



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

## Board of Directors

### Agenda

Wednesday, December 14, 2022, 6:00 P.M.

Scotts Valley City Hall

One Civic Center Drive, Scotts Valley CA 95066

Agendas and Board Packets are available on the Scotts Valley Fire Protection District (SVFPD) website at [www.scottsvalleyfire.com](http://www.scottsvalleyfire.com).

Any person who requires a disability related modification or accommodation in order to participate in a public meeting should make such a request to Ron Whittle, Board Secretary, for immediate consideration.

#### 1. Call to Order

1.1 Pledge of Allegiance and Moment of Silence

1.2 Special Set Matter: Certificate of Election and Oath of Office for Newly Elected Directors Kris Hurst and Adam Cosner to Four-Year Terms.

1.2 Roll Call

#### 2. Public Comment (GC §54954.3)

This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. Any matter that requires Board action will be referred to staff for a report and action at a subsequent Board meeting.

#### 3. Agenda Amendments (GC §54954.2) – Discussion/Action

#### 4. Consent Calendar

(Consent calendar items will be enacted upon by one motion. There will be no separate discussion on items unless a Board Member, Staff, or member of the public requests removal of the item for separate action.)

4.1 Minutes: Approve Regular Board Meeting Minutes of November 9, 2022

4.2 Approve SVFPD Claims Disbursements for the Month of November 1, 2022 through November 30, 2022 in the Amount of:

Payroll and Benefits:	\$678,449.98
General Fund:	\$ 54,491.12
Capital Outlay:	\$ 0.00
SCHMIT:	\$ 207.48
TOTAL:	\$733,148.58

4.3 Adopt Regular Board Meeting Dates for 2023

4.4 Approved Revised Policy 2100: Policy For Conducting Board Meetings

**Scotts Valley Fire Protection District  
Board of Directors Meeting for December 14, 2022  
Agenda**

**5. Discussion Items**

5.1 None

**6. Action Items – Discussion/Action**

6.1 Fire Chief Recruitment – Request for Proposals from Executive Recruitment Firms

6.2 Adopt Resolution 2022-9 Adoption of 2022 Fire Code for the County of Santa Cruz

6.3 Adopt Resolution 2022-11 Notice of Intent to Adopt the 2022 California Fire Code

6.4 Adopt Resolution 2022-12 Resolution Finding Modification of State Housing Law

6.5 Adopt Resolution 2022-13 Notice of Intent to Adopt a Negative Declaration

6.6 Adopt Resolution 2022-10 Certifying 180-Day Waiting Period Exemption and Approving Interim Fire Chief Employment Agreement

**7. Board of Directors and Administrative Reports – Information/Discussion**

(No action will be taken on any questions raised by the Board at this time.)

7.1 Board of Directors Report – *Directors*

7.2 Administrative Report – *Chief Officers*

**8. Correspondence**

8.1 Thank You Letter Scotts Valley High School Haunted House

**9. Request for Future Agenda Items**

**10. Election of Board Officers for Calendar Year 2023, Discussion/Action**

10.1 President

10.2 Vice-President

**11. Adjournment**

Next Regularly Scheduled Board Meeting:  
Wednesday, January 11, 2023 at 6:00 p.m.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

Fax (831) 438-0383

## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF November 9, 2022

### 1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, November 9, 2022 at the City of Scotts Valley Council Chambers. President Patterson called the meeting to order at 6:00 p.m.

#### 1.1 Pledge of Allegiance and Moment of Silence

President Patterson called for the Pledge of Allegiance and a Moment of Silence to follow.

#### 1.2 Roll Call

A. Directors Present:	Directors Campbell, Harmon, Parker, Patterson and Pisciotta
B. Directors Absent:	None
C. Fire District Staff:	Chief Whittle, Battalion Chiefs McNeil and Stubendorff and Administrative Services Manager Walton

### 2. Special Presentations

#### 2.1 Presentation to Robert Campbell for His Public Service as a Board of Director

Director Campbell was presented a plaque for his Public Service as a Board Director from 2014 to 2022.

#### 2.2 Presentation to Ed Harmon for His Public Service as a Board of Director

Director Harmon was presented a plaque for his Public Service as a Board Director from 2018 to 2022.

### 3. Public Comment (GC §54954.3)

Becky Steinbruner addressed the Board and stated that she is a resident of Aptos but has many friends in the Branciforte Fire Protection District (BFPD) and is concerned about the cost to keep the BFPD station open, which will be determined by the Benefit Assessment Study that is currently being done. Becky Steinbruner stated that she has closely followed the Central/Aptos Fire Consolidation and learned a lot through the process. Becky Steinbruner requested open communication from the Ad Hoc Committee and inquired about the status of the County Fire Code.

President Patterson stated that the SVFPD Board doesn't have any input regarding the Benefit Assessment Study or cost to keep the BFPD station open and that any comments or concerns should be directed to the BFPD Board. President Patterson referred to staff to respond to the status of the County Fire Code.

Chief Whittle stated that the County will be adopting the Fire Code so the timeline and process is a little different from previous Fire Code Adoption and will be on the Board Agenda next month.

### 4. Agenda Amendments (GC §54954.2) – Discussion/Action

### 5. Consent Calendar

#### 5.1 Minutes: Approve Regular Board Meeting Minutes of October 12, 2022

#### 5.2 Minutes: Approve Special Meeting Minutes of October 19, 2022

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
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- 5.3 Approve SVFPD Claims Disbursements for the Month of October 1, 2022 through October 31, 2022 in the Amount of:

<u>Payroll and Benefits:</u>	\$525,550.09
<u>General Fund:</u>	\$ 23,321.86
<u>Capital Outlay:</u>	\$ 431.05
<u>SCHMIT:</u>	\$ 4,042.00
<u>TOTAL:</u>	\$553,345.00

- 5.4 Adopt Revised Publicly Available Pay Schedule per Government Code §20636

**On motion of Director Campbell seconded by Director Parker to Approve Consent Calendar Items 5.1 thru 5.4 was approved by the following vote:**

**AYES:** Campbell, Harmon, Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

6. **Discussion Items**  
None

7. **Action Items – Discussion/Action**

- 7.1 Accept and File the SVFPD Financial Audit for Fiscal Year Ending June 30, 2022

Mr. Zach Pehling completed the SVFPD audit and presented the findings for the fiscal year ending June 30, 2022. Mr. Pehling reviewed the following: Independent Auditor's Report with no misstatements, Management Discussion completed by Fire Chief Whittle and Administrative Services Manager Walton for an overview of the financials, Financial Statements including the Governmental Accounting Standards used to report pension and retiree healthcare liability, Fiduciary Funds Financial Statements for SCHMIT and notes to the Financial Statements. Mr. Pehling stated that he reviewed internal controls and found no issues.

**On motion of Director Harmon seconded by Director Pisciotta to Approve Action Item 7.1: Accept and File the SVFPD Financial Audit for Fiscal Year Ending June 30, 2022 was approved by the following vote:**

**AYES:** Campbell, Harmon, Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

- 7.2 Fire Chief Recruitment RFP

Chief Whittle stated that he will be retiring on December 31, 2022. After meetings and discussions, there were no internal candidates interested in promoting to Fire Chief. A draft Request for Proposal (RFP) for Executive Recruitment Services has been included in the board packet. The Organization and Personnel Committee reviewed the draft RFP. If the Board would like to discuss specific details, there is a Closed Session available at the end of the meeting.

The Board discussed the Fire Chief Recruitment and will not need further discussion in Closed Session.

**On motion of Director Parker seconded by Director Harmon to Direct the Chief to send the Request for Proposal to the Firms Listed on the Last Page was approved by the following vote:**

**AYES:** Campbell, Harmon, Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

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**7.3 Approve amendment to Fire Chief Employment Contract to add VEBA option**

Chief Whittle stated that at the Board Meeting last month, the Chief Officers submitted a letter to request participation in VEBA to align with the Union so when moving from bargaining units, there is still access to VEBA.

Director Parker stated that the Fire Chief Amendment reads "All employees who are members of a bargaining unit are eligible to participate in the VEBA" and since the Fire Chief is a single employee, this line should be changed or removed.

Chief Whittle will remove the line from the Fire Chief Amendment.

**On motion of Director Harmon seconded by Director Campbell to Approve Amendment to Fire Chief Employment Contract to add VEBA Option with Modification as Discussed by the Board was approved by the following vote:**

<b>AYES:</b>	<b>Campbell, Harmon, Parker, Patterson and Pisciotta</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**7.4 Approve amendment to Chief Officers MOU to add VEBA option**

**On motion of Director Pisciotta seconded by Director Harmon to Approve Item 7.4: Amendment to Chief Officers MOU to add VEBA Option was approved by the following vote:**

<b>AYES:</b>	<b>Campbell, Harmon, Parker, Patterson and Pisciotta</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**8. Board of Directors and Administrative Reports – Information/Discussion**

(No action will be taken on any questions raised by the Board at this time.)

**8.1 Board of Directors Report – Directors**

President Patterson stated that the Equipment and Facilities Committee met this morning and Director Pisciotta added that they reviewed the seismic report and discussed options moving forward. President Patterson stated we are working on a RFP for site work and drawings and a Board Workshop will be scheduled for early January.

President Patterson stated that the Ad Hoc Committee received an email from Joe Serrano with LAFCO that the BFPD Board approved the Benefit Assessment Study to determine the cost to keep the station open. Moving forward, the BFPD residents will determine if they want approve the benefit assessment. If it doesn't pass, they will not have the funds to keep the station open and at that time, the SVFPD will respond.

Director Parker stated that the Organization and Personnel Committee met and discussed the Fire Chief Recruitment RFP and VEBA Amendments.

**8.2 Administrative Report – Chief Officers**

The Administrative Report was included in the board packet and Chief Whittle reported on the following:

- Admin staff has been working on finalizing the Financial Audit, Open Enrollment and the PCF Hiring.
- Station 1 Generator received general maintenance and service with no issues noted.
- Station 1 Captains office and living room carpet was pulled and floors cleaned by the on duty crews. All remaining carpet at Station 1 steam cleaned by the crews.
- Station 1 had a roof leak at the rear wall of the app bays. We had the roof inspected but have been unable to detect the location of the leak. BC McNeil is working with the roofing contractor on a solution.
- Engineer/PM Nehf taught a CPR class at SV High School for District teachers and Admin.
- Captain Cortes, Engineers Post and Pedemonte attended a 2-day FDAC Leadership Symposium in Sacramento.

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- FF/PM Patrick Shaughnessy obtained his DMV Firefighter endorsement/licensure for operating the apparatus.
- FF/PM Jared Vandiver has successfully completed his 24 month probation.
- Engine companies completed our annual Public Education for K-2<sup>nd</sup> grade students at Vine Hill, Baymonte, and Brook Knoll schools.
- Deputy Fire Marshal Collins completed 10 annual inspections/re-inspections including the schools.
- Met with both engine companies for a building tour at 100 Enterprise Way. We discussed with the property manager putting in emergency radio cover, which they were not willing to consider due to cost but based on the Fire Code, could be required for future tenant improvements.
- I met with retired Division Chief Mike Phinn, currently working with Fire Safe Council, regarding possible Fire Wise communities and projects. We will be working with the Fire Safe Council and residents of the Weston Rd area in the spring to focus on vegetation management projects in their neighborhood.
- The Santa Cruz Occupational Medical Center, whom we contract with for medical physicals and provide work comp services has sold to Agile Occupational Medicine. I met with representatives of the new provider and we'll working closely with them to improve the services provided.
- I attended the annual State of the City event held at the new Performing Arts Center. The event featured presentations by the Mayor and City Manager, as well as the Fire District, Water District and School District leaders.

**9. Correspondence – Information**

9.1 Incident Thank You Note

9.2 Notice from Santa Cruz Water Department

9.3 Notice from Bender Rosenthal Incorporated

The Board received and filed the correspondence.

**10. Request for Future Agenda Items**

None

**11. Closed Session: Government Code §54957.7**

11.1 Fire Chief Employment: Government Code §54957.(b)(1).

President Patterson announced that there would be no Closed Session tonight as the Fire Chief Recruitment was discussed in Open Session.

**12. Open Session – Discussion/Action**

11.1 Report on Closed Session: Government Code §54957.1

No Closed Session.

**13. Adjournment**

The meeting was adjourned at 6:46 p.m.

ATTEST

\_\_\_\_\_  
Russ Patterson  
Board President

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Ron Whittle  
Board Secretary

Transaction Type = Actual; Revenues/Expenditures = R/E; Chart Fields = GLKey,Character,Object								
Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]								
Run: 2022-12-05 09:06 AM								
Fiscal Year	Fiscal Month	Post On	Document No	GL Key	Character	Object	Amount	Description
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>								
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>								
<b>Object: 51000 – REGULAR PAY-PERMANENT</b>								
2023	05	11/03/2022	PAYPERIOD 22	685010	50	51000	134,682.83	PAYPERIOD 22PAYDATE 11042022
2023	05	11/16/2022	PAYPERIOD 23	685010	50	51000	134,732.15	PAYPERIOD 23PAYDATE 11182022
2023	05	11/30/2022	PAYPERIOD 24	685010	50	51000	<u>132,889.68</u>	PAYPERIOD 24PAYDATE 12022022
Total 51000 – REGULAR PAY-PERMANENT							-402,304.66	
<b>Object: 51005 – OVERTIME PAY-PERMANENT</b>								
2023	05	11/03/2022	PAYPERIOD 22	685010	50	51005	17,202.56	PAYPERIOD 22PAYDATE 11042022
2023	05	11/16/2022	PAYPERIOD 23	685010	50	51005	20,826.89	PAYPERIOD 23PAYDATE 11182022
2023	05	11/30/2022	PAYPERIOD 24	685010	50	51005	<u>19,958.45</u>	PAYPERIOD 24PAYDATE 12022022
Total 51005 – OVERTIME PAY-PERMANENT							-57,987.90	
<b>Object: 51010 – REGULAR PAY-EXTRA HELP</b>								
2023	05	11/03/2022	PAYPERIOD 22	685010	50	51010	1,666.05	PAYPERIOD 22PAYDATE 11042022
2023	05	11/30/2022	PAYPERIOD 24	685010	50	51010	<u>558.75</u>	PAYPERIOD 24PAYDATE 12022022
Total 51010 – REGULAR PAY-EXTRA HELP							-2,224.80	
<b>Object: 51035 – HOLIDAY PAY</b>								
2023	05	11/03/2022	PAYPERIOD 22	685010	50	51035	10,728.89	PAYPERIOD 22PAYDATE 11042022
2023	05	11/16/2022	PAYPERIOD 23	685010	50	51035	10,728.89	PAYPERIOD 23PAYDATE 11182022
2023	05	11/30/2022	PAYPERIOD 24	685010	50	51035	<u>10,766.66</u>	PAYPERIOD 24PAYDATE 12022022
Total 51035 – HOLIDAY PAY							-32,224.44	
<b>Object: 51040 – DIFFERENTIAL PAY</b>								
2023	05	11/03/2022	PAYPERIOD 22	685010	50	51040	7,508.99	PAYPERIOD 22PAYDATE 11042022
2023	05	11/16/2022	PAYPERIOD 23	685010	50	51040	7,508.99	PAYPERIOD 23PAYDATE 11182022
2023	05	11/30/2022	PAYPERIOD 24	685010	50	51040	<u>7,330.74</u>	PAYPERIOD 24PAYDATE 12022022
Total 51040 – DIFFERENTIAL PAY							-22,348.72	
<b>Object: 52010 – OASDI-SOCIAL SECURITY</b>								
2023	05	11/03/2022	PAYPERIOD 22	685010	50	52010	2,472.91	PAYPERIOD 22PAYDATE 11042022
2023	05	11/16/2022	PAYPERIOD 23	685010	50	52010	2,414.51	PAYPERIOD 23PAYDATE 11182022
2023	05	11/30/2022	PAYPERIOD 24	685010	50	52010	<u>2,415.62</u>	PAYPERIOD 24PAYDATE 12022022
Total 52010 – OASDI-SOCIAL SECURITY							-7,303.04	
<b>Object: 52015 – PERS</b>								
2023	05	11/03/2022	PAYPERIOD 22	685010	50	52015	27,202.67	PAYPERIOD 22PAYDATE 11042022
2023	05	11/16/2022	PAYPERIOD 23	685010	50	52015	27,512.18	PAYPERIOD 23PAYDATE 11182022
2023	05	11/30/2022	PAYPERIOD 24	685010	50	52015	<u>26,745.91</u>	PAYPERIOD 24PAYDATE 12022022
Total 52015 – PERS							-81,460.76	
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>								
2023	05	11/01/2022	1122SVFD	685010	50	53010	584.32	LOFRANCO, SAL SVFD Health Ins.
2023	05	11/01/2022	1122SVFD	685010	50	53010	227.06	RONZANO, CHRIST SVFD Health In
2023	05	11/01/2022	1122SVFD	685010	50	53010	698.71	THEILEN, LOTHAR SVFD Health In
2023	05	11/03/2022	PAYPERIOD 22	685010	50	53010	-1,168.18	PAYPERIOD 22PAYDATE 11042022
2023	05	11/03/2022	PAYPERIOD 22	685010	50	53010	750.00	PAYPERIOD 22PAYDATE 11042022
2023	05	11/04/2022	1122SVFD	685010	50	53010	4,565.52	HEALTH CARE EMP SVFD Group 367
2023	05	11/08/2022	DU91862	685010	50	53010	-48.56	M.Pasquini Nov22 Dental,CK#972
2023	05	11/10/2022	NOV22HLTH	685010	50	53010	57,814.17	SV FIRE NOV 2022
2023	05	11/16/2022	1222SVFD	685010	50	53010	1,236.72	FDAC EBA SVFD 12/2022
2023	05	11/16/2022	PAYPERIOD 23	685010	50	53010	750.00	PAYPERIOD 23PAYDATE 11182022
2023	05	11/16/20						



**Character: 60 – SERVICES AND SUPPLIES****Object: 61110 – CLOTHING & PERSONAL SUPPLIES**

2023	05	11/01/2022	1122SVFD	685010	60	61110	<u>1,773.04</u>	U S BANK CORPOR SVFD 4246-0445
Total 61110 – CLOTHING & PERSONAL SUPPLIES							-1,773.04	

**Object: 61125 – UNIFORM REPLACEMENT**

2023	05	11/01/2022	1122SVFD	685010	60	61125	157.00	U S BANK CORPOR SVFD 4246-0445
2023	05	11/16/2022	366118	685010	60	61125	140.15	HOOK FAST SPECI SVFD
2023	05	11/29/2022	1222SVFD	685010	60	61125	<u>1,675.06</u>	U S BANK CORPOR SVFD 4246-0445
Total 61125 – UNIFORM REPLACEMENT							-1,972.21	

**Object: 61221 – TELEPHONE-NON TELECOM 1099**

2023	05	11/01/2022	1122SVFD	685010	60	61221	982.17	U S BANK CORPOR SVFD 4246-0445
2023	05	11/29/2022	1222SVFD	685010	60	61221	<u>981.01</u>	U S BANK CORPOR SVFD 4246-0445
Total 61221 – TELEPHONE-NON TELECOM 1099							-1,963.18	

**Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES**

2023	05	11/01/2022	1122SVFD	685010	60	61425	462.92	U S BANK CORPOR SVFD 4246-0445
2023	05	11/29/2022	1222SVFD	685010	60	61425	<u>258.54</u>	U S BANK CORPOR SVFD 4246-0445
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES							-721.46	

**Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV**

2023	05	11/01/2022	1122SVFD	685010	60	61720	4,362.33	U S BANK CORPOR SVFD 4246-0445
2023	05	11/16/2022	1122SVFD2	685010	60	61720	54.03	SCARBOROUGH LUM SVFD Acct 1169
2023	05	11/16/2022	174523	685010	60	61720	4,455.02	HI-TECH EMERGEN SVFD 10536
2023	05	11/22/2022	DU92196	685010	60	61720	-500.00	U2594 9/21Deduct Reimb.#137482
2023	05	11/29/2022	1222SVFD	685010	60	61720	<u>2,953.49</u>	U S BANK CORPOR SVFD 4246-0445
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV							-11,324.87	

**Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES**

2023	05	11/04/2022	14395	685010	60	61725	1,846.00	PAGODA TECHNOLO SVFD
2023	05	11/29/2022	1222SVFD	685010	60	61725	<u>701.28</u>	U S BANK CORPOR SVFD 4246-0445
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES							-2,547.28	

**Object: 61730 – MAINT-OTH EQUIP-SERVICES**

2023	05	11/01/2022	1122SVFD	685010	60	61730	87.46	U S BANK CORPOR SVFD 4246-0445
2023	05	11/29/2022	1222SVFD	685010	60	61730	<u>1,794.38</u>	U S BANK CORPOR SVFD 4246-0445
Total 61730 – MAINT-OTH EQUIP-SERVICES							-1,881.84	

**Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV**

2023	05	11/01/2022	1122SVFD	685010	60	61845	584.17	U S BANK CORPOR SVFD 4246-0445
2023	05	11/01/2022	222212	685010	60	61845	529.00	CENTRAL COATING SVFD
2023	05	11/16/2022	016388	685010	60	61845	847.80	STATE ELECTRIC SVFD
2023	05	11/16/2022	1122SVFD1	685010	60	61845	176.43	SCARBOROUGH LUM SVFD Acct 1169
2023	05	11/16/2022	28480003	685010	60	61845	70.25	WESTERN EXTERMI SVFD
2023	05	11/29/2022	1222SVFD	685010	60	61845	<u>1,144.33</u>	U S BANK CORPOR SVFD 4246-0445
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV							-3,351.98	

**Object: 61920 – MEDICAL, DENTAL & LAB SUPPLIES**

2023	05	11/01/2022	1122SVFD-1	685010	60	61920	337.65	U S BANK CORPOR SVFD 4246-0445
2023	05	11/01/2022	84728285	685010	60	61920	43.86	BOUND TREE MEDI SVFD POW 22-01
2023	05	11/04/2022	349967	685010	60	61920	94.00	ANALGESIC SERVI SVFD
2023	05	11/04/2022	84736834	685010	60	61920	185.25	BOUND TREE MEDI SVFD POW22-022
2023	05	11/16/2022	84746733	685010	60	61920	<u>185.25</u>	BOUND TREE MEDI SVFD POW22-022
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES							-846.01	

**Object: 62020 – MEMBERSHIPS**

2023	05	11/01/2022	1122SVFD	685010	60	62020	<u>135.00</u>	U S BANK CORPOR SVFD 4246-0445
Total 62020 – MEMBERSHIPS							-135.00	

**Object: 62219 – PC SOFTWARE PURCHASES**

2023	05	11/01/2022	1122SVFD-1	685010	60	62219	2,822.94	U S BANK CORPOR SVFD 4246-0445
2023	05	11/29/2022	1222SVFD	685010	60	62219	<u>241.40</u>	U S BANK CORPOR SVFD 4246-0445
Total 62219 – PC SOFTWARE PURCHASES							-3,064.34	

**Object: 62223 – SUPPLIES**

2023	05	11/01/2022	1122SVFD	685010	60	62223	191.00	U S BANK CORPOR SVFD 4246-0445
2023	05	11/29/2022	1222SVFD	685010	60	62223	<u>305.74</u>	U S BANK CORPOR SVFD 4246-0445
Total 62223 – SUPPLIES							-496.74	

**Object: 62381 – PROF & SPECIAL SERV-OTHER**

2023	05	11/04/2022	46829	685010	60	62381	650.00	CSG CONSULTANTS SVFD
2023	05	11/04/2022	8572	685010	60	62381	4,051.52	REUBEN, DAVID P SVFD
2023	05	11/16/2022	1122SVFD	685010	60	62381	450.00	DAWSON PASSAFUI SVFD
2023	05	11/16/2022	204453	685010	60	62381	<u>187.50</u>	VOYA RETIREMENT SVFD
Total 62381 – PROF & SPECIAL SERV-OTHER							-5,339.02	

**Object: 62715 – SMALL TOOLS & INSTRUMENTS**

2023	05	11/01/2022	1122SVFD	685010	60	62715	2,992.26	U S BANK CORPOR SVFD 4246-0445
2023	05	11/16/2022	1122SVFD3	685010	60	62715	51.56	SCARBOROUGH LUM SVFD Acct 1169
2023	05	11/16/2022	INV644490	685010	60	62715	1,404.58	L N CURTIS & SO SVFD Cust 3627
2023	05	11/29/2022	1222SVFD	685010	60	62715	<u>1,120.71</u>	U S BANK CORPOR SVFD 4246-0445
Total 62715 – SMALL TOOLS & INSTRUMENTS							-5,569.11	

**Object: 62826 – EDUCATION AND/OR TRAINING**

2023	05	11/01/2022	1122SVFD-1	685010	60	62826	1,190.00	U S BANK CORPOR SVFD 4246-0445
2023	05	11/29/2022	1222SVFD	685010	60	62826	<u>1,403.24</u>	U S BANK CORPOR SVFD 4246-0445
Total 62826 – EDUCATION AND/OR TRAINING							-2,593.24	

**Object: 62888 – SPEC DIST EXP-SERVICES**

2023	05	11/01/2022	1122SVFD	685010	60	62888	1,173.39	U S BANK CORPOR SVFD 4246-0445
2023	05	11/29/2022	1222SVFD	685010	60	62888	<u>305.90</u>	U S BANK CORPOR SVFD 4246-0445
Total 62888 – SPEC DIST EXP-SERVICES							-1,479.29	



**Object: 62890 – SUBSCRIPTIONS BOOKS & ED MATER**

2023	05	11/01/2022	1122SVFD-1	685010	60	62890	399.12	U S BANK CORPOR SVFD 4246-0445
2023	05	11/29/2022	1222SVFD	685010	60	62890	<u>1,552.50</u>	U S BANK CORPOR SVFD 4246-0445
Total 62890 – SUBSCRIPTIONS BOOKS & ED MATER							-1,951.62	

**Object: 62914 – EDUCATION & TRAINING(REPT)**

2023	05	11/01/2022	1122SVFD	685010	60	62914	1,250.00	U S BANK CORPOR SVFD 4246-0445
2023	05	11/29/2022	1222SVFD	685010	60	62914	<u>418.39</u>	U S BANK CORPOR SVFD 4246-0445
Total 62914 – EDUCATION & TRAINING(REPT)							-1,668.39	

**Object: 62920 – GAS, OIL, FUEL**

2023	05	11/16/2022	832960	685010	60	62920	<u>2,538.23</u>	WESTERN STATES SVFD
Total 62920 – GAS, OIL, FUEL							-2,538.23	

**Object: 63070 – UTILITIES**

2023	05	11/01/2022	1122SVFD	685010	60	63070	1,433.67	U S BANK CORPOR SVFD 4246-0445
2023	05	11/16/2022	1122SVFD1	685010	60	63070	162.78	PACIFIC GAS AND SVFD
2023	05	11/16/2022	1122SVFD2	685010	60	63070	116.00	PACIFIC GAS AND SVFD
2023	05	11/16/2022	1122SVFD3	685010	60	63070	646.95	PACIFIC GAS AND SVFD
2023	05	11/16/2022	1122SVFD4	685010	60	63070	541.01	PACIFIC GAS AND SVFD
2023	05	11/29/2022	1222SVFD	685010	60	63070	<u>373.86</u>	U S BANK CORPOR SVFD 4246-0445
Total 63070 – UTILITIES							-3,274.27	
Total 60 – SERVICES AND SUPPLIES							<u>-54,491.12</u>	
Total 685010 – SCOTTS VALLEY FIRE PROT SVC							-732,941.10	

**GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP****Character: 60 – SERVICES AND SUPPLIES****Object: 61221 – TELEPHONE-NON TELECOM 1099**

2023	05	11/01/2022	1122SVFD-2	685040	60	61221	76.12	U S BANK CORPOR SVFD 4246-0445
2023	05	11/29/2022	1222SVFD	685040	60	61221	<u>76.12</u>	U S BANK CORPOR SVFD 4246-0445
Total 61221 – TELEPHONE-NON TELECOM 1099							-152.24	

**Object: 62920 – GAS, OIL, FUEL**

2023	05	11/29/2022	1222SVFD	685040	60	62920	<u>55.24</u>	U S BANK CORPOR SVFD 4246-0445
Total 62920 – GAS, OIL, FUEL							-55.24	
Total 60 – SERVICES AND SUPPLIES							<u>-207.48</u>	
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP							<u>-207.48</u>	
							-733,148.58	



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

**Ron Whittle**  
**Fire Chief**

Date: December 14, 2022  
To: Board of Directors  
From: Chief Whittle  
Subject: Board Meeting Dates for 2023

## **Recommendation**

Adopt proposed schedule for the 2023 Regular Board Meetings.


