be waived provided, however, that a deposit is provided for the anticipated direct costs for environmental review and state board of equalization recordation fees. Compliance with these conditions is to be determined by the LAFCO Executive Officer:

- a) City annexations of island areas that comply with Government Code Section 56375.3; and
- b) The proposal corrects a boundary alignment problem (i.e. a divided assessor's parcel or inadvertent exclusion).

## **7.2 Proposals Based on Service & Sphere Review Findings/Recommendations**

An applicant may request a waiver/reduction of the LAFCO filing fee if the proposal stems from an adopted service and sphere review. A request must be submitted in writing, be initiated by the affected agency(ies), accompanied by the submission of an application, and within one (1) year from the most recently adopted service and sphere review for consideration. The Executive Officer shall present the waiver request at the next regular hearing for Commission consideration.

Example of fee waiver request under this policy:

- a) LAFCO recommends that a city/district annex areas within its existing sphere boundaries.

Example of fee reduction request under this policy:

- a) LAFCO recommends that two or more districts consolidate to maximize existing resources, optimize economies of scale, and/or improve the provision of services.

A city or special district may also request financial assistance in hiring an outside consultant to explore possible changes of organization based on recommendations found in LAFCO's adopted service and sphere reviews. Examples include but are not limited to the completion of an annexation plan. If the Commission chooses to provide financial assistance, the total amount towards this type of request shall not exceed \$15,000 during the current fiscal year.

*Adopted on December 4, 2002 (Resolution No. 2002-9)  
Revision on August 3, 2011 (Resolution No. 2011-8)  
Revision on February 4, 2014 (Resolution No. 2014-2)  
Previous Revision on December 6, 2017 (Resolution No. 2017-12)  
Revision on August 5, 2020 (Resolution No. 2020-19)  
Last Revision on March 6, 2024 (Resolution No. 2024-07)*



*Draft* *JB*  
**Subject: Request for additional staffing**

**Date:** June 10<sup>th</sup> 2025

**To:** Zayante Fire Protection District Staff

**From:** Isaac Blum, Interim Chief, Felton Fire Protection District

As many in the valley are all too aware, the Felton Fire District has struggled with staffing challenges. The ability for the District to onboard, train and promote our volunteers has not kept up with call demand and attrition. With the anticipated jump in call volume the summer brings The Felton Fire District is seeking any interested individuals who would like to do shift work for stipend pay.

The shift stipend payrate is two hundred and fifty dollars for a Firefighter EMT. Three hundred dollars for an Engineer. Captains and above would be three hundred and fifty dollars.

An initial focus will be placed on the immediate need for Engineers and Captains followed by Firefighters. All ranks are encouraged to apply and the hiring across all ranks is anticipated.

Shift work will consist of one 24-hour shift within a 7-day week. Individuals will be housed at the Felton Fire station. The ideal participation commitment will consist of three or four shifts a month, but the Fire District is flexible and will work with an individual's schedule as necessary.

Daily activities consist of vehicle check-out, call response, company level training and lite station duties.

Selected individuals will be covered as employees and will be afforded all rights and benefits of a volunteer Firefighter through the Felton Fire Protection District.

The application process will consist of a submittal of a Felton Fire District application, a letter from your Chief stating you are a member of ZFD in good standing, a Chiefs Interview and medical.

Selected Individuals will be encouraged to maintain membership in both fire districts and continue to volunteer with their primary agency; no residency requirement is required for participation in this pilot program.

All interested parties are encouraged to apply as soon as possible as selection will be made on a first come first serve basis and will remain open until district staffing needs are met. For further questions or to apply please contact Chief Blum directly at the number below.

Isaac Blum  
Interim Fire Chief  
Cell (831) 252-8001

GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd	Misc Post		
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JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)	Sc/Tf	Prep	
Proj Key Description	Item Description--Item Description	Duty	Duty Amt	Ck ID-No	Vendor City, State, Zip		R1/2	Cktp	
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MOBILE EQUIPMENT		0.00		0.00	02/25/2022	BURTON'S FIRE INC		EFT	6895
		0.00		0.00		1301 DOKER DR, BLDG B		DX	ZFD0
	E2446 INSTALL UPF TANK	ZA		0.00	22	MODESTO, CA 95351-1598		EX	
	Net Amount:	27,946.64							1

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

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SPEC DIST EXP-SERVICES		0.00		0.00	02/25/2022	BURTON'S FIRE INC		EFT	6895
		0.00		0.00		1301 DOKER DR, BLDG B		DX	ZFD0
	E2446 RHINO LINER	ZA		0.00	22	MODESTO, CA 95351-1598		CC	
	Net Amount:	595.00							2

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

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MAINT-MOBILE EQUIPMENT-S		0.00		0.00	02/25/2022	BURTON'S FIRE INC		EFT	6895
		0.00		0.00		1301 DOKER DR, BLDG B		DX	ZFD0
	E2448 REBUILD TANK	ZA		0.00	22	MODESTO, CA 95351-1598		CC	
	Net Amount:	1,479.23							3

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

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ZAYANTE FPD-GENERAL		119.26		0.00	05/04/2025	V120880 P	R5	01	
EQUIPMENT LEASE & RENT	P	0.00		0.00		US BANK		CHK	6895
		0.00		0.00		P O BOX 790448		DX	ZFD0
	KONICA C300i AA2K01102793	ZA		0.00	22	ST LOUIS, 63170-0448		RE	
	Net Amount:	119.26							4

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
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Object Description	Encl PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name		PType	Sec
JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)		Sc/Tf	Prep
Proj Key Description	Item Description--Item Description	Duty		Duty Amt	Ck ID-No	Vendor City, State, Zip		R1/2	Cktp
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EQUIPMENT LEASE & RENT	P	0.00		0.00		US BANK		CHK	6895
		0.00		0.00		P O BOX 790448		DX	ZFD0
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	Net Amount:	10.89							5

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689510-62500	554166249	141.04	1	OH754112	04/24/2025	ATTH		.0000	DS
ZAYANTE FPD-GENERAL		10.89		0.00	05/04/2025	V120880	P	R5	01
EQUIPMENT LEASE & RENT	P	0.00		0.00		US BANK		CHK	6895
		0.00		0.00		P O BOX 790448		DX	ZFD0
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	Net Amount:	10.89							6

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

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TELEPHONE-NON TELECOM 10		0.00		0.00		COMCAST CABLE COMMUNICATIONS		CHK	6895
		0.00		0.00		PO BOX 60533		DX	ZFD0
	8155100350094094 APR 25		ZA	0.00	22	CITY OF INDUSTRY, CA 91716-053		CC	
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\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

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CLOTHING & PERSONAL SUPP	P	0.00		0.00		CASCADE FIRE EQUIPMENT COMPANY		EFT	6895
		0.00		0.00		PO BOX 4248		DX	ZFD0
	PANTS - JIMENEZ		ZA	0.00	22	MEDFORD, OR 97501		EX	
	Net Amount:	624.82							8

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

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Proj Key	Description	Item Description--Item Description	Duty	Duty Amt	Ck ID-No	Vendor City, State, Zip	R1/2	Cktp	
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		0.00		0.00		PO BOX 997300		DX	ZFD0
	2315606476_0 STN3 ELEC	ZA		0.00	22	SACRAMENTO, CA 95899		EX	
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	2315606476_0 STN3 ELEC ADJUST	ZA		0.00	22	SACRAMENTO, CA 95899		EX	
	Net Amount:	-58.23							10
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Invoice :	MAY25STMT_S3_ELE	System Computed Total:	5.08	User Computed Total:	5.08	TOTALS MATCH			
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ZAYANTE FPD-GENERAL		224.00		0.00	05/04/2025	V129500	P	R2	01
PROF & SPECIAL SERV-OTHE		0.00		0.00		DAWSON, DANIEL S		CHK	6895
		0.00		0.00		59773 CHEYENNE RD.		DX	ZFD0
	WEBSITE UPDATES	ZA		0.00	22	BEND, OR 97702		CC	
	Net Amount:	224.00							11
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689510-62381	0002401	404.00	1	OH754108	04/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		180.00		0.00	05/04/2025	V129500	P	R2	01
PROF & SPECIAL SERV-OTHE		0.00		0.00		DAWSON, DANIEL S		CHK	6895
		0.00		0.00		59773 CHEYENNE RD.		DX	ZFD0
	MAY -'23 - APR '25 WEB HOSTING	ZA		0.00	22	BEND, OR 97702		CC	
	Net Amount:	180.00							12
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JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)		Sc/Tf	Prep
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GAS, OIL, FUEL	P	0.00		0.00		U S BANK NATIONAL ASSOCIATION		CHK	6895
		0.00		0.00		po box 952818		DX	ZFD0
	C2400 - FUEL		ZA	0.00	22	SAINT LOUIS, MO 63195-2818		EX	
	Net Amount:	39.02							13
* * * WARNING * * * DATA EXCEPTION =====> Approval not complete									

689510-62920	8694987092518	881.05	1	OH754117	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		52.05		0.00	05/04/2025	V30649	P	R4	01
GAS, OIL, FUEL	P	0.00		0.00		U S BANK NATIONAL ASSOCIATION		CHK	6895
		0.00		0.00		po box 952818		DX	ZFD0
	C2400 - FUEL		ZA	0.00	22	SAINT LOUIS, MO 63195-2818		EX	
	Net Amount:	52.05							14
* * * WARNING * * * DATA EXCEPTION =====> Approval not complete									

