



## ZAYANTE FIRE PROTECTION DISTRICT

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# **Board of Directors**

## **Minutes of the Regular Meeting**

### **June 19, 2025**

#### **1.0: CALL TO ORDER:**

Chairperson Locatelli called the regular meeting of the Zayante Fire Protection Board of Directors to order at 8:04 PM.

**Directors present:** Clark, Crow, Locatelli, Schneider,

**Staff present:** Chief Maxwell

**Absent:** Fleming

#### **2.0: FLAG SALUTE:**

#### **3.0: ADDITIONS AND DELETIONS TO THE AGENDA:**

Additions to the agenda may be added as a discussion item. The Board will not act on any added items at this meeting. The Board may elect to add the item to a future meeting for action

#### **4.0: PUBLIC COMMENT:**

- None

#### **5.0: PUBLIC HEARING:**

Opened at 8:07

Closed at 8:08

#### **6.0: CORRESPONDANCE:**

6.1: LAFCO Correspondence re: Proposed FELTON Governance Options Analysis Report, Annexation Process and Fee Schedule Background information re: Felton Fire. Discussion was held on this.

6.2: Felton Fire District Hiring Proposal Draft. Discussion and review of this draft.

#### **7.0: CONSENT AGENDA:**

7.1: Because of only of a lack of Directors who were at the last meeting a vote on 7.1 excluding minutes for May 15, 2025 agenda was postponed until the next Board Meeting.

7.2: Summary: ZFPD Revenue and Expense report through May 31, 2025. Upon motion by Director Schneider and duly seconded by Director Clark 7.2 of the consent agenda was approved by a unanimous vote. 4/0

7.3: Review of Payroll

## **8.0: REVIEW CLAIMS:**

8.1: **Action Item:** Upon motion by Director Schneider and duly seconded by Director Clark, Claims Disbursements for the month of May 1, 2025, through May 31, 2025, in the amount of \$41,675.13 was approved by a unanimous vote of 4/0.

8.2: Review: Account Receivable-deposits there was a discussion on a couple of the claims

## **9.0: CHIEFS REPORT:**

### **9.1: Administration:**

- Chief Maxwell attended the May County Chief's monthly meeting. Attended FIRE-EMS Task Team, SCFAIG meeting and 2 Finance committee meetings: Fire Prevention Officers, EMSIA, Measure Q Stakeholders, RCD Coordination meeting, and a Zayante Fire Board Meeting.
- Discussion was held on how the best way is to honor our retiring Directors Tarbet and Herceg. Ideas were passed around and it will be revisited later.
- All claims, deposits, Journal entries processed in a timely manner.

### **9.2: Apparatus:**

- All Apparatus is in service.
- Conducted monthly siren test which failed due to poor Radio Signal penetration in the building. County Radio was advised. The pagers were also not working inside the station.
- The 2006 Ford F550 Type 6 Wildland Fire engine (2447) returned with the pump rebuilt. A radio and light bar have also been installed. It is not in service yet.

### **9.3: Training:**

- Monthly training: Pump operator training including theory, panel identification and pumping evolutions.

### **9.4: Prevention:**

- Participated in the first review session for the 2024 International Fire Code. This is in preparation of the upcoming Code Adoption Cycle.
- Participated in the Planning Session for the upcoming Evacuation Workshop to be held at Zayante Fire Department on June 21, 2025
- 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

### **9.6: Incident Response Summary:**

- March total Calls 24
- EMS-12
- Structure Fire-
- Wildland Fire-
- Vehicle Fire-
- Motor Vehicle Accident-1
- Hazardous material-0
- Gas Investigation-2
- Smoke check-2
- Wires-1
-

- **AID REQUESTS:**

- Felton Fire-MVA-1-engine and 1 Chief; EMS-1 rescue
- Central Fire Wildland-2; Santa Cruz- Structure Fire; Ben Lomond-MVA

**9.7: Budget:**

- 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 Payout
- Service and Supply to date: \$183,741.666

**10.0: UNFINISHED BUSINESS:**

10.1: Finance Committee: Report by Chair Locatelli: Discussion was held for the new Board members explaining the background of the finance committee and what their goal is.

10.2: Upon motion by Director Clark and duly seconded by Director Schneider, the annual review of POLICY 4000 Employment, Compensation and Benefits Policy was approved by a unanimous vote. 4/0

**11.0: NEW BUSINESS:**

11.1: **Review:** Upon motion by Director Clark and duly seconded by Director Crow, the Felton and Zayante Reciprocal Service Agreement for FY 25-26 was continued by a unanimous vote 4/0

11.2: Upon motion by Director Clark and duly seconded by Director Schneider, Review and Approval of the Preliminary FY 2025-2026 Revenue, General Operating and Capital Outlay Budget recommendations were approved by a unanimous vote. 4/0

11.3: Upon on motion by Director Clark and duly seconded by Director Crow, Resolution 538-02-25, Adopting the Preliminary Operating and Capital Outlay Budget for fiscal year 2025-2026 including Revenues was approved by a unanimous vote. 4/0

**12.0: CLOSED SESSION:**

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

**14.0: ITEMS FOR NEXT AGENDA:**

**15.0: ADJOURNMENT: 9:30**

**NEXT MEETINGS:**

July 17, 2025