## **Discussion**

The following is a list of proposed dates for the 2023 Regular Board Meetings. The dates reflect the second Wednesday of the month per Board Policy 2100.

January 11	July 12
February 8	August 9
March 8	September 13
April 12	October 11
May 10	November 8
June 14	December 13

Regular meetings are scheduled for 6:00 p.m. Special meetings can be added as necessary.

Board of Directors  
Adam Cosner   Kris Hurst   Joe Parker   Russ Patterson   Daron Pisciotta

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 2100</b>	<b>SUBJECT: Policy For Conducting Board Meetings</b>
<b>DATE APPROVED: 12/14/2022</b>	
<b>BOARD PRESIDENT: _____</b>	<b>FIRE CHIEF: _____</b>

## **Policy 2100: Policy For Conducting Board Meetings**

### Regular Meetings


The regular meetings of the Board of Directors will be on the second Wednesday of the month at 6:00 p.m. at Scotts Valley City Hall.

### Seating of New Directors and Election of Officers

1. The term of office of newly elected directors shall begin at 12:00 p.m. the first Friday of December following their election. Newly elected directors shall be sworn in as the first order of business during the regular December meeting of the Board. In the event that current officers are not present to conduct the December meeting, the meeting will temporarily be conducted by the most senior sitting member of the Board.
2. As the last order of business at the December meeting, the current or temporary President shall preside over the election of Board Officers. The Board shall select one of its members as President and one of its members as Vice President. The Fire Chief shall be the Secretary to the Board.


### Selection of Board President

- a. Should a director desire to serve as an officer they have the responsibility to express such a desire to the rest of the Board
  - b. It is desirable that directors take turns as Board President
  - c. An officer may be removed from an officer's position by a 2/3 vote of the Board
3. The newly elected Board President and Vice President shall assume their positions on January 1st. The Vice President shall preside over meetings in the absence of the elected Board President. Board officers shall serve a term of one year. In the event the Board President and Vice President are not in attendance, the senior member in attendance will preside at the meeting.
  4. The Board President shall appoint standing and ad hoc committees as established in Policy 2101.
    - a. Meetings of standing and ad hoc committees shall comply with any and all notice and posting requirements which may be required for such committees by the Ralph M. Brown Act
    - b. Committees shall act on behalf of the board as a whole, shall make regular reports and inform the board, make recommendations and receive direction from the Board.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 2100</b>	<b>SUBJECT: Policy For Conducting Board Meetings</b>

Rules of Procedure and Conduct for Meetings:

1. Meetings of the Board as well as meetings of those committees appointed by the Board, shall be conducted in accordance with those sections and parts of the Ralph M. Brown Act and the Fire Protection District Act within the California Health and Safety code 13800 et. seq. which might apply.
2. The agenda of all regular board meetings shall contain an opportunity for the public to make comments to the Board on any items of interest or concern EXCEPT on matters concerning complaints or charges against any District Employee. Complaints against any District Employee shall be handled in accordance with Policy 903 (Complaints) or Policy 902 (Grievance Procedure).
3. The Board will normally allow a limited amount of time for any member of the public to make oral comments relative to specific items agendize for action prior to such action being taken.
4. Meetings of the Board shall be conducted by the Board President in a manner consistent with the adopted rules. In the event an issue, point of order, or question arises which is not covered within the scope of rules adopted by the Board, not covered by the Brown Act or not covered within the Fire Protection District Act, the Board President shall rule on the point of order, issue or question.
5. Questions pertaining to a director's right to vote on items because of the potential of Conflict of Interest shall be decided as follows:
  - a. Director disqualifies themselves
  - b. The Board President disqualifies the director from voting
6. Should any director be disqualified from voting or be overruled on a point of order by the President, they may move to appeal the ruling to the full board. The Board President has the right to vote on the appeal and a majority vote of the board overrules the Board President. A tie vote sustains the ruling of the President. In either case, the minutes shall reflect why a director was disqualified to vote.
7. There must be a quorum of 3 members present to conduct business.
8. A majority vote means 3 affirmative votes.
9. A 2/3 vote means 4 affirmative votes.
10. A unanimous vote means 5 affirmative votes.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 2100</b>	<b>SUBJECT: Policy For Conducting Board Meetings</b>

### BOARD MEETING CONDUCT

1. Any action taken by the Board shall be initiated by a motion, introduction of a resolution or introduction of an ordinance.

a. The Board President shall be allowed to make motions

2. The recording secretary shall document the names of those who make motions and second motions in the minutes.

3. Once the President calls for remarks on a motion, the maker of the motion is entitled to speak first. Speakers shall be recognized by the President before making their remarks.

4. Secondary motions pertaining to the main motion may be introduced before the main motion is voted. The last motion stated shall be the first pending motion and the main motion shall be voted upon last.

5. A motion to amend must have the approval of the person making the original motion or a majority vote of the board.

6. An amendment to a motion may only be made once.

7. To be deemed an official action of the board, all action items must receive a majority vote of the elected number of directors serving on the board. **EXCEPTIONS.** Motions requiring a 2/3 vote (super-majority) to pass:

- a. Motion to adopt or amend any policy
- b. Motion to suspend or amend any rule
- c. Motion to reconsider a previously considered motion

8. Motions requiring a unanimous vote to pass:

a. Motion to discontinue or transfer funds designated as Capital Outlay reserves

9. Motions to Reconsider: Except in the case of specific agenda items requiring a noticed public hearing, the board may reconsider any vote taken at the same session to correct an inadvertent error or consider new information not available at the time of vote. A motion to reconsider must receive a majority vote prior to a motion being reconsidered.

10. The Board may rescind, repeal or annul actions taken at previous meetings by:

- a. Passing a motion to place the item on a future agenda
- b. Passing the motion to rescind, repeal or annul with the appropriate number of votes

11. The recording secretary shall record votes by name on each motion. If the vote is unanimous, the secretary will document the vote as being unanimous.



**Ron Whittle**  
**Fire Chief**

# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Date: December 14, 2022  
To: Board of Directors  
From: Chief Whittle  
Subject: Executive Firm Recruitment Selection

## Recommendation

Staff recommends that the Board of Directors provide direction on the selection of a firm to lead the recruitment process of a new permanent fire chief and authorize the fire chief to execute a professional agreement with the selected firm.

Staff also recommends that the Board of Directors select an ad-hoc subcommittee to work with the selected recruiter to finalize recruitment activities and the selection process.

## Background

On September 12, 2022 I announced my retirement effective December 31, 2022. The Board opened recruitment to in-house candidates, and received interest from one candidate. The candidate was interviewed by the full Board on October 10, 2022. At the regular meeting of October 12, 2022 the candidate accepted the offer to become the next fire chief. The following week the candidate notified the Board that he was no longer interested in the fire chief position.

At the November 9, 2022 regular board meeting, the Board approved a Request for Proposal for an executive recruiting firm to lead the recruitment of a new permanent fire chief.

## Analysis

Staff received proposals from 4 executive recruiting firms: Peckham and McKenney, Bob Murray and Associates, William Avery and Associates and WBCP Inc. Each proposal included experience, recruitment timelines, costs and deliverables.

All proposals have been included in your Board packet for review. The costs range from \$22,900 – \$31,800. With the exception of Peckham and McKenney, all proposals have a set professional services consulting fee, with the addition of a 'Not to Exceed' reimbursement costs for miscellaneous out-of-pocket expenses. The following table provides a brief comparison of the 4 professional recruiting firms.

Board of Directors  
Joe Parker   Russ Patterson   Daron Pisciotta   Kris Hurst   Adam Cosner

<b>Firm</b>	<b>Timeline</b>	<b>Recent Recruitments</b>	<b>Extras</b>	<b>Assigned Recruiter</b>	<b>Fee</b>
Peckham and McKenney	13 weeks	Benecia, Consumnes, Sonoma Valley		Kimberly Petersen	\$28,000
Bob Murray & Associates	13-16 weeks	Lathrop-Manteca, Laguna Beach, San Rafael City	One year guarantee	Gary Phillips	\$19,000 plus costs not to exceed \$6,000
William Avery & Associates	17 Weeks	Lodi, Carpinteria-Summerland, Rodeo-Hercules	One year guarantee	Bill Avery	\$17,900 plus costs not to exceed \$5,000
WBCP Inc	12 weeks	Sacramento City, Hemet, Boulder Creek	18 month guarantee	Sam Sackman, Marissa Sanchez, or Wendi Brown	\$24,900 plus costs not to exceed \$6,900

Attachments:

- A. Peckham and McKenney proposal
- B. Bob Murray and Associates' proposal
- C. William Avery and Associates' proposal
- D. WBCP proposal





December 2, 2022

Fire Chief Ron Whittle  
Scotts Valley Fire Protection District  
7 Erba Lane  
Scotts Valley, CA 95066

Via PDF/Email to: [rwhittle@scottsvalleyfire.com](mailto:rwhittle@scottsvalleyfire.com)

Dear Chief Whittle,

Thank you for considering Peckham & McKenney for the Scotts Valley Fire Protection District's recruitment of Fire Chief. As an experienced recruitment firm, we are well positioned to serve the District in this critical process. We are uniquely familiar with what is necessary to attract excellent candidates, have a strong network to find quality applicants, know the importance of finding the right fit for the position, and have capacity to serve you. Moreover, with Peckham & McKenney's past and current recruitments in the region, and our strong presence throughout California, we are an excellent fit to serve and represent the Scotts Valley Fire Protection District.

Attached is a detailed proposal for conducting the search that includes information about our firm, process, timeline, resources, references, experience, and fee. This proposal is valid for a period of ninety days. As your Executive Recruiter, I am supported by a team of professional marketing, advertising, and administrative experts. Together, we would be responsible for the following: developing a comprehensive position profile; designing an attractive and professional recruitment brochure; handling all aspects of advertising and promoting the position; conducting direct outreach to potential candidates; conducting initial screening of candidates in order to bring the Scotts Valley Fire Protection District a qualified, diverse candidate pool; developing and facilitating the formal interview process; conducting a reference and background check. I would also be pleased to participate in either a Zoom or in-person interview to personally present and discuss our proposal. In turn, upon being selected to conduct this important search, we would be prepared to start immediately.

We are excited for the opportunity to implement the process leading to the successful placement of a candidate that "fits" with the organization, and would be honored to work with you. Please feel free to call me at 510.520.3569 if there are any questions.

Sincerely,

*Kimberly A. Petersen*

Kimberly A. Petersen  
Executive Recruiter



**Scotts Valley  
Fire Protection District  
Recruitment Proposal  
for  
Fire Chief**

**December 2, 2022**

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## **THE FIRM**

**Peckham & McKenney** Peckham & McKenney provides executive search services to local government agencies throughout the western United States and is headquartered in Roseville, California. Under the leadership of Anton “Tony” Dahlerbruch, continuing the values and principles of the firm’s founders Bobbi Peckham and Phil McKenney, Peckham & McKenney has a strong reputation as a leader of successful local government recruitments. The team of Peckham & McKenney’s executive recruiters brings decades of experience in local government and executive search to achieving effective placements that align each client’s unique needs and interests. We are supported by administrative and research specialists, marketing and design professionals, a web and social media expert, and distribution staff.

Since 2004, Peckham & McKenney has conducted more than 650 executive level recruitments in the states of Arizona, California, Colorado, Idaho, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. On behalf of cities, counties, and special districts throughout the West, we have successfully placed hundreds of local government professionals including, City and County Managers and their Assistants, Police and Fire Chiefs, Department Heads, and mid-level managers. In addition, Peckham & McKenney has placed hundreds of executives and organizational leaders in the areas of public safety (police and fire), community development and planning, economic development, public works and engineering, finance, human resources, city clerk, information technology, library services, parks and recreation and community services.

Peckham & McKenney is a boutique firm that is established on the premise that an executive search and consulting firm must be dedicated to providing its clients and candidates with professional service, as well as a personal, hands-on approach. Our business philosophy centers upon the understanding that this is a “people” related industry and that attention to others’ needs is the key to providing effective customer service.

**Our Reputation** Peckham & McKenney is one of the most trusted and respected executive recruitment firms in the country. Time and again, we receive unsolicited compliments from clients and candidates relating to our integrity, high ethics, customer service, and centered focus on each individual client. Not only are we committed to providing our clients with well-qualified candidates, but we also take pride in treating both our clients and candidates with utmost respect. This commitment has led to multi-year retainer agreements with a number of agencies, as well as numerous client and candidate testimonials to their experiences with us, which you can find on our website at [www.peckhamandmckenney.com](http://www.peckhamandmckenney.com).

**“All about fit”** We recognize that every agency and community we serve is unique, and the candidate you ultimately select must “fit” the culture and personality of your organization. We take the time to become familiar with your community, organizational culture, issues and challenges to identify and recruit the best candidates for your consideration. Nearly 89% of our placements stay in those positions for over five years, which is a testament to the right “fit.”

## **PUBLIC SAFETY EXECUTIVE EXPERIENCE**

### **Our Experience**

With every executive search, your personal recruiter has the full backing, support, and resources of the entire Peckham & McKenney team. Bringing more experience to local government search than any other California recruiter, Peckham & McKenney has successfully completed the following Public Safety recruitments in California since 2015:

Alhambra	Police Chief
Antioch	Police Chief
Atherton	Police Chief
Bell	Police Chief
Belmont	Police Chief
Benecia	Fire Chief
Beverley Hills	Police Chief
Consumnes CSD	Fire Chief
Calistoga	Police Chief
El Centro	Police Chief
Eureka	Police Chief
Fort Bragg	Police Chief
Galt	Police Chief
Healdsburg	Police Chief
Los Altos	Police Chief
Menlo Park	Police Chief
Milpitas	Police Chief
Oceanside	Fire Chief
Piedmont	Fire Chief
Porterville	Police Chief
Rocklin	Fire Chief
Sacramento County	Deputy County Administrator*
San Pablo	Police Chief
San Rafael	Police Chief
Santa Barbara	Police Chief
Sebastopol	Police Chief
Sonoma Valley Fire & Rescue	Fire Chief
South Gate	Police Chief

\*Public Safety and Justice

## **YOUR RECRUITMENT TEAM**

### **Our Approach**

Peckham & McKenney limits the number of active searches of each Recruiter to totally focus on your search. When you retain Peckham & McKenney, your Recruiter is fully responsible for the success of the recruitment process. Each recruitment is additionally supported by experienced administrative, research, and marketing specialists.

Recognizing the importance of this search, Kimberly Petersen will serve as your Recruiter. Ms. Petersen lives immediately adjacent to Scotts Valley and is intimately familiar with the city and greater Santa Cruz County. She would be available for all in-person meetings (if requested) and has the capacity to begin the Fire Chief search immediately.

### **Kimberly Petersen, Executive Recruiter**

Kimberly Petersen's career as a public servant began in 1996 when she was hired as a police officer with the Fremont Police Department. Over the course of the next 25 years, she served in various assignments, moving through the ranks as a supervisor and manager. Ms. Petersen was appointed as the Fremont Police Department's seventh Chief of Police in 2018. In this capacity she was a senior member of the city's executive management team and a key partner in guiding the city through the first years of the pandemic before retiring at the end of 2021.

Ms. Petersen's contributions to the City of Fremont include developing Fremont's first Mobile Evaluation Team, a partnership with the Human Services Department pairing mental health professionals with police officers to better serve those in mental health crisis, and community members experiencing homelessness. Additionally, she oversaw the implementation of several life-saving programs including equipping all patrol officers with AEDs to assist the public with cardiac incidents, and naloxone to assist with drug overdoses. She also developed the department's Tactical Emergency Medical Support team, a collaboration with the Fire Department. Chief Petersen brought the Fremont Police Department into a new era of accessibility by launching the agency's first Transparency Portal and overseeing the release of critical incident videos.

Ms. Petersen is a former Division I athlete who played soccer professionally in Japan's "J" League. She holds a Bachelor of Arts degree from Stanford University in Human Biology, and a master's degree from the Naval Postgraduate School in Security Studies. She is a graduate of the Peace Officer Standards and Training Supervisory Leadership Institute, and Command College.

### **Anton (Tony) Dahlerbruch, Executive Recruiter**

Prior to joining Peckham & McKenney in 2019, Tony Dahlerbruch worked in local government for over 30 years. As a problem solver, Mr. Dahlerbruch worked in most every city department in Beverly Hills, California (ultimately as Deputy City Manager); Scottsdale and Phoenix, Arizona; and Rockville, Maryland, before subsequently serving a combined 12 years as City Manager in Rolling Hills and Palos Verdes Estates, California. With direct and personal experience in the diverse aspects of city services, Tony has knowledge in the many disciplines of city management including finance/budget, human resources, planning, public works, and public safety. During his city management career, he was recognized for his integrity, hard work, responsiveness, focus on service, and ethics.



Mr. Dahlerbruch has additionally served in numerous leadership positions in state and national/international professional organizations. Noting his commitment to professional local government management, Tony represented the City Managers Department of the League of California Cities as a two term Director on the League's Executive Board, President of City Managers Department of the League of California Cities and served on numerous League Policy Committees. He has also served as a Regional Vice President on the Executive Board of the International City/County Management Association (ICMA) and other various ICMA committees.

Mr. Dahlerbruch holds a Bachelor of Arts in Political Science from the University of California at Santa Barbara and a Master of Public Administration from The American University in Washington, D.C.

**Joyce Johnson, Operations Manager**

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

**Kevin Johnson, Research Assistant**

Kevin Johnson has been a member of the Peckham & McKenney team since 2009 and currently serves as a Research Assistant. He supports the firm's Recruiters through his research of local government agencies and networks, potential candidates, and current candidates prior to recommendation to our clients. Mr. Johnson mastered his researching abilities while obtaining a Bachelor of Arts in Economics from Willamette University.

**Linda Pucilowski, Graphic Designer**

With nearly 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a bachelor's degree from California State University, Sacramento.

**Rachel Moran, Website & Social Media Assistant**

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her bachelor's degree in Fine Arts with a concentration in Graphic Design.

## **THE SEARCH PROCESS**

While it is our intent to customize the search and project schedule to fit the specific needs of the Scotts Valley Fire Protection District the search process typically includes the following key steps:

**Project Organization** Prior to beginning the recruitment, necessary documentation (contract, insurance, business license, retainer invoice, etc.) will be processed. We ask that the Fire Protection District identify a single point of contact that will serve as our liaison throughout the recruitment, providing necessary information to us, responding to our questions, and receiving and distributing all correspondence. A single point of contact will ensure timely and clear communication throughout the process.

We will request a conversation with the lead decision-maker to discuss the process, listen to specific desires and expectations, and respond to any questions or concerns. We will discuss the parameters of the search, receiving input about the ideal candidate, outreach efforts, the search timeline, compensation, and confirm future meeting dates. This conversation is scheduled with the lead decision-maker concurrent with Development of the Candidate Profile (see below). During this phase of the process, we will also discuss and determine the extent of involvement of any other individuals in the search process.

In this phase of the process, we will also discuss the finalist interview process and the various components to be considered. Ms. Petersen will provide recommendations of best practices. Please note that decisions on the extent of involvement of others as well as additional components to the finalist interview process will impact the search, search timeline, and potentially the cost of the recruitment process.

**Development of Candidate Profile (meeting #1)** This step provides for the development of the Candidate Profile that will serve as a guide in the identification of potential candidates, outreach and recruitment efforts, screening, and selection of your next Fire Chief. The Candidate Profile includes information relating to the Scotts Valley Fire Protection District, the Fire Department, current and future issues and opportunities for the Department, expectations, goals, and objectives leading to the success of the new Fire Chief, and the background and experience, leadership style, skills and abilities, and personality traits of the ideal candidate.

Ms. Petersen will develop this profile following conversations with the lead decision-maker, as well as individual or group discussions with the District's leadership team and other individuals identified in the initial conference call (see Project Organization above). This can also include outreach to select labor representatives, appointed commission or committee members, business leaders, and community stakeholders designated by the lead decision-maker. With COVID-19, we have found conducting outreach via Zoom is effective and efficient, if this is preferred to in-person meetings.

Our proposal includes up to two days of meetings to develop the Candidate Profile. We will request information relating to compensation and benefits, organization charts, and budget data. In addition, we will request high-resolution photos to be used in an attractive brochure to market the opportunity. A draft of the Candidate Profile will be provided to our point of contact for review. We ask that all

revisions and corrections be provided to us in a timely manner to maintain the agreed upon search timeline. Our marketing and design professional will then prepare an attractive marketing brochure incorporating the Candidate Profile. This brochure will be distributed to up to 500 identified industry professionals. Copies of the brochure will also be made available to the Fire Protection District.

Advertisements will be placed in the appropriate industry publications and websites, and our firm will assume responsibility for presenting your opportunity in an accurate and professional manner. Social media, including LinkedIn and other platforms, will be used as appropriate. Full information on the position will be posted on the Peckham & McKenney website and provide to the Fire Protection District for posting on its website as well.

**Recruitment** The main focus of our outreach will be direct phone contact with quality potential candidates. With over 60 years of combined executive search experience, we are personally familiar with potential applicants, have developed an extensive candidate database that is continuously updated, and well connected to seasoned professionals for finding well qualified referrals. We take pride in the placement of women and applicants of diverse backgrounds, and are known for long, successful tenures of candidates selected by the agency. In addition, Ms. Petersen's extensive professional network within the public safety field will be critical to our outreach efforts. Our recruiting efforts will focus on direct and aggressive recruiting of individuals aligned with the experience, background and knowledge determined during the Candidate Profile Development. Outreach will also be consistent with the conversations and plans/goals for finding the ideal candidate as discussed during the Candidate Profile Development. We believe direct recruiting produces the most qualified candidates.

Throughout this active search process, we will regularly update the Fire Protection District of the recruitment status and share questions, concerns, and comments received from potential candidates as they consider the opportunity. By doing so, we will "team" with you to ensure that all issues and concerns of candidates are discussed and understood thereby eliminating "surprises" once the résumé filing deadline has occurred.

As résumés are received, they will be promptly acknowledged within 48 hours, and we will personally respond to all inquiries. Once the résumé filing deadline has passed, we will update the District on the status of the recruitment, the number of résumés received, and our intent for preliminary interviews.

**Preliminary Interviews** Upon our review of the résumés received, supplemental questionnaires will be sent to candidates who appear to meet the Candidate Profile. The supplemental questionnaire is intended, in part, to ascertain the applicant's familiarity with Scotts Valley and the Fire Protection District, as well as writing ability; applicants will be asked to address a few questions pertaining to the position that are based on information learned during Candidate Profile Development.

Ms. Petersen will conduct preliminary interviews with the individuals that most closely align with the Candidate Profile. Internet research will be conducted so that we may probe the candidate regarding areas of concern.

Candidates will be advised of the search schedule and updated regularly as to their status.

**Recommendation of Candidates/Selection of Finalists (meeting #2)** A bound report will be provided to the Fire Protection District prior to our meeting to discuss our recommendation of leading candidates for further consideration. This report will include a full listing of all candidates who applied for the position, as well as the cover letters, résumés, and supplemental questionnaires of approximately four to ten recommended candidates. We may include a first and second tier of candidates within our recommendation.

Ms. Petersen will meet with the lead decision-maker in a one- to two-hour meeting and will provide an overview of each recommended candidate for the Fire Protection District to determine who to interview as well as share any concerns or negative information. Once a group of finalists has been selected by your decision-maker, we will revisit early decisions made during Project Organization relating to the finalist interview process.

Peckham & McKenney will notify all candidates of their status. Those candidates selected as finalists will be notified and provided with all necessary information to attend finalist interviews with the Fire Protection District. We will prepare an interview schedule and confirm with our point of contact all necessary details.

If necessary, finalists will make their own travel plans and reservations. It is customary that the hiring agency reimburse finalists for round-trip airfare, car rental, and lodging necessary to attend the interviews. We will discuss and coordinate this with your lead decision-maker early in the process.

### **Finalist Interview Process (on-site or virtual – meeting #3)**

**Finalist Interview Process** Ms. Petersen will provide facilitation during the finalist interview process. *These initial interviews may be conducted on-site or alternatively, they may be conducted virtually. (For an initial screening interview, virtual interviews may be easier and more attractive for candidates and panelists).* An orientation session will be held at the beginning of the process, and we will facilitate a review and discussion of the finalists at the end of the day. Interview materials, including suggested interview questions, evaluation and ranking sheets will be provided. Again, a standard finalist interview process of the leading four to eight candidates is typically conducted within one day. Should the process desired by the Fire Protection District require more than one day, an additional fee will be charged.

**Qualification** Once the finalist candidate has been selected and a conditional offer has been made by the Scotts Valley Fire Protection District, a background check will be conducted that is compliant with the Fair Credit Reporting Act and Investigative Consumer Reporting Agencies Act. Peckham & McKenney utilizes the services of Sterling Talent Solutions ([www.sterlingtalentsolutions.ca](http://www.sterlingtalentsolutions.ca)), the world's largest company focused entirely on conducting background checks. This background check is optional as most agencies hiring public safety management level employees will contract with a private investigator to conduct a more thorough background investigation which would duplicate the information provided in our more limited background check conducted by Sterling Talent Solutions.

Ms. Petersen will also personally contact professional references, and a full report will be provided to the Fire Protection District. In addition, negotiation assistance will be provided as requested by the City.

Peckham & McKenney's qualification process of internet-based research, background checking through Sterling Talent Solutions, and reference checking has proven successful for our clients through the years. In addition to relying on our services, clients are encouraged to utilize the background checking protocols they normally would use in hiring a position of this type. Enhanced reference checking and background investigation, if any, beyond the scope of this proposal is the client's responsibility.

## **SEARCH SCHEDULE**

This sample schedule anticipates a 13-week process. It can be tailored to achieve the interests of the Scotts Valley Fire Protection District relative to receiving input in preparation of the Candidate Profile and the interview process.