689510-62920	8694987092518	881.05	1	OH754117	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		70.46		0.00	05/04/2025	V30649	P	R4	01
GAS, OIL, FUEL	P	0.00		0.00		U S BANK NATIONAL ASSOCIATION		CHK	6895
		0.00		0.00		po box 952818		DX	ZFD0
	C2400 - FUEL		ZA	0.00	22	SAINT LOUIS, MO 63195-2818		EX	
	Net Amount:	70.46							15
* * * WARNING * * * DATA EXCEPTION =====> Approval not complete									

689510-62920	8694987092518	881.05	1	OH754117	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		97.68		0.00	05/04/2025	V30649	P	R4	01
GAS, OIL, FUEL	P	0.00		0.00		U S BANK NATIONAL ASSOCIATION		CHK	6895
		0.00		0.00		po box 952818		DX	ZFD0
	B2403 - FUEL		ZA	0.00	22	SAINT LOUIS, MO 63195-2818		EX	
	Net Amount:	97.68							16
* * * WARNING * * * DATA EXCEPTION =====> Approval not complete									

689510-62920	8694987092518	881.05	1	OH754117	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		74.01		0.00	05/04/2025	V30649	P	R4	01
GAS, OIL, FUEL	P	0.00		0.00		U S BANK NATIONAL ASSOCIATION		CHK	6895
		0.00		0.00		po box 952818		DX	ZFD0
	B2403 - FUEL		ZA	0.00	22	SAINT LOUIS, MO 63195-2818		EX	
	Net Amount:	74.01							17
* * * WARNING * * * DATA EXCEPTION =====> Approval not complete									

GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key	Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd	Misc	Post
Object	Description	Encl PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name	PTYPE	Sec
JL Account		Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)	Sc/Tf	Prep
Proj Key	Description	Item Description--Item Description	Duty	Duty Amt	Ck ID-No	Vendor City, State, Zip		R1/2	Cktp
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
689510-62920		8694987092518	881.05	1	OH754117	05/01/2025	GEN	.0000	DS
ZAYANTE FPD-GENERAL			86.35		0.00	05/04/2025	V30649 P R4		01
GAS, OIL, FUEL	P		0.00		0.00		U S BANK NATIONAL ASSOCIATION	CHK	6895
			0.00		0.00		po box 952818	DX	ZFD0
		E2410 - FUEL		ZA	0.00	22	SAINT LOUIS, MO 63195-2818	EX	
		Net Amount:	86.35						18

```
* * * WARNING * * * DATA EXCEPTION =====> Approval not complete
```

689510-62920	8694987092518	881.05	1	OH754117	05/01/2025	GEN			.0000	DS
ZAYANTE FPD-GENERAL		94.02		0.00	05/04/2025	V30649	P	R4		01
GAS, OIL, FUEL	P	0.00		0.00		U S BANK NATIONAL ASSOCIATION			CHK	6895
		0.00		0.00		po box 952818			DX	ZFD0
E2446 - FUEL			ZA	0.00	22	SAINT LOUIS, MO 63195-2818			EX	
Net Amount:		94.02								19

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* * * WARNING * * * DATA EXCEPTION =====> Approval not complete
```

689510-62920	8694987092518	881.05	1	OH754117	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		179.78			05/04/2025	V30649	P	R4	01
GAS, OIL, FUEL	P	0.00				U S BANK NATIONAL ASSOCIATION		CHK	6895
		0.00				po box 952818		DX	ZFD0
E2448 - FUEL			ZA		0.00	22	SAINT LOUIS, MO 63195-2818	EX	
Net Amount:		179.78							20

```
* * * WARNING * * * DATA EXCEPTION =====> Approval not complete
```

689510-62920	8694987092518	881.05	1	OH754117	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		90.00			05/04/2025	V30649	P	R4	01
GAS, OIL, FUEL	P	0.00				U S BANK NATIONAL ASSOCIATION		CHK	6895
		0.00				po box 952818		DX	ZFD0
R2466 - FUEL			ZA		0.00	22	SAINT LOUIS, MO 63195-2818	EX	
Net Amount:		90.00							21

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* * * WARNING * * * DATA EXCEPTION =====> Approval not complete
```

689510-62920	8694987092518	881.05	1	OH754117	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		72.85		0.00	05/04/2025	V30649	P	R4	01
GAS, OIL, FUEL	P	0.00		0.00		U S BANK NATIONAL ASSOCIATION		CHK	6895
		0.00		0.00		po box 952818		DX	ZFD0
U2490 - FUEL			ZA	0.00	22	SAINT LOUIS, MO 63195-2818		EX	
Net Amount:		72.85							22

```
* * * WARNING * * * DATA EXCEPTION =====> Approval not complete
```

689510-62920	8694987092518	881.05	1	OH754117	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		57.07		0.00	05/04/2025	V30649	P	R4	01
GAS, OIL, FUEL	P	0.00		0.00		U S BANK NATIONAL ASSOCIATION		CHK	6895
		0.00		0.00		po box 952818		DX	ZFD0
U2499- FUEL			ZA	0.00	22	SAINT LOUIS, MO 63195-2818		EX	
Net Amount:		57.07							23



GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd		Misc	Post
Object Description	Encl PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name		PType	Sec
JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)		Sc/Tf	Prep
Proj Key Description	Item Description--Item Description	Duty		Duty Amt	Ck ID-No	Vendor City, State, Zip		R1/2	Cktp

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\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

689510-62920	8694987092518	881.05	1	OH754117	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		-32.24		0.00	05/04/2025	V30649	P	R4	01
GAS, OIL, FUEL	P	0.00		0.00		U S BANK NATIONAL ASSOCIATION		CHK	6895
		0.00		0.00		po box 952818		DX	ZFD0
	EXEMPTED TAXES		ZA	0.00	22	SAINT LOUIS, MO 63195-2818		EX	
	Net Amount:	-32.24							24

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	8694987092518	System Computed Total:	881.05	User Computed Total:	881.05	TOTALS MATCH
				Distribution Total:	881.05	
				Net Total:	881.05	

GRAND TOTAL:	System Computed Total:	32,222.15	User Computed Total:	32,222.15	TOTALS MATCH
			Distribution Total:	32,222.15	

GRAND NET TOTAL:	32,222.15
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GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd		Misc	Post
Object Description	Encl PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name		PType	Sec
JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)		Sc/Tf	Prep
Proj Key Description	Item Description--Item Description	Duty	Duty Amt	Ck ID-No		Vendor City, State, Zip		R1/2	Cktp
689510-61221	6112185574	306.08	1	OH755852	04/28/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		306.08		0.00	05/13/2025	V11188	P	R1	01
TELEPHONE-NON TELECOM 10		0.00		0.00		VERIZON WIRELESS		CHK	6895
		0.00		0.00		PO BOX 660108		DX	ZFD0
	MAY '25 CRADLE POINTS		ZA	0.00	22	DALLAS, TX 75266-0108		CC	
	Net Amount:	306.08							1

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	6112185574	System Computed Total:	306.08	User Computed Total:	306.08	TOTALS MATCH
				Distribution Total:	306.08	
				Net Total:	306.08	

689510-61845	0008114692	82.53	1	OH755848	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		82.53		0.00	05/13/2025	V124657	P	R1	EF
GSD-MAINT-STRUCT/GRDS-OT		0.00		0.00		GREENWASTE RECOVERY INC		EFT	6895
		0.00		0.00		PO BOX 11089		DX	ZFD0
	146176 - APR '25 TRASH/RECYCLE		ZA	0.00	22	SAN JOSE, CA 95103-1089		CC	
	Net Amount:	82.53							2

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	0008114692	System Computed Total:	82.53	User Computed Total:	82.53	TOTALS MATCH
				Distribution Total:	82.53	
				Net Total:	82.53	

689510-62219	MAY25_8600	601.09	1	OH755843	05/06/2025	ATTH		.0000	DS
ZAYANTE FPD-GENERAL		15.99		0.00	05/13/2025	V124770	P	R1	01
PC SOFTWARE PURCHASES		0.00		0.00		U S BANK CORPORATE PAYMENT SYS		CHK	6895
		0.00		0.00		PO BOX 790428		M7 DX	ZFD0
	ZOOM SUBSCRIPTION MAY '25		ZA	0.00	22	SAINT LOUIS, MO 63179-0428		EX	
	Net Amount:	15.99				United States of America			3

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

689510-62219	MAY25_8600	601.09	1	OH755843	05/06/2025	ATTH		.0000	DS
ZAYANTE FPD-GENERAL		19.99		0.00	05/13/2025	V124770	P	R1	01
PC SOFTWARE PURCHASES		0.00		0.00		U S BANK CORPORATE PAYMENT SYS		CHK	6895
		0.00		0.00		PO BOX 790428		M7 DX	ZFD0
	ADOBE SUBSCRIPTION/ADOBE		ZA	0.00	22	SAINT LOUIS, MO 63179-0428		EX	
	Net Amount:	19.99				United States of America			4

