



## ZAYANTE FIRE PROTECTION DISTRICT

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# **Board of Directors**

## **Minutes of the Regular Meeting**

### **November 20, 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. none

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

- None

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

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

**6.1:** None

**7.0: CONSENT AGENDA:** Upon motion by Director Locatelli and duly seconded by Director Fleming the consent agenda was approved by a unanimous vote 5/0

**7.1:** Approval of October 16, 2025, regular meeting

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

**7.5:** 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 October 1, 2025, through October 31, 2025, in the amount of \$22,624.26 was approved by a unanimous vote of 5/0.

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

## **9.0: CHIEFS REPORT:**

### **9.1: Administration:**

- Chief Maxwell Attended Fire Prevention Officers, 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 and Supervisor Martinez and staff, Cal Fire Unit Chief and staff, Director of Roads and OR3. Attended SLV Fire District Council, County Chiefs and EMSIA Meeting.
- All claims, deposits, Journal entries processed in a timely manner. Fiscal Year End accruals submitted. Completed Call Year End Payroll accounting for all calls, drills, sleeper shifts and duty shifts.

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

- All Apparatus is in service. Engine 2410 and WT2450 received annual maintenance and pump testing.
- Conducted monthly siren test successfully

### **9.3: Training:**

- Monthly training: Included EMS skills, SCBA's, Fire Attack scenario's, Live Fire Exercise and rapid intervention-firefighters survival training. Lompico E2447 with a crew of 3 participated in the Cal Fire Locatelli Rx prescription burn on Empire Grade. Chief Maxwell attended 3 Training classes in Salinas to update qualifications as an SFT instructor and skills evaluator for the Basic Firefighter Academy.

### **9.4: Prevention:**

- Participated The Board of Supervisors first read or the 2024 International Fire Code in preparation of the upcoming Code Adoption Cycle. Processed building permits applications and submitted invoicing for impact and review fees. Initiated NERIS integration from NIFIRS reporting system State mandate.
- **Firefighters Association Update:**
- Purchased 4 Seek Fire Pro 300 Thermal imaging cameras -\$6,000
- Purchased 2 Lifepak 1000 AED batteries -\$1,000
- Purchased hitch mounted rescue winch -\$4,400
- Purchased 2 Adze wildland tools - \$220
- Purchased 4 replacement batteries for Hazardous Gas Monitors -\$1,000
- Purchased 1 cooler for out of county response -\$100

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

- Station 3 completed siding caulk, prep and painting. Gutter downspouts replaced, labor by FF Brian Sargent.

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

- Total Calls 11
- EMS-9
- CFAA Strike team-TCU Lightening Complex and Garnet Incident 1 engine 14 days out of county.
- Hazardous material-1
- Gas Investigation-
- Smoke check-
- Public Service-1

**9.7: Budget: FY25-26**

- Tax Revenue to date: \$33,121.85
- Reg and extra help pay, OASDI-SS, UI, Workers Comp to date \$102,275.07
- Service and supply to date: \$96,585.26
- Auditor conducted on site review of financials.

**10.0: UNFINISHED BUSINESS:**

**10.1:**

**11.0: NEW BUSINESS:**

**11.1: Staff Report: Outdoor Warning Siren:** Lompico Park (LCC) has a identified a spot for the siren. In talks with them. Grant funding will fund a modest portion of this project.

**11.2: Action Item:** Upon motion by Director Locatelli and duly seconded by Director Crow, Resolution 549-13-25 accepting unanticipated revenue from FY24 Homeland Security rant Program, Cal-OES Grant2024-5088 for \$49,839 for an Outdoor Warning Siren and appropriating as detailed was approved by a unanimous vote 5/0

**11.2b: Supplemental Information:** FY24 SHSGP Subrecipient Contract.

**11.3: Action Item:** Upon motion by Director Fleming and duly seconded by Director Schneider, Resolution 550-14-25 accepting unanticipated revenue from the State of California Office of Traffic Safety Grant Program #EM26026 for \$160,500 providing funding for a Regional Crash Response and Extrication Improvement Program benefiting the Zayante, Ben Lomond, Boulder Creek and Felton Fire Districts and appropriating as detailed was approved by a unanimous vote 5/0

**11.4: Action Item:** Upon motion by Director Schneider and duly seconded by Director Locatelli, Resolution 551-15-25 accepting unanticipated revenue from the State of California Office of Emergency Services for response to the Gifford Incident CA-LPF\_002181 in August 2025 for \$96,672.29 was approved by a unanimous vote 5/0.

**11.5: Action Item:** Upon motion by Director Fleming and duly seconded by Director Schneider, Resolution 552-16-25 accepting unanticipated revenue from the Zayante Firefighters Association- recipient of community donations of \$8,091 in support of an Outdoor Warning Project was approved by a unanimous vote 5/0.

**11.6: Action Item:** Upon motion by Director Locatelli and duly seconded by Director Crow, Resolution 553-17-25 Accepting unanticipated revenue from the Department of Forestry and Fire Protection Volunteer Fire Capacity Grant #7FG25135 for no more than \$5994.50 for wildland personal protective equipment was approved by a unanimous vote 5/0.

**11.7: Action Item:** Accept Memorandum of Understanding with the Ben Lomond Fire Protection District recipient of a Region Crash Response and Extrication Improvement Grant #EM26026 coordinated by the Zayante Fire Protection District and providing support as detailed in the grant.

**11.8: Action Item:** Accept Memorandum of Understanding with the Felton Fire Protection District recipient of a Region Crash Response and Extrication Improvement Grant #EM26026 coordinated by the Zayante Fire Protection District and providing support as detailed in the grant.

**11.9: Action Item:** Accept Memorandum of Understanding with the Boulder Creek Fire Protection District recipient of a Region Crash Response and Extrication Improvement Grant #EM26026 coordinated by the Zayante Fire Protection District and providing support as detailed in the grant.

Upon motion by Director Fleming and duly seconded by Director Locatelli, Action Items 7,8,9 were approved by a unanimous vote 5/0.

**11.10: Review and discuss:** Draft Utility User Agreement between Zayante Fire District and the Lompico Community Center for a potential Outdoor Warning Siren Site and utility access.

Discussion was held with consensus on approval.

**12.0: CLOSED SESSION:**

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

**14.0: ITEMS FOR NEXT AGENDA:**

**15.0: ADJOURNMENT: 7:50 pm.**

**NEXT MEETINGS:**

December 18, 2025