<b><u>ACTIVITY</u></b>	<b><u>TIME FRAME</u></b>
I. Project Organization <ul style="list-style-type: none"><li>• Conference call/meeting to discuss the recruitment process</li><li>• Formalize project schedule</li></ul>	Pre-Recruitment
II. Development of Candidate Profile/Orientation <ul style="list-style-type: none"><li>• Meetings with the District stakeholders to discuss Candidate Profile</li><li>• Develop Candidate Profile/Brochure and obtain approval</li><li>• Develop advertising and recruiting plan</li></ul>	Two Weeks
III. Recruitment <ul style="list-style-type: none"><li>• Advertise, network, and electronically post in appropriate venues</li><li>• Distribute candidate profile to industry professionals</li><li>• Post opportunity on Peckham &amp; McKenney website</li><li>• Focused outreach to individuals aligned with the Candidate Profile</li><li>• Respond to all inquiries and acknowledge all resumes received within 48 hours</li></ul>	Five Weeks
IV. Preliminary Interviews <ul style="list-style-type: none"><li>• Screen résumés and conduct Internet research</li><li>• Identify leading candidates and request supplemental questionnaires</li><li>• Review supplemental questionnaires</li><li>• Conduct preliminary interviews with leading candidates</li></ul>	Two Weeks
V. Recommendation of Candidates/Selection of Finalists <ul style="list-style-type: none"><li>• Provide written binder of recommended candidates</li><li>• Meeting #2 to provide overview of recommended candidates</li><li>• District decision-maker selects finalist candidates for finalist interview process</li><li>• Peckham &amp; McKenney notifies all candidates of status in recruitment process</li></ul>	One Week
VI. Finalist Interview Process <ul style="list-style-type: none"><li>• On-site or virtual meeting #3 to facilitate finalist interviews with the District</li><li>• Assist District throughout process and provide recommendations</li><li>• District selects candidate or leading two to three candidates for further consideration</li><li>• District conducts subsequent interview process</li></ul>	Two Weeks

VII. Qualification

One Week

- Conduct background and reference checks on leading candidate
- Provide negotiation assistance
- Exceed expectations and successfully place candidate who “fits.”

In today’s competitive recruiting environment, our goal is to make the process as efficient and effective as possible. At the conclusion of the process, we will kindly request that the written public announcement of the appointment attribute the recruitment to Peckham & McKenney Executive Search.



## **COST OF SERVICES**

### **Cost of Services**

Peckham & McKenney is unique among recruiting firms for several reasons including having a fixed, all-inclusive fee. Over years of experience, we have found that an all-inclusive fee for a search process is simpler, cost-effective, and efficient. The fee to conduct the search process for your next Fire Chief is \$28,000. Our all-inclusive fee includes all professional fees and expenses: all out-of-pocket costs associated with advertising, consultant travel, administrative support, printing, copying, postage, materials, telephone / technology, partial background checks on recommended candidates, and full background check on selected finalist. Our aim is to be competitive and we are willing to discuss this further.

The fee quoted above is to complete the recruitment process as described in The Search Process, including three days of virtual and/or on-site meetings. The first meetings (one to two days) are to develop the Candidate Profile; the second meeting (one day) is to provide a recommendation of candidates; and the third meeting (one day) is to facilitate finalist interviews.

### **Additional Service Costs**

The following “menu” details fees for additional requested services. Some fees may be negotiated.

Facilitation of Community Forum	\$1,500
Community Survey & Results Analysis	\$1,500
Additional Meeting Day	\$1,000/mtg. (three days included in proposal)
Each additional full background check	\$300/each
Additional placement within organization*	\$5,000 (if selected within one year)

\*If the Scotts Valley Fire Protection District hires an additional candidate from among those recommended for another position within one year of the close of the recruitment, a fee of \$5,000 will be charged to the District.

### **Process of Payment**

One-third of the all-inclusive fee is due as a retainer upon execution of the agreement. This retainer covers upfront and necessary expenses incurred by Peckham & McKenney on the District’s behalf for the preparatory work and advertising. If the retainer is not received by Peckham & McKenney within 30 days of execution of the agreement, we will suspend the recruitment process until payment is received. The second one-third of the full payment will be invoiced one month from contract execution, and it is due within 30 days following the invoice date. The final one-third of the full payment will be invoiced two months from contract execution, and it is due within 30 days following the invoice date.

If the Scotts Valley Fire Protection District requires a different payment schedule, this must be agreed upon within the contract. Peckham & McKenney expects payment of all invoices in a timely manner.

**Agreement**

Peckham & McKenney is the operating name of City Management Advisors LLC, Anton Dahlerbruch, Managing Member.

**Insurance**

City Management Advisors, doing business as Peckham & McKenney, carries Professional Liability Insurance (\$1,000,000 limit), Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products) and Automobile Liability Insurance (\$1,000,000). Our Insurance Broker is B&B Premier Insurance Solutions, Agoura Hills, CA.

Necessary insurance documentation will be provided to the Scotts Valley Fire Protection District in a timely manner.

## **GUARANTEE AND ETHICS**

**Placement Guarantee** Our placement record is particularly strong in that 89% of the candidates we have placed remain in those positions for over five years. In the unlikely event, however, that a candidate recommended by our process (external candidates only) leaves your employment ***for any reason within the first year from the date of appointment*** (except in the event of budgetary cutbacks, promotion, position elimination, or illness/death), we agree to provide a second search process upon negotiating a mutual agreement on the professional services fee plus expenses.

**Reopening the Recruitment** Throughout the recruitment process, all our efforts are made to present recommended applicants for the successful placement of a candidate who fits the Candidate Profile. It is extremely rare that our recruitment process fails to produce a preferred candidate in the first instance. If the search process, however, does not result in a placement, we agree to provide a second search process upon negotiating a mutual agreement on the professional services fee plus expenses.

As Albert Einstein said, the definition of insanity is “doing the same thing over and over again and expecting different results.” Prior to reopening the recruitment, we will thoroughly review with the District any adjustments in approach, compensation, and/or other variables necessary to achieve a placement as a result of the process.

**Ethics** Time and again, we receive unsolicited comments from clients and candidates relating to our integrity and high ethics.

- First, we believe in honesty. No client should ever appoint an individual without being fully knowledgeable of the candidate’s complete background and history. Conversely, no candidate should ever enter a new career opportunity without full disclosure of any organizational “issues.”
- We strive to keep everyone involved in a recruitment process informed of the status. Not only do we provide regular updates to our clients, but we also have a reputation for keeping our candidates posted.
- As recruitment professionals, we do not recruit our placements -- ***ever***. Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. However, if they become a finalist, we ask that they speak to their supervisor to alert them of their intent.
- During an active engagement, we do not recruit staff from our client agencies for another recruitment. Nor do we “parallel process” a candidate, thereby pitting one client against another for the same candidate.
- We are retained only by client agencies and not by our candidates. While we have a reputation for being actively involved in the profession and providing training, workshops, and general advice to candidates, we represent only our clients. In addition, we ***always*** represent and speak of our clients in a positive manner, during the recruitment engagement as well as years after.

## **CLIENT REFERENCES**

Please feel free to contact any of the following current and recent clients to inquire about their experience with Peckham & McKenney. In addition, we would be pleased to furnish the client contact and phone numbers for any past clients listed in this proposal.

### **City of Piedmont—Fire Chief/City Administrator/Recreation Director**

Sara Lillevand, City Administrator  
510-420-3042 [slillevand@piedmont.ca.gov](mailto:slillevand@piedmont.ca.gov)

### **City of El Cerrito- Fire Battalion Chief**

Alexandra Orologas, Assistant City Manager  
510-215-4302 [aorologas@ci.el-cerrito.ca.us](mailto:aorologas@ci.el-cerrito.ca.us)

### **City of El Cerrito- Fire Chief- (in progress)**

### **Sonoma Valley Fire & Rescue District—Fire Chief**

Bill Norton, Board President  
707-304-2170 [stevea@svfra.org](mailto:stevea@svfra.org)

### **City of San Mateo, CA – Police Captain**

Ed Barberini, Chief of Police  
650-522-7600 [ebarberini@cityofsanmateo.org](mailto:ebarberini@cityofsanmateo.org)

### **City of Healdsburg, CA – Police Chief**

Jeff Kay, City Manager  
707-431-3452 [jkay@ci.healdsburg.ca.us](mailto:jkay@ci.healdsburg.ca.us)

### **City of Fort Bragg, CA- Police Chief**

David Spaur, Interim City Manager (now retired)  
916-990-5789

### **County of Sacramento- Deputy County Executive Public Safety & Justice**

Candice Mabra, Principal Human Resources Analyst  
916-874-1682 [mabrac@saccounty.net](mailto:mabrac@saccounty.net)

## **DIVERSITY STATEMENT**

Peckham & McKenney is committed to diversity in its broadest possible definition in every aspect of each executive recruitment our firm provides. We take pride in the placement of women and applicants of diversity and are known for long successful tenures of candidates selected by the agency. In the last five years, 53% of Peckham & McKenney placements are women and people of color.

Peckham & McKenney does not discriminate on the basis of race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all our recruitments.

For over 30 years, founder Bobbi Peckham has been a champion of women seeking executive leadership positions within local government. Through leadership positions in organizations, as a speaker at conferences, and in professional roles in city management, other members of our recruitment team additionally have a history of promoting diversity in local government positions. With our diverse team of Recruiters, Peckham & McKenney goes to great lengths to support, promote, and advocate for diversity in the recruitment and hiring process.

In addition to all other outreach methods, our firm utilizes the Local Government Hispanic Network (LGHN), National Forum of Black Public Administrators (NFBPA), Women Leading Government (WLG), and the Municipal Managers of Association of Northern and Southern California (MMANC/MMASC) to advertise searches, as well as the National Diversity Network, which ensures placement of your opportunity with the following online venues:

- African American Job Network
- Asian Job Network
- Disability Job Network
- Latino Job Network
- LGBT Job Network
- Retirement Job Network
- Veteran Job Network
- Women's Job Network



A Proposal to Conduct an Executive Recruitment  
for the Position of  
**FIRE CHIEF**  
on behalf of the



**SCOTTS VALLEY  
FIRE DISTRICT**

1544 Furcula Road, Suite 280  
Reno, NV 89501  
(775) 784-9080  
(775) 784-1985 fax

December 2, 2022

BOARD OF DIRECTORS  
SCOTTS VALLEY FIRE PROTECTION DISTRICT  
7 ERBA LANE  
SCOTTS VALLEY, CA 95066

Dear Members of the Board:

Bob Murray & Associates is pleased to submit a proposal to conduct the Fire Chief recruitment for the Scotts Valley Fire Protection District. The following details our qualifications and describes our systematic—yet flexible—method of identifying, recruiting, and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, and guarantee.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments, non-profit agencies, and private firms. Our recruitment process helps you to determine the direction of the search and the types of candidates you seek while capitalizing on our decades of experience and vast network of contacts to reach those candidates. Our expertise ensures that the candidates we present to the Scotts Valley Fire Protection District will match the criteria you have established, be a positive addition to your organization, and be outstanding in their field.

With respect to the Fire Chief recruitment and the Scotts Valley Fire Protection District, Bob Murray & Associates has an unmatched record of success in recruiting local government professionals including those in the field of fire service. We are currently conducting the Assistant Fire Chief recruitment on behalf of the City of Montebello, CA. Our extensive contacts and knowledge of outstanding candidates will ensure you have a quality group of finalists from which to select the Scotts Valley Fire Protection District's next Fire Chief.

Recent Fire Chief recruitments we have completed similar in size and scope to your upcoming search include the following:

**2022**

City of Avondale, AZ  
City of Camas, WA  
City of Cathedral City, CA  
City of Laguna Beach, CA  
City of Murrieta, CA  
City of Rialto, CA  
City of Vancouver, WA  
Lathrop/Manteca Fire Protection District, CA  
Monterey County Regional Fire District, CA

**2021**

City of Bellevue, WA (Fire Marshal)  
City of Lompoc, CA  
City of Placentia, CA (Deputy Fire Chief)  
City of Redmond, WA  
City of Vancouver, WA (Deputy Fire Chief)  
City of Victorville, CA



Lakeport Fire Protection District, CA  
Placer Hills Fire Protection District, CA

2020

City of Cathedral City, CA  
City of Vancouver, WA (Deputy Fire Chief)

2019

City of Boulder City, NV  
City of San Rafael, CA  
City of Yuba City, CA

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Gary Phillips, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand of the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 18 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,

*Valerie Gaeta Phillips*

Valerie Gaeta Phillips  
President, Bob Murray & Associates

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## THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding the positive placement, providing security and fairness to candidates and clients while ensuring the integrity of the search process. We understand that superlative recruiting for the Fire Chief will lead to superlative results for the Scotts Valley Fire Protection District. Outlined below are the steps in our proven recruitment process, refined through our 30+ years of experience in executive search.

### STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the Scotts Valley Fire Protection District's needs will be key to a successful search. Gary Phillips will meet with the Board of Directors and key stakeholders to learn as much as possible about the ideal candidate for the Fire Chief position. We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the Scotts Valley Fire Protection District.

Mr. Phillips will review and help define the District's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the District to identify expectations regarding education and experience. The Board of Directors and Mr. Phillips will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

#### *Optional Service: Community and Staff Involvement*

We find that many of our clients value a recruitment process that opens the opportunity for community members, business leaders, organization representatives, and employees to provide input regarding the ideal candidate. Our recruiters are skilled in designing and facilitating forums, town hall meetings, and online surveys that allow equitable involvement from a variety of constituencies and in consolidating feedback into a cohesive narrative of common themes.

If the Scotts Valley Fire Protection District so desires, we will work with the Board of Directors to create a customized community and/or staff input process.

### STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Mr. Phillips and your dedicated Recruitment Coordinator will use the candidate profile developed with the Scotts Valley Fire Protection District to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the Scotts Valley Fire Protection District that you feel best represent your organization and your community.

Upon your approval, Mr. Phillips will send the brochure by postal mail and email to a targeted audience, personally inviting potential candidates to apply for the Fire Chief position. We will also place the recruitment brochure on our website, which attracts over 11,000 unique hits weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Mr. Phillips will also design an effective advertising campaign appropriate for the Fire Chief recruitment. Our broadest outreach comes through our active social media involvement on Facebook, LinkedIn, and Twitter, where upcoming and current positions are posted. Sources such as *Western City Magazine*, PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the Fire Chief field.

Suggested Fire Chief-specific advertising sources for the Scotts Valley Fire Protection District's search include:

- California Fire Chiefs Association
- National Association of Hispanic Firefighters
- International Association of Fire Chiefs
- Fire Career Assistance

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

#### *Reaching Diverse Candidates*

Bob Murray & Associates, a woman- and minority-owned business, is proud of its commitment to attracting and placing diverse candidates. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women's Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Mr. Phillips will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the Scotts Valley Fire Protection District, to maximize the potential for individuals from a wide variety of backgrounds, races, cultures, physical abilities, life experiences, and gender to be considered the Fire Chief position.



### **STEP 3 RECRUIT CANDIDATES**

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through over 1,400 successful placements, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and allay any reservations, and these efforts are essential to the success of the Fire Chief recruitment.

### **STEP 4 SCREEN CANDIDATES**

Following the closing date for the recruitment, Mr. Phillips will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and Mr. Phillips will discuss with the Board of Directors how the Scotts Valley Fire Protection District wishes to proceed with these candidates.

### **STEP 5 CONDUCT PRELIMINARY INTERVIEWS**

Mr. Phillips will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Skype, FaceTime, or other convenient videoconferencing applications.

During these in-depth interviews, Mr. Phillips will explore each candidate's background and experience as it relates to the Fire Chief position, such as significant accomplishments, size and scope of responsibility, and organizational culture. In addition, Mr. Phillips will discuss with the candidates their motivation for applying for the position and assess his/her knowledge, skills, and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

### **STEP 6 SEARCH PUBLIC RECORDS**

Under the direction of Mr. Phillips, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert Mr. Phillips to any further detailed inquiries we may need to make before our recommendations are finalized.

## STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, Mr. Phillips will recommend a limited number of candidates for your further consideration. He will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of those to be considered will be up to you.

We typically recommend 6-8 candidates that we feel will best match your expectations, and we prepare a detailed written report on each candidate. This bound report provided to each member of the decision-making body includes:

- ▼ Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates
- ▼ Summary of experience, education, and salary information for each Recommended Finalist candidate
- ▼ Complete cover letter and resume for each Recommended Finalist candidate
- ▼ List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

## STEP 8 FACILITATE FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the Scotts Valley Fire Protection District to craft and implement an interview approach that fits your needs. This may include individual and panel interviews by the Board of Directors and key stakeholders, community/employee interview panels, writing and presentation samples, meet-and-greets, or another specialized process element Mr. Phillips helps the Scotts Valley Fire Protection District to design.

Mr. Phillips will be present on-site during the interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided to each interview panel member containing:

- ▼ Recruitment brochure with candidate profile
- ▼ Interview schedule
- ▼ Suggested interview questions
- ▼ Experience summary, cover letter, resume, and rating form for each candidate
- ▼ Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

#### **STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS**

Mr. Phillips and your Recruitment Coordinator will conduct detailed reference checks for up to three (3) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

#### **STEP 10 ASSIST IN NEGOTIATIONS**

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Mr. Phillips knows what other organizations have done to put deals together with great candidates and what the current market is like for Fire Chief positions in organizations like the Scotts Valley Fire Protection District's. He will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

### **COMPLETE ADMINISTRATIVE ASSISTANCE**

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the Scotts Valley Fire Protection District, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from Mr. Phillips on behalf of the Scotts Valley Fire Protection District.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Mr. Phillips will be available to the Scotts Valley Fire Protection District by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.



## COSTS AND GUARANTEE

### PROFESSIONAL FEE AND EXPENSES

The fixed, flat professional services fee for conducting the Fire Chief recruitment on behalf of the Scotts Valley Fire Protection District is \$19,000. Services provided for in this fee consist of all steps outlined in this proposal, including two (2) days of meetings on site. The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the Scotts Valley Fire Protection District. Therefore, Mr. Phillips will contact the District at the first anniversary of the placement to confirm an effective transition has occurred.

The Scotts Valley Fire Protection District will also be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project not to exceed \$6,000. Reimbursable expenses include (but are not limited to) such items as the cost of recruiter travel; clerical support; brochure development; placement of ads; credit and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate. *In no instance will expenses exceed this estimate without prior approval from the Scotts Valley Fire Protection District.*

Expense reimbursement for candidate travel related to on-site interviews will be the responsibility of the Scotts Valley Fire Protection District.

Professional Fees and Reimbursable Expenses	
Professional Services (Fixed Flat Fee)	\$19,000
<b>Reimbursable Expenses</b>	
<i>Example costs and approximate amounts include:</i>	
Brochure Design and Printing (\$1,275)	
Advertising (\$3,000)	\$6,000
Background Checks – 3 candidates (\$550)	
Consultant Travel (\$600)	
Other expenses – supplies, shipping, clerical (\$575)	
<b>Not-to-Exceed Total</b>	<b>\$25,000</b>

#### *Optional Services*

- Community/Staff Input Forum: \$1,500/day, plus travel expenses
- Online survey: \$250
- Additional on-site meeting days: \$1,500/day, plus travel expenses
- Additional background checks: \$250/candidate
- Additional reference checks: \$500/candidate
- Other services: \$250/hour or \$1,500/day

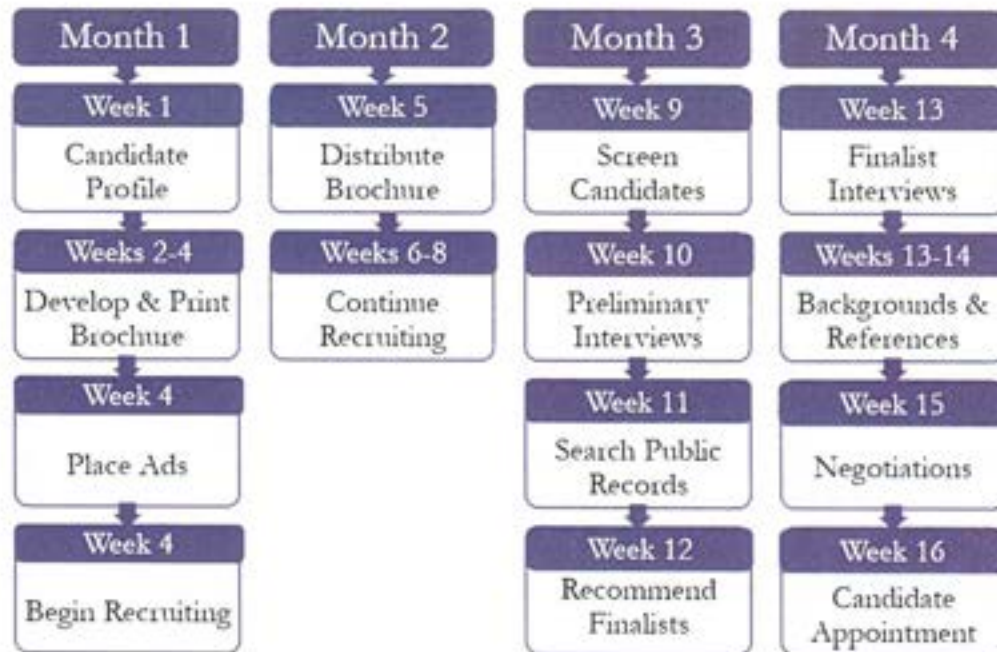
## **GUARANTEE**

Should a candidate recommended by our firm position resign or be terminated within the first 12 months of employment, we will provide the Scotts Valley Fire Protection District with professional services to secure a replacement. Services will be provided at no cost, aside from expenses incurred on the Scotts Valley Fire Protection District's behalf during the new search. We are confident in our ability to recruit outstanding candidates and do not expect the District to find it necessary to exercise this provision of our proposal.

## **RECRUITMENT SCHEDULE**

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with Scotts Valley Fire Protection District. A typical timeline of tasks and events is included here for reference.



## FIRM PROFILE

### OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of twelve (12):

- Bob Murray, *Founder*
- Valerie Gaeta Phillips, *President*
- Gary Phillips, *Executive Vice President*
- Joel Bryden, *Vice President*
- Yasmin Beers, *Senior Executive Recruiter*
- Adele Fresé, *Senior Executive Recruiter*
- Bryan Hill, *Senior Executive Recruiter*
- Stacey Stevenson, *Senior Executive Recruiter*
- Alexandria Kopack, *Recruitment and Operations Manager*
- Kathy Lolas, *Senior Recruitment Coordinator*
- Stephanie Marshall, *Senior Recruitment Coordinator*
- Gini Herndon, *Contracts Administrator/Bookkeeper*

### BOB MURRAY, FOUNDER

Mr. Murray—known simply as “Bob” to his clients and candidates throughout the western U.S.—brings over 40 years’ experience as a recruiter and is recognized as one of the top local government recruiters in the nation. He conducted hundreds of searches for cities, counties, and special districts and was called on to conduct searches for some of the largest, most complex organizations in the country—and some of the smallest. Bob conducted searches for chief executives, department heads, professional and technical positions, taking the lead on many of the firm’s most difficult assignments with great success. His clients retained him again and again, given the quality of his work and success in finding candidates for difficult to fill positions.

As our Founder, Bob currently takes on few searches personally but continues to be an active presence at Bob Murray & Associates, providing valued insight and experience to our team members regarding all aspects of the recruitment process.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

### VALERIE GAETA PHILLIPS, PRESIDENT AND RECRUITER

Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Since joining Bob Murray & Associates, Valerie has completed over 160 searches in a diverse range of fields, including city and general management, planning, finance, human resources,



transportation, communication and public relations, community and economic development, information technology, parks and recreation, and operations. She has recruited at all levels of municipal and non-profit organizations, from technicians and engineers to Executive Directors and Chief Executive Officers.

Valerie is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success; she is also active in a variety of industry organizations and in diversity-focused associations. Valerie is called upon often to serve as an expert speaker on topics such as managing one's online reputation, diversity issues in municipal and non-profit leadership, and how to identify a positive placement for the organizational culture.

Ms. Gaeta Phillips, along with Executive Vice President Gary Phillips, has a passion for helping people, evidenced by fundraising, sponsorship, and involvement in raising awareness for organizations such as Autism Speaks, the UC Davis M.I.N.D. Institute, and the Northern California Special Olympics.

#### **GARY PHILLIPS, EXECUTIVE VICE PRESIDENT AND RECRUITER**

Since joining Bob Murray & Associates, Mr. Phillips has completed over 125 searches for executives and professionals in a wide variety of fields including animal services, city and general management, planning, legal counsel, cyber security, and human resources. Gary's clients have ranged from municipal government to non-profit and private sector organizations, and he has sourced outstanding candidates for positions from the level of division managers up to City Managers, Executive Directors, and General Managers.

Gary started his career with a New York-based Fortune 100 company and quickly became a Senior Manager, building and running a large customer service organization that eventually expanded to 13 countries in Europe. He proceeded to hold senior leadership positions in several Fortune 500 companies, with noted successes such as building an organization from two to 250 employees worldwide and growing a company from 800 to 1200 employees.

As part of an executive acquisition and recruiting team, Gary helped build a start-up enterprise software company in San Francisco, recruiting top-notch talent and building a world-class organization. He has maintained customer relationships in the public sector and the private sector, including medical and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips, along with Ms. Gaeta-Phillips, is involved in his community as a soccer coach, as an organizer of fundraisers for Autism Speaks and the UC Davis M.I.N.D. Institute, and as a sponsor of the Northern California Special Olympics. Mr. Phillips received his Associate of Science degree and completed additional coursework at Rochester Institute of Technology, NY.

#### **JOEL BRYDEN, VICE PRESIDENT AND RECRUITER**

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having retired as Chief of Police in Walnut Creek, CA prior to joining Bob Murray & Associates in 2013. Throughout his career, Joel has been involved in public sector consulting, with vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

Joel has a solid reputation as a leader in the public sector and his ability to find and evaluate outstanding applicants for our clients is invaluable in the search process. Since joining Bob Murray & Associates, Joel has conducted over 100 recruitments in a broad range of sectors including police, fire, building, planning, city management, and general management. He is often called upon to recruit specialized or difficult-to-fill positions, such as Independent Police Auditor.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts Degree in Communication from San Diego State University. He is currently based in Walnut Creek, CA.

#### **YASMIN BEERS, SENIOR EXECUTIVE RECRUITER**

Yasmin Beers brings over 33 years of municipal government experience to Bob Murray and Associates. Yasmin retired as the City Manager for Glendale with a population of over 200,000. She served as Chief Executive Officer overseeing close to 2,000 employees serving in Police, Fire, Public Works, Parks, Community Development, Library Arts & Culture, Innovation Performance & Audit, and Water & Power to name a few.

Yasmin's three decades of experience in public service brings extensive background in public sector finance, human resources management, contract negotiations, strategic planning & organizational leadership, policy development, emergency response & planning, team building and performance improvement. Throughout her career, Yasmin has had a great deal of experience in recruiting, selecting and hiring employees for executive and management level positions with a focus on the organizational needs and culture.