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key    Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd	Misc	Post	
Object    Description	Encl PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name		PType	Sec
JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)		Sc/Tf	Prep
Proj Key    Description	Item Description--Item Description	Duty		Duty Amt	Ck ID-No	Vendor City, State, Zip		R1/2	Cktp
689510-62888	MAY25_8600	601.09	1	OH755843	05/06/2025	ATTH		.0000	DS
ZAYANTE FPD-GENERAL		291.82		0.00	05/13/2025	V124770                      P	R1		01
SPEC DIST EXP-SERVICES		0.00		0.00		U S BANK CORPORATE PAYMENT SYS	CHK	6895	
		0.00		0.00		PO BOX 790428	M7 DX	ZFD0	
	2024 INTERNATIONAL FIRE CODE		ZA	0.00	22	SAINT LOUIS, MO 63179-0428	CC		
	Net Amount:	291.82				United States of America		5	

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

689510-62219	MAY25_8600	601.09	1	OH755843	05/06/2025	ATTH		.0000	DS
ZAYANTE FPD-GENERAL		6.99		0.00	05/13/2025	V124770                      P	R1		01
PC SOFTWARE PURCHASES		0.00		0.00		U S BANK CORPORATE PAYMENT SYS	CHK	6895	
		0.00		0.00		PO BOX 790428	M7 DX	ZFD0	
	STORAGE SUBSCRIPTION/APPLE		ZA	0.00	22	SAINT LOUIS, MO 63179-0428	EX		
	Net Amount:	6.99				United States of America		6	

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

689510-61221	MAY25_8600	601.09	1	OH755843	05/06/2025	ATTH		.0000	DS
ZAYANTE FPD-GENERAL		50.00		0.00	05/13/2025	V124770                      P	R1		01
TELEPHONE-NON TELECOM 10		0.00		0.00		U S BANK CORPORATE PAYMENT SYS	CHK	6895	
		0.00		0.00		PO BOX 790428	M7 DX	ZFD0	
	STARLINK MONTHLY APR - MAY '25		ZA	0.00	22	SAINT LOUIS, MO 63179-0428	CC		
	Net Amount:	50.00				United States of America		7	

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

689510-62219	MAY25_8600	601.09	1	OH755843	05/06/2025	ATTH		.0000	DS
ZAYANTE FPD-GENERAL		9.99		0.00	05/13/2025	V124770                      P	R1		01
PC SOFTWARE PURCHASES		0.00		0.00		U S BANK CORPORATE PAYMENT SYS	CHK	6895	
		0.00		0.00		PO BOX 790428	M7 DX	ZFD0	
	STORAGE SUBSCRIPTION/APPLE		ZA	0.00	22	SAINT LOUIS, MO 63179-0428	EX		
	Net Amount:	9.99				United States of America		8	

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

689510-61920	MAY25_8600	601.09	1	OH755843	05/06/2025	ATTH		.0000	DS
ZAYANTE FPD-GENERAL		206.31		0.00	05/13/2025	V124770                      P	R1		01
MEDICAL, DENTAL & LAB SU		0.00		0.00		U S BANK CORPORATE PAYMENT SYS	CHK	6895	
		0.00		0.00		PO BOX 790428	M7 DX	ZFD0	
	ANALGESIC ANNUAL RENTAL FEE		ZA	0.00	22	SAINT LOUIS, MO 63179-0428	EX		
	Net Amount:	206.31				United States of America		9	

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	MAY25_8600	System Computed Total:	601.09	User Computed Total:	601.09	TOTALS MATCH
				Distribution Total:	601.09	
				Net Total:	601.09	

GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key    Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd		Misc	Post
Object    Description	Encl PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name		PType	Sec
JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)		Sc/Tf	Prep
Proj Key    Description	Item Description--Item Description	Duty		Duty Amt	Ck ID-No	Vendor City, State, Zip		R1/2	Cktp
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
689510-53015	944-0436-5_APR25	88.00	1	OH755849	04/30/2025	ATTH		.0000	DS
ZAYANTE FPD-GENERAL		88.00		0.00	05/13/2025	V127811	P	R2	01
UNEMPLOYMENT INSURANCE	P	0.00		0.00		EMPLOYMENT DEVELOPMENT DEPARTM		CHK	6895
		0.00		0.00		PO BOX 989061		DX	ZFD0
	ACCT 944 0436 05 JAN - MAR 25	ZA		0.00	22	WEST SACRAMENTO, CA 95798-9061		EX	
	Net Amount:	88.00							10

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	944-0436-5_APR25	System Computed Total:	88.00	User Computed Total:	88.00	TOTALS MATCH
				Distribution Total:	88.00	
				Net Total:	88.00	

689510-63070	MAY25STMT_S1_ELE	59.13	1	OH755847	05/06/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		23.82		0.00	05/13/2025	V129169	P	R1	01
GSD-UTILITIES		0.00		0.00		PACIFIC GAS AND ELECTRIC CO		CHK	6895
		0.00		0.00		PO BOX 997300		DX	ZFD0
	7180307357_7 STN1 ELEC	ZA		0.00	22	SACRAMENTO, CA 95899		EX	
	Net Amount:	23.82							11

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

689510-63070	MAY25STMT_S1_ELE	59.13	1	OH755847	05/06/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		35.31		0.00	05/13/2025	V129169	P	R1	01
GSD-UTILITIES		0.00		0.00		PACIFIC GAS AND ELECTRIC CO		CHK	6895
		0.00		0.00		PO BOX 997300		DX	ZFD0
	7180307357_7 STN1 CEEGC	ZA		0.00	22	SACRAMENTO, CA 95899		EX	
	Net Amount:	35.31							12

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	MAY25STMT_S1_ELE	System Computed Total:	59.13	User Computed Total:	59.13	TOTALS MATCH
				Distribution Total:	59.13	
				Net Total:	59.13	

689510-63070	MAY25STMT_S1_GAS	365.64	1	OH755851	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		257.04		0.00	05/13/2025	V129169	P	R1	01
GSD-UTILITIES		0.00		0.00		PACIFIC GAS AND ELECTRIC CO		CHK	6895
		0.00		0.00		PO BOX 997300		DX	ZFD0
	7221974021_3 STN1 GAS	ZA		0.00	22	SACRAMENTO, CA 95899		EX	
	Net Amount:	257.04							13

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd		Misc	Post
Object Description	Encl PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name		PType	Sec
JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)		Sc/Tf	Prep
Proj Key Description	Item Description--Item Description	Duty		Duty Amt	Ck ID-No	Vendor City, State, Zip		R1/2	Cktp
689510-63070	MAY25STMT_S1_GAS	365.64	1	OH755851	05/01/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		108.60		0.00	05/13/2025	V129169	P	R1	01
GSD-UTILITIES		0.00		0.00		PACIFIC GAS AND ELECTRIC CO		CHK	6895
		0.00		0.00		PO BOX 997300		DX	ZFD0
	7221974021_3 STN1 UET LLC GAS	ZA		0.00	22	SACRAMENTO, CA 95899		EX	
	Net Amount:	108.60							14

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	MAY25STMT_S1_GAS	System Computed Total:	365.64	User Computed Total:	365.64	TOTALS MATCH
				Distribution Total:	365.64	
				Net Total:	365.64	

689510-61730	IN2250666	1,664.50	1	OH755850	04/28/2025	HOLD		.0000	DS
ZAYANTE FPD-GENERAL		1,664.50		0.00	05/13/2025	V129814	P	R3	01
MAINT-OTH EQUIP-SERVICES		0.00		0.00		MUNICIPAL EMERGENCY SERVICES I		CHK	6895
		0.00		0.00		PO BOX 856892		DX	ZFD0
	SCBA ANNUAL FLOW TEST	ZA		0.00	22	MINNEAPOLIS, MN 55485-6892		CC	
	Net Amount:	1,664.50							15

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	IN2250666	System Computed Total:	1,664.50	User Computed Total:	1,664.50	TOTALS MATCH
				Distribution Total:	1,664.50	
				Net Total:	1,664.50	

689510-86110	61-0265946	1,902.76	1	OH755844	04/12/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		1,902.76		0.00	05/13/2025	V14581	P	R1	EF
BUILDINGS AND IMPROVEMEN		0.00		0.00		BFS GROUP LLC		EFT	6895
		0.00		0.00		PO BOX 843909		DX	ZFD0
	STATION 2/3 FIRE GRANT/BRDS	ZA		0.00	22	LOS ANGELES, CA 90084-3909		CC	
	Net Amount:	1,902.76							16

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	61-0265946	System Computed Total:	1,902.76	User Computed Total:	1,902.76	TOTALS MATCH
				Distribution Total:	1,902.76	
				Net Total:	1,902.76	

689510-86110	61-0266051	1,185.18	1	OH755845	04/15/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		1,185.18		0.00	05/13/2025	V14581	P	R1	EF
BUILDINGS AND IMPROVEMEN		0.00		0.00		BFS GROUP LLC		EFT	6895
		0.00		0.00		PO BOX 843909		DX	ZFD0
	STATION 2/3 FIRE GRANT/BRDS	ZA		0.00	22	LOS ANGELES, CA 90084-3909		CC	
	Net Amount:	1,185.18							17

GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key    Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd	Misc	Post	
Object    Description	Encl PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name		PType	Sec
JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)		Sc/Tf	Prep
Proj Key    Description	Item Description--Item Description	Duty		Duty Amt	Ck ID-No	Vendor City, State, Zip		R1/2	Cktp
=====									
* * * WARNING * * * DATA EXCEPTION =====> Approval not complete									

