



## **ZAYANTE FIRE PROTECTION DISTRICT**

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### **Board of Directors** **Minutes of the Regular Meeting** **December 18, 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 (arrived at 7:40), 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:**

Opened at 7:01

Closed at 7:02

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

**6.1:** Facility Use Application for the SLV Amateur Radio Club requesting the use of the station once a month. Upon motion by Director Crow and duly seconded by Director Fleming it was decided to approve this request and to raise the amount to \$375. This was approved by a unanimous vote of 4/0

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

**7.1:** Approval of November 20, 2025, regular meeting

**7.4:** Summary: ZFPD Revenue and Expense report though November 30, 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 November 1, 2025, through November 30, 2025, in the amount of \$7,087.99 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 Meeting, Zayante Board Meeting, attended luncheon with Senator Laird and representatives from Assembly person Pellerin and Congressman Panetta's office; Attended County Chiefs Meeting; Facilitated on site Fiscal Audit review; Met with LLC representatives re: Siren; Met with OTS Grant Coordinator re: Grant conditions. Issued purchase order for OTS grant equipment. Submitted expense claim to SAFER for turnouts and pre-employment expenses for new hires; Prop 172 discussion with new reps from the County. Brought in PG&E for training about all things storm-related including electric hazards and gas.
- All claims, deposits, journal entries processed in a timely manner.

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

- All Apparatus is in service. Engine 2466 is in for mounting of radios and emergency lights.
- Conducted monthly siren test successfully

**9.3: Training:**

- Monthly training: Included EMS skills, SCBA's, Driver training, traffic scene safety procedures, power equipment and extrication equipment.

**9.4: Prevention:**

- Processed building permit applications and submitted invoicing for impact and review fees. Observed a residential fire sprinkler rough inspection with CSG consultants.
- **Firefighters Association Update:**
- Hosted the annual firefighter appreciation dinner and firefighter of the year award.

**9.5: Stations and Grounds:**

- Kitchen stoves received inspection and service. Hood and Duct system received semi-annual service and maintenance.

**9.6: Incident Response Summary:**

- Total Calls 27
- EMS-13
- Structure Fire-4
- Unconfirmed Structure-1
- Motor Vehicle Accident-5
- Hazardous material-
- Gas Investigation-1
- Smoke check-
- Public Service-1
- Lift Assist-
- Wires-2
- Fire Alarm-
- **AID REQUESTS:**
- To Felton and Central (4)

**9.7: Budget: FY25-26**

- Tax Revenue to date: \$50,237.52
- Reg and extra help pay, OASDI-SS, UI, Workers Comp to date \$166,773.60
- Service and supply to date: \$101,000.30

**10.0: UNFINISHED BUSINESS:**

**10.1:** After much discussion about the bids received a motion was made by Director Fleming and duly seconded by Director Locatelli, which selected a bid to get our new fire sirens. This was approved by a unanimous 5/0.

**10.2:** Review Project Update: Discussion on Santa Cruz Regional Interoperable Next Generation Radio System (Ring): Letter from Santa Cruz County Fire Chief's Association-2024

**10.2b:** Review and discuss letter from Santa Cruz County Fire Chiefs Association-2025

**10.2c:** Review and discuss Proposed financial impact of RING project and subscription fees.

**10.2d** Review and discuss Draft (approved by the Board of Supervisors 12.9.25) Ring Master Service and Governance Agreement for Member Agencies. Subscriber Agreement has not been drafted

**11.0: NEW BUSINESS:**

**11.1: Action Item:** Upon motion by Director Fleming and duly seconded by Director Schneider Resolution 554-18-25 accepting unanticipated revenue from the State of California Office of Emergency Services for response to the TCU Lightning Complex: Incident CA\_TCU\_012078 in August 2025 for \$38,626.83 was approved by a unanimous vote 5/0

**11.2: Action Item:** Upon motion by Director Schneider and duly seconded by Director Fleming, Resolution 555-19-25 accepting unanticipated revenue from the State of California Office of Emergency Services for response to the Garnet Incident CA-SNF-001684 in August 2025 in the amount of \$63,740.75 appropriating as detailed was approved by a unanimous vote 5/0.

**11.3: Review and Approve:** Upon motion by Director Fleming and duly seconded by Director Locatelli, the User Agreement between Zayante Fire District and the SLV Water District for an outdoor Warning siren site and utility access 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:**

**15.0: ADJOURNMENT: 7:35**

**NEXT MEETINGS:**

January 15, 2026