Yasmin currently serves on the Glendale Adventist Medical Center's Civic Advisory Board and the Advisory Board for Village Christian School. Yasmin is a past member of Soroptimist International of Glendale where she served as President in 1999/2000. She is a past board member of Glendale Healthy Kids, Salvation Army and the American Red Cross. In 2011 the Glendale Chamber of Commerce recognized Yasmin as Woman of the Year; in 2013 she was the recipient of The Armenian American Woman of Excellence Award; in 2014 Yasmin was recognized by the Glendale Educational Foundation for her distinguished service and philanthropic efforts; in 2015, YWCA awarded Yasmin with the Heart & Excellence Award; in 2017, she was recognized by Business Life Magazine as a Women Achiever; and in 2018 the California State Senate recognized Yasmin as

one of the Woman of the Year, each a tribute to her core values that represent her civic responsibilities, volunteerism and community service.

Yasmin has a Bachelor of Arts degree in Political Science from California State University, Northridge and a Master's degree in Organizational Leadership from Woodbury University.

#### **ADELE FRESÉ, SENIOR EXECUTIVE RECRUITER**

Adele Fresé brings 27 years of local government experience to Bob Murray & Associates, having retired as Chief of Police in Salinas, CA prior to joining the firm in 2021. Adele began her public service career in 1985 as an active-duty member of the United States Marine Corps before serving the City of Corpus Christi for 20 years.

Adele has extensive experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

During her 7 years as a Chief of Police, Adele exercised strong leadership and implemented monumental changes leading to the diversification of her agency's sworn staff. Adele's commitment to collaboration with the public and law enforcement agencies earned her the Partner of the Year Award from Homeland Security Investigations, and her Department the Community Policing Award from the Community Policing Institute of California.

Adele received her Bachelor of Science degree in Criminal Justice Administration from California State University at Hayward, and a minor degree in Sociology. She earned a Master of Science in Public Safety, completed the Senior Executives in State and Local Government program at the Harvard Kennedy School, and PERF's Senior Management Institute for Police. She is a Texas Certified Public Manager.

#### **BRYAN HILL, SENIOR EXECUTIVE RECRUITER**

Chief Bryan Hill (ret.) spent over 30 years serving as a public safety leader in the San Francisco Bay Area. During his career, he worked for three appreciably different East Bay cities and developed and led several regional programs providing him a broad perspective of local government. Much of Bryan's career was spent working in a wide variety of leadership and executive level roles. As a police chief and city department head he was known for a progressive and principled leadership approach.

Throughout his career, Bryan emphasized community engagement. As a municipal government executive, he was dedicated to establishing lasting community partnerships, building strong teams, and continues to participate in leadership development.

Bryan received the California Police Officer's Association Award of Distinction for his efforts in developing regional partnerships that increased efficiencies, professionalism and service to the community. Bryan received his Bachelor of Arts degree in Social Science from California State University, Sacramento and he earned a Master of Science in Organizational



Leadership. He is a graduate of the FBI National Academy and holds a California POST Executive Certificate.

#### **STACEY STEVENSON, SENIOR EXECUTIVE RECRUITER**

In Ms. Stevenson's 32 years of service in municipal government, she worked for the California cities of San Diego, National City, and Murrieta. Ms. Stevenson began her professional career in City of San Diego as a Personnel Analyst and went on to work in the Personnel, Metropolitan Wastewater, Engineering, and Contracting departments; as well as the City Manager's office, progressing from Analyst to Deputy Director. She also assumed special projects such as the creation and opening of the City's neighborhood service centers and Liaison to the City Council.

From San Diego she joined the City of National City where she served as the Director of Human Resources, the Director of Administrative Services, and Deputy City Manager. She oversaw Community Services, Finance, Human Resources, and Information Technology; and managed special projects such as the balloting and passage of the City's local sales tax and the implementation of a new payroll module.

In the City of Murrieta, Ms. Stevenson served as Administrative Services Director and Deputy City Manager, again overseeing Community Services, Finance, Human Resources and Information Technology and managing special projects. Ms. Stevenson has also served as a commissioner on both the Child Care and Civil Service Commissions for the City of Chula Vista.

Ms. Stevenson holds a Bachelor's degree in Industrial Organizational Psychology as well as a Master of Business Administration degree with an emphasis in Human Resource Management.

#### **ALEXANDRIA KOPACK, RECRUITMENT AND OPERATIONS MANAGER**

Alex is the Recruitment and Operations Manager with Bob Murray & Associates, and partners closely with the executive recruiter to support both the client and candidates through the entire recruitment process. Alex's responsibilities include posting available positions to job boards, interview scheduling, conducting background checks on candidates, and creating marketing materials for each search.

Alex graduated with a bachelor's degree in Business Administration from Boise State University. She has several years of experience in many different office settings and is eager to assist in the hiring process.

In her spare time, Alex enjoys spending time with her husband, family, and poodle (Theo), as well as playing tennis whenever weather allows.



#### **KATHY LOLAS, SENIOR RECRUITMENT COORDINATOR**

Kathy recently joined the Bob Murray & Associates team after eight years of retirement. She is serving as a Recruitment Coordinator and brings over 30 years of experience from the residential real estate, state government, and life coaching industries. As a Recruitment Coordinator, Kathy partners closely with executive recruiters to provide support to candidates and clients throughout the recruitment process. She assists with scheduling, conducting background checks, creating marketing materials, and posting advertisements for open recruitments.

Kathy returned to graduate school in 2015, earned her Master's degree and launched a private life-coaching practice. She is known for her outgoing personality, attention to detail and collaborative approach to successfully completing executive recruitments. In her free time, Kathy enjoys playing jazz piano, travel, boating, and playing with her poodle, "Rocky".

#### **STEPHANIE MARSHALL, RECRUITMENT COORDINATOR**

Stephanie serves as a Recruitment Coordinator with Bob Murray & Associates, partnering closely with executive recruiters to support clients and candidates through the recruitment process. She assists with scheduling interviews, creating marketing materials, posting advertisements, and conducting background checks, as well as many other administrative tasks that contribute to the success of each recruitment.

Stephanie graduated with a Bachelor's degree in Anthropology and earned a Paralegal certification from the University of California, Davis. She's worked in various offices before her time at Bob Murray & Associates and is excited to assist in the hiring process.

During her free time, Stephanie enjoys spending time with family, reading high fantasy novels, and being out on the water.

#### **GINI HERNDON, CONTRACTS ADMINISTRATOR/BOOKKEEPER**

Ms. Gini Herndon is the Contracts Administrator/Bookkeeper at Bob Murray & Associates. Ms. Herndon is the first point of contact at Bob Murray & Associates and has an extensive administrative background in business law.

Ms. Herndon is known for her collaborative approach as she works closely with our internal team and clients to ensure a successful search. As a first point of contact, Ms. Herndon is highly professional and maintains a high level of confidentiality and sensitivity.

## ***CORPORATION***

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates  
1544 Eureka Road, Ste. 280  
Roseville, CA 95661  
(916) 784-9080  
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

## ***PROFESSIONAL ASSOCIATIONS***

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like Scotts Valley Fire Protection District:

- California Special Districts Association – *Member*
- California City Management Foundation (CCMF) – *Member*
- International City/County Management Association (ICMA) – *Member*
- League of California Cities – *League Partner*
- League of Women in Government – *Sponsor/Member*
- Municipal Management Association of Northern California (MMANC) – *Sponsor/Member*
- Municipal Management Association of Southern California (MMASC) – *Sponsor/Member*
- National Forum for Black Public Administrators (NFBPA) – *Committee member for Marketing and Branding*

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues.

Recent and upcoming speaking engagements and trainings provided by our staff include:

- “Role of the Chief” class, presented by Joel Bryden on behalf of the California Police Chiefs Association
- Organization of Latino Affairs invited speaker, Valerie Phillips for Hispanic Heritage Month

## REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

<b>CLIENT:</b>	City of Laguna Beach, CA
<b>POSITION:</b>	Fire Chief
<b>REFERENCE:</b>	Mrs. Shohreh Dupuis, City Manager (949) 497-0704
<b>CLIENT:</b>	Lathrop-Manteca Fire District
<b>POSITION:</b>	Fire Chief
<b>REFERENCE:</b>	Mr. Andrew Pinasco, General Counsel (209) 993-2503
<b>CLIENT:</b>	City of San Rafael, CA
<b>POSITION:</b>	Fire Chief
<b>REFERENCE:</b>	Ms. Cristine Alilovich, Assistant City Manager (415) 485-3070

*We appreciate the Scotts Valley Fire Protection District's consideration of our proposal and look forward to working with you.*

**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH



December 7, 2022

Ron Whittle, Fire Chief  
Scotts Valley Fire Protection District  
7 Erba Ln.  
Scotts Valley, CA 95066

Dear Mr. Whittle:

Thank you for the opportunity to submit our recruitment proposal for the position of Fire Chief for the Scotts Valley Fire Protection District. We take great pride in providing our clients exceptional service and excellent results. These successful client partnerships result from an active and comprehensive level of Principal involvement leading to positive business relationships and highly satisfied clients.

We feel well suited to perform these recruitments on your behalf as we have strong experience with Fire Safety recruitments. Most recently, we completed a Fire Chief recruitment for the City of Lodi. Additionally, we've completed recruitments for Fire Chiefs of Carpinteria-Summerland Fire Protection District and Rodeo-Hercules Fire Protection District, an Assistant Fire Chief/Fire Marshal for Contra Costa County, and a Fire Marshal for the City of Newport Beach. Additionally in the past three years, we've completed Fire Chief recruitments for the cities of Oakland, Chico, Paso Robles, Pinole, El Segundo and Dixon, Stockton, Oxnard, Petaluma and the Lakeside Fire Protection District. We also completed recruitments for Director of Emergency Communications for the County of Monterey and a Police Communications Director for the West Cities Police Communications Center.

Following your review of this proposal, it is our hope that our knowledge and background in municipal recruitment and our expertise in executive recruitment methodology will provide the basis for positive consideration of our firm. This proposal of recruitment services contains the following information:

- Overview
- Recruitment Work Plan
- Firm Qualifications
- Recruitment Team
- Recruitment Plan
- Timeline
- Guarantees & Ethics
- Principal Profiles

William Avery & Associates, Inc.  
Labor Relations/Executive Search

16 Lyndon Ave., Suite 200  
Los Gatos, CA 95030  
408.399.4424  
Fax: 408.399.4423  
[www.averyassoc.net](http://www.averyassoc.net)

Please be assured that Avery Associates submits this proposal of executive search services with the commitment to honor all estimated base recruiting costs for a period at least one year from this date.

Once again, thank you for the opportunity to submit a proposal to assist with your recruitment. If you have any questions, please do not hesitate to call me at 408-399-4424.

Sincerely,

*William Avery*

William H. Avery

WHA:jmc



## PROPOSAL FOR THE SCOTTS VALLEY FIRE PROTECTION DISTRICT RECRUITMENT FOR FIRE CHIEF

### William Avery & Associates, Inc. – Overview

William Avery & Associates, Inc. (Avery Associates) is a successful and service focused Management Consulting firm based in Los Gatos, California. Incorporated in 1982, the firm specializes in Executive Search, Labor Relations and Human Resources/Management Consulting.

The firm currently includes two Principals and several key consultants. Bill Avery, the founder of Avery Associates, heads and manages the firm. He oversees the Labor Relations practice and is heavily involved in the search business including leading key searches. Paul Kimura focuses on and manages the Executive Search and Recruitment practice. Key staff members include Bill Lopez and Kristi Ward, who support the search practice and the firm's administrative staff includes Tomi Ewing and Jackie Collins. Temporary staff as needed augments the team.

Mr. Avery, having served in the past as a City Manager, provides the firm with direct experience and knowledge of city administration. Mr. Kimura's expertise in executive, technical and business recruitment, which he gained during his nineteen years of high technology experience, provides the basis for many of the recruitment strategies and tactics utilized by the firm. Collectively and combined, the firms Principals offer exceptional expertise in the area of public sector recruitment and consulting. (Their profiles/resumes are included in this proposal.)

### Firm Qualifications/Experience – What Differentiates Avery Associates

Exceptional service delivery and a very high quality work product provide excellent results for our clients. This begins with the initial client meetings, which lead to detailed timelines for deliverables followed by weekly recruitment status updates following initiation of the search. Our candidate outreach efforts are professionally and confidentially conducted. The evaluation materials we provide clients are routinely characterized as accurate, comprehensive and of very high quality. We believe more so than any other public sector recruitment firm. This is largely based on our interview system utilizing behavioral interview techniques, which we describe in our recruitment plan. This leads to a quality product with excellent end results for our clients.

The service element is based on two factors: The first is the collective service philosophy from all of our organizational team members. They are each dedicated to providing service and support to clients. The second factor is based on the high level of engagement and participation from the firm Principals in every search assignment. This hands-on involvement includes client interface, identifying and developing the ideal candidate profile and position specification, development of the search strategy, candidate outreach, interviewing and assessment, completion of reference interviews, candidate presentation, final interview facilitation and when desired, negotiation of employment terms with the successful candidate.





## Recruitment Team for the Scotts Valley Fire Protection District

Bill Avery will serve as the Project Lead in this assignment and will be assisted by Bill Lopez. Mr. Avery will be personally involved in client meetings, development of the ideal candidate profile and search strategy, candidate outreach, interview and assessment of candidates, presentation of candidates, attendance at final interviews, final referencing and will be available throughout the search process to provide other related consulting services. Mr. Avery will have involvement in all aspects of this recruitment with the exception of clerical and administrative tasks.

### Recruitment Plan

#### I. Position Profile and Organizational Assessment

The initial assessment phase is a critical component of the search process. Mr. Avery will meet with the hiring authority, key policy makers and stakeholders to discuss the organizational needs and position requirements. We also feel it's valuable to meet, at the outset, with command staff and labor management to secure their input and support in the process. Our goal for this aspect of the recruitment process is to:

- Understand the District's priorities for this position.
- Develop a clear understanding and consensus on the expertise, experience, education, performance attributes and operational style of the ideal candidate to help ensure a successful match.
- Discuss the goals, objectives, deliverables, and challenges related to this position.
- Gain insight of the various organizational dynamics and departmental issues that exist within the organization.
- Identify the compelling aspects to this opportunity.

The formal position description and ideal candidate profile would be developed from the above discussions and incorporated into the formal position announcement. The candidate profile is also utilized in various other means as a marketing tool, for advertising copy, postings, and for other announcements.

#### II. Search Strategy and Outreach Efforts

The search strategy is developed in conjunction with the organizational assessment. We feel it is critical to develop a high level of visibility with a comprehensive outreach program supplemented by a focused targeted recruitment approach. We would incorporate the following elements into these searches:

- Original research, which consists of identification and contact of current incumbents or other candidates who meet the profile, but are not actively seeking other employment.



- Development of a targeted candidate list based on our extensive database, contacts, referrals and recommendations from key sources and other current and former Fire/Communications personnel who have extensive contacts and networks in these areas.
- Active referral solicitation from various fire safety industry sources and other contacts developed from our many years of public sector consulting.
- An extensive, personalized mailing campaign to individuals identified through the means identified above and/or those affiliated with fire management throughout the state and country.
- Marketing and listing the position with various agencies, counties and cities within the state, region and country. This would include print advertising and web posting on fire safety related websites.
- Distribution of the comprehensive position announcement to various, county, and state departments and agencies throughout the state and country.

### III. Candidate Assessment

Our assessment process involves several “tiers” of evaluation. Candidates responding to this position will be initially evaluated based on their resume and if appropriate, a phone “screening” by a firm Consultant. Candidates who pass the initial “qualifying” criteria are then scheduled for a formal face-to-face or Zoom interview with the primary consultant in charge of the project. These extended personal interviews typically take one hour and a thorough discussion of their experience, accomplishments, management philosophy and interpersonal style takes place.

In interviewing candidates, we utilize a methodology based on “behavioral” interview techniques. Fundamentally, this approach explores a candidate’s past accomplishments and experiences. The philosophy here is that the best indicator of future performance is assessing past behavior. This methodology allows the firm to “project” how a candidate would approach and address challenges in the new position and help ensure a positive match with the organization.

Those individuals who best fit the position requirements will have a Candidate Assessment Report developed by the project lead that conducted the interview. Additionally, two preliminary, initial reference interviews are performed on these candidates. The reference interviews provide our clients with additional insights on the candidate’s “behavior” and style.

### IV. Candidate Presentation

Upon completion of formal interviews and preliminary reference interviews, a recommendation of finalist candidates for your consideration is made. We feel our extensive screening, interview, and initial reference process combined with the candidate





insights provided by our detailed Candidate Assessment Report gives our clients an in-depth and detailed background on each recommended finalist. Our clients frequently comment on the value this background provides.

The final candidates are presented in our candidate presentation “book.” Each recommended finalist will have a candidate profile consisting of a candidate summary sheet, a cover letter, resume, the Candidate Assessment Report (based on the formal interview), and two initial candidate reference interviews. Others who have interviewed or given secondary consideration will also be included in the book.

#### V. Selection Process

Once the final candidate interview group is identified, we will assist in the structuring of the interview process and coordinate the interview scheduling activity. Our firm will also provide candidates with guidance related to travel planning, hotel accommodations, as well as other interview planning issues.

#### VI. Position Closure

Based on the firm’s experience in human resource management and executive search, we are able to assist our clients in the formulation of appropriate compensation and other employment arrangements. We will be available throughout our retention to assist in this process.

### Timeline

Our experience reflects the approximate timeline from initial client meeting to offer acceptance will take a minimum of four months. The key activities and timeframes are as follows:

Initial client meeting to identify and develop specifications	week 1
Develop job announcement & secure related materials from client	week 3
Advertising developed and website postings	week 4
Print and distribute job announcement	week 5
Outreach period	week 6-12
Assessment/evaluation/referencing of candidates	week 11-14
Candidates presented and discussed with clients	week 15
Final interviews	week 16-17
Offer extended	week >17

### Guarantees and Ethics

Whenever William Avery & Associates, Inc. is retained; we make several guarantees and commitments to a client. Due to our experience, knowledge and success within the management-consulting field, we assure a client that we will only present candidates who meet a substantial



majority of the ideal qualifications that you have outlined. We are also committed to continue our search efforts until a successful candidate is employed.

It is also our practice to replace a candidate who may voluntarily resign during the first year of his/her employment. This same commitment applies if the client finds it necessary to terminate or to request the resignation of the selected individual in the first year for any reason. In either case, we invoice a client only for out-of-pocket expenses incurred in identifying a replacement.

## Consulting Fee

Based on the services described in our proposal, the professional services consulting fee for this recruitment will be \$17,900. If awarded the search, we would request an initial retainer of \$7,900 at the outset of the search. A second invoice of \$5,000 would be submitted upon the Clients acceptance of a finalist candidate group. The final balance of \$5,000 would be invoiced upon acceptance of a job offer constituting completion of the search. Our invoicing models ensures the firm will remain totally committed to the District throughout the duration of the search as the final invoice is not submitted until the District has an accepted candidate. The consulting fee will be inclusive of all services defined within this proposal unless otherwise stated.

In addition to the Professional Services Fee, normal and direct out-of-pocket expenses associated with the search are charged back to the client. Expenses for this assignment would not exceed \$5,000 without the express consent of the District. These expenses include: advertising, clerical time, supplies, printing, telephone, postage, background checks and consultant travel for client discussions, meetings, local and out-of-area candidate interviews. All expense items are reimbursed "at cost" and will be detailed and billed on a monthly basis.



## **Avery Profile**

### **William Avery**

William Avery founded his successful management consulting firm in 1981. He has directed William Avery & Associates in service as a Labor Relations and Executive Search consultancy, serving personally as a chief negotiator, trainer, and representative in grievance and disciplinary matters.

A specialist and widely recognized expert in employer-employee relations, he has served as a City Manager (Los Gatos) and Assistant City Manager. While City Manager, he was President of the Santa Clara County City Manager's Association and Chair of the County Employee Relations Service.

Bill has lectured at De Anza College, San Jose State University, and Stanford University, and regularly makes presentations for the League of California Cities, CALPELRA, and other public sector organizations.

Building on his personal track record of success, he expanded the firm's focus to include increased emphasis on public and private sector search. He added proven industry professionals with expertise in these areas. The result has been to create an exceptionally strong management consulting firm, now known as Avery Associates, with the expertise to provide the full range of services required for successful public or private sector executive search.

A key measure of the firm's success has been the many long-term relationships that he and his staff have established with clients.

Bill holds B.A. in Political Science and an MPA from San Jose State University, where he was graduated with highest honors.



## **Avery Profile**

### **Paul Kimura**

Paul Kimura brings a unique combination of recruitment and business experience to Avery clients.

Paul is involved in leading Avery's public sector professional searches. He has been both a corporate recruitment director and HR director for a number of high technology companies, ranging from Fortune 500 firms such as Novell and National Semiconductor to a Silicon Valley start-up. His proven recruitment and HR generalist skills help him bring forward the best available candidates and properly assess their skills and "fit" with client organizations.

Indeed, many of the recruitment strategies and tactics incorporated into the Avery search process are a direct result of Paul's extensive recruitment experience in the high technology industry.

Paul has been a successful HR consultant, guiding clients through all aspects of Human Resources functions — compensation & benefits, employee and management training, performance management, and termination issues.

He is skilled in areas such as strategic planning, executive coaching, separation negotiation, and organizational assessment and design. It's another service that Avery Associates is able to offer its clients because of the unique background of its principals — and Paul's extended skill set in Human Resources underscores the fact that Avery professionals "have been there" and understand your needs from a personal perspective.

Paul holds a B.S. degree in Business Administration from San Jose State University. He is active in professional HR organizations and in the community, where he has worked with a number of education, youth service, civic, business, and cultural organizations.

"Just as Avery looks to form long-lasting relationships with its clients, I believe in making the same commitments within my community."





**WBCP  
PROPOSAL**

# RECRUITMENT SERVICES FOR



**FIRE CHIEF**

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**DECEMBER 6, 2022**

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# I. COVER LETTER.....

December 6th, 2022

Ron Whittle – Fire Chief  
7 Erba Lane  
Scotts Valley, CA 95066



RE: Executive Recruitment Services – Fire Chief

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the Fire Chief for the Scotts Valley Fire Protection District. We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do.

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **We guarantee we will fill your position and guarantee that placement for 18 months.** We provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.

**WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, ideal candidates, and your community and organizational culture.** WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, community, culture, and the staff that the future Fire Chief will lead.

**My team and I have experience filling public safety positions in Fire, with notable recruitments in the five past years including:**

- Fire Chief – City of Sacramento, CA
- Fire Chief, City of Hemet, CA
- Fire Chief, County of Jackson Fire District 5, OR
- Fire Chief, Boulder Creek Fire Protection District, CA
- Deputy Fire Chief, City of Santa Maria, CA
- Deputy Fire Chief, Marin County, CA

**To see a full list of our public safety, fire, and additional executive-level recruitments, see pages 5 – 13 of this proposal.**

Sam Sackman, Marissa Sanchez, and/or I will be the lead on this recruitment. I have over 20 years of experience in executive search services, six years of which were working for the County of Orange, and I have owned and operated WBCP since 2004. Sam Sackman lives and works in Roseville and spent the latter part of her career working directly for Valley Water in the Executive Office gaining a deep understanding of the inner workings of executive-level positions. Marissa Sanchez is a dynamic HR Professional with over 20 years of experience working with public sector agencies within the state of California and is one of WBCP's lead recruiters. WBCP now has offices in Oregon, Washington, and California, including two offices in the South Bay Area, the Greater Sacramento Area, and Central California.

## I. COVER LETTER.....

WBCP, Inc. staff are experts in the virtual recruitment process. We are providing these services seamlessly and will be able to effectively support a virtual recruitment process or coordinate COVID-compliant in-person interviews and/or hybrid virtual and/or in-person interviews; WBCP is willing to travel during COVID.

Recruiting top talent has become the number-one topic amongst administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2021 year-end review, we found that over the last three years, 62% of our applicants and 56% of candidates placed in leadership positions with our clients came from diverse backgrounds.** In fact, because of our ability to reach diverse applicant pools, we were hired by two national Latino organizations to recruit for an Executive Director and other leadership positions: Latino Public Broadcasting and Radio Bilingüe (two of the largest Latino national nonprofit organization in the U.S.).

Clients choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, I love what I do, and I am passionate about finding exceptional candidates who are also passionate about serving others. My staff and I are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

**This proposal is effective for 60 days.**

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.

[wendi@wbcpinc.com](mailto:wendi@wbcpinc.com) | 541-664-0376

[www.wbcpinc.com](http://www.wbcpinc.com)

# DIVERSITY

## 56%

*of WBCP candidates  
placed in leadership  
positions come from a  
diverse background*



## II. BACKGROUND & QUALIFICATIONS.....

**Principal:** Wendi Brown, President

**Company Legal Name:** WBCP, Inc.

**Tax ID:** 81-5454037

**Website:** www.wbcpinc.com

**Phone:** 866-929-WBCP (9227) / 541-664-0376

**Address:**

- **California Main Office:** Roseville, CA 95661
- **Oregon Main Office:** 360 Riverside Ave., P.O. Box 909, Gold Hill, Oregon 97525
- **Washington Main Office:** Burien, WA 98148
- **Satellite Office:** San Jose, CA 95125
- **Satellite Office:** Nipomo, CA 93444



### WOMEN OWNED

*WBCP, Inc. is a 100% woman-owned business, an S Corporation, not part of a parent company, and is a registered small business through the U.S. Small Business Administration (SBA). WBCP is registered to do business in California, Oregon, Washington, and Arizona and soon expanding in other states. WBCP files and pays California S Corp and personal income taxes.*

### BUSINESS HISTORY

*WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.*

## CURRENT ENGAGEMENTS / CAPACITY:

WBCP has the capacity to accept and manage this recruitment immediately.

## II. BACKGROUND & QUALIFICATIONS.....

### EXPERIENCE:

WBCP has over 20 years of experience providing search services for public sector and nonprofit organizations. We have successfully secured professionals and provided other consulting services in California, Arizona, Colorado, Idaho, Oregon, and Washington.

**Oregon, California, Washington, and Arizona Cities of:** Arcata, Ashland, Astoria, Calistoga, Central Point, Ceres, Chandler, Davis, Dunsmuir, Duvall, Grants Pass, Gold Hill, Hemet, Independence, Irvine, Lincoln, Livermore, Long Beach, Medford, Milpitas, Napa, Oxnard, Palo Alto, Pasadena, Petaluma, Phoenix (AZ), Phoenix (OR), Port Hueneme, Redding, Riverside, Roseville, Rogue River, Sacramento, San Francisco, San Rafael, Santa Maria, Santa Paula, Santa Rosa, Solvang, Sonoma, Truckee, Ventura, Vernon, Windsor, and Winters.

**Oregon, Colorado, and California Counties of:** Alameda, Colusa, Contra Costa, El Paso (CO), Fresno, Humboldt, Jackson, King (WA), Lake, Lane, Los Angeles, Marin, Mariposa, Merced, Napa, Orange, Riverside, San Benito, San Bernardino, San Francisco, San Joaquin, San Luis Obispo, Santa Barbara, Santa Cruz, Solano, Sonoma, Stanislaus, Tri-City Mental Health Authority (TCMHA), and Tuolumne.