Invoice :	61-0266051	System Computed Total:	1,185.18	User Computed Total:	1,185.18	TOTALS MATCH
				Distribution Total:	1,185.18	
				Net Total:	1,185.18	

689510-86110	61-0266708	-404.54	1	OH755846	04/26/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		-404.54		0.00	05/13/2025	V14581	P	R1	EF
BUILDINGS AND IMPROVEMEN		0.00		0.00		BFS GROUP LLC		EFT	6895
		0.00		0.00		PO BOX 843909			DX ZFD0
	STATION 2/3 FIRE GRANT/BRDS		ZA	0.00	22	LOS ANGELES, CA 90084-3909		CC	
	Net Amount:	-404.54							18
* * * WARNING * * * DATA EXCEPTION =====> Approval not complete									

Invoice :	61-0266708	System Computed Total:	-404.54	User Computed Total:	-404.54	TOTALS MATCH
				Distribution Total:	-404.54	
				Net Total:	-404.54	

GRAND TOTAL:	System Computed Total:	5,850.37	User Computed Total:	5,850.37	TOTALS MATCH
			Distribution Total:	5,850.37	

GRAND NET TOTAL:	5,850.37
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GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd	Misc	Post	
Object Description	Encl PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name		PType	Sec
JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)		Sc/Tf	Prep
Proj Key Description	Item Description--Item Description	Duty		Duty Amt	Ck ID-No	Vendor City, State, Zip		R1/2	Cktp
689510-62381	61177	564.00	1	OH756912	05/09/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		141.00		0.00	05/19/2025	V121100 P	R6		EF
PROF & SPECIAL SERV-OTHE		0.00		0.00		CSG CONSULTANTS INC		EFT	6895
		0.00		0.00		P O BOX 8485		DX	ZFD0
	REVIEW 15251 UPPER E ZAYANTE		ZA	0.00	22	PASADENA, CA 91109-8485		CC	
	Net Amount:	141.00							1

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

689510-62381	61177	564.00	1	OH756912	05/09/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		141.00		0.00	05/19/2025	V121100 P	R6		EF
PROF & SPECIAL SERV-OTHE		0.00		0.00		CSG CONSULTANTS INC		EFT	6895
		0.00		0.00		P O BOX 8485		DX	ZFD0
	REVIEW 775 FERN RIDGE		ZA	0.00	22	PASADENA, CA 91109-8485		CC	
	Net Amount:	141.00							2

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

689510-62381	61177	564.00	1	OH756912	05/09/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		141.00		0.00	05/19/2025	V121100 P	R6		EF
PROF & SPECIAL SERV-OTHE		0.00		0.00		CSG CONSULTANTS INC		EFT	6895
		0.00		0.00		P O BOX 8485		DX	ZFD0
	REVIEW 8015 LILAC		ZA	0.00	22	PASADENA, CA 91109-8485		CC	
	Net Amount:	141.00							3

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

689510-62381	61177	564.00	1	OH756912	05/09/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		141.00		0.00	05/19/2025	V121100 P	R6		EF
PROF & SPECIAL SERV-OTHE		0.00		0.00		CSG CONSULTANTS INC		EFT	6895
		0.00		0.00		P O BOX 8485		DX	ZFD0
	B243049 15251 UPPER E ZAYANTE		ZA	0.00	22	PASADENA, CA 91109-8485		CC	
	Net Amount:	141.00							4

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	61177	System Computed Total:	564.00	User Computed Total:	564.00	TOTALS MATCH
				Distribution Total:	564.00	
				Net Total:	564.00	

689510-61221	000023482487	93.32	1	OH756911	05/13/2025	ATTH		.0000	DS
ZAYANTE FPD-GENERAL		93.32		0.00	05/19/2025	V127809 P	R1		01
TELEPHONE-NON TELECOM 10	P	0.00		0.00		AT&T		CHK	6895
		0.00		0.00		PO BOX 9011		DX	ZFD0
	APR '25 - MAY '25 CALNET SRVC		ZA	0.00	22	CAROL STREAM, IL 60197-9011		CC	
	Net Amount:	93.32							5

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

: OHBPROOF

Net Total:	93.32
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TOTALS MATCH

657.32



GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd	Misc	Post	
Object Description	Encl PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name		PType	Sec
JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)		Sc/Tf	Prep
Proj Key Description	Item Description--Item Description	Duty		Duty Amt	Ck ID-No	Vendor City, State, Zip		R1/2	Cktp
689510-62219	19125-VKCM	522.98	1	OH758032	05/21/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		522.98		0.00	05/27/2025	V43883	P	R2	01
PC SOFTWARE PURCHASES	P	0.00		0.00		THE ELD EXPERTS LLC		CHK	6895
		0.00		0.00		16321 MAIN ST SUITE 130-203		DX	ZFD0
	CAMERA SOFTWARE/1 YEAR VERKADA			0.00	22	CHINO, CA 91708		EX	
	Net Amount:	522.98							1

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	19125-VKCM	System Computed Total:	522.98	User Computed Total:	522.98	TOTALS MATCH
				Distribution Total:	522.98	
				Net Total:	522.98	

GRAND TOTAL:	System Computed Total:	522.98	User Computed Total:	522.98	TOTALS MATCH
			Distribution Total:	522.98	

GRAND NET TOTAL:	522.98
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GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd		Misc	Post
Object Description	Encl PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name		PType	Sec
JL Account	Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)		Sc/Tf	Prep
Proj Key Description	Item Description--Item Description	Duty		Duty Amt	Ck ID-No	Vendor City, State, Zip		R1/2	Cktp
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
689510-61848	ASC-05272025	810.00	1	OH758397	05/27/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		810.00		0.00	05/28/2025	V44361	P	R1	01
MAINT-STRUCT/GRDS-OTH-SR		0.00		0.00		ANDERSON, BRIAN		CHK	6895
		0.00		0.00		1 JONATHAN WAY		DX	ZFD0
	CLEAN 81 SOLAR PANELS		ZA	0.00	22	SCOTTS VALLEY, CA 95066		CC	
	Net Amount:	810.00							1

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	ASC-05272025	System Computed Total:	810.00	User Computed Total:	810.00	TOTALS MATCH
				Distribution Total:	810.00	
				Net Total:	810.00	

689510-61848	15894	997.31	1	OH758400	02/20/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		997.31		0.00	05/28/2025	V48970	P	R1	EF
MAINT-STRUCT/GRDS-OTH-SR	P	0.00		0.00		CHRISLYNN ENTERPRISES INC		EFT	6895
		0.00		0.00		2541 S RODEO GULCH RD STE 7		DX	ZFD0
	REPLACE IGNITION STN1			0.00	22	SOQUEL, CA 95073		CC	
	Net Amount:	997.31							2

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	15894	System Computed Total:	997.31	User Computed Total:	997.31	TOTALS MATCH
				Distribution Total:	997.31	
				Net Total:	997.31	

689510-61848	15989	615.00	1	OH758399	03/07/2025	GEN		.0000	DS
ZAYANTE FPD-GENERAL		615.00		0.00	05/28/2025	V48970	P	R1	EF
MAINT-STRUCT/GRDS-OTH-SR	P	0.00		0.00		CHRISLYNN ENTERPRISES INC		EFT	6895
		0.00		0.00		2541 S RODEO GULCH RD STE 7		DX	ZFD0
	REPLACE SWITCH/CLEAN STN1			0.00	22	SOQUEL, CA 95073		CC	
	Net Amount:	615.00							3

\* \* \* WARNING \* \* \* DATA EXCEPTION =====> Approval not complete

Invoice :	15989	System Computed Total:	615.00	User Computed Total:	615.00	TOTALS MATCH
				Distribution Total:	615.00	
				Net Total:	615.00	

WED, MAY 28, 2025, 6:27 PM --req: ZFD006----leg: GL JL--loc: ONSITE----job:4155878 J4420---prog: OH450 <4.22>--report id: OHBPROOF

GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	PTerm	Stat
Org Key	Description	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor ID / PEDB Cd / Addr Cd	Misc	Post
Object	Description	Encb PO# / Pmt	Discount Amt	Tax2	Tax2 Amt	Rcv Date	Vendor Name	PType	Sec
JL Account		Product ID	Pay Disc Amt	Chrg	Charge Amt	Disc Date	Vendor Address Line(s)	Sc/Tf	Prep
Proj Key	Description	Item Description--Item	Description	Duty	Duty Amt	Ck ID-No	Vendor City, State, Zip	RI/2	Ckty

GRAND TOTAL:	System Computed Total:	2,422.31	User Computed Total:	2,422.31	TOTALS MATCH
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Distribution Total: 2,422.31

GRAND NET TOTAL:	2,422.31
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# ZAYANTE FIRE PROTECTION DISTRICT

7700 E. Zayante Rd  
Felton Ca. 95018  
Office: 831-335-5100  
Jeff Maxwell, Fire Chief

Date: June 19, 2025

To: Board of Directors

Subject: Fire Chief Report

**Administration-** Attended the May County Chief's monthly meeting; attended FIRE-EMS Task Team, SCFAIG meeting, Finance committee x 2, Fire Prevention Officers, EMSIA, Measure Q Stakeholders, RCD Coordination meeting, Zayante Board Meeting.

