



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

July 17, 2025

1.0: CALL TO ORDER:

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

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

Staff present: Chief Maxwell

Absent:

2.0: FLAG SALUTE:

3.0: ADDITIONS AND DELETIONS TO THE AGENDA:

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

4.0: PUBLIC COMMENT:

- None

5.0: PUBLIC HEARING:

6.0: CORRESPONDANCE:

6.1: Notice from Central Fire District Fleet Services of a rate increase and updated agreement.

6.2: Notice from Golden State Risk Management Authority regarding Volunteer Workers' Comp Coverage.

7.0: CONSENT AGENDA:

7.1: Upon a separate motion by Director Locatelli and duly seconded by Director Fleming Minutes from the May 15, 2025, regular meeting was approved by a unanimous vote of the Directors attending that meeting. 3/0

The Consent Agenda was approved in a single motion to include:

7.2: Approval of June 12, 2025, regular meeting minutes.

7.3: Approval of June 19, 2025, regular meeting minutes.

7.4: Summary: ZFPD Revenue and Expense report though June 30, 2025.

7.5: Review of Payroll

Upon motion by Director Fleming and duly seconded by Director Locatelli, the consent agenda 7.2-7.5 was approved by a unanimous vote of 5/0

8.0: REVIEW CLAIMS:

8.1: **Action Item:** Upon motion by Director Schneider and duly seconded by Director Crow, Claims Disbursements for the month of June 1, 2025, through June 30, 2025, in the amount of \$29,385.60 was approved by a unanimous vote of 5/0.

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

9.0: CHIEFS REPORT:

9.1: Administration:

- Chief Maxwell Attended the June County Chiefs monthly meeting. Attended FIRE-EMS Task Team, SCFAIG, Fire Prevention Officers x2, EMSIA, Fire Investigation Task Force, LAFCO Virtual meeting speaking on the urgency of purpose in Felton, Chief asked them to prioritize Felton's needs.
- All claims, deposits, Journal entries processed in a timely manner. Establishing Accrual for Years End,

• **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 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 now in service in Lompico.

9.3: Training:

- Monthly training: Pump operator training, returned to Wildland fundamentals with a field exercise at Quail Hollow Ranch.

9.4: Prevention:

- Participated in review sessions for the 2024 International Fire Code in preparation of the upcoming Code Adoption Cycle.
- Participated in the Evacuation Workshop held at Zayante Fire Department on June 21, 2025 hosted by Supervisor Martinez.
- Another Evacuation Meeting will be held August 23, 2025 at 10 am.
- Free Yard waste disposal in August at the dump on Saturday's.
- Lomita Dr. Firewise project has requested Chipper support for their fuel reduction project.

9.5: Stations and Grounds:

- Station 1: Continued weed abatement on Station 1
- Tree removal continues at Stations 2&3
- Rear Apparatus Bay door broken has been repaired.

9.6: Incident Response Summary:

- June total Calls: 29
- EMS-15
- Structure Fire-0
- Wildland Fire-0
- Vehicle Fire-1
- Motor Vehicle Accident-1
- Hazardous material-0

- Gas Investigation-0
- Smoke check-0
- Public Service-3
- Lift Assist-0
- Wires-0
- Fire Alarm-1
- Illegal Burn-0
- **AID REQUESTS:**
- Felton Fire-MVA-1 1 Chief and 1 Engine; EMS-2 rescue unit; vehicle fire-1, 1 Engine and 1 Duty Chief; 1 Rescue- 1 Engine and 1 Duty Chief
- Scotts Valley Fire Wildland-1 1 WT; CZU Wildland 1 WT& 1 Duty Chief; Ben Lomond 1 Engine Landing Zone Request

9.7: Budget: FY24-25

- Tax Revenue to date: \$674,817.77
- Reg and extra help pay, OASDI-SS, UI, Workers Comp to date \$358,860.18. including 2023-2024 Strike Team Payout
- Service and supply to date: \$212,282.87

10.0: UNFINISHED BUSINESS:

10.1: Finance Committee: Report by Chair Locatelli: no meetings lately

11.0: NEW BUSINESS:

11.1: Action Item: Upon motion by Director Locatelli and duly seconded by Director Fleming, The Application of Consent to Self-Insure as a Public Agency Employer Self-Insurer was approved by a unanimous vote. 5/0

11.2: Action Item: Upon motion by Director Schneider and duly seconded by Director Locatelli, Resolution 539-03-25, A Resolution authorizing application to the Director of Industrial Relation, State of California for a Certificate of Consent to Self-Insure Workers Compensation Liabilities was Approved by a unanimous vote of 5/0

11.3: Action Item: Upon on motion by Director Fleming and duly seconded by Director Schneider, Approval of Intergovernmental Agreement for Motor Vehicle Repairs- Central Fire Protection District was approved by a unanimous vote 5/0

11.4: Action Item: Upon motion by Director Fleming and duly seconded by Director Crow, A Letter of Engagement with Zack Pehling of PnPCA for FY24-25 audited financial statements per prior agreement was approved by a unanimous vote 5/0. The Board also asked Chief Maxwell to check into pricing for another 3-year commitment.

11.5: Action Item: Upon motion by Director Crow and duly seconded by Director Fleming, the Board of Directors has approved an Agreement and Certification for Special Assessment Charges. It has also requested Chief Maxwell to authorize and process charges per the County process. This was approved by a unanimous vote 5/0

11.6: Action Item: Upon motion by Director Locatelli and duly seconded by Director Crow, Resolution 540-04-25, Implementing Ordinance 2004-1 Special Property Tax and establishing the base rate applicable to residential, commercial and other improved and vacant properties was approved by a unanimous vote 5/0

12.0: CLOSED SESSION:

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

14.0: ITEMS FOR NEXT AGENDA: Director Schneider brought up various ways to get alerted for an emergency besides just the siren. Discussion saved for a later meeting.

15.0: ADJOURNMENT: 8:02
NEXT MEETINGS:
August 21, 2025