**Local and National Councils and Districts:** Boulder Creek Protection District, CalPIA (California Prison Authority), Hass Avocado Board (HAB), Jackson County Fire District 5, NAVA, North American Blueberry Council/U.S. Highbush Blueberry Council (NABC/USHBC), Oakland Housing Authority, Olivehurst Public Utility District, Sacramento Area Flood Control Agency (SAFCA), Sacramento Employment & Training Agency (SETA), Sacramento Library Authority, Sacramento Sewer District, Teton County Joint Housing Authority (ID), Tuolumne Utilities District, and Valley Water.

**Nonprofit Organizations:** Center Point, Central California Legal Services (CCLS), Community Food Bank, Dogs for Better Lives/Dogs for the Deaf, First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo), Futures Without Violence (Family Violence Protect Fund), Greater Richmond Interfaith Program (GRIP), La Public Media, Latino Public Broadcasting, Northern Valley Catholic Social Services (NVCSS), Options Recovery, Radio Bilingüe, Tri-City Mental Health Authority, Transitions- Mental Health Association, Valley Consortium for Medical Education (VCME), and Water Forum.

**Private Organizations:** SWEED, Touchstone Accounting

**Consulting services** (*classification and compensation services, competency modeling, job description development, job family development, job analysis*): City of Fremont, City of Medford, City of Santa Maria, City of Santa Paula, County of Humboldt, County of Mariposa, County of Santa Barbara, and County of San Luis Obispo.

## INDUSTRIES

- Organizational Leadership
- Planning, Development & Building
- Human Resources
- Facilities & Operations
- Marketing & Communications
- Economic Development
- Financial, Accounting/Auditing
- Transportation
- Legal/Counsel/Clerk
- Parks & Recreation
- Community Services & Arts
- Public Works
- Information Technology
- Health & Human Services
- Safety/Fire/Police
- Engineering

## II. BACKGROUND & QUALIFICATIONS.....

**BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS SUCCESSFULLY MANAGED:**

### **PUBLIC SAFETY**

- Fire Chief, City of Sacramento, CA
- Chief of Police, City of Sacramento, CA
- Deputy/Chief of Police, Oakland Housing Authority, CA
- Fire Chief, City of Hemet, CA
- Fire Chief, County of Jackson Fire District 5, OR
- Fire Chief, Boulder Creek Fire Protection District, CA
- Chief of Emergency Management, County of Santa Barbara, CA
- Deputy Fire Chief, City of Santa Maria, CA
- Deputy Fire Chief, Wildlands, County of Marin, CA
- Emergency Communications Manager, City of Astoria, OR
- Defensible Space Program Manager, City of San Rafael, CA

**BELOW IS A LIST OF ADDITIONAL RECRUITMENTS WBCP HAS SUCCESSFULLY MANAGED:**

### **ORGANIZATIONAL LEADERSHIP**

- Town Manager, Town of Truckee, CA
- Town Manager, Town of Windsor, CA
- City Manager, City of Pasadena, CA
- City Manager, City of Ceres, CA
- City Manager, City of Santa Rosa, CA
- City Manager, City of Gold Hill, OR
- City Manager, City of Petaluma, CA
- City Manager, City of Phoenix, OR
- City Manager, City of Oxnard, CA
- City Manager, City of Ventura, CA
- City Manager, City of Independence, OR
- Assistant City Manager (Public Safety), City of Sacramento, CA
- Deputy City Manager, City of Long Beach, CA
- General Manager, Olivehurst Public Utility District, CA
- General Manager, Tuolumne Utilities District, CA
- General Manager, LA Public Media, CA
- General Manager, Radio Bilingüe, CA
- Chief Executive Officer, CalPIA (California Prison Authority), CA
- Chief Executive Director, Valley Consortium of Medical Education, CA
- Chief Operating Officer, IT and Administrative Services, Valley Water, CA
- Chief Operating Officer, Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer, Futures Without Violence, CA
- ACEO - Assistant County Executive Officer, County of Napa, CA

## II. BACKGROUND & QUALIFICATIONS.....

### ORGANIZATIONAL LEADERSHIP

- ACEO - Assistant County Administrative Officer, County of Santa Barbara, CA
- ACAO - Assistant County Administrator, County of San Joaquin, CA
- Administrative Services and Finance Director, City of Ashland, OR
- Executive Director, Water Forum, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, First 5 Association of California, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director, First 5 Fresno, CA
- Assistant Director, First 5 San Mateo, CA
- Executive Director, Greater Richmond Interfaith Program (GRIP), CA
- Executive Vice President, Center Point, CA
- Executive Director, Northern Valley Catholic Social Services (NVCSS), CA
- Executive Director, Community Food Bank, CA
- Executive Director, Sacramento Employment and Training Agency, CA
- Executive Assistant of Operations, Hass Avocado Board, CA

### LEGAL/COUNSEL/CLERK

- Public Defender, County of Santa Cruz, CA
- Public Defender, County of Humboldt, CA
- Public Defender, County of Solano, CA
- County Counsel, County of San Bernardino, CA
- County Counsel, County of Napa, CA
- County Counsel, County of Jackson, OR
- County Counsel, County of Solano, CA
- County Counsel, County of Marin, CA
- County Counsel, County of Orange, CA
- Agency Counsel, Sacramento Area Flood Control Agency (SAFCA), CA
- City Attorney, City of Santa Maria, CA
- City Attorney, City of Vernon, CA
- Assistant City Attorney, City of Santa Maria, CA
- Assistant City Attorney, City of Roseville, CA
- Assistant City Attorney (planning and development), City of Santa Maria, CA
- Deputy County Counsel IV, County of Jackson, OR
- County Counsel I/II, III, Assistant County Counsel (five positions), County of Santa Barbara, CA
- City Clerk, City of Roseville, CA
- City Clerk, City of Livermore, CA
- City Clerk, City of Solvang, CA

## II. BACKGROUND & QUALIFICATIONS.....

### PUBLIC WORKS, TRANSPORTATION, & ENGINEERING

- Director of Engineering, City of Ceres, CA
- Chief Operating Officer, Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer, Administrative and Contract Services, Valley Water, CA
- Power Engineer, City of Roseville, CA
- Director of Public Works, City of Solvang, CA
- Director of Public Works, City of Roseville, CA
- Director of Public Works, City of San Rafael, CA
- Director of Public Works, City of Santa Maria, CA
- Director of Public Works, City of Ashland, OR
- Director of Engineering, City of Ceres, CA
- Director of Transportation, County of Riverside, CA
- Electric Utility Director, City of Roseville, CA
- Assistant Director Public Works, County of Marin, CA
- Assistant Director of Public Works, City of Santa Paula, CA
- Assistant Director of Public Works – Transportation, City of Davis, CA
- Deputy Operating Officer, Watersheds Design and Construction, Valley Water, CA
- Deputy Operating Officer, Water Utility Capital, Valley Water, CA
- Deputy Operating Officer, Watersheds Operations and Maintenance, Valley Water, CA
- Deputy Operating Officer, Raw Water, Valley Water, CA
- Deputy Director Public Works, Civil/Traffic Engineer, County of Marin, CA
- Deputy Director Public Works/Traffic Engineer, City of San Rafael, CA
- Deputy PW Director/Principal Civil Engineer/Traffic Engineer, City of Santa Maria, CA
- Assistant Operating Officer of Watershed Stewardship & Planning Div., Valley Water, CA
- Assistant Operating Officer, Treated Water, Valley Water, CA
- Assistant Operating Officer, Dam Safety and Capital Delivery, Valley Water, CA
- Street Maintenance Superintendent, City of Roseville, CA
- Unit Manager, Treatment Plant Design & Commissioning Manager, Valley Water, CA
- Unit Manager, Engineering Utility Operations and Maintenance Manager, Valley Water, CA
- Unit Manager, Asset Management, Valley Water, CA
- Senior Civil Engineer, City of San Rafael, CA
- Principal Civil Engineer, City of Santa Maria, CA
- Project Engineer/Power Engineer, City of Palo Alto, CA
- Electric Project Engineer, City of Palo Alto, CA
- Electric Linesperson/Cable Splicer (High Voltage Lineman), City of Palo Alto, CA
- Electric Operations Manager, City of Palo Alto, CA
- Civil Engineer, Project Manager & Assistant Project Manager, Morton and Pitalo, Sacramento, CA
- Industrial / Mechanical Senior Engineer, SWEED, OR

## II. BACKGROUND & QUALIFICATIONS.....

### PLANNING & ENVIRONMENTAL/COMMUNITY DEVELOPMENT/BUILDING/TRANSIT

- Chief Building Official, City of Truckee, CA
- Chief Building Official, City of Arcata, CA
- Chief Building Official, City of Astoria, OR
- Chief Building Officer, City of San Rafael, CA
- Chief Building Official, City of Calistoga, CA
- Chief Building Official, City of Sacramento, CA
- Community Development Director, County of Lake, CA
- Community Development Director, City of Petaluma, CA
- Community Development Director, City of San Rafael, CA
- Deputy Community Development Director, County of Lake, CA
- Development Services Director, City of Redding, CA
- Planning Director, City of Sacramento, CA
- Policy and Planning Director, County of Sacramento, CA
- Planning Manager, City of Grants Pass, OR
- Planning Manager, County of Solano, CA
- Planning Manager, City of Napa, CA
- Planning Manager, City of Solvang, CA
- Principal Planner, County of Lake, CA
- Principal Planner, Sacramento Area Flood Control Agency (SAFCA), CA
- Planning Director, County of Santa Barbara, CA
- Assistant Planning Director, County of Santa Barbara, CA (2005/2021)
- Senior Planner, County of Lake, CA
- Subdivision & Mapping Manager, City and County of San Francisco, CA
- Transit Manager, City of Santa Maria, CA
- Senior Transit Planner & Transit Planner I/II, City of Petaluma, CA
- Environmental Planning Manager, County of San Luis Obispo, CA
- Groundwater Sustainability Director, County of San Luis Obispo, CA
- Planner I/II/III, County of Santa Barbara, multiple departments (filled 12 positions), CA
- Planner: II/III, Sr. Planner, Principle Env. Planner, Div. Mgr, (filled 4 positions) County of SLO, CA
- Construction Manager, Valley Water, CA
- County Surveyor, County of Santa Barbara, CA
- Subdivision & Mapping Manager, City and County of San Francisco, CA



## II. BACKGROUND & QUALIFICATIONS.....

### FINANCIAL, ACCOUNTING, AUDITING, FACILITIES, & OPERATIONS

- Finance Director, City of Ashland, OR
- Finance Director, City of Grants Pass, OR
- Finance Director, City of Lincoln, CA
- Finance Director, City of Sacramento, CA
- Director of Finance, Community Food Bank, CA
- Administrative Services/Finance Director, City of Ashland, OR
- Chief Financial Officer, County of Marin Employees Retirement Agency, CA
- Chief Financial Officer, Social Services Department, County of Santa Barbara, CA
- Director of Finance, County of Jackson, OR
- Financial Controller/Finance Director, North American Blueberry Council/USHBC, CA
- Director of Contracts and Procurement, Valley Water, CA
- Division Chief, Auditor Controller, County of San Joaquin, CA
- Internal Audit Chief, County of Santa Barbara, CA
- Senior Principal Accountant, City of San Rafael, CA
- Senior Tax Accountant, Touchstone Accounting, OR
- Director of Contracts and Procurement, Valley Water, CA
- Audit Supervisor, County of Santa Barbara, CA
- Internal Audit Chief, County of Santa Barbara, CA
- Payroll Supervisor, County of Santa Barbara, CA
- Finance Manager, County of Santa Barbara, Department of Behavioral Wellness, CA
- Financial Systems Analyst, County of Santa Barbara, CA
- Senior Financial Systems Analyst, County of Santa Barbara, CA
- Accountant Auditor I/II, County of Santa Barbara, CA

### HUMAN RESOURCES

- Executive Director of Human Resources (HR) and Risk Management, County of El Paso, CO
- Human Resources Director, County of Napa, CA
- Human Resources Director, County of Solano, CA
- Human Resources Manager, County of Solano, CA
- Human Resources Manager, City of Milpitas, CA
- Human Resources Manager & Risk Manager, City of Port Hueneme, CA
- Human Resources Director, County of Mariposa, CA
- Human Resources Director, County of Humboldt, CA
- Payroll Division Chief, County of Santa Barbara, CA
- Risk Manager, County of Marin, CA
- Chief Human Resources & Organizational Development Officer, City of Santa Maria, CA
- Director of Employee Experience and Culture, City of San Rafael, CA
- Director, Organizational Effectiveness and Culture, County of Los Angeles, CA
- Recruitment, Retention and Selection Manager, County of Santa Barbara, CA
- Labor Relations Manager, County of Solano, CA
- Deputy Human Resources Director, Labor Relations, County of Marin, CA
- Labor Relations Specialist/Labor Relations Program Administrator, Valley Water, CA

## II. BACKGROUND & QUALIFICATIONS.....

### HEALTH AND HUMAN SERVICES/HOUSING/UNHOUSED

- Director of Aging and Adult Services, County of Contra Costa, CA
- Director of Health & Human Services, County of Humboldt, CA
- Director of Health Services, Gold Coast Health Plan, CA
- Director of Nursing, County of San Luis Obispo, CA
- Assistant Director, Health and Human Services, County of Solano, CA
- Assistant Public Health Officer (2), County of San Joaquin, CA
- Executive Director, Tri-City Mental Health Authority, CA
- Behavioral Health & Recovery Services Director, County of Stanislaus, CA
- Behavioral Health and Recovery Services Director, County of Marin, CA
- Behavioral Health Director, County of Santa Barbara, CA
- Behavioral Health Director, County of Tuolumne, CA
- Compliance Manager, County of Solano, CA
- Crisis Manager and Forensic Manager, County of Santa Barbara, CA
- Director of Nursing, County of Lake, CA
- Director of Nursing, County of Napa, CA
- Director of Social Services, County of San Luis Obispo, CA
- Director of Social Services, County of Santa Barbara, CA
- Director, Health & Human Services, County of Marin, CA
- Director, Health & Human Services, County of Napa, CA
- Director, Health & Social Services, County of Solano, CA
- Director, Health Services Agency, County of Santa Cruz, CA
- Director, Health Services Agency, County of San Luis Obispo, CA
- Director, Health Services Agency, County of Sonoma, CA
- Director of Social Services and Housing, City of Davis, CA
- Public Health Nursing Director, County of Napa, CA
- Division Director, Adult Systems of Care, County of Marin, CA
- Executive Vice President, Center Point, CA
- Housing Program Analyst or Manager, City of San Rafael, CA
- Health Services Administrator, County of Solano, CA
- Homeless Program Manager, City of San Rafael, CA
- Medical Director, Public Health Clinics, County of Santa Barbara, CA
- Mental Health Specialists (5), and a Mental Health Manager, County of Jackson, OR
- Nursing Services Manager, County of Marin, CA
- Operations Director, Behavioral Health and Recovery Services, County of Marin, CA
- Physicians (5 openings), Public Health Clinics, County of Santa Barbara, CA
- Public Health Officer, County of Humboldt, CA
- Public Health Officer, County of Lake, CA
- Public Health Officer, County of San Joaquin, CA
- Public Health Officer, County of Stanislaus, CA
- Public Health Officer, County of Tuolumne, CA



## II. BACKGROUND & QUALIFICATIONS.....

### HEALTH AND HUMAN SERVICES/HOUSING/UNHOUSED (CON'T)

- Public Health Nurse I/II and Senior, County of Lake, CA
- Public Health Nurse I/II and Senior, County of San Luis Obispo, CA
- Community Health Nurse I/II and Senior, County of Lake, CA
- Senior Deputy Director, Public Health Department, County of San Joaquin, CA
- Assistant Public Health Officer – Children's Services, County of San Joaquin, CA
- Assistant Public Health Officer – County of San Joaquin, CA
- Supervising Public Health Nurse, County of Marin, CA
- Therapists (5 Positions), Family Solutions, OR

### LIBRARY

- Library Director & CEO, Sacramento Library Authority, CA
- Library Services Director, City of Long Beach, CA
- Library and Recreation Director, City of San Rafael, CA
- Assistant Library and Recreation Director, City of San Rafael, CA

### ECONOMIC DEVELOPMENT

- Director of Innovation and Economic Development, City of Livermore, CA
- Director, Economic Development and Innovation, City of San Rafael, CA

### PARKS AND RECREATION, COMMUNITY SERVICES, & ARTS

- Assistant Director, Recreation and Parks, City of Santa Maria, CA
- Assistant Parks Director, County of Santa Barbara, CA
- Community Development Director, City of Grants Pass, OR
- Community Services Director, City of Irvine, CA
- Community Services Director, City of San Rafael, CA
- Community Engagement Director, City of Davis, CA
- Executive Director, Arts Commission, County of Santa Barbara, CA
- Parks Director, City of Ashland, CA
- Parks Director, County of Santa Barbara, CA
- Real Estate Program Manager, Sacramento Area Flood Control Agency, CA

## II. BACKGROUND & QUALIFICATIONS.....

### INFORMATION TECHNOLOGY

- Chief Information Officer, County of Solano, CA
- Chief Information Officer, City of Chandler, AZ
- Chief Information Officer, City of Santa Maria, CA
- Chief Information Officer, County of San Joaquin, CA
- Chief Information Officer, General Hospital, County of San Joaquin, CA
- Chief Information Security Officer (CISO), County of Santa Barbara, CA
- Chief Innovation Security Officer (CISO), City of Riverside, CA
- Director of Operations and Technology, First 5 Alameda, CA
- IT Program Director, NAVA Public Benefit Company
- Vice President of Engineering, NAVA, (national)
- Digital Services Director, City of San Rafael, CA
- Director of IT, Valley Water, CA
- Software Services Manager, Valley Water, CA
- Assistant IT Director, City of Roseville, CA
- Assistant IT Director, County of Solano, CA
- Assistant IT Manager, County of Marin, CA
- IT Manager – GIS, County of Solano, CA
- IT Manager – Health and Social Services/County Data Services, County of Solano, CA
- IT Manager, County of Santa Barbara, Social Services, CA
- Cloud Migration Architect, County of Santa Barbara, CA
- Infrastructure Architect, County of Santa Barbara, CA
- Operations Technical Support Supervisor, County of Santa Barbara, CA
- Software Engineer (7 positions), County of San Luis Obispo, CA
- Project Manager, County of San Luis Obispo, CA
- IT Programming Analyst, Reporting, County of Santa Barbara, CA
- Operations Technical Support Supervisor, County of Santa Barbara, CA
- Open Text Business Analyst, County of San Luis Obispo, CA
- Network Engineer, City of Santa Maria, CA
- Network Architect, County of Santa Barbara, CA
- Applications Team Supervisor, County of San Luis Obispo, CA
- IT Security Specialist, County of Santa Barbara, CA
- SAP Software Engineer, County of San Luis Obispo, CA
- IT Security Specialist/Engineer, County of Santa Barbara, CA
- Network Administrators, Superior Court CA, County of Santa Barbara, CA
- Senior Programmer, County of Santa Barbara, CA
- Senior Database Administrator, County of Napa, CA
- IT Project Managers (2 positions), County of Solano, CA
- Data Engineer, County of Solano, CA
- Director of Information Technology, Oakland Housing Authority, CA
- Software Engineer, Valley Water, CA

## II. BACKGROUND & QUALIFICATIONS.....

### OTHER:

- COO, WBCP Inc., OR
- Public Information and Communications Officer, First 5 Alameda, CA
- Director of Marketing & Communications, WBCP Inc., OR
- Government Affairs Director, North American Blueberry Council, CA
- Marketing and Communications Director, North American Blueberry Council, CA
- Director of Communications and Industry Relations, North American Blueberry Council, CA
- Director of Business Intelligence, North American Blueberry Council/USHBC, CA
- Director of Community Engagement, City of Davis
- Dir. of Policy and Planning, SASD & SRCSD (Sewer and Sanitation District), County of Sacramento, CA
- Agriculture Commissioner/Weights and Measures Director, County of Marin, CA
- VP/Business Development Director, WBCP Inc., OR
- Assistant Director, Agriculture Commissioner/Weights and Measures, County of Santa Barbara, CA
- Public Relations Specialist, Valley Water, CA
- Administrative Assistant, Legal Counsel, Valley Water, CA
- Certified Dog Trainers, Dogs for Better Lives, OR
- Social Media Coordinator, WBCP Inc., OR
- Recruiter, WBCP Inc., OR
- Division Sales Representative – Wood Products, SWEED, OR

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TO VIEW OUR CURRENT RECRUITMENTS,  
PLEASE VISIT OUR WEBSITE:

**[www.wbcpinc.com](http://www.wbcpinc.com)**

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**Wendi Brown, President/Owner**

wendi@wbcpinc.com | 541-664-0376

**Sam Sackman, Vice President**

sam@wbcpinc.com | 541-630-0657

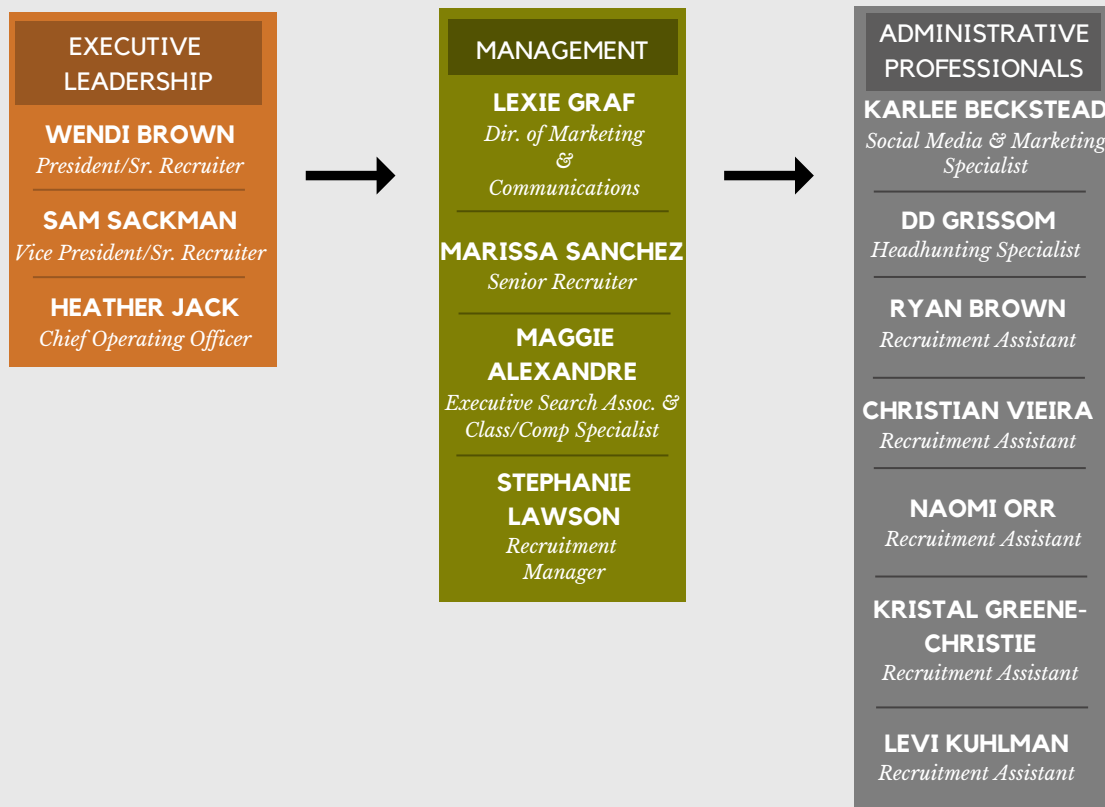


### III. GUARANTEE.....

(1) We guarantee successful placement and will provide continued consulting services (however, the client will pay for any additional direct cost expenses) until we are successful.

(2) If a candidate selected and appointed by the Client terminates employment for any reason before the completion of the **first 18 months of service**, WBCP will provide the Client with the necessary consulting services required to secure a replacement. Professional consulting services will be provided at no cost to the Client; however additional expenses will be covered by the Client. *The Guarantee is valid for one recruitment/replacement only.*

### IV. ORGANIZATIONAL CHART.....



**STRATEGIC PARTNERS**

**CHRISTY WURSTER**  
*Sr. Facilitator*

**RIVKAH SASS**  
*Retired Library Director/Sr. Facilitator*

**SUSAN KIEN-ROTHSCHILD**  
*H&HS Expert/Sr. Facilitator*

**STRATEGIC PARTNERS**

**BILL LANDIS**  
*Public Safety Investigator*

**CARL CROWN**  
*HR & Organizational Development Director*

**PATRICK DUTERTE**  
*Sr. Facilitator*

**WBCP STATISTICS**

WBCP is a 100% woman-owned business.

Staff and consultants are a diverse mix of gender/ethnicity

Age ranges from 21 - 70+

**WBCP**

## V. KEY CONSULTANT BIOS.....

### WENDI BROWN

*Lead Consultant/Recruiter*



I am the President of WBCP, an executive search and human resources consultancy, serving clients in five states and counting. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing and Human Resources; and working towards a Master's in Management at Southern Oregon University

### SAM SACKMAN

*Vice President/Recruiter*



Sam is WBCP's Vice President and is part of WBCP's executive leadership team. Sam has a wealth of business and public sector experience and brings in-depth analytical and project management skills and experience supporting executive leadership with special projects, program development, contracts and administration, and executive recruitment support. Prior to joining the WBCP team, she spent five years working at Valley Water (formerly Santa Clara Valley Water District) where she was an expert in leading complex projects and organizational change management practices supporting the CEO, Chief Officers, and various departments, such as Facilities, Contracts, Human Resources, and Government Affairs. She brings a wealth of knowledge of the inner workings of government agencies, political sensitivities, and their recruitment policies and processes. Sam has a Master's in Anthropology with an emphasis in Program Development, and an undergraduate degree in Anthropology with an emphasis in Sociology and Behavior-driven Health from Creighton University.

## V. KEY CONSULTANT BIOS.....

### MARISSA SANCHEZ

*Senior Recruiter*



Marissa Sanchez is a WBCP recruiter and has been with the company since 2022. She is a dynamic HR Professional with over 20 years' experience working with public sector agencies within the state of California. She holds a master's degree in human resources management and organizational development and a bachelor's degree in business administration — both from National University. Most recently, Marissa served as the Director of Personnel for the City of Fresno, the 5th largest city in the state of California, where she was overseeing all areas of human resources and risk management for more than 4,000 employees. Marissa's areas of focus include directing all personnel-related activities, including Recruitment, Talent Development and Training, Classification & Compensation, Labor Relations, Benefits Administration and Wellness, Compliance, Workers' Compensation, General Liability, Contracts, and Loss Prevention. As a seasoned human resources leader, Marissa has been successful in creating positive work cultures using a democratic management style that is rooted in collaboration and employee engagement to affect change and achieve workforce excellence.