Discuss: Outstanding Achievement Recognition for Directors Gary Herceg and Priva Tarbet.

**Fiscal:** All claims, deposits, Journal Entries processed in a timely manner.

**Apparatus & Equipment:** All apparatus are in service. Conducted the monthly outdoor warning siren test ☐ Failed to Activate due to poor Radio Signal penetration in the Building – Advised County Radio. The 2006 Ford F550 Type 6 Wildland Engine (E2447) returned with a pump rebuild and a radio and light bar have been installed. Not in service yet.

**Training** – Monthly training included pump operator training including theory, panel identification, pumping evolutions.

**Prevention** –Participated in the first review session for the 2024 International Fire Code in preparation of the upcoming Code Adoption Cycle. Participated in Planning Session for Evacuation Workshop scheduled for June 21<sup>st</sup>.

**Station & Grounds** – Continue weed abatement on Station 1 property.

**Incident Response Summary: February Total Calls: 24**

EMS – 12

Structure Fire – 0

Motor Vehicle Accident – 1

Wires – 1

Smoke check – 2

Gas Investigation - 2

Aid Requests – Felton– MVA – 1 Engine and 1 Chief; EMS – 1 Rescue

Central Fire Wildland – 2; Santa Cruz – Structure Fire; Ben Lomond – MVA .

**Budget FY24-25**

Tax Revenue to date: \$631,026.67.

REG and Extra help Pay, OASDI-SS, UI, Workers Comp to date: \$342,134.28 including 2023 - 2024 Strike Team Payouts.

Services and Supply to date: \$183,741.66

**Jeff Maxwell, Fire Chief**

**Zayante Fire Protection District**

**Policy #4000**

**Subject: Employment, Compensation and Benefits**

**Dated:** 6/7/2011  
6/15/2023  
6/20/2024  
6/19/2025

**Effective:** 6/1/2025

**Policy 4000:**

**1. *Payroll Policy***

- 1.1. The Fire Chief, Full-time, and Part-time paid personnel pay schedule is based on the fiscal budget year, July 1<sup>st</sup> through June 30<sup>th</sup>. This is in conjunction with the Santa Cruz County payroll schedule.
- 1.2. Volunteers are paid based on the attendance year, November 1<sup>st</sup> through October 31<sup>st</sup>. Volunteers are paid annually in December.
- 1.3. The Board of Directors will annually review and revise Payroll Policy 4000 as part of the annual budget adoption process.
- 1.4. All district officer rank appointments are made and serve at the will and pleasure of the Fire Chief.
- 1.5. **FLSA Work Week:** The District's workweek begins at 12:01 AM on Sunday and ends at 12:00 PM midnight. The work period is 14 days.
- 1.6. Under Section 7(a) of the Fair Labor Standards Act (FLSA), overtime is defined as hours of work in excess of 40 hours in a 7-day work week (title 29 United States Code 207(a).
- 1.7. Section 7(k) of the FLSA establishes a different overtime standard for FLSA non-exempt employees who receive premium pay for standby duty or AUO and who meet the following definition (29 U.S.C. 207(k): Fire protection employees. Employees meeting the definition may be compensated at the FLSA overtime rate for hours of a tour which are in excess of the following maximums:
  - 1.7.1. For employees engaged in fire protection activities: 53 hours in a 7-day work period or 106 hours in a biweekly pay period
- 1.8. **Mealtime:** In the absence of a collective bargaining agreement that says otherwise, mealtimes are included in the hours of work when the employee's tour of duty is less than 24 hours. (5CFR 551.432)
- 1.9. **Timecards:** As part of oversight and accountability for payroll, timecards will be completed by every employee in conjunction with the county payroll schedule. The employee will sign each timecard on the employee line and the Fire Chief will sign the manager line at the end of each pay period when timecards are approved. The Fire Chief's timecard will be signed by the Chief on the employee line and the Board Chair

will sign the manager's line at the next regular meeting of the Board of Directors following each pay period.

2. **Board of Directors**

2.1 Pay rate of \$30.00 per Board Meeting attended, paid annually in December. To be approved at the November Board Meeting.

3. **Administrative Support Positions**

3.1. **Board Clerk:** Board Clerk pay of \$ 2400.00 annually plus social security paid on the county payroll schedule of 26 pay periods. This anticipates (1) Board Meeting per month and process of minutes. Attendance required.

3.2. **Finance Manager:** Finance Manager pay rate plus social security for an annual pay of \$7904.00 paid on the county payroll schedule of 26 pay periods. This anticipates weekly claims management and development of financial reports as needed.

3.3. **Secretary of the Board:** Secretary of the Board duties reside with the Fire Chief.

4. **Employee:** FLSA covered employee defined: Fire Protection Personnel including firefighters and emergency medical technicians who are trained in fire suppression, have the legal authority and responsibility to engage in fire suppression; employed by a Fire District; and engaged in prevention, control, extinguishment or response to emergency situations where life, property, or the environment are at risk. Section 13(b)(20) of the FLSA provides an overtime exemption to fire protection employees of a public agency that employ less than five employees during the workweek.

4.1. **COLA:** A cost-of-living adjustment will be considered by the Board annually based on condition and capacity each year.

4.2. **Full-time Employees:** Full-time positions are 40-hour/week positions and considered to typically be a 5-day work week or as modified by the Fire Chief. Full-time positions receive a rate of pay based on the rate schedule and no call pay per incident. Full-time employees receive their regular hourly rate of pay for drills and after-shift calls, calculated in 15-minute increments, rounded up to the next 15-minutes. Full-time employees are eligible for Paid Sick Leave (PSL) and Paid Time Off (PTO).

4.3. **Part-time Employees:** Part-time positions are less than 40-hour/week. Part-time positions receive a rate of pay based on the rate schedule and no call pay per incident during assigned shifts. Part-time employees receive their regular hourly rate-of-pay for drills and after-shift calls calculated in 15-minute increments, rounded up to the next 15-minutes. Part-time employees are eligible for Paid Sick Leave (PSL).

4.4. **Substitute Employees:** A substitute employee (Sub) is a Volunteer that fills in for a shift intermittently, not to exceed the equivalent of two shifts per pay period and/or 20% of the total compensation that the employer would pay to employ a full-time employee. This rate of pay would be deemed "nominal fee" and therefore would not endanger the fire fighter's volunteer status.

4.5. **Paid Sick Leave:** All full-time and part-time employees are eligible for a minimum of 40 hours (or 5 days) Paid Sick Leave (PSL) per year. PSL is accrued at 1 hour for every 30 hours worked up to a maximum of 40 hours (5 days) per year. All employees will have 40 hours of PSL available to use after 90 days of employment. The accrual of PSL hours will continue throughout the year so that the employee will have 40 hours available to carry over to the next year. Paid Sick Leave includes time off for the employee's own illness,

injury, or medical appointments, as well as to care for a family member's illness or medical needs. The employee must work for at least 30 days within a year to qualify for PSL. Employees are required to notify the Chief in advance if the sick leave is planned, but only "as soon as practical" for unplanned absences. PSL days are to be used during the fiscal budget year July 1st to June 30th. PSL cannot be cashed out. PSL must be used in 4-hour increments. PSL leave usage and accruals will be tracked and reportable to the Board of Directors by the fire Chief at the annual review of Policy 4000.

- 4.6. **Paid Time Off:** Full-time employees are eligible for Paid Time Off (PTO). Full-time employees must be scheduled to work a minimum of 40 hours per week to be eligible for PTO. Full-time employees will receive up to 40 hours of PTO each year at an accrual rate of 1 hour for every 52 hours worked. An employee will not start accruing PTO until they have completed 6 months of full-time employment. PTO may be used for any personal reasons including but not limited to illness, vacation, or personal time. PTO must be used and/or cashed out in June, at the end of the fiscal year. PTO leave usage and accruals will be tracked and reportable to the Board of Directors by the fire Chief at the annual review of Policy 4000.
- 4.7. **Holidays:** Fire District Operations transcend Holidays and pay in lieu of the following recognized holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day and Memorial Day; Personnel will be compensated at the Overtime rate (1.5X their regular rate) appropriate to their classification and step rate if the holiday is an assigned work shift. Holiday pay usage and accruals will be tracked and reportable to the Board of Directors by the Fire Chief at the annual review of Policy 4000.
- 4.8. **Pay Incentives:**
- 4.8.1. **EMT Certification:** EMT certification increases hourly pay rate by \$1.00/hr. for hourly personnel.
- 4.8.2. **Firefighter Endorsement:** Firefighter Endorsement increases hourly pay rate by \$1.00/hr. for hourly personnel.
- 4.9. **Pay Schedule:** Pay Schedule for FY25-26 will be separated to allow implementation of Measure T funds. Schedule A will denote rates of pay from 7.1.25 through 12.31.25 and Schedule B will reflect rates of pay from 1.1. 26 thru 6.30.26.

**Schedule A:**

**July 1, 2025 – December 31, 2025**

**Fire Captain:** Pay rate of \$21.00 to \$26.51 per hour plus social security. In addition, drill and duty chief pay is to be paid annually in December.

