



ZAYANTE FIRE PROTECTION DISTRICT

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Board of Directors

Minutes of the Regular Meeting

October 16, 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:

5.0: PUBLIC HEARING:

Opened at 7:01: Second read and receive public comment on Ordinance 2025-01 the Zayante Fire Code as posted.

Closed at 7:02 – no community comments.

6.0: CORRESPONDANCE:

6.1:

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 September 18, 2025, regular meeting

7.4: Summary: ZFPD Revenue and Expense report through September 30, 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 September 1, 2025, through September 30, 2025, in the amount of \$96,896.94 was approved by a unanimous vote of 4/0.

8.2: Review: Account Receivable-deposits discussion

9.0: CHIEFS REPORT:

9.1: Administration:

- Chief Maxwell Attended Fire Prevention Officers x 2, Zayante Board Meeting, LAFCO meeting at Felton Fire with adjoining Chiefs; Attended virtually the LAFCO regular meeting; Toured West Drive Evacuation route with the Sheriff; Attended a MERS radio workshop; Attended County Chief's Ops Section Meeting; Attended an EMT validation coordination meeting; Met with OR3 regarding SHSGP grant.
- All claims, deposits, Journal entries processed in a timely manner. Fiscal Year End accruals submitted

9.2: Apparatus: All apparatus is in service.

- All Apparatus is in service. E2448 received smoke opacity test and passed.
- Conducted monthly siren test successfully

9.3: Training:

- Monthly training: Included EMS skills, Rope System skills and Structure Protection
- - I Zone tactics.

9.4: Prevention:

- Participated in 2 review sessions for the 2024 International Fire Code in preparation of the upcoming Code Adoption Cycle including submission of the Zayante Fire Code for County staff review.
- Participated Sandhills of Quail Hollow Firewise start up 1 meeting and with received NFPA Firewise recognition.
- Met with the Sheriff about evacuation route planning and will meet again on October 30 with Sheriff, Supervisor, Cal-Fire, Directors of Roads and OR3.
- Firefighters Association looking to buy a thermal imaging tools.

9.5: Stations and Grounds:

- Participated in the River Clean Event up at Station 2 walking ¼ of a mile in both directions removing trash around Station 2.

9.6: Incident Response Summary:

- Total Calls 22
- EMS-15
- CFAA Strike team-TCU Lightening Complex and Garnet Incident 1 engine 14 days out of county.
- Structure Fire-0
- Wildland Fire-1
- Unknown type of Fire-1
- Motor Vehicle Accident-2
- Hazardous material-0
- Gas Investigation-2
- Public Service-1
- Fire Alarm-2
- **AID REQUESTS:**
- Felton Fire-MVA-2, Wildland Fire-1
- Boulder Creek Fire Structure Fire-1 Water Tender;
- CZU-Wildland Fire-Water tender

9.7: Budget: FY24-25

- Tax Revenue to date: \$8658.51
- Reg and extra help pay, OASDI-SS, UI, Workers Comp to date \$84,486.20.
- Service and supply to date: \$75,159.79

10.0: UNFINISHED BUSINESS:

10.1: Finance Committee: Report by Chair Locatelli: no meetings to report.

11.0: NEW BUSINESS:

11.1: Staff Report Fire Code 2025 edition, Adoption process and timetable. Cleaned up languages, Fire Chief reviewed adoption process, proposed changes and timing.

11.1B: Supplemental Fire Code Timetable

11.2: Supplemental Information: Exhibit A Environmental Check List- Disclosure on environmental hazards

11.2B: Supplemental Information: Negative Declaration Finding

11.2C: Upon motion by Director Fleming and duly seconded by Director Locatelli, Resolution 546-10-25 Adopt a Negative Declaration for an Ordinance adopting the Santa Cruz Fire Code with amendments; 2025 Fire Code with appendices and Appendix P published by the California Building Standard Commission and 2024 International Fire Code with appendices D, I, N, O as published by the International Code Council and prescribing regulations governing conditions hazardous to life and property from fire and explosion and for providing for the issuance of permits and establishing certain fees. The adoption of Ordinance 2025-1 covering all territory within the boundaries of Zayante Fire Protection District and the District finding that the Ordinance will have no significant effect on the environment. This was passed by a unanimous vote 4/0

11.3: Action Item: Review/Consider/Approve- Upon motion by Director Locatelli and duly seconded by Director Schneider, Resolution 547-11-25 adopting the attached Ordinance 2025-01 the Zayante Fire Code incorporating the Santa Cruz County Fire Code with Amendments and adopting the 2025 California Fire Code with appendices and Appendix P as published by the California Building Standards Commission and 2024 International Fire Code including appendices D, I, N, O as published by the International Code Council and prescribing regulations governing conditions hazardous to life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, from conditions hazardous to life or property in the occupancy of building and premises in the Zayante Fire Protection District, County of Santa Cruz and providing for the issuance of permits and collection of fees therefore: repealing the Previous Adoption of the 2022 California Fire Code and all other ordinances and parts of the ordinances in conflict therewith when approved and ratified. This resolution was approved by a unanimous vote 4/0

11.4: Action Item: Upon motion by Director Schneider and duly seconded by Director Fleming Resolution 548-12-25; Approving the Department of Forestry and Fire Protection Agreement #7FG25135. The Agreement provides a 50/50 share award, during the term of the agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during fiscal year 2025-2026 for no more than \$5994.50 for wildland personal protective equipment. This was approved by a unanimous vote 4/0

11.4B: Supplemental Information. Volunteer Fire Capacity Grant Agreement

12.0: CLOSED SESSION: N/A

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

14.0: ITEMS FOR NEXT AGENDA:

15.0: ADJOURNMENT: 8:20

NEXT MEETINGS: November 20, 2025