### HEATHER JACK

*Chief Operating Officer*

Heather Jack is WBCP's Chief Operating Officer and lead Project Manager. Since starting at WBCP in 2015, she has grown into an integral part of the business. Heather uses her strong organizational skills and attention to detail to support all recruitments from start to finish, coordinate timelines, oversee the team's productivity. Meeting clients' deadlines and major milestones is one of Heather's top priorities, making her our go-to person for all things calendar and project management-related. Heather also assists with projects in human resources with several municipalities in Oregon and California. Other aspects of her role include supporting employee engagement, salary and benchmark studies, and business operations. During her time at WBCP, Heather has modernized processes and scaled technology systems for the company. Prior to working with WBCP, Heather worked at Hannon Library, developing organizational, research, and interpersonal skills. Heather has a Bachelor of Science degree in Anthropology and a double minor in Environmental Studies and French from Southern Oregon University.

### LEXIE GRAF

*Director of Marketing & Communications*

As a marketing professional, Lexie has been primarily focusing on copywriting, content creation, and brand strategy in her career. She has a knack for understanding each clients' unique needs, allowing her to adapt her writing voice and branding as needed. Along with developing and overseeing the creation of social media, marketing materials, and advertising plans for WBCP, Lexie collaborates with the recruitment team in meeting clients' needs and deadlines. Before WBCP, Lexie wrote for Indeed and the University of Wisconsin Colleges, helping her develop a deep understanding of career development, recruitment, and public sector careers. Throughout her marketing career, Lexie has produced a wide variety of campaigns and deliverables, such as blogs, digital and print ads, website content, brochures, social media posts, eBooks, and magazines. Notable projects throughout her career include developing content for two websites and collaborating on an email marketing campaign that won an American Advertising Award in multiple categories. Lexie has a Bachelor's in Communications with certificates in Digital Studies and Environmental Studies from the University of Wisconsin – Madison.



**WBCP**

*Confidential*



## V. KEY CONSULTANT BIOS.....

### **STEPHANIE LAWSON**

*Recruitment Manager*

Stephanie started working for WBCP in 2019. She acts as support for all facets of the recruitment process, as well as any other tasks to assist the WBCP team. Some of her core responsibilities include candidate and panel coordination, candidate review, calendar and timeline management, and interview material preparation. Prior to working for WBCP, Stephanie had several roles in hospitality where she further developed her client relations, communications, and clerical skills. Stephanie has a Bachelor's of Science degree in Business Administration with a focus in Hospitality from Southern Oregon University.

### **MAGGIE ALEXANDRE**

*Executive Search  
Assoc. & Class/Comp  
Specialist*

Maggie Alexandre is a Human Resources professional with over 30 years of experience, and is WBCP's key Executive Search Associate and Classification and Compensation Specialist for WBCP since 2018. Prior to working at WBCP, Maggie was a Human Resources Director in the San Francisco Financial District and led an 80 person team of human resource professionals. She began her career in HR at Robertson, Stephens & Company, a boutique investment bank, and continued in the HR Director role at other investment banks and private equity firms until 2016. Maggie studied Anthropology at California State University, Long Beach and received her Human Resources Management Certificate from California State University, San Francisco.

### **CARL CROWN**

*Facilitator & Senior  
Consultant as needed*

Carl Crown has over 35 years of experience in Human Resources and Training. He is the former Director of Human Resources (retired) for the County of Orange, California. Carl started his county career in Human Resources as a Senior Project Manager working on various initiatives including Agency and Department reorganizations, comprehensive classification and compensation reviews, job redesign efforts, and decentralization of Human Resources functions. Carl was then recruited by the County of Orange CIO to be the manager of the newly formed Client Services Division, where Carl oversaw application development and support and business development. Shortly thereafter, Carl became the Interim Chief Technology Officer. Attesting to his leadership abilities and flexibility, he was asked by the CEO to serve as the Human Resources Director for the County, where he supported 25 decentralized departments in all human resource capacities. Carl came to the County after a 28-year career in the U.S. Coast Guard where he served as: Regional Director of Human Resources, Assistant Director of the Coast Guard Leadership and Management School, Director of Training Development for the USCG Reserve, and Commanding Officer of Coast Guard bases in Hawaii and Southern California. Carl holds a Master's in Administration in Organizational and Human Resource Development and Bachelor of Administration in Biology from the University of Florida and has completed training from the George Washington University in Washington D.C.





## V. KEY CONSULTANT BIOS.....

### **KARLEE BECKSTEAD**

*Social Media &  
Marketing Specialist*

Karlee Beckstead is WBCP's Social Media & Marketing Specialist. She works to build WBCP's online presence and develop strategies to market our services, especially through online engagement with potential clients. Her duties include, creating social media posts, running ad campaigns, networking with candidates, reviewing resumes, and brainstorming new marketing strategies. Karlee has a strong interest in business growth and development, having founded and run two small businesses in the past seven years. Prior to joining the WBCP team, Karlee worked in customer service and social media management, where she sharpened her skills in customer relations, communications, and marketing. She holds a bachelor's degree from Southern Oregon University in Communication Studies, with minors in Political Science and International Studies.

### **RYAN BROWN**

*Recruitment Assistant*

Ryan is currently one of WBCP's recruitment assistants. Ryan began his role helping to build WBCP's social media and online presence through creative and engaging posts across several platforms. Along with his social media experience, Ryan primarily assists our recruitments by posting ad plans, reviewing resumes, gathering and assembling interview materials, communicating with clients, and serving as our in-house tech support. Before his time here, Ryan worked in customer service where he developed customer relations and communication skills, along with how to work in a fast-paced, ever-changing environment. Ryan will soon be enrolling at Southern Oregon University to study Political Science to further his knowledge of governments, public policies, and political behavior.

### **CHRISTIAN VIEIRA**

*Recruitment Assistant*

Christian is one of WBCP's Recruitment Assistants and has been with the company since 2021. The primary purpose of his role is to support WBCP's Executive Team. His other duties include panel/candidate coordination, resume review, and time/schedule management. Christian quickly learned how to interact with WBCP clients, as he has several years of experience working in customer service. Some of his other strengths include communication, organization, and relationship building. Christian will soon be enrolling at Southern Oregon University to study Anthropology and further his knowledge of different cultures and human behavior.

### **NAOMI ORR**

*Recruitment Assistant*

Naomi is one of WBCP's Recruitment Assistants and is part of WBCP's support team. She has project management experience in report writing coupled with data entry and client relations experience. She directly supports the executive leadership recruitment staff with project management, candidate coordination, and rigorous attention to detail. Prior to joining the WBCP team, she spent three years working at an environmental research laboratory where she aided clients in regulatory compliance, sample collection, and report production. Naomi has a Bachelor of Science in Environmental Science and Policy from Southern Oregon University.

## V. KEY CONSULTANT BIOS.....

### KRISTAL GREENE-CHRISTIE

*Recruitment Assistant*

Kristal Greene-Christie is one of WBCP's talented recruiting assistants. Kristal came into this position with an impressive background in comprehensive business operations, program coordination, strategic planning, and business development and implementation, allowing her to hit the ground running here. She started her career as an acute care RN, holding a degree in nursing, eventually shifting to operations and program coordination roles with Public Schools in Portland, Oregon, and Contra Costa County, California's Office of Education. She is also an experienced Director of Operations in private sector business, previously working with a national diversity and inclusion consultancy firm, as well as non-profit organizations. While Kristal's core responsibilities include supporting administrative recruitment needs, such as candidate and panel coordination, candidate review, calendar and timeline management, and interview material preparation, she is also a key staff member to WBCP operations and special projects.

### CHIEF

### WILLIAM O. LANDIS

*Public Safety /  
Investigator / Support  
Consultant as needed*

Bill Landis may conduct the background and reference checks for this recruitment. Chief Landis specializes in public safety searches including police, EMS, medical examiner, and fire leadership positions. With over 30 years of law enforcement experience, he has served in multiple roles including School Resource Officer, Bike Team Member, Detective, Corporal, Patrol Sergeant, Detective Sergeant, SAFE (SWAT) Team Member, Commander, CINT Team Member, Operations Lieutenant, Deputy Chief, and Police Chief. He holds a Master's degree in Justice Administration and Crime Management from Bellevue University, a Bachelor's degree in Fire Service Administration from Eastern Oregon University, and an Associate's degree in Criminal Justice from Rogue Valley Community College. Chief Landis was certified as a Firefighter I, Deputy Medical Examiner and Executive from DPSST (highest police certification in Oregon). He is an active member of the International Association of Police (IACP), Oregon Association of Chiefs of Police (OACP), and serves as adjunct criminology professor at Rogue Community College.

**REVIEW OTHER EMPLOYEES & CONSULTANT  
PARTNERS ON OUR WEBSITE:  
[WWW.WBCPINC.COM/WBCP-TEAM](http://WWW.WBCPINC.COM/WBCP-TEAM)**



## VI. RECRUITMENT STRATEGY / PHASES.....

**WBCP knows how to customize your search strategy to meet your unique recruitment needs.** We customize your recruitment based on the specific needs, target audience and challenges for each recruitment; however below is a baseline approach for most recruitments.

### **CLIENT & STAKEHOLDER MEETINGS**

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



### **FEEDBACK OUTCOME / TIMELINE DEVELOPMENT**

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

### **CREATIVE DEVELOPMENT**

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

### **MARKETING STRATEGY & IMPLEMENTATION**

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

**ONLINE ADVERTISING** – Including local and national job boards, associations, social media, and other industry-related job postings targeting ideal candidates; job boards that reach a desired geographic area and reach a diverse ethnicity.

**E-DIRECT MAIL ADVERTISING** – including WBCP's current database of potential applicants, we have access to other professional lists and will source more lists through associations, contacts, etc.

**SOURCING/HEAD HUNTING** – WBCP will contact individuals targeted and generate new contacts through referrals made by respected sources.

WBCP is a LinkedIn recruiter and we have access to over 350 million profiles via LinkedIn to assist us in targeting ideal candidates.



### **COMMUNICATION WITH CLIENT**

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

## VI. RECRUITMENT STRATEGY / PHASES.....

### **RESUME ASSESSMENT**

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

### **SCREENING INTERVIEWS / REPORT TO CLIENT**

WBCP does not restrict the number of applicants or candidates to be screened.

Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidate's professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



### **COMMUNICATION WITH CANDIDATES**

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

### **SELECTION PROCESS**

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

### **COMMUNICATION WITH CLIENT**

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



### **NEGOTIATIONS**

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

**PLEASE NOTE:** Due to COVID-19 Guidelines, WBCP, Inc. is committed to providing services listed herein, typically these services are executed in-person, however, we will facilitate all services virtually as needed and have successfully managed many virtual and hybrid interviews (partial in person/part virtual) since March 2020 for our clients.

## VII. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing material, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.



## VIII. RECRUITMENT TIMELINE.....

*BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT*

### **Week 1:**

- Secure services with search firm, WBCP, Inc.
- WBCP: review search parameters and recruiting processes with Client
  - Interview with hiring authority and other stakeholders for competencies
  - Identification of advertising venues and ideal candidate prospects
  - Calls, meetings, or coordination with other stakeholders for information gathering

### **Weeks 1 + 2:**

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

### **Weeks 2 + 3:**

- **OPEN RECRUITMENT:** Implement marketing plan and direct mail (if applicable)
- Secure panel member calendars
- Timeline may be extended if direct mail piece is included (i.e., print/postage)
- Finalize panel members and interview logistics and invitations to panel members

### **Weeks 4, 5, + 6:**

- Receive applications –Collect and source applicants will continue until recruitment closes

### **Weeks 7 + 8:**

- **CLOSE RECRUITMENT AND ADVERTISING**
- Conduct initial phone screen to identify short list of candidates
- Preliminary check on short list candidates (Google search)
- Candidate profiles developed and short list recommendations to client

### **Weeks 9 + 10:**

- **MEETING – Client confirms selection of candidates to be advanced to panel interviews**
- Finalize questions, presentation, in-basket (as determined)
- Coordinates invitations with selected top candidates (short list)
- Produce panel candidate interview packets

### **Weeks 10 + 11:**

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
  - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
  - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
  - As needed schedule staff and/or community discussions/meetings

### **Week 12:**

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists)
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer

### **NEGOTIATIONS / HIRE:**

- Hire date to accommodate possible candidate relocation
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate



## IX. REFERENCES.....

### 1-City of Sacramento, California

#### **Positions Filled:**

- Fire Chief
- Chief of Police
- Assistant City Manager - Public Safety
- See pages 5 - 13 of this proposal for additional City of Sacramento recruitments

#### **Contact Information:**

- Sally Ly, Human Resources Manager - [sly@cityofsacramento.org](mailto:sly@cityofsacramento.org) | 916-838-8924
- Howard Chan, City Manager - [hchan@cityofsacramento.org](mailto:hchan@cityofsacramento.org) | 916-808-5704

### 2-Marin County, California

#### **Positions Filled:**

- Deputy Fire Chief
- See pages 5 - 13 of this proposal for additional Marin County recruitments

#### **Contact Information:**

- Diane Ooms, Human Resources - [DOoms@marincounty.org](mailto:DOoms@marincounty.org) | 415-473-3045

### 3-City of Santa Maria, California

#### **Positions Filled:**

- Deputy Fire Chief
- See pages 5 - 13 for additional City of Santa Maria recruitments

#### **Contact Information:**

- Jason Stilwell, City Manager - [jstilwell@cityofsantamaria.org](mailto:jstilwell@cityofsantamaria.org)

## X. MARKETING MATERIAL SAMPLES.....

*Click below to see our marketing samples for similar positions. To see all of our brochures, visit [www.wbcpinc.com/job-board](http://www.wbcpinc.com/job-board)*

1. [Fire Chief – City of Sacramento, CA](#)
2. [Fire Chief – City of Hemet, CA](#)
3. [Fire Chief – Boulder Creek Fire Protection District, CA](#)
4. [Deputy Fire Chief, Marin County, CA](#)



## XI. COST PROPOSAL.....

*WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning, middle (shortlist selection) and end of the recruitment process. For out-of-scope work, we charge an hourly rate of \$175.*

### SERVICE COST PER RECRUITMENT FIRE CHIEF

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
<u>Consulting Services:</u> Phases I-IV in the proposal's scope of work	\$24,900 (not to exceed)
<u>Expenses:</u> Includes travel to client location (up to 2 trips), or document shipping fees/delivery charges to facilitate virtual meetings, advertising (may include print and postage), brochure design (flat fee of \$950.00 for graphic design), panel packet content, delivery charges, fees for background and reference checks, may include fee for one additional consultant to travel (and related expenses) and facilitate an additional panel for one day.	\$6,900 (not to exceed)

**ADDITIONAL BACKGROUND SERVICES AVAILABLE** – *these services can be added to the package if desired*

**Onsite Investigative Background Services:** In addition to the background reports, education verification, credit report and reference checks, which are included in the expenses above, WBCP also offers onsite investigative background services. If the client wishes to conduct a background check that includes an onsite visit by a trained private investigator and former Police Chief (similar to a police background check) please contact our office for an estimate for these services.

## XII. DIVERSITY OUTREACH EFFORTS.....

WBCP provides a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools by **utilizing inclusive language in our recruitment brochures, marketing our recruitments on well-established and respected diversity job boards and social media accounts, and incorporating diversity, equity, & inclusion questions into our candidate vetting and interviewing processes.**

**WBCP has recently formed a partnership with the country's largest network of diversity job boards and candidates.** This exciting new partnership allows us to reach an even more diverse pool of candidates. With our partnership, all of our recruitments are shared on over **600 locally focused employment and diversity websites. Our firm can also tap into a network of 15,500+ community-based organizations and niche diversity sites and a job bank of over 2 million resumes.** Additionally, all of our recruiters are LinkedIn recruiters, which allows them to target ideal candidates across 350+ million profiles.

*Upon a review, in December 2021, of WBCP's applicants and hires of the past three years, 62% of our applicants and 56% of candidates placed in leadership positions with our clients came from diverse backgrounds. This is a testament to WBCP's commitment to improving diversity, equity, and inclusion recruitment practices.*

## XIII. OTHER.....

### INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

### CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including locked and alarmed office space, password, and encryption-protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.



Wendi Brown, President

December 6, 2022

Date

Client, Title

Date



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

**Ron Whittle**  
Fire Chief

Date: December 14, 2022  
To: Board of Directors  
From: Ron Whittle, Fire Chief  
Erin Collins, Deputy Fire Marshal  
Subject: Adoption of 2022 Fire Code for the County of Santa Cruz

## **Recommendations**

1. A **motion** shall be entertained to adopt Resolution 2022-9, "Notice of Intent to accept the adoption of the 2022 California Fire Code with Amendments 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. This resolution will negate the previous adoption of the 2019 California Fire Code with Amendments.

## **Background**

Every three years, the California Building Standards Commission updates the Building Standards Code. What this means to the district is that during each code cycle the District is required to update their local codes and adopt the current model code with amendments and the California Fire Code as published by the California Building Standards Commission. The proposed ordinance adopts the 2021 International Fire Code and the 2022 California Fire Code with the enclosed amendments. The California Health and Safety Code identifies a specific process for adoption of the Fire Code with specific actions and timelines

In an effort to align the code requirements and provide consistency within all of the Santa Cruz County fire agencies, the County Fire Prevention Officers are proposing to adopt one Ordinance; The Fire Code of Santa Cruz County. However, the City of Scotts Valley requires a separate Ordinance to be adopted by the Fire District.

The ordinance text has been collectively prepared by members of the Santa Cruz County Fire Prevention Officers and representative of each fire agency in the county. By doing this, all agencies have a consistent code throughout all jurisdictions within the County.

## **Discussion**

The following is a list of the significant changes from the previous Fire Code adopted by your Board (Ordinance 2019-1):

- **Section 101.1** – This is a carry-over from previous editions of the ordinance
- **Section 102.1** – Added language to assist with determining when the provisions of you ordinance will trigger specific requirements when addressing existing structure, alterations and repairs to existing building stock
- **Section 102.9** – This is a carry-over from previous editions of the ordinance

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- **Section 103.4** – This is a new section in your ordinance to address police powers associated with the enforcement of your ordinance. This section disappeared from the model code, and without it, the ability to ask for the assistance of law enforcement to enforce the provisions of the fire code disappeared also.
- **Section 105.1** – This is a carry-over from previous editions of the ordinance
- **Section 108.2.1** – This has been added
- **Section 109.6**– This has been added
- **Section 111.1** – This is a carry-over from previous editions of the ordinance
- **Section 111.3** – This has been deleted
- **Section 111.5 etal** – This has been added
- **Section 112.4.1**- This is a carry-over from previous editions of the ordinance
- **Section 112.4.2** – This has been added
- **Section 113.4** - This is a carry-over from previous editions of the ordinance
- **Section 202** – The definition of ALL WEATHER SURFACE has been redefined to acknowledge the requirements contained within Title 14 CCR (Public Resources Code)
- **Section 202** – Carried over definition for BRIDGE
- **Section 202** – Carried over definition for DE NOVO
- **Section 202** – Fire Chief definition has been removed
- **Section 202** – Carried over definition for GREENHOUSE
- **Section 202** – New definition for LOCAL RESPONSIBILITY AREA (LRA)
- **Section 202** – Carried over definition for STAGE
- **Section 202** – New definition for STATE RESPONSIBILITY AREA (SRA)
- **Section 202** – New definition for TURNAROUND
- **Section 202** – New definition for TURNOUT
- **Section 304.1.2** – Carried over from previous editions of the ordinance
- **Section 305.4** – This has been added
- **Section 307.2** – Carried over from previous editions of the ordinance
- **Section 307.2.1** – This has been added
- **Section 307.3** – This has been added
- **Section 307.4 etal** – This has been added
- **Section 307.5** – This has been added
- **Section 308.1.2** – This has been added
- **Section 308.1.4** – This has been deleted
- **Section 308.1.6.3** – This has been added
- **Section 308.1.7** – This has been added
- **Section 311.5** – Carried over from previous editions of the ordinance
- **Section 403.11 etal** – This has been added
- **Section 501.3** – Carried over from previous editions of the ordinance
- **Section 503.2.1** – Carried over from previous editions of the ordinance with additional language added to address SRA vs LRA road width requirements to satisfy Title 14 CCR (Public Resources Code)

Board of Directors

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- **Section 503.2.1.1** – Carried over from previous editions of the ordinance
- **Section 503.2.3** – Carried over from previous editions of the ordinance with additional language added to address SRA vs LRA road surface requirements to satisfy Title 14 CCR (Public Resources Code)
- **Section 503.2.4** – New language added to address the SRA turning radius requirements contained Title 14 CCR (Public Resources Code)
- **Section 503.2.5.1** – New language added to address the SRA dead end access road requirements contained Title 14 CCR (Public Resources Code)
- **Section 503.6.1** – Carried over from previous editions of the ordinance
- **Section 503.2.6.2** – Carried over from previous editions of the ordinance
- **Section 503.2.6.3** – Carried over from previous editions of the ordinance
- **Section 503.2.6.4** – Carried over from previous editions of the ordinance
- **Section 503.2.6.5** – Carried over from previous editions of the ordinance
- **Section 503.2.7** – Carried over from previous editions of the ordinance with additional language to meet the requirements of Title 14 (Public Resources Code)
- **Section 503.3** - Carried over from previous editions of the ordinance
- **Section 503.7** – Carried over from the previous editions of the ordinance
- **Section 505.2** – Carried over from the previous editions of the ordinance
- **Section 507.3** – Previously 507.1 of the ordinance with additional language to maintain compliance with the California Fire Code
- **Section 507.5.7** – Carried over from the previous editions of the ordinance
- **Section 903.1 through 903.2.7.2** – Carried over from the previous editions of the ordinance
- **Section 903.2.1** – Carried over from the previous editions of the ordinance with additional language to better define when the provisions requiring fire sprinklers in existing structures to address what would be a significant alterations, modifications or replacement of internal and external framing in excess of 50%
- **Section 903.2.3** – Carried over from the previous editions of y the our ordinance
- **Section 903.3.1.1.2** – This has been deleted
- **Section 903.3.1.3** – Carried over from the previous editions of the ordinance with additional language to allow for the use of a NFPA 13D fire sprinkler system in specific non-habitable structures associated with a residential use
- **Section 903.3.7** – Carried over from the previous editions of the ordinance
- **Section 1201.4** – This has been added
- **Section 3905.1.3** - Carried over from the previous editions of the ordinance
- **Section 5303.5.3** – Carried over from the previous editions of the ordinance
- **Section 5601.1.3** – Carried over from the previous editions of the ordinance
- **Section 5601.2** – Carried over from previous editions of the ordinance
- **Section 5601.2.2** – Carried over from previous editions of the ordinance
- **Chapter 90** – Removed most of Chapter 90 of the current ordinance and renumbered as necessary. Many of the sections removed are either now covered in other parts of this code, or have been pre-empted by other state codes

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2022-9

**NOTICE OF INTENT TO ACCEPT THE ADOPTION OF THE 2022 CALIFORNIA FIRE CODE WITH AMENDMENTS 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. THIS RESOLUTION WILL NEGATE THE PREVIOUS ADOPTION OF THE 2019 CALIFORNIA FIRE CODE WITH AMENDMENTS.**

The 2022 California Fire Code and Amendments have been adopted for Scotts Valley Fire Protection District by action of the Santa Cruz County Board of Supervisors. The Board of Directors for the Scotts Valley Fire Protection District ("District") hereby revoke the enforcement of the 2019 California Fire Code with amendments on this date January 6, 2023.

Copies of the 2022 California Fire Code with amendments are available for review at the District Office, located at 7 Erba Lane Scotts Valley, CA 95066.

AYES      NOES      ABSENT      ABSTAIN

Director Kris Hurst  
Director Adam Cosner  
Director Joseph Parker  
Director Russ Patterson  
Director Daron Pisciotta

ATTEST:

\_\_\_\_\_  
Ron Whittle  
Board Secretary

\_\_\_\_\_  
Russ Patterson  
Board President

APPROVED AS TO FORM:

\_\_\_\_\_  
Phillip Passafuime  
District Counsel

ORDINANCE NO. \_\_\_\_\_

**ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CRUZ  
AMENDING CHAPTER 7.92 OF THE SANTA CRUZ COUNTY CODE TO ADOPT THE 2022  
CALIFORNIA FIRE CODE WITH LOCAL AMENDMENTS**

The Board of Supervisors of Santa Cruz County hereby finds and declares the following:

WHEREAS, the State of California has adopted the 2022 California Fire Code, also known as Title 24, Part 9 of the California Code of Regulations; and

WHEREAS, State law allows local governments to adopt administrative amendments to the California Fire Code; and

WHEREAS, amendment of administrative procedures in the 2022 California Fire Code and in Chapter 7.92 Fire Code of the Santa Cruz County Code are necessary to improve the County's administration of State codes and local amendments in the interests of public health, safety and welfare; and

WHEREAS, California Health and Safety Code Section 17958.7 allows local governments to adopt technical amendments to California Fire Code if more restrictive standards are found reasonably necessary to address local climatic, geological, or topographical conditions, express findings are made for each modification, and a copy of the findings, together with the modification expressly marked and identified to which each finding refers, is filed with the California Building Standards Commission; and

WHEREAS, the Santa Cruz County Board of Supervisors finds that technical amendments of the 2022 California Fire Code are necessary for the health, safety and general welfare of Santa Cruz County residents, and to provide for the maintenance and retention of buildings and facilities in Santa Cruz County, to address local climatic, geological, or topographical conditions that include faulted, mountainous terrain, coastal flood zones and areas of high rainfall or fire hazard; and

NOW THEREFORE, the Board of Supervisors of the County of Santa Cruz ordains as follows:

**SECTION I**

Chapter 12.10 of the Santa Cruz County Code is hereby amended in its entirety to read:

**Chapter 7.92**

**FIRE CODE**

Sections:

Article I. Fire Code

- 7.92.010 Section 010 is added - California Fire Code adopted.**
- 7.92.101.1 Section 101.1 is amended - Title.**
- 7.92.102.1 Section 102.1 is amended - Construction and design provisions.**
- 7.92.102.9 Section 102.9 is amended - Matters not provided for.**
- 7.92.103.4 Section 103.4 is added - Law enforcement powers.**
- 7.92.105.1 Section 105.1 is amended - General.**
- 7.92.108.2.1 Section 108.2.1 is added - Inspection requests.**



- 7.92.109.6 Section 109.6 is added - Overcrowding.
- 7.92.111.1 Section 111.1 is amended - Board of Appeals established.
- 7.92.111.3 Section 111.3 is deleted - Qualifications.
- 7.92.111.5 Section 111.5 is added - Appeals process.
- 7.92.112.4 Section 112.4 is amended - Violation penalties.
- 7.92.112.4.1 Section 112.4.1 is amended - Abatement of violation.
- 7.92.112.4.2 Section 112.4.2 is added - Enforcement.
- 7.92.113.4 Section 113.4 is amended - Failure to comply.
- 7.92.202 Section 202 is amended - Definitions.
- 7.92.304.1.2 Section 304.1.2 is amended - Vegetation.
- 7.92.305.4 Section 305.4 is added - Deliberate or negligent burning.
- 7.92.307.2 Section 307.2 is amended - Permit required.
- 7.92.307.2.1 Section 307.2.1 is added - Authorization.
- 7.92.307.3 Section 307.3 is added - Extinguishment authority.
- 7.92.307.4 Section 307.4 is added - Location.
- 7.92.307.4.1 Section 307.4.1 is added - Bonfires.
- 7.92.307.4.2 Section 307.4.2 is added - Recreational fires.
- 7.92.307.4.3 Section 307.4.3 is added - Portable outdoor fireplaces.
- 7.92.307.5 Section 307.5 is added - Attendance.
- 7.92.308.1.2 Section 308.1.2 is added - Throwing or placing sources of ignition.
- 7.92.308.1.4 Section 308.1.4 is deleted - Open-flame cooking devices.
- 7.92.308.1.6.3 Section 308.1.6.3 is added - Sky lanterns.
- 7.92.308.1.7 Section 308.1.7 is added - Religious ceremonies.
- 7.92.311.5 Section 311.5 is amended - Placards.
- 7.92.403.11 Section 403.11 is added - Special requirements for public safety.
- 7.92.501.3 Section 501.3 is amended - Construction documents.
- 7.92.503 Section 503 is added - FIRE APPARATUS ACCESS ROADS.
- 7.92.503.2.1 Section 503.2.1 is amended - Dimensions.
- 7.92.503.2.1.1 Section 503.2.1.1 is added - Vegetation clearance along access roads.
- 7.92.503.2.3 Section 503.2.3 is amended - Surface.
- 7.92.503.2.4 Section 503.2.4 is amended - Turning radius.
- 7.92.503.2.5.1 Section 503.2.5.1 is added - New dead-end access roads.
- 7.92.503.2.6.1 Section 503.2.6.1 is added - Width.
- 7.92.503.2.6.2 Section 503.2.6.2 is added - Certification.
- 7.92.503.2.6.3 Section 503.2.6.3 is added - Recertification.