Step 1: \$21.00 with Fire Officer 2A

Step 2: \$22.26 with LARRO

Step 3: \$23.59 with EMT B

Step 4: \$25.01 with s-290

Step 5: \$26.51 with Fire Officer 2E



**Engineer:** Pay rate of \$19.00 to \$23.98 per hour plus social security. In addition, drill pay is to be paid annually in December.

Step 1: \$19.00 with Driver Operator 1A

Step 2: \$20.14 with Driver Operator 1B

Step 3: \$21.34 with CDL Firefighter Endorsement

Step 4: \$22.62 with LARRO

Step 5: \$23.98 with EMT B

**Firefighter:** Pay rate of \$17.00 to \$21.00 per hour plus social security. In addition, drill pay is to be paid annually in December.

Step 1: \$17.00 with Basic Fire School Preferred, at minimum CPR and First Aid

Step 2: \$18.02 with EMT B

Step 3: \$19.08 with ICS 200

Step 4: \$20.22 with LARRO

Step 5: \$21.43 with Firefighter 1

***Schedule B:***

***January 1, 2026 – June 30, 2026***

**Fire Captain:** Pay rate of \$28.00 to \$34.03 per hour plus social security. In addition, drill and duty chief pay is to be paid annually in December.

Step 1: \$28.00 with Fire Officer 2A

Step 2: \$29.40 with LARRO

Step 3: \$30.87 with EMT B

Step 4: \$32.41 with s-290

Step 5: \$34.03 with Fire Officer 2E

**Engineer:** Pay rate of \$25.00 to \$30.39 per hour plus social security. In addition, drill pay is to be paid annually in December.

Step 1: \$25.00 with Driver Operator 1A

Step 2: \$26.25 with Driver Operator 1B

Step 3: \$27.56 with CDL Firefighter Endorsement

Step 4: \$28.94 with LARRO

Step 5: \$30.39 with EMT B

**Firefighter:** Pay rate of \$20.00 to \$24.31 per hour plus social security. In addition, drill pay is to be paid annually in December.

Step 1: \$20.00 with Basic Fire School Preferred, at minimum CPR and First Aid

Step 2: \$21.00 with EMT B

Step 3: \$22.05 with ICS 200

Step 4: \$23.15 with LARRO

Step 5: \$24.31 with Firefighter 1

5. **Volunteer:** A volunteer firefighter is a member of the community who dedicates their time to the Zayante Fire Protection District without receiving a salary or regular compensation for

their services. They are trained to respond to emergency calls, manage fires, provide first aid, and assist with other tasks like maintaining equipment or providing public education. Our volunteers are residents of our community. Our volunteer firefighters undergo rigorous training to develop the necessary skills for fire suppression, rescue, and emergency medical assistance. Our volunteer firefighters often balance their volunteer duties with paid employment, and family, requiring significant time commitment to attend training, respond to calls, and participate in other department activities.

**5.1. Participation rate:**

5.1.1. Volunteers are expected to participate in 75% of the drills held on Tuesday evenings from 7-9pm during the year.

5.1.2. Volunteers are encouraged to make at least 20% of the calls throughout the year.

**5.2. Pay Schedule:** Pay Schedule for FY25-26 will be separated to allow implementation of Measure T funds. Schedule A will denote rates of pay from 7.1.25 through 12.31.25 and Schedule B will reflect rates of pay from 1.1.26 thru 6.30.26.

6. **Training Chief:** Training Chief receives Call and Drill pay as earned as an employee or volunteer. The Training Chief will receive \$200.00/month, \$92.31/ pay period.

Responsibilities include scheduling, preparing, and facilitating lessons during Fire Drill.

7. **Resident Status:** Zayante Fire Protection District offers resident quarters for employees and/or volunteers. This includes housing, use of kitchen, day room, bathrooms, and washer/dryer.

7.1 **Rental Exchange Value:** The District has assigned an estimated value to the housing and utility expenses incurred associated with residency in the Fire Station or Space allocation with utility hook ups. Utilities include costs associated with heating with natural gas, electricity, water service, laundry facilities, telephone, internet, and basic cable TV. Impacts exceeding baseline values such as resulting from excessive streaming data more than 1.2 terabytes will be charged to the resident group. The Rental Exchange Value is \$500.00/month

7.2 **Deferred Compensation in Lieu of Rental Exchange Value:** Calls will be assigned a value per incident and deducted from the Exchange Value. These credits would negate Paid Call rate compensation. All work assignments must be submitted to the Fire Chief at the end of each month.

**7.2.1 Employee Resident Rental Deferred Compensation Exchange Value:**

Employee Residents will work at their regular hourly rate of pay or \$25.00/hr., whichever is greater, for after-shift calls and other work assignments determined by the Fire Chief until they reach \$500.00/month. Additional work assignments that are contributing towards rent are not to be done during regularly scheduled shifts.

**7.2.2 Volunteer Resident Rental Deferred Compensation Exchange Value:**

Volunteer Residents will work at \$25.00/hr. for all calls and other work assignments determined by the Fire Chief until they reach \$500.00/month.

7.3 **Work Assignments:** Work assignments as determined by the Fire chief and aligned with residential benefit will be assigned as requested and attributed and logged with a deductible rate of \$25.00/hour or their regular rate of pay and reduces from the Impact fee. Impact fees due to the Zayante Fire District will be due by the fifth day of each

succeeding month. Examples of work assignments may include, but not limited to, site security walk, interior or exterior facility maintenance and cleaning, yard maintenance, Community Room standby, and other district needs assigned by the Fire Chief.

8. **Leave of Absence:** Voluntary leave will be limited to 12 weeks off. To be reviewed by the Fire Chief at end of leave, not to exceed 1 year. An employee or volunteer must Submit fit-for-duty paperwork, including a doctor's note to return to work. Any non-work comp related leave is not paid.

9. **Strike Teams:**

- 9.1. All qualified and certified personnel are eligible for Strike Team assignments. A balance of schedule will be applied to facilitate fairness and equity of assignment.
- 9.2. Participating personnel are paid for proportionate work period hours within the pay cycle not to exceed the work period. All participating employees assigned to the CFAA approved Strike Team are paid (40) hours per week at a qualified regular rate of pay through the payroll process. The balance is paid upon conclusion of assignment and reimbursement to the district.

Revised 6/1/25

Board Chairperson: \_\_\_\_\_

Fire Chief: \_\_\_\_\_

# AGREEMENT BETWEEN FELTON FIRE PROTECTION DISTRICT AND ZAYANTE FIRE PROTECTION DISTRICT FOR THE PURPOSE OF PROVIDING RECIPROCAL FIRE PROTECTION AND EMERGENCY SERVICES.

THIS AGREEMENT is made and entered into this date the 1st of July, 2024 by and between the Felton Fire Protection District, an independent fire district and the Zayante Fire Protection District, an independent fire district. This Agreement shall be known as the RECIPROCAL SERVICES Agreement among the Felton Fire Protection District and the Zayante Fire Protection District (REFERRED TO HEREIN AS THE "RECIPROCAL SERVICES", "RSA") and shall be the basis for cooperation in the provision of fire and emergency services between all parties. Each party may be referred to in this Agreement as "party" or collectively as "parties" or "departments".

## RECITALS

**WHEREAS**, the Felton Fire Protection District desires to enter a Operational Coverage Agreement with Zayante Fire Protection District with the purpose of providing first responder coverage when volunteer firefighter resources are unavailable and developing cooperation among both fire agencies in the provision of fire protection, emergency medical services; and

**WHEREAS**, through each party's participation in the Reciprocal Service Agreement, greater benefit is realized through improvements in response time, response force size, personnel safety and supervision, with overall greater efficiency in the delivery of fire protection to the citizens, businesses and visitors within the communities we serve; and

**WHEREAS**, all parties in recognition of mutual benefit desire to memorialize into a RSA agreement; and

**WHEREAS**, all parties have determined that their agents on matters relating to this Agreement shall be their respective District Boards of Directors, the Fire Chief, and/or his/her authorized designees or successors.

**NOW, THEREFORE,** pursuant to the authority granted by California Government Code 6502 and 55632 and Health & Safety Code §13050 and in consideration of the mutual promises and obligations as set forth herein the parties hereby agree that a Reciprocal Service Agreement between the Felton Fire Protection District and the Zayante Fire Protection District is hereby established as follows:

1. INTENT

- a. It is the intent of all parties to this agreement to seek out and employ best practices and/or procedures that will serve to maintain or improve the safety and levels of emergency response provided to the citizens and visitors of the cooperating agencies and to improve the existing practices to assure the highest levels of employee safety, emergency operational efficiency, and cost effectiveness in the delivery of fire protection, EMS and emergency services to the communities we represent.
- b. In support of the intent of this agreement, all parties agree that communicating known resource draw down, insufficient shift staffing, or minimum staffing below (2) personnel shall warrant notification to the other as soon as practical so an attempt to place personnel on notice for availability can be organized to best serve the communities served.
- c. In support of Firefighter Safety and the import of effective Command and Control at complex incidents, all parties agree to communicate when Command assets such as a Chief Officer or Duty Chief are not available for response. Such assets are not recognized if also riding the Fire Engine as a Supervisor of an Engine Company. One employee cannot serve in both positions simultaneously at complex incidents.

