



## ZAYANTE FIRE PROTECTION DISTRICT

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# **Board of Directors**

## **Minutes of the Regular Meeting**

### **August 21, 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, Fleming, Locatelli, Schneider

**Staff present:** Chief Maxwell

**Absent:** Crow

#### **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:**

- A Mobile Food Pantry requested the use of the parking lot for food distribution on Fridays from 4-8 PM. The Board has requested that they get their insurance which expires next month updated and return after the Board has had time to think about it and discuss it.

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

N/A

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

**6.1:** A use application was received requesting the use of the station for a MERS radio class on September 10, 2025 12-5pm. This was approved by consensus

**6.2:** SLVWD has requested a letter of support for to underground a water main to Lompico.

**6.3:** Felton Fire Governance Report: LACO This will be discussed later.

**6.4:** LAFCO Process for Consolidated Oversight Board -Special District seats. Is anyone interested in the appointment?

#### **7.0: CONSENT AGENDA:** Upon motion by Director Fleming and duly seconded by Director Locatelli the consent agenda was approved by a unanimous vote 4/0

**7.1:** Approval of July 17, 2025, regular meeting

**7.4:** Summary: ZFPD Revenue and Expense report though July 31, 2025.

**7.5:** Review of Payroll

## **8.0: REVIEW CLAIMS:**

**8.1: Action Item:** Upon motion by Director Locatelli and duly seconded by Director Schneider, Claims Disbursements for the month of July 1, 2025, through July 31, 2025, in the amount of \$51,530.70 was approved by a unanimous vote of 4/0.

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

## **9.0: CHIEFS REPORT:**

### **9.1: Administration:**

- Chief Maxwell attended the July County Chiefs monthly meeting. Attended SLV Fire Districts Council meeting, SCFAIG, Fire Prevention Officers x2, EMSIA, Zayante Fire Board meeting. Met with First Due Client to reframe software platform to better address District reporting needs.
- All claims, deposits, Journal entries processed in a timely manner. Fiscal Year End accruals submitted
- Resignations: Underwood, Hagen. New firefighters Harper and Zachau were appointed.

### **9.2: Apparatus: All apparatus is in service.**

- All Apparatus are in service.
- Conducted monthly siren test which failed due to poor Radio Signal penetration in the building. County Radio was advised. County Radio installed an external antenna and retested the siren successfully.
- E2437 completed Annual Preventive Maintenance. Smog certifications for the 2004 Tahoe, 2017 Rescue Ambulance completed and E2446 is pending.

### **9.3: Training:**

- Monthly training: Included rope rescue, returned to Wildland fundamentals and a Structure Fire response scenario.

### **9.4: Prevention:**

- Participated in 2 review sessions for the 2024 International Fire Code in preparation of the upcoming Code Adoption cycle.
- Participated Eagle Tree Firewise Assessment-3 hrs. Lomita Firewise fuel reduction assessment-1 hr. Lomita Fuel reduction-chipper service-4 hrs. with a crew of 4. Quail Hollow/Marion and Rancho Rio Firewise Educational event-3 hrs. Fuel reduction violation inspection-McHenry Road-1 hr. Sandhills of Quail Hollow Firewise - 2 meetings

### **9.5: Stations and Grounds:**

- Station 1: Continued weed abatement on Station 1
- Fuel reduction Tree work completed at Station 3 by Huerta's tree service.

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

- July total Calls 22
- EMS-12
- Motor Vehicle Accident-2
- Hazardous material-0
- Gas Investigation-2
- Smoke check-
- Public Service-1
- Fire Alarm-2

- **AID REQUESTS:**
- Felton Fire-MVA-1 1 Duty Chief
- Scotts Valley Fire Wildland-1 1 WT;
- Santa Cruz-1 Engine Station coverage request

**9.7: Budget: FY24-25**

- Tax Revenue to date: \$0.00
- Reg and extra help pay, OASDI-SS, UI, Workers Comp to date \$31,300.53. including 2023-2024 Strike Team Payout
- Service and supply to date: \$8,187.33

**10.0: UNFINISHED BUSINESS:**

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

**10.2:**

**11.0: NEW BUSINESS:**

**11.1: Discussion Item Felton Fire Governance Option Report.** Discuss relevant impact scenarios on the Fire District-SWOT analysis. Questions and Discussion. No action taken.

**11.2: Action Item**

**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. Chief will incorporate alternate means in the August exercise.

**15.0: ADJOURNMENT: 8:30**

**NEXT MEETINGS:**

September 18, 2025