- 7.92.503.2.6.4 Section 503.2.6.4 is added - Existing private bridges.
- 7.92.503.2.6.5 Section 503.2.6.5 is added - Fees.
- 7.92.503.2.7 Section 503.2.7 is amended - Grade.
- 7.92.503.3 Section 503.3 is added - Marking.
- 7.92.503.7 Section 503.7 is added - Gates.
- 7.92.505.2 Section 505.2 is added - Street and road signs.
- 7.92.507.3 Section 507.3 is amended - Fire flow.
- 7.92.507.5.7 Section 507.5.7 is added - Painting.
- 7.92.903.1 Sections 903.1 through 903.2.10.2 are deleted and replaced - Automatic sprinkler systems.
- 7.92.903.2 Sections 903.2.11 through 903.2.12.1 are amended – Specific buildings areas and hazards.
- 7.92.903.3.1.1.2 Section 903.3.1.1.2 is deleted – Bathrooms.
- 7.92.903.3.1.3 Section 903.3.1.3 is amended - NFPA 13D sprinkler systems.
- 7.92.903.3.7 Section 903.3.7 is amended - Fire department connections.
- 7.92.1201.4 Section 1201.4 is added - Alternate power sources.
- 7.92.3905.1.3 Section 3905.1.3 is amended - Operation.
- 7.92.5303.5.3 Section 5303.5.3 is amended - Securing compressed gas containers, cylinders and tanks.
- 7.92.5600 Chapter 56 is amended - Explosives and Fireworks.
- 7.92.9000 Chapter 90 is added - Suppression and Control of Fire in Wildfire Risk Areas.

#### Article II. Fire Limits

- 7.92.9500 Geographic limits.

#### Article I. Fire Code

- 7.92.010 Section 010 is added – California Fire Code adopted.

Section 010 of Chapter I of the Fire Code of Santa Cruz County is added to read as follows:

#### **010—California Fire Code adopted.**

That portion of the 2022 California Fire Code that imposes substantially the same requirements as are contained in the International Fire Code, 2021 Edition published by the International Code Council and the California Building Standards Commission with errata, together with those portions of the International Fire Code, 2021 Edition, including Appendices B, BB, C, CC, I, N and O published by the International Code Council not included in the California Fire Code, as modified and amended by this ordinance, are adopted by this reference into this code, and are hereby collectively declared to be the Fire Code of Santa Cruz County, for the purpose of regulating and governing the safeguarding of life, property and public welfare to a reasonable degree from the hazards of fire, hazardous materials release and explosion arising from the storage, use and handling of dangerous



and hazardous materials, substances, and devices, conditions hazardous to life or property in the occupancy and use of buildings and premises, the operation, installation, construction, location, safeguarding and maintenance of attendant equipment, the installation and maintenance of adequate means of egress not provided for by the building code, and providing for the issuance of permits and collection of fees for same.

**7.92.101.1 Section 101.1 is amended – Title.**

Section 101.1 of Chapter 1 of the Fire Code of Santa Cruz County is amended to read as follows:

**101.1 - Title.** These regulations shall be known as the Fire Code of Santa Cruz County, hereinafter referred to as "this code."

**7.92.102.1 Section 102.1 is amended – Construction and design provisions.**

Section 102.1 of Chapter 1 of the Fire Code of Santa Cruz County is amended to read as follows:

**102.1 - Construction and design provisions.** The construction and design provisions of this code shall apply to:

1. Structures, facilities and conditions arising after the adoption of this code.
2. Existing structures, facilities and conditions not legally in existence at the time of adoption of this code.
3. Existing structures, facilities and conditions where required in Chapter 11.
4. Existing structures, facilities and conditions that, in the opinion of the fire code official, constitute a distinct hazard to life or property.
5. Existing structures, alterations and repairs. All new work performed in alterations and/or repairs to existing structures shall comply with the current provisions of this chapter. When alterations and/or repairs result in the removal, alteration, modification, replacement and/or repair of fifty percent or more of the external walls of a building, or result in the removal, modification, replacement and/or repair of fifty percent or more of the existing internal structural and/or non-structural framework, independently or in combination thereof, within a five-year period, the entire building shall be made to conform to the current provisions of this chapter. The determination under this section of the requirement for upgrading any existing structure to full conformance with current provisions of this chapter shall be at the sole discretion of the fire code official.

**7.92.102.9 Section 102.9 is amended - Matters not provided for.**

Section 102.9 of Chapter 1 of the Fire Code of Santa Cruz County is amended to read as follows:

**102.9 - Matters not provided for.** Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, which are not specifically provided for by this code shall be determined by the fire code official.

The fire chief is authorized to render interpretations of this code and to make and enforce rules, supplemental regulations and standards in order to carry out the application and intent of its provisions. Such interpretations, rules, regulations and standards shall be in conformance with the intent and purpose of this code and shall be available to the public during normal business hours. Those standards promulgated by the Santa Cruz County

Fire Chiefs Association shall be deemed as prima facie evidence of compliance with this code.

**7.92.103.4 Section 103.4 is added – Law enforcement powers.**

Section 103.4 of Chapter 1 of the Fire Code of Santa Cruz County is added to read as follows:

**103.4 - Law enforcement powers.** The fire code official and their deputies shall have the powers of law enforcement officers in performing their duties under this code. When requested to do so by the fire code official, the primary law enforcement agency with jurisdiction is authorized to assign such available law enforcement as necessary to assist the fire code official with enforcing the provisions of this code.

**7.92.105.1 Section 105.1 is amended – General.**

Section 105.1 of Chapter 1 of the Fire Code of Santa Cruz County is amended to read as follows:

**105.1 - General.** Permits shall be in accordance with Sections 105.1.1, through 105.6.24 or other provisions of this code as required by the jurisdiction having authority.

**7.92.108.2.1 Section 108.2.1 is added – Inspection requests.**

Section 108.2.1 of Chapter 1 of the Fire Code of Santa Cruz County is added to read as follows:

**108.2.1 – Inspection requests.** It shall be the duty of the holder of the permit or their duly authorized agent to notify the fire code official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

**7.92.109.6 Section 109.6 is added – Overcrowding.**

Section 109.6 of Chapter 1 of the Fire Code of Santa Cruz County is added to read as follows:

**109.6 – Overcrowding.** Overcrowding or admittance of any person beyond the approved capacity of a building or a portion thereof shall not be allowed. The fire code official, on finding any overcrowding conditions or obstruction in aisles, passageways or other means of egress, or on finding any condition that constitutes a life safety hazard, shall be authorized to cause the event to be stopped until such condition or obstruction is corrected.

**7.92.111.1 Section 111.1 is amended - Board of Appeals established.**

Section 111.1 of Chapter 1 of the Fire Code of Santa Cruz County is amended to read as follows:

**111.1 - Board of Appeals established.** In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there shall be and is hereby created a Board of Appeals. The Board of Appeals shall be:

For the Santa Cruz County Fire Department, the Board of Supervisors of Santa Cruz County, or a sub-committee as appointed by the Board of Supervisors of Santa Cruz County.

For the independent Fire Districts in Santa Cruz County, the Board of Directors of the Fire District, or a sub-committee as appointed by the Board of Directors of the Fire District.

The fire code official shall be an ex-officio member of said board but shall have no vote on any matter before the board. The board may adopt additional rules of procedure for



conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official.

**7.92.111.3 Section 111.3 is deleted – Qualifications.**

Section 111.3 of Chapter 1 of the Fire Code of Santa Cruz County is deleted.

**7.92.111.5 Section 111.5 is added – Appeals process.**

Section 111.5 of Chapter 1 of the Fire Code of Santa Cruz County is added to read as follows:

**111.5.1 - Initiating appeal.** Any beneficially interested party has the right to appeal the order served by the fire code official by filing a written "NOTICE OF APPEAL" with the office of the fire code official within fourteen (14) days after service of such order. The notice shall state the order appealed from, the identity and mailing address of the appellant, and the specific grounds upon which the appeal is made.

**111.5.2 - Stay of order.** The filing of a properly completed notice of appeal shall have the effect of staying the implementation of the order appealed from, until the final decision of appeal.

**Exception:** Orders affecting acts or conditions which in the opinion of the fire code official, pose an immediate threat to life, property, or the environment as a result of panic, fire, explosion, or release.

**111.5.3 - Hearing of appeal.** Following is the process for establishing and hearing appeals:

1. The Board of Appeals, or the secretary thereof, shall set the matter to be heard at a date within thirty days of receipt of such notice of appeal. Written notice of the time and place set for hearing shall be served on the appellant by first class mail to the mailing address given in the notice of appeal at least five days prior to the date set for the hearing. The fire code official shall transmit to the Board of Appeals all records related to the appeal.

2. At the hearing on the appeal, the appellant shall, in the first instance present evidence in support of the grounds enumerated in their notice of appeal. The fire code official shall next present evidence in support of their order. The appellant and the fire code official shall each have one opportunity to rebut the evidence presented by the other. The hearing shall be de novo in all respects.

**111.5.4 - Decision of the board of appeals.** Upon hearing the appeal, the Board of Appeals may issue a decision affirming, modifying or vacating the order of the fire code official. The decision shall be in writing and shall be served upon the appellant by first class mail to the mailing address given in the notice of appeal.

**111.5.5 - Time of decision.** The Board of Appeals shall have the power to continue any hearing and may, in its discretion, take the appeal under submission. The Board of Appeals shall render a decision not later than the seventh day following the date the matter was taken under submission, and forthwith notify the interested parties as previously set forth.

**7.92.112.4 Section 112.4 is amended – Violation penalties.**

Section 112.4 of Chapter 1 of the Fire Code of Santa Cruz County is amended to read as follows:

**112.4 - Violation penalties.** Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents, or of a permit or certificate used under provisions of this code, shall be guilty of an infraction.

Acts denominated as infractions shall not be punishable by imprisonment. Every violation determined to be an infraction is punishable by:

1. A fine not exceeding one hundred dollars for a first violation;
2. A fine not exceeding two hundred dollars for a second violation of the same provision of this code within one year;
3. A fine not exceeding five hundred dollars for each additional violation of the same provision of this code within one year.

A person charged with an infraction shall not be entitled to a trial by jury. A judgment that a person convicted of an infraction be punished by fine may also provide for the payment to be made within a specified time or in specified installments, contingent upon the person giving their written promise to either pay the fine as provided or to appear in court on the due date. Any person who willfully violates any such written promise is guilty of a misdemeanor.

Each day that a violation continues after due notice has been served shall be deemed a separate offense.

**7.92.112.4.1 Section 112.4.1 is amended – Abatement of violation.**

Section 112.4.1 of Chapter 1 of the Fire Code of Santa Cruz County is amended to read as follows:

**112.4.1 - Abatement of violation.** In addition to the imposition of the penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises. Any violation of this code shall be deemed a public nuisance pursuant to Santa Cruz County Code Section 1.12.050 and/or the Fire Code of Santa Cruz County. In the event that a public nuisance is not abated in accordance with the fire code official's order or the order of the Board of Appeals, if any, the fire code official may, upon securing approval of:

For the Santa Cruz County Fire Department, the Board of Supervisors of Santa Cruz County.

For the independent Fire Districts in Santa Cruz County, the Board of Directors of their Fire District.

proceed to abate the nuisance by force account, contract, or any other method deemed most expedient by the Board. The cost of such abatement may be charged to the owner of record or assessed to the property in a manner provided in Sections 1.14.040 through 1.14.080 of the County of Santa Cruz Code.

**7.92.112.4.2 Section 112.4.2 is added – Enforcement.**

Section 112.4.2 of Chapter 1 of the Fire Code of Santa Cruz County is added to read as follows:

**112.4.2 - Enforcement.** The fire code official and their delegated subordinates, pursuant to the provisions of Section 836.5 of the Penal Code of the State of California, are hereby authorized to arrest a person without a warrant whenever they have reasonable cause to believe that the person has committed a violation of any of the provisions of this Code in their presence. Upon making such an arrest, the fire code official or their delegated subordinate shall prepare a citation and release the person arrested pursuant to Section



853.6 of the Penal Code of the State of California, the provisions of which are hereby adopted by reference as part of this section.

**7.92.113.4 Section 113.4 is amended – Failure to comply.**

Section 113.4 of Chapter 1 of the Fire Code of Santa Cruz County is amended to read as follows:

**113.4 - Failure to comply.** It is unlawful for any person, firm or corporation to violate or fail to comply with any lawful order of the fire code official; fail to comply with an order by the Board of Appeals; or fail to comply with an order of the court of competent jurisdiction within the time fixed therein. Every such violation shall be deemed a misdemeanor and shall be punishable by a fine of not more than \$500.00 plus court assigned fees or by imprisonment not exceeding 1 year in the county jail, or both such fine and imprisonment.

**7.92.202 Section 202 is amended - Definitions.**

Section 202 is amended – Definition of All-Weather Surface.

Definition of All-Weather Surface in Section 202 of Chapter 2 of the Fire Code of Santa Cruz County is added after Alcohol-Blended Fuels to read as follows:

**ALL WEATHER SURFACE.** An all-weather surface shall be a minimum of 6 inches (152 mm) of 95% compacted Class II base rock for grades up to and including 5%, oil and screened for grades up to and including 15%, and asphaltic concrete for grades exceeding 15%. No grade shall be allowed to exceed 16% in State Responsibility Area (SRA) or 20% in Local Responsibility Area (LRA).

Section 202 is amended – Definition of Bridge.

Definition of Bridge in Section 202 of Chapter 2 of the Fire Code of Santa Cruz County is added after Breakout to read as follows:

**BRIDGE.** A bridge shall be defined as a structure designed to carry a roadway over a depression or obstacle.

Section 202 is amended - Definition of De Novo.

Definition of De Novo in Section 202 of Chapter 2 of the Fire Code of Santa Cruz County is added after Deluge System to read as follows:

**DE NOVO.** adj. Latin for "anew," which means starting over, as in a trial de novo. For example, a decision in a small claims case may be appealed to a local trial court, which may try the case again, de novo.

Section 202 is amended - Definition of Greenhouse.

Definition of Greenhouse in Section 202 of Chapter 2 of the Fire Code of Santa Cruz County is added after Grandstand to read as follows:

**GREENHOUSE:** A greenhouse means an agricultural structure constructed of glass or an opaque material which allows natural light to enter and a framing material (e.g., wood, steel, aluminum) that may be open to the elements periodically, including by retracting the walls or roof.

Section 202 is amended - Definition of Local Responsibility Area (LRA).

Definition of Local Responsibility Area (LRA) in Section 202 of Chapter 2 of the Fire Code of Santa Cruz County is added after Listed to read as follows:



**LOCAL RESPONSIBILITY AREA (LRA).** Shall mean lands on which neither the state nor the federal government has any legal responsibility for providing fire protection. Local responsibility areas include incorporated cities and cultivated agriculture lands. Local responsibility area fire protection is typically provided by city fire departments, fire protection districts, special districts, counties, and by CAL FIRE under contract to local government.

Section 202 is amended - Definition of Stage.

Definition of Stage in Section 202 of Chapter 2 of the Fire Code of Santa Cruz County is added after Spraying Space to read as follows:

**STAGE.** A space within a building utilized for entertainment or presentations, which includes overhead hanging curtains, drops, scenery or stage effects other than lighting and sound. Stage area shall be measured to include the entire performance area and adjacent backstage and support areas not separated from the performance area by fire-resistance rated construction. Stage height shall be measured from the lowest point on the stage floor to the highest point of the roof or floor deck above the stage.

Section 202 is amended - Definition of State Responsibility Area (SRA).

Definition of State Responsibility Area (SRA) in Section 202 of Chapter 2 of the Fire Code of Santa Cruz County is added after State-owned/Leased Building to read as follows:

**STATE RESPONSIBILITY AREA (SRA).** Shall mean lands that are classified by the Board of Forestry pursuant to Public Resources Code Section 4125-4127; and the California Code of Regulations, Title 14, Division 1.5, Chapter 7, Article 1, Sections 1220-1220.5 where the financial responsibility of preventing and suppressing forest fires is primarily the responsibility of the State of California.

Section 202 is amended - Definition of Turnaround.

Definition of Turnaround in Section 202 of Chapter 2 of the Fire Code of Santa Cruz County is added after Tube Trailer to read as follows:

**TURNAROUND.** A roadway, unobstructed by parking, which allows for a safe opposite change of direction for emergency equipment. Maximum grade in all directions may not exceed 5% and maximum distance from the structure is 150 feet (45,720 mm) or as approved by the fire code official. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

Section 202 is amended - Definition of Turnout.

Definition of Turnout in Section 202 of Chapter 2 of the Fire Code of Santa Cruz County is added after Turnaround to read as follows:

**TURNOUT.** A widening in a roadway to allow vehicles to pass. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

#### **7.92.304.1.2 Section 304.1.2 is amended - Vegetation.**

Section 304.1.2 of Chapter 3 of the Fire Code of Santa Cruz County is amended to read as follows:

**304.1.2 - Vegetation.** Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. Vegetation clearance requirements in urban-wildland interface areas shall be maintained around and adjacent to buildings and structures. A firebreak shall be made by removing and clearing away, for a distance of not less than 30 feet (9144 mm) on each side of the building or structure or to the property line, whichever is nearer, all flammable

vegetation or other combustible growth. This does not apply to single specimens of trees or other vegetation that is well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to any building or structure.

When required by state law, or local ordinance, rule or regulation, an additional fire protection zone or firebreak may be made by removing all brush, flammable vegetation, or combustible growth that is located within 100 feet (30,480 mm) from the building or structure or to the property line. This section does not prevent an insurance company that insures a building or structure from requiring the owner of the building or structure to maintain a firebreak of more than 100 feet (30,480 mm) around the building or structure. Grass and other vegetation located more than 30 feet (9144 mm) from the building or structure and less than 18 inches (457 mm) in height above the ground may be maintained where necessary to stabilize the soil and prevent erosion. This does not apply to single specimens of trees or other vegetation that is well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to a dwelling or structure.

**7.92.305.4 Section 305.4 is added – Deliberate or negligent burning.**

Section 305.4 of Chapter 3 of the Fire Code of Santa Cruz County is added to read as follows:

**305.4 - Deliberate or negligent burning.** It shall be unlawful to deliberately or through negligence set fire to or cause the burning of combustible material in such a manner as to endanger the safety of persons or property.

**7.92.307.2 Section 307.2 is amended - Permit required.**

Section 307.2 of Chapter 3 of the Fire Code of Santa Cruz County is amended to read as follows:

**307.2 - Permit required.** When required by the fire chief, a permit shall be obtained in accordance with Section 105.5 prior to kindling a fire for recognized silvicultural or range or wildlife management practices, prevention or control of disease or pests, or a bonfire. Application for such permit shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled.

The open burn season for Santa Cruz County unless otherwise declared shall be December 1<sup>st</sup> through April 30<sup>th</sup> of the calendar year. The dates may only be changed by the Monterey Bay Area Unified Air Pollution Control District.

**Exception:** During the "declared open burn season" (as declared by the Monterey Bay Area Unified Air Pollution Control District) pile burning is allowed, at the discretion of the fire chief, when the "Guidelines for Pile Burning" (published by the California Department of Forestry and Fire Protection or Monterey Bay Area Unified Air Pollution Control District) are strictly adhered to.

**7.92.307.2.1 Section 307.2.1 is added – Authorization.**

Section 307.2.1 of Chapter 3 of the Fire Code of Santa Cruz County is added to read as follows:

**307.2.1 - Authorization.** Where required by state or local law or regulations, open burning shall only be permitted with prior approval from the state or local air and water quality management authority, provided that all conditions specified in the authorization are followed.



**7.92.307.3 Section 307.3 is added – Extinguishment authority.**

Section 307.3 of Chapter 3 of the Fire Code of Santa Cruz County is added to read as follows:

**307.3 - Extinguishment authority.** The fire code official is authorized to order the extinguishment by the permit holder, another person responsible or the fire department of open burning that creates or adds to a hazardous or objectionable situation.

**7.92.307.4 Section 307.4 is added - Location.**

Section 307.4 of Chapter 3 of the Fire Code of Santa Cruz County is added to read as follows:

**307.4 – Location.** The location for open burning shall not be less than 50 feet (15,240 mm) from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet (15,240 mm) of any structure.

**Exceptions:**

1. Fires in approved containers that are not less than 15 feet (4572 mm) from a structure.
2. The minimum required distance from a structure shall be 25 feet (7620 mm) when the pile size is 3 feet (914 mm) or less in diameter and 2 feet (609 mm) or less in height.

**7.92.307.4.1 Section 307.4.1 is added – Bonfires.**

Section 307.4.1 of Chapter 3 of the Fire Code of Santa Cruz County is added to read as follows:

**307.4.1 – Bonfires.** A bonfire shall not be conducted within 50 feet (15240 mm) of a structure or combustible material unless the fire is contained in a barbecue pit. Conditions which could cause a fire to spread within 50 feet (15240 mm) of a structure shall be eliminated prior to ignition.

**7.92.307.4.2 Section 307.4.2 is added – Recreational fires.**

Section 307.4.2 of Chapter 3 of the Fire Code of Santa Cruz County is added to read as follows:

**307.4.2 – Recreational fires.** Recreational fires shall not be conducted within 25 feet (7620 mm) of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet (7620 mm) of a structure shall be eliminated prior to ignition.

**7.92.307.4.2 Section 307.4.3 is added – Portable outdoor fireplaces.**

Section 307.4.3 of Chapter 3 of the Fire Code of Santa Cruz County is added to read as follows:

**307.4.3 – Portable outdoor fireplaces.** Portable outdoor fireplaces shall be used in accordance with the manufacturer's instructions and shall not be operated within 15 feet (4572 mm) of a structure or combustible material.

**Exception:**

Portable outdoor fireplaces used at one- and two-family dwellings.

**7.92.307.5 Section 307.5 is added - Attendance.**

Section 307.5 of Chapter 3 of the Fire Code of Santa Cruz County is added to read as follows:

**307.5 – Attendance.** Open burning, bonfires, recreational fires and use of portable outdoor fireplaces shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher complying with Section 906 with a minimum 4-A rating or other approved on-site fire – extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

**7.92.308.1.2 Section 308.1.2 is added – Throwing or placing sources of ignition.**

Section 308.1.2 of Chapter 3 of the Fire Code of Santa Cruz County is added to read as follows:

**308.1.2 - Throwing or placing sources of ignition.** A person shall not throw or place, or cause to be thrown or placed, a lighted match, cigar, cigarette, matches, or other flaming or glowing substance or object on any surface or article where it can cause an unwanted fire.

**7.92.308.1.4 Section 308.1.4 is deleted – Open-flame cooking devices.**

Section 308.1.4 of Chapter 3 of the Fire Code of Santa Cruz County is hereby deleted:

**7.92.308.1.6.3 Section 308.1.6.3 is added – Sky lanterns.**

Section 308.1.6.3 of Chapter 3 of the Fire Code of Santa Cruz County is added to read as follows:

**308.1.6.3 - Sky lanterns.** A person shall not release or cause to be released an untethered sky lantern.

**7.92.308.1.7 Section 308.1.7 is added – Religious ceremonies.**

Section 308.1.7 of Chapter 3 of the Fire Code of Santa Cruz County is added to read as follows:

**308.1.7 – Religious ceremonies.** When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.

**7.92.311.5 Section 311.5 is amended – Placards.**

Section 311.5 of Chapter 3 of the Fire Code of Santa Cruz County is amended to read as follows:

**311.5 – Placards.** When required by the fire code official, any building or structure determined to be unsafe pursuant to Section 110 of this code relating to structural or interior hazards shall be marked as required by Sections 311.5.1 through 311.5.5.

**7.92.403.11 Section 403.11 is added – Special requirements for public safety.**

Section 403.11 of Chapter 4 of the Fire Code of Santa Cruz County is added to read as follows:

**403.11 - Special requirements for public safety** shall be in accordance with Sections 403.11.1 through 403.11.3.3.

**403.11.1 - Fire watch personnel.** Where, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved. Fire watch personnel shall comply with Sections 403.11.1.1 and 403.11.1.2

**403.11.1.1 – Duty times.** Fire watch personnel shall remain on duty while places requiring a fire watch are open to the public, or when activity requiring a fire watch is being conducted.

**403.11.1.2 – Duties.** On-duty fire watch personnel shall have the following responsibilities:

1. Keep diligent watch for fires, obstructions to means of egress and other hazards.
2. Take prompt measures for remediation of hazards and extinguishment of fire that occur.
3. Take prompt measures to assist in the evacuation of the public from the structure.



**7.92.501.3 Section 501.3 is amended – Construction documents.**

Section 501.3 of Chapter 5 of the Fire Code of Santa Cruz County is amended to read as follows:

**501.3 – Construction documents.** Construction documents for proposed fire apparatus access, location of fire lanes, security gates across fire apparatus access roads and construction documents and hydraulic calculations for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction. When grading work is needed for the access road(s) within the jurisdiction of Santa Cruz County, application for a grading permit shall be made with the Santa Cruz County Planning Department pursuant to the Santa Cruz County Grading Ordinance. Such Permits shall be reviewed by the Santa Cruz County Environmental Coordinator as required.

**7.92.503 Section 503 is added – FIRE APPARATUS ACCESS ROADS.**

Section 503 of Chapter 5 of the Fire Code of Santa Cruz County is added and amended below.