2. RESPONSE TO INCIDENTS

- a. All parties agree that providing a fire engine or appropriate resource to an incident in the least amount of time regardless of jurisdiction provides a higher level of service to the citizens and visitors of all jurisdictions and is in all parties' best interest.
- b. The parties shall establish and concur on best practices for the deployment, staffing and use of fire engines and personnel responding to emergency incidents within each party's jurisdiction through collaborative planning with the District Fire Chief's.
- c. The Fire Districts shall establish a compensation schedule to recover actual personnel "Call Pay" expense at volunteer firefighter rates for response and station coverage personnel when responding in the others Fire District when first responder resources are not available. This rate of pay will reflect "call pay", "Sleeper" rates and Night Premium as codified in District Compensation Policy, RSA terms and conditions or FEL-BEN Agreement for Temporary Service expectations. This will not reflect hourly pay for any personnel responding on hourly compensation schedules. Rates of pay if differing will be mutually agreed

upon and a master compensation schedule will be applied to the ratified agreement.

- d. Incident Command authority shall reside with the ranking on scene Chief Officer or District Duty Chief on scene regardless of jurisdiction adhering to the principles of the Incident Command System.
  - e. Reciprocal Services is not "Automatic Aid" as in for one Engine automatically added to a Response to a Structure Fire as that Legacy Agreement shall not be affected by the Reciprocal Services Agreement.
  - f. Reciprocal Services is not "Mutual Aid" that in which the host Agency is on scene with a minimum staffed (2) person Engine Company or Fire Unit and requesting additional resources to address an emergency. Mutual Aid is an agreement among responders to lend assistance when response demands exceed local resources. BLS-EMS units shall not be considered a response other than to EMS details. Recognized resources are those considered All-Risk responders.
  - g. All parties shall review the response experience quarterly, or when staffing or other resource changes, to ensure that one department is not overly burdened by responses to the other jurisdiction.
  - h. All parties shall submit monthly invoices for services provided in the Reciprocal Services Agreement to the Incident Host Agency for cost recovery in a timely basis.
3. TERM OF AGREEMENT
- The RSA shall remain in force until cancelled by one or both parties. Either party may unilaterally cancel the RSA with 30 days' notice to the other party. The RSA may be cancelled at any time by mutual agreement of both parties.

**Zayante Fire Protection District Policy 4000 – current pay rates. (7/1/24)**

Sleeper Rate \$50 per night

Chief Officer \$22	Chief Officer with EMT \$24
Fire Captain \$18	Fire Captain with EMT \$20
FF/ENG \$12	FF/ENG with EMT \$14

**Felton Fire Protection District Policy "Call Pay" – current pay rates. (7/1/24)**

Sleeper Rate \$100 per night – minimum 2 Section II C ii: 24x7x2 coverage

Duty Officer \$75	Chief Officer \$30
Captain \$30.00	DO/Engineer \$25.00
FF EMT \$25.00	FF \$25.00

**Master Rate Schedule assembled by agreement: (as adopted by FEL-BEN Agreement 7-1-24)**

Sleeper rate \$100 per night (x2) FEL-BEN Agreement section II C ii: 24x7x2 coverage

Night Premium \$200.00 (after 1800 hours)

Chief Officer	\$30.00 per incident
Duty Chief	\$75 off-duty response per night shift
Fire Captain	\$30.00 per incident
Fire Engineer/DO	\$25.00 per incident
FF-EMT	\$25.00 per incident
FF	\$25.00 per incident

The Master Rate Schedule infers rates agreed upon by Felton and Ben Lomond Fire Districts and adopted by Zayante Fire District to ensure equitable compensation.

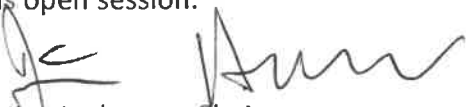
Zayante Fire District retains exposure for coverage rates at its published rate schedule.

The Zayante Fire District entered into the RSA Agreement with an expectation that services would be needed from July 2024 through September 2024 as expressed by Felton Fire. Those services continue to be utilized to date. The Zayante Fire District is sensitive to the additional burden “night coverage” creates on personnel and is adding an additional premium for night responses based on the direct coverage experience due to volume of calls.

**Night Premium: \$200.00 per incident.**

It is the intent of the Zayante Fire District to incentivize the staffing of the Felton Fire District. As such, if emergency response is provided by Zayante to the Felton Fire District, after November 21, 2024, where the minimum staffing expectation in Agreement section II C ii: 24x7x2 coverage is not filled – Zayante Fire will assign the current sleeper rate expectation plus Call Pay and Night Premium per response per incident in its billing invoice.

This agreement addendum is agreed upon with approval of both Agency Board of Directors sitting in open session.

  
Jim Anderson, Chair  
Felton Fire Protection District

Date: 11-18-24

Kristi Locatelli, Chair  
Zayante Fire Protection District

Date:



# ZAYANTE FIRE PROTECTION DISTRICT

7700 E. Zayante Rd  
Felton Ca. 95018

## STAFF REPORT

### PRELIMINARY FY 25-26 BUDGET RECOMMENDATION

Fiscal Year 2025-2026 Preliminary Budget represents significant fiscal change in conditions for the Zayante Fire Protection District. The passage of Measure T in November 2024 will provide essential increased revenues from the parcel tax to support daytime staffing and invest in Capital Outlay for future apparatus replacement.

Additionally, significant changes in the expenditure landscape will provide much needed fiscal relief. Notable is the transition in Workers Compensation providers significantly reducing annual premiums, the transfer of annual Air Compressor maintenance to the SLV Air Unit JPA, and only a 6% increase in Liability Insurance premium all contribute to moderate several fiscal risk categories.

The upcoming fiscal year budget will reflect the following Grant opportunities that may or may not come to fruition depending on Federal programming integrity.

- 2023 SAFER ACT – recruitment and retention for night stipends, PPE Coat and Pant with Medical screening costs for new firefighters. (4 year project)
- 2025 Office of Transportation Safety – Regional Traffic Safety Grant may provide new E-Tool extrication equipment.
- 2025 Volunteer Fire Capacity Grant – will provide additional Wildland Firefighter Personal Protective Equipment.
- 2025 Assistance to Firefighters Grant – may provide replacement of fire hose and nozzels.
- FY 24/25 SHSGP Homeland Security funding – Outdoor Warning Siren
- FY 25/26 SHSGP Homeland Security funding – Outdoor Warning Siren

With these opportunities in mind the General Operating Revenue & Expenditure Budget and Capital Outlay Budget is as follows and represents a balanced plan at this time.

FY 25-26 REVENUE	\$1,028,617
FY 25-26 EXPENDITURES	\$1,028,617
FY 25-26 CAPITAL OUTLAY	\$50,000 CONTRIBUTION





# Financial Summary

Criteria: As Of = 6/30/2025; GLKey = 689\*; Summarize by = Fund,Character,Dataset,GLKey,Object

Object Title			
Fund 76645 -- ZAYANTE FIRE DIST		FY 24-25	FY 25-26
Character 01 -- TAXES			
Revenues			
GL Key 689510 -- ZAYANTE FPD-GENERAL			
40100	PROPERTY TAX-CURRENT SEC-GEN	510789	533737
40110	PROPERTY TAX-CURRENT UNSEC-GEN	10243	11365
40130	PROPERTY TAX-PRIOR UNSEC-GEN	1000	1000
40142	PENALTIES FOR DEL TAXES-SEE441	0	0
40143	REDMPTN PNLT -DELTXS-SEE 44143	0	0
40150	SUPP PROP TAX-CURRENT SEC	3000	4000
40151	SUPP PROP TAX-CURRENT UNSEC	200	500
40160	SUPP PROP TAX-PRIOR SEC	300	300
40161	SUPP PROP TAX-PRIOR UNSEC	100	100
40196	FIRE PROTECTION TAX net 1%	130000	437630
Total GL Key 689510			
Total Revenues			
Total Character 01			
Character 07 -- FINES, FORFEITURES & ASSMNTS			
Revenues			
GL Key 689510 -- ZAYANTE FPD-GENERAL			
44142	PENALTIES FOR DELINQUENT TAXES	50	50
44143	REDMPTN PNLTIES FOR DELINQ TXS	50	50
Total GL Key 689510			
Total Revenues			
Total Character 07			
Character 10 -- REV FROM USE OF MONEY & PROP			
Revenues			
GL Key 689510 -- ZAYANTE FPD-GENERAL			
40430	INTEREST	13000	20000
40440	RENTS & CONCESSIONS	1500	1500

Total GL Key 689510				
Total Revenues				
Total Character 10				
Character 15 -- INTERGOVERNMENTAL REVENUES				
Revenues				
GL Key 689510 -- ZAYANTE FPD-GENERAL				
40810	ST-NATURAL DISASTER ASSISTANCE	0	0	
40830	ST-HOMEOWNERS' PROP TAX RELIEF	2449	2385	
Total GL Key 689510				
Total Revenues				
Total Character 15				
Character 19 -- CHARGES FOR SERVICES				
Revenues				
GL Key 689510 -- ZAYANTE FPD-GENERAL				
41306	INSPECTION FEES	8993	3000	
Total GL Key 689510				
Total Revenues				
Total Character 19				
Character 23 -- MISC. REVENUES				
Revenues				
GL Key 689510 -- ZAYANTE FPD-GENERAL				
42372	CONTRIBUTIONS AND DONATIONS	3000	3000	
42380	NSF CHECKS	0	0	
42384	OTHER REVENUE	2000	10000	
Total GL Key 689510				
Total Revenues				
		686674	<b>1028617</b>	
Total Character 23				
Character 25 -- OTHER FINANCING SOURCES				
Transfer IN	42462 Operating Transfer IN	57450	0	
GL Key 689510 -- ZAYANTE FPD-GENERAL				
42450	SLS OF FIXED ASSETS-NONTAXABLE	0	0	
Total GL Key 689510				
Total Revenues				
Total		744124	<b>1028617</b>	

Financial Summary

Criteria: As Of = 6/30/2025; GLKey = 689\*; Summarize by = Fund,Character,Dataset,GLKey,Object

Object Title

**Fund 76645 -- ZAYANTE FIRE DIST**

**FY 25-26**

Character 01 -- TAXES

**Revenues**

GL Key 689510 -- ZAYANTE FPD-GENERAL

40100	PROPERTY TAX-CURRENT SEC-GEN	533737
40110	PROPERTY TAX-CURRENT UNSEC-GEN	11365
40130	PROPERTY TAX-PRIOR UNSEC-GEN	1000
40142	PENALTIES FOR DEL TAXES-SEE441	0
40143	REDMPTN PNLT -DELTXS-SEE 44143	0
40150	SUPP PROP TAX-CURRENT SEC	4000
40151	SUPP PROP TAX-CURRENT UNSEC	500
40160	SUPP PROP TAX-PRIOR SEC	300
40161	SUPP PROP TAX-PRIOR UNSEC	100
40196	FIRE PROTECTION TAX net 1%	437630

Total GL Key 689510

Total Revenues

Total Character 01

Character 07 -- FINES, FORFEITURES & ASSMNTS

**Revenues**

GL Key 689510 -- ZAYANTE FPD-GENERAL

44142	PENALTIES FOR DELINQUENT TAXES	50
44143	REDMPTN PNLTIES FOR DELINQ TXS	50

Total GL Key 689510

Total Revenues

Total Character 07

Character 10 -- REV FROM USE OF MONEY & PROP

**Revenues**

GL Key 689510 -- ZAYANTE FPD-GENERAL

40430	INTEREST	20000
40440	RENTS & CONCESSIONS	1500

Total GL Key 689510

Total Revenues

Total Character 10		
Character 15 -- INTERGOVERNMENTAL REVENUES		
Revenues		
GL Key 689510 -- ZAYANTE FPD-GENERAL		
40810	ST-NATURAL DISASTER ASSISTANCE	0
40830	ST-HOMEOWNERS' PROP TAX RELIEF	2385
Total GL Key 689510		
Total Revenues		
Total Character 15		
Character 19 -- CHARGES FOR SERVICES		
Revenues		
GL Key 689510 -- ZAYANTE FPD-GENERAL		
41306	INSPECTION FEES	3000
Total GL Key 689510		
Total Revenues		
Total Character 19		
Character 23 -- MISC. REVENUES		
Revenues		
GL Key 689510 -- ZAYANTE FPD-GENERAL		
42372	CONTRIBUTIONS AND DONATIONS	3000
42380	NSF CHECKS	0
42384	OTHER REVENUE	10000
Total GL Key 689510		
Total Revenues		<b>1028617</b>
Total Character 23		
Character 25 -- OTHER FINANCING SOURCES		
Transfer IN	42462 Operating Transfer IN	0
GL Key 689510 -- ZAYANTE FPD-GENERAL		
42450	SLS OF FIXED ASSETS-NONTAXABLE	0
Total GL Key 689510		
Total Revenues		<b>1028617</b>
Total Character 25		
Character 50 -- SALARIES AND EMPLOYEE BENEF		
Expenditures		
GL Key 689510 -- ZAYANTE FPD-GENERAL		

51000	REGULAR PAY-PERMANENT	102064
<b>JLZ68951</b>	MEASURE T REG PAY PERMANENT	189446
<b>JLZ68950</b>	OES- STRIKE TEAM RESPONSE	0
51010	REGULAR PAY-EXTRA HELP	30000
52010	OASDI-SOCIAL SECURITY	21424
53010	EMPLOYEE PTO/PSL BENEFITS	10024
53015	UNEMPLOYMENT INSURANCE	500
54010	WORKERS COMPENSATION INSURANCE	22000

Total GL Key 689510

Total Expenditures	Total	<b>375458</b>
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Total Character 50

Character 60 – SERVICES AND SUPPLIES

Expenditures

GL Key 689510 – ZAYANTE FPD-GENERAL

**FY 25-26**

61110	CLOTHING & PERSONAL SUPPLIES	26000
61125	UNIFORM REPLACEMENT	2500
<b>61217</b>	<b>RADIO</b>	34546
61221	TELEPHONE-NON TELECOM 1099	9500
61310	FOOD	5000
61412	JANITORIAL SERVICES	4000
61425	OTHER HOUSEHOLD EXP-SERVICES	500
61525	LIABILITY INSURANCE	46053
61720	MAINT-MOBILE EQUIPMENT-SERV	50000
61721	MAINT-MOBILE EQUIP SUPPLY	500
61725	MAINT-OFFICE EQUIPMNT-SERVICES	500
61730	MAINT-OTH EQUIP-SERVICES	15000
61846	MAINT-STRCT/IMPS/GRDS-OTH-SUPP	6000
<b>61848</b>	<b>MAINT-STRUCT/IMPS/GRDS-OTH-SRV</b>	12624
61920	MEDICAL, DENTAL & LAB SUPPLIES	3000
62020	MEMBERSHIPS	2500
62219	PC SOFTWARE PURCHASES	8525
62220	PHOTO COPY/PRINTER SUPPLIES	500
62221	POSTAGE	1000
62223	SUPPLIES	2000
62301	ACCOUNTING AND AUDITING FEES	11800

62304	ATTORNEY	6000
62314	TAX COLLECTION FEE	5500
62367	MEDICAL SERVICES-OTHER	3500
62381	PROF & SPECIAL SERV-OTHER	13475
62420	LEGAL NOTICES	1000
62500	EQUIPMENT LEASE & RENT	3300
62610	RENTS/LEASES-STRUC IMP & GRNDS	25
62715	SMALL TOOLS & INSTRUMENTS	2974
62826	EDUCATION AND/OR TRAINING	13500
62827	ELECTION EXPENSE-OTHER	4500
62888	SPEC DIST EXP-SERVICES	19250
62920	GAS, OIL, FUEL	15000
62928	TRAVEL-OTHER(NON-REPT)	500
<b>63074</b>	<b>UTILITIES</b>	<b>14000</b>
Total GL Key 689510		
Total Expenditures		344572
Total Character 60		
Total SB/SS combined		<b>720030</b>
Character 70 -- OTHER CHARGES		
Expenditures		
GL Key 689510 -- ZAYANTE FPD-GENERAL		
74230	PRINCIPAL ON LEASE PURCHASES	71875
74420	INTEREST ON LEASE PURCHASES	16017
75231	CONTRIB TO OTHER AGENCIES-OTH	695
Total GL Key 689510		
Total Expenditures		Total
		<b>88587</b>
Total Character 70		
Character 80 -- FIXED ASSETS		
Expenditures		
GL Key 689510 -- ZAYANTE FPD-GENERAL		
86110	BUILDINGS AND IMPROVEMENTS	70000
86204	EQUIPMENT	45000
86209	MOBILE EQUIP	35000
Total GL Key 689510		
Total Expenditures		Total
		<b>150000</b>
Total Character 80		

Character 90 -- OTHER FINANCING USES

Expenditures

GL Key 6895 90000	OPERATING TRANSFERS OUT	50000
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98700	CONTINGENCY	20000
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Total GL Key 689510

Total Expenditures	Total	<b>70000</b>
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Total Character 90

Total Fund 76645

TOTAL EXPENDITURES (50,60,70.80,90)	Total combined	<b>1028617</b>
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Cap Outlay contribution offset (25K / yr; full payment Yr 3. TBD YR 5,6)	0
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Net Deficit/Surplus with outlay contribution	0
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# ZAYANTE FIRE PROTECTION DISTRICT

7700 E. Zayante Rd  
Felton Ca. 95018

Before the Board of Directors of the

## Zayante Fire Protection District

**Resolution No. 538-02-25**

**Motion by:** \_\_\_\_\_

**Second by:** \_\_\_\_\_

Resolution of the Zayante Fire Protection District adopting the Preliminary Operating and Capital outlay budget for fiscal year 2025-2026.

Whereas the Zayante Fire Protection District, a special district, is authorized and organized under the State of California Health and Safety Code; and

Whereas the Zayante Fire Protection District is required to adopt an annual budget of revenues and expenditures; and

Whereas a final budget is presented to the Board of Directors with the time, date and place for public inspection and public comment announced and advertised prior to the final budget adoption.

Now therefore, be it resolved that the Zayante Fire Protection District does adopt the Preliminary operating budget and Capital outlay budget for the fiscal year 2025-2026.  
(copies attached)

Pass and adopted by the Zayante Fire Protection District Board of Directors on June 19, 2025, by the following vote.

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Chairperson, Board of Directors

\_\_\_\_\_  
Secretary of the Board