**7.92.503.2.1 Section 503.2.1 is amended – Dimensions.**

Section 503.2.1 of Chapter 5 of the Fire Code of Santa Cruz County is amended to read as follows:

**503.2.1 – Dimensions.** Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 15 feet (4572 mm).

**Exceptions:**

1. Within the State Responsibility Area (SRA) of Santa Cruz County, all driveways serving two or fewer habitable structures shall have an unobstructed width of not less than 12 feet (3658 mm) and an unobstructed vertical clearance of not less than 15 feet (4572 mm).
2. Within the Local Responsibility Area (LRA) of Santa Cruz County, access roads shall be a minimum of 18 feet (5486 mm) wide for all access roads or driveways serving more than two habitable structures, and 12 feet (3658 mm) for an access road or driveway serving two or fewer habitable structures. Where it is environmentally inadvisable to meet these criteria (due to excessive grading, tree removal or other environmental impacts), a 12-foot (3658 mm) wide all-weather surface access road with 12-foot (3658 mm) wide by 35-foot (10,668 mm) long turnouts located approximately every 500 feet (152,400 mm) may be provided with the approval of the fire code official.
3. Vertical clearance may be reduced; provided such reduction does not impair access by fire apparatus and approved signs are installed and maintained indicating the established vertical clearance when approved by the fire code official.

**7.92.503.2.1.1 Section 503.2.1.1 is added – Vegetation clearance along access roads.**

Section 503.2.1.1 of Chapter 5 of the Fire Code of Santa Cruz County is added to read as follows:

**503.2.1.1 – Vegetation clearance along access roads.** Areas within 10 feet (3048 mm) horizontal and 15 feet (4572 mm) vertical on each side of portions of highways, public and private streets, roads and driveways which are ordinarily used for vehicular traffic shall be cleared of flammable vegetation and other combustible growth. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

**Exception:** Single specimens of trees or cultivated ground cover such as green grass, ivy, succulents or similar plants used as ground covers, are exempt provided they do not form a means of readily transmitting fire at the discretion of the fire code official.

**7.92.503.2.3 Section 503.2.3 is amended – Surface.**

Section 503.2.3 of Chapter 5 of the Fire Code of Santa Cruz County is amended to read as follows:

**503.2.3 - Surface.** An all-weather surface shall be a minimum of 6 inches (152 mm) of 95% compacted Class II base rock for grades up to and including 5%, oil and screened for grades up to and including 15%, and asphaltic concrete for grades exceeding 15%. No grade shall be allowed to exceed 16% in State Responsibility Area (SRA) or 20% in Local Responsibility Area (LRA).

**7.92.503.2.4 Section 503.2.4 is amended – Turning radius.**

Section 503.2.4 of Chapter 5 of the Fire Code of Santa Cruz County is amended to read as follows:

**503.2.4 – Turning radius.** In the State Responsibility Area (SRA) no roadway shall have a horizontal inside radius of curvature of less than 50 feet (15,240 mm) and additional surface width of 4 feet (1219 mm) shall be added to curves of 50-100 feet (15,240-30,480 mm) radius; 2 feet (609 mm) to those from 100-200 feet (30,480-60,960 mm). In the Local Responsibility Area (LRA) the minimum centerline radius shall be 35 feet (10,668 mm).

**7.92.503.2.5.1 Section 503.2.5.1 is added – New dead-end access roads.**

Section 503.2.5.1 of Chapter 5 of the Fire Code of Santa Cruz County is added to read as follows:

**503.2.5.1 – New dead-end access roads.** New dead-end roads are prohibited, without secondary access, serving more than one parcel in new minor land divisions or subdivisions which exceed the following distances from an adequate through road unless approved by the applicable fire protection agency, the Department of Public Works, and by the Planning Commission; in no case shall a new dead-end road exceed ½ mile in length.

Urban & Suburban General Plan and LCP Land Use Plan designation	500 feet (152,400 mm)
Rural General Plan and LCP Land Use Plan designation	1000 feet (304,800mm)
Mountain General Plan and LCP Land Use Plan designation	1500 feet (457,200 mm)

**7.92.503.2.6.1 Section 503.2.6.1 is added – Width.**

Section 503.2.6.1 of Chapter 5 of the Fire Code of Santa Cruz County is added to read as follows:

**503.2.6.1 - Width.** All bridges shall be a minimum of 20 feet (6096 mm) of clear width. The fire code official may allow the width to be reduced for access to U or R-3 occupancies in accordance with Objective 6.5 – Fire Hazards of the Santa Cruz County General Plan.

**7.92.503.2.6.2 Section 503.2.6.2 is added – Certification.**

Section 503.2.6.2 of Chapter 5 of the Fire Code of Santa Cruz County is added to read as follows:



**503.2.6.2 - Certification.** Every private bridge hereafter constructed shall be engineered by a licensed civil or structural engineer and approved by the fire code official. Certification shall be provided by the licensed engineer in writing that the bridge complies with the design standard required by this section to the fire code official.

**7.92.503.2.6.3 Section 503.2.6.3 is added – Recertification.**

Section 503.2.6.3 of Chapter 5 of the Fire Code of Santa Cruz County is added to read as follows:

**503.2.6.3 - Recertification.** Every private bridge shall be recertified every ten years or whenever deemed necessary by the fire code official. Such recertification shall be in accordance with the requirements of 503.2.6.2.

**7.92.503.2.6.4 Section 503.2.6.4 is added – Existing private bridges.**

Section 503.2.6.4 of Chapter 5 of the Fire Code of Santa Cruz County is added to read as follows:

**503.2.6.4 - Existing private bridges.** An existing private bridge not conforming to these regulations may be required to conform when in the opinion of the fire code official, such repairs are necessary for public safety.

**7.92.503.2.6.5 Section 503.2.6.5 is added – Fees.**

Section 503.2.6.5 of Chapter 5 of the Fire Code of Santa Cruz County is added to read as follows:

**503.2.6.5 - Fees.** All fees charged for the purpose of certification or recertification shall be at the owner's expense.

**7.92.503.2.7 Section 503.2.7 is amended – Grade.**

Section 503.2.7 of Chapter 5 of the Fire Code of Santa Cruz County is amended to read as follows:

**503.2.7 – Grade.** The grade for all roads, streets, private lanes and driveways shall not exceed 16% in State Responsibility Area (SRA) and 20% in Local Responsibility Area (LRA).

**7.92.503.3 Section 503.3 is added – Marking.**

Section 503.3 of Chapter 5 of the Fire Code of Santa Cruz County is added to read as follows:

**503.3 Marking.** Where required by the fire code official, approved signs or other approved notices or markings that include the words "NO PARKING—FIRE LANE" shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

**7.92.503.7 Section 503.7 is added – Gates.**

Section 503.7 of Chapter 5 of the Fire Code of Santa Cruz County is added to read as follows:

**503.7 – Gates.** All Gates providing access from a road to a driveway, or within any access road, shall be located at least 30 feet (9144 mm) from the roadway and shall open to allow a vehicle to stop without obstructing traffic on the road. Gate entrances shall be at least 2 feet (609 mm) wider than the access road being secured, but in no case shall the width be less



than 14 feet (4267 mm) unobstructed horizontal clearance and unobstructed vertical clearance of 15 feet (4572 mm). When gates are to be locked, the installation of a key box or other acceptable means for immediate access may be required as in Section 503.6.

**7.92.505.2 Section 505.2 is amended – Street and road signs.**

Section 505.2 of Chapter 5 of the Fire Code of Santa Cruz County is amended to read as follows:

**505.2 - Street and road signs.** Streets and roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained until replaced by permanent signs. Posting of any road names and numbers not authorized by the Office of Street Naming and Numbering of the County of Santa Cruz, and the fire code official is prohibited.

**7.92.507.3 Section 507.3 is amended – Fire flow.**

Section 507.3 of Chapter 5 of the Fire Code of Santa Cruz County is amended to read as follows:

**507.3 – Fire flow.** Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method Appendix B, or Appendix BB (for school buildings as scoped in BB 101.1)

Parcels not within the boundaries of a public or private water purveyor shall have a minimum water supply capable of supplying a flow of 500 gallons per minute for 20 minutes (10,000 gallons) for all new fire sprinklered (NFPA 13D) dwellings, residential additions in excess of 500 square feet, and other structures classified as residential accessory uses such as garages, storage buildings, barns, etc.

Privately owned water that is not supplied by a licensed water purveyor shall:

1. Serve no more than two dwellings and no more than 10,000 square feet of habitable dwelling space, and;
2. Be provided pursuant to a recorded covenant that runs with the land if the water supply originates from another parcel. If a water purveyor supplies the water, the applicant must submit with the building plan written verification from the licensed purveyor that the water supply meets the flow requirement.

**Exception:** A 2% reduction will be allowed for flow supplied by approved stationary water tanks, to account for the nominal standardized capacity of such tanks.

**7.92.507.5.7 Section 507.5.7 is added – Painting.**

Section 507.5.7 of Chapter 5 of the Fire Code of Santa Cruz County is added to read as follows:

**507.5.7 – Painting.** When required by the fire code official, fire hydrants shall be painted in accordance with NFPA 291 and Santa Cruz County Fire Prevention Officers Standards.

**7.92.903.1 Sections 903.1 through 903.2.10.2 are deleted and replaced – Automatic Sprinkler Systems.**

Sections 903.1 through 903.2.10.2 of Chapter 9 of the Fire Code of Santa Cruz County are deleted and replaced to read as follows:

**903.1 - General.** Automatic sprinkler systems shall comply with this section.

**903.1.1 - Alternative protection.** Alternative automatic fire-extinguishing systems

complying with Section 904 shall be permitted in lieu of automatic sprinkler protection where recognized by the applicable standard and approved by the fire code official.

**903.2 - Where required.** Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in this section.

**903.2.1 - New structures.** An automatic fire sprinkler system shall be provided in all new occupancies as defined in Chapter 3 of the California Building Code, regardless of type of construction and/or floor area, unless otherwise pre-empted by the California Health and Safety Code. Any occupancy not specifically mentioned shall be included in the group that it most nearly resembles based on the proposed life and fire hazard.

**Exceptions:**

1. Private garages, carports, workshops, office, art studio, and/or sheds not more than 1,000 square feet (93 m<sup>2</sup>) of total floor area shall not require fire sprinklers where they are detached and separate from other structures and provided with exterior wall and opening protection as per the California Building Code.
2. Sheds exceeding 1,000 square feet, (93 m<sup>2</sup>) but not exceeding 3,000 square feet (278 m<sup>2</sup>) shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates that the applicant's proposal does not increase the fire hazard or fire load.
3. Agricultural buildings as defined in Appendix Chapter C, of the California Building Code having a clear unobstructed side yard exceeding 60 feet (18,280 mm) in all directions, not exceeding 25 feet (7620 mm) in height and located within an Agricultural zoned district, as defined in the Santa Cruz County Planning Code.
  - a. Not exceeding 2,000 square feet (186 m<sup>2</sup>) or as exempted by the fire chief, shall not require fire sprinklers.
  - b. Exceeding 2,000 square feet (186 m<sup>2</sup>) but not exceeding 5,000 square feet, shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates the applicant's proposal does not increase the fire hazard or fire load.
  - c. Greenhouses of non-combustible construction.
4. Group B and Group M Occupancies not more than 500 square feet (46.5 m<sup>2</sup>) shall not require fire sprinklers where they are detached and separate from other structures and provided with exterior wall and opening protection as per the California Building Code, Table 508.4.
5. For public school state-funded construction projects see CFC Section 903.2.19.

**903.2.2 Existing Structures.** An automatic sprinkler system shall be provided in existing structures when, after the effective date of this code, a building permit is issued to allow additions to be made to existing structures which either:

1. Are already six thousand (6,000) square feet or greater in total floor area; or
2. Will increase the existing square footage to greater than > (6,000) square feet in total floor area; or
3. Will increase the total floor area of a structure by 10% or more; or
4. When there is a change in the character of the occupancy or use of any building which in the opinion of the fire chief increases or may cause to increase the hazard of fire or threat to life or safety.
5. When additions are made to a structure which contains an existing fire sprinkler system. The fire sprinkler system shall be augmented, thus, creating fire sprinkler protection in the



entire structure.

**Exceptions:**

1. Group U occupancies not more than one thousand (1,000) square feet.
2. Group B and Group M occupancies not more than five hundred (500) square feet.
3. Group R-3 dwellings:
  - a) Where additions do not increase the total existing square footage by more than 50%; or,
  - b) Where alterations and/or repairs result in the removal, alteration, modification, replacement and/or repair of fifty percent or more of the external walls of a building, or result in the removal, modification, replacement and/or repair of fifty percent or more of the existing internal structural and/or non-structural framework, independently or in combination thereof, within a five-year period, the entire building shall be made to conform to the current provisions of this chapter. The determination under this section of the requirement for upgrading any existing structure to full conformance with current provisions of this Chapter shall be at the sole discretion of the Fire Code Official.
4. Accessory Dwelling Unit constructed on lots with an existing sprinklered primary residence:
  - a) Attached to main residence – fire sprinklers required.
  - b) Detached from main residence, fire sprinklers required.
5. Accessory Dwelling Unit constructed on lots with an existing non-sprinklered primary residence:
  - a) Attached to main residence and is less than or equal to 50% of the existing sq-ft. of the primary residence – fire sprinklers not required.
  - b) Detached from main residence and meets the required fire flow – fire sprinklers not required.

**7.92.903.2 Sections 903.2.11 through 903.2.12.1 are amended – Specific buildings areas and hazards.**

Sections 903.2.11 through 903.2.12.1 of Chapter 9 of the Fire Code of Santa Cruz County are added or amended, as applicable, to read as follows:

**903.2.11 - Specific building areas and hazards.** An automatic sprinkler system shall be installed in the locations set forth in Sections 903.2.11.1 through 903.2.12.

**Exception:** Group R-3 and Group U.

**903.2.11.1 - Stories without openings.** An automatic sprinkler system shall be installed throughout all stories including basements, of all buildings where the floor area exceeds 1,500 square feet (139.4 m<sup>2</sup>) and where the story does not comply with the following criteria for exterior wall openings:

1. Openings below grade that lead directly to ground level by an exterior stairway complying with Section 1011 or an outside ramp complying with Section 1012. Openings shall be located in each 50 linear feet (15,240 mm), or fraction thereof, of exterior wall in the story on at least one side. The required openings shall be distributed such that the lineal distance between adjacent openings does not exceed 50 feet (15,240 mm).
2. Openings entirely above the adjoining ground level totaling at least 20 square feet (1.86 m<sup>2</sup>) in each 50 linear feet (15,240 mm), or fraction thereof, of exterior wall in the story on at

least one side. The required openings shall be distributed such that the lineal distance between adjacent openings does not exceed 50 feet (15,240 mm). The height of the bottom of the clear opening shall not exceed 44 inches (1,118 mm) measured from the floor.

**903.2.11.1.1 - Opening dimensions and access.** Openings shall have a minimum dimension of not less than 30 inches (762 mm). Such openings shall be accessible to the fire department from the exterior and shall not be obstructed in a manner that firefighting or rescue cannot be accomplished from the exterior.

**903.2.11.1.2 - Openings on one side only.** Where openings in a story are provided on only one side and the opposite wall of such story is more than 75 feet (22,860 mm) from such openings, the story shall be equipped throughout with an approved automatic sprinkler system or openings as specified above shall be provided on at least two sides of the story.

**903.2.11.1.3 - Basements.** Where any portion of a basement is located more than 75 feet (22,860 mm) from openings required by Section 903.2.11.1, the basement shall be equipped throughout with an approved automatic sprinkler system.

**903.2.11.2 - Rubbish and linen chutes.** An automatic sprinkler system shall be installed at the top of rubbish and linen chutes and in their terminal rooms. Chutes shall have additional sprinkler heads installed at alternate floors and at the lowest intake. Where a rubbish chute extends through a building more than one floor below the lowest intake, the extension shall have sprinklers installed that are recessed from the drop area of the chute and protected from freezing in accordance with Section 903.3.1.1. Such sprinklers shall be installed at alternate floors beginning with the second level below the last intake and ending with the floor above the discharge. Chute sprinklers shall be accessible for servicing.

**903.2.11.3 - Buildings 55 feet or more in height.** An automatic sprinkler system shall be installed throughout buildings with a floor level having an occupant load of 30 or more that is located 55 feet (16,764 mm) or more above the lowest level of fire department vehicle access, measured to the finished floor.

**Exceptions:**

1. Open parking structures.
2. Occupancies in Group F-2.

**903.2.11.4 - Ducts conveying hazardous exhausts.** Where required by the California Mechanical Code, automatic sprinklers shall be provided in ducts conveying hazardous exhausts, flammable or combustible materials.

**Exception:** Ducts where the largest cross-sectional diameter of the duct is less than 10 inches (254 mm).

**903.2.11.5 - Commercial cooking operations.** An automatic sprinkler system shall be installed in a commercial kitchen exhaust hood and duct system where an automatic sprinkler system is used to comply with Section 904.

**903.2.11.6 - Other required suppression systems.** In addition to the requirements of Section 903.2, the provisions indicated in Table 903.2.11.6 require the installation of a fire suppression system for certain buildings and areas.

**903.2.11.6.1 - Change of hazard.** The fire code official may require the installation of an automatic fire system when there is a change in the character of the occupancy or use of any building which increases or may cause to increase the hazard of fire or threat to life or safety.



**903.2.11.7 - Change in access.** The fire code official may require the installation of an automatic fire system when any alteration or change in the use of a building or portion thereof changes access to property so as to impede the fire department's ability to control a fire.

**903.2.12 - During construction.** Automatic sprinkler systems required during construction, alteration and demolition operations shall be provided in accordance with Section 3313.

**903.2.12.1 - Inspectors Test Valve.** All structures, commercial and residential, shall include the installation of a fire sprinkler inspectors test valve to be located at the most remote part of the sprinkler system.

**7.92.903.3.1.1.2 Section 903.3.1.1.2 is deleted – Bathrooms.**

Section 903.3.1.1.2 of Chapter 9 of the Fire Code of Santa Cruz County is deleted.

**7.92.903.3.1.3 Section 903.3.1.3 is amended – NFPA 13D sprinkler systems.**

Section 903.3.1.3 of Chapter 9 of the Fire Code of Santa Cruz County is amended to read as follows:

**903.3.1.3 - NFPA 13D sprinkler systems.** Automatic sprinkler systems installed in one and two-family dwellings, Group R-3 and R-4 congregate living facilities and townhouses, non-habitable structures classified as accessory to a residential use and not intended for commercial usage or mercantile, shall be permitted to be installed throughout in accordance with NFPA 13D and installation guidelines as promulgated by the Santa Cruz County Fire Chiefs Association.

**7.92.903.3.7 Section 903.3.7 is amended – Fire department connections.**

Section 903.3.7 of Chapter 9 of the Fire Code of Santa Cruz County is amended to read as follows:

**903.3.7 - Fire department connections.** Fire department connections for automatic sprinkler systems shall be installed in accordance with Section 912. Buildings equipped with a fire sprinkler system in accordance with this chapter shall have a fire department connection located within 100 feet (183m). The location of the fire department connections shall be approved by the fire code official.

**Exception:** Single- and two-family dwellings protected by a fire sprinkler system in accordance with Section 903.3.1.3.

**7.92.1201.4 Section 1201.4 is added – Alternate power sources.**

Section 1201.4 of Chapter 12 of the Fire Code of Santa Cruz County is added to read as follows:

**1201.4 - Alternate power sources.** All permanent installations of electrical generators, wind generators, solar photovoltaic cells, or other power sources shall be approved by the building code official. In addition to all applicable provisions of Title 24 CCR for any such installation, a sign reading:

"WARNING – This premise is provided with an Alternate Power Source. Disconnection of commercial power may not disable the electrical power source"

shall be permanently affixed. Sign shall be red in color with a minimum of ½" tall contrasting lettering and shall be permanently affixed on each electrical panel subject to back-feed from alternate power sources. Any and all power disabling switches shall be clearly labeled.



**7.92.3905.1.3 Section 3905.1.3 is amended – Operation**

Section 3905.1.3 of Chapter 39 of Santa Cruz County is amended to read as follows:

**3905.1.3 – Operation.** Activation of the gas detection system shall result in all of the following:

1. Initiation of distinct audible and visual alarm signals in extraction room.
2. Deactivation of all heating systems located in the extraction room.
3. Activation of the mechanical ventilation system, where the system is interlocked with gas detection.
4. For detection levels at or exceeding 25% of the LEL/LFL shall result in the activation of the building's fire alarm system.

**7.92.5303.5.3 Section 5303.5.3 is amended – Securing compressed gas containers, cylinders and tanks.**

Section 5303.5.3 of Chapter 53 of the Fire Code of Santa Cruz County is amended to read as follows:

**5303.5.3 - Securing compressed gas containers, cylinders and tanks.** Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods:

1. Securing containers, cylinders and tanks to a fixed object with two or more non-combustible restraints. The object used to anchor the restraint shall be capable of withstanding the anticipated load(s) imposed. Anchor(s) shall be attached to a structural framing member or similar.
2. Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks.
3. Nesting of compressed gas containers, cylinders and tanks at container filling or servicing facilities or in seller's warehouses not accessible to the public. Nesting shall be allowed provided the nested containers, cylinders or tanks, if dislodged, do not obstruct the required means of egress.
4. Securing of compressed gas containers, cylinders and tanks to or within a rack, framework, cabinet or similar assembly designed for such use.

**Exception:** Compressed gas containers, cylinders and tanks in the process of examination, filling, transport or servicing.

**7.92.5600 CHAPTER 56 is amended – Explosives and Fireworks.**

Chapter 56 of the Fire Code of Santa Cruz County is amended to read as follows:

**5601.1.3 – Fireworks.** The possession, manufacture, storage, sale, handling and use of fireworks are prohibited.

**Exception:** The use of fireworks for fireworks displays, pyrotechnics before a proximate audience and pyrotechnic special effects in motion pictures, television, theatrical or group entertainment productions as allowed in Title 19, Division 1, Chapter 6 Fireworks reprinted in Section 5608 and Health and Safety Code Division 11.

**5601.2 – Permit required.** Permits shall be required as set forth in 105.5 and regulated in accordance with this Chapter. Permits for explosives as contained within this chapter, with

the exception of display fireworks, shall be obtained by the law enforcement agency of jurisdiction.

**5601.2.2 - Sale and retail display.** Persons shall not construct a retail display nor offer for sale explosives, explosive materials or fireworks.

**7.92.9000 Chapter 90 is added – Suppression and Control of Fire in Wildfire Risk Areas.**

Chapter 90 of the Fire Code of Santa Cruz County is added to read as follows:

**9001 - SCOPE.** The unrestricted use of grass-, grain-, brush- or forest-covered land in wildfire risk areas is a potential menace to life and property from fire and resulting erosion. Safeguards to prevent the occurrence of fires and to provide adequate fire-protection facilities to control the spread of fire which might be caused by recreational, residential, commercial, industrial or other activities shall be in accordance with Chapter 90.

**9002 - RESTRICTED ENTRY.** The fire code official shall determine and publicly announce when wildfire risk areas shall be closed to entry and when such areas shall again be opened to entry. Entry on and occupation of wildfire risk areas, except public roadways, inhabited areas or established trails and camp sites which have not been closed during such time when the wildfire risk area is closed to entry, is prohibited.

**Exceptions:**

1. Residents and owners of private property within wildfire risk areas and their invitees and guests going to or being upon their lands.
2. Entry, in the course of duty, by peace or police officers, and other duly authorized public officers, members of a fire department and members of the United States Forest Service.

**9003 - TRESPASSING ON POSTED PROPERTY.**

**9003.1 - General.** When the fire code official determines that a specific area within a wildfire risk area presents an exceptional and continuing fire danger because of the density of natural growth, difficulty of terrain, proximity to structures or accessibility to the public, such areas shall be closed until changed conditions warrant termination of closure. Such areas shall be posted as hereinafter provided.

**9003.2 - Signs.** Approved signs prohibiting entry by unauthorized persons and referring to §9002 shall be placed on every closed area.

**9003.3 - Trespassing.** Entering and remaining within areas closed and posted is prohibited.

**Exception:** Owners and occupiers of private or public property within closed and posted areas, their guests or invitees, and local, state and federal public officers and their authorized agents acting in the course of duty.

**9004 - USE OF FIRE ROADS AND FIREBREAKS.** Motorcycles, motor scooters and motor vehicles shall not be driven or parked upon, and trespassing is prohibited upon, fire roads or firebreaks beyond the point where travel is restricted by a cable, gate or sign, without the permission of the property owners. Vehicles shall not be parked in a manner which obstructs the entrance to a fire road or firebreak.

**Exception:** Public officers acting within their scope of duty.



Radio and television aerials, guy wires thereto, and other obstructions shall not be installed or maintained on fire roads or firebreaks unless located 16 feet (4877 mm) or more above such fire road or firebreak.

**9005 - USE OF MOTORCYCLES, MOTOR SCOOTERS AND MOTOR VEHICLES.**

Motorcycles, motor scooters and motor vehicles shall not be operated within wildfire risk areas, without a permit by the fire code official, except upon clearly established public or private roads. Permission from the property owner shall be presented when requesting a permit.

**9006 - LIABILITY FOR DAMAGE.** The expenses of fighting fires which result from a violation of this chapter shall be a charge against the person whose violation caused the fire. Damages caused by such fires shall constitute a debt of such person and are collectable by the fire code official in the same manner as in the case of an obligation under a contract, expressed or implied.

**Article II. Fire Limits**

**7.92.9500 Geographic limits.**

The geographic limits referred to in certain sections of the Fire Code of Santa Cruz County are hereby established as follows:

(A) Establishment of Limits of Districts in Which Storage of Flammable or Combustible Liquids in Outside Aboveground Tanks is Prohibited. The limits referred to in Sections 5704.2.9.6.1 and 5706.2.4.4 of the Fire Code of Santa Cruz County in which the storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is restricted are hereby established as the incorporated area of the political boundary of the independent Fire District applying this code.

Exceptions: Such use is allowed in the following zoning districts:

- (1) The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in A or A-1 Zones;
- (2) The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in M-1, M-2 or M-3 Zones;
- (3) The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in NR Zones.

(B) Establishment of Limits of Districts in Which Storage of Flammable Cryogenic Fluids in Stationary Containers Is to Be Prohibited. The limits referred to in Section 5806.2 of the Fire Code of Santa Cruz County in which storage of flammable cryogenic fluids in stationary containers is prohibited are hereby established as the political boundary of the independent Fire District applying this code.

Exceptions:

- (1) The storage of flammable cryogenic fluids in stationary containers is allowed in an M-2 Zone with a Conditional Use Permit issued by the Planning Department.
- (2) The storage of flammable cryogenic fluids in stationary containers is allowed in an M-3 Zone.

(C) Establishment of Limits for Storage of Liquefied Petroleum Gas. The limits referred to in Section 6104.2 of the Fire Code of Santa Cruz County are hereby limited to a maximum of 2,000 gallons water capacity within the political boundary of the independent Fire District applying this code.

**SECTION II**

The project to adopt the 2022 California Fire Code with local amendments is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility the enactment of the ordinance will have a significant effect on the environment.

**SECTION III**

The Board of Supervisors finds that the proposed amendments to the County Code are consistent with other provisions of the County Code and with State law.

**SECTION IV**

Should any section, clause, or provision of this ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole, or parts thereof, other than the part so declared to be invalid.

**SECTION V**

This ordinance shall take effect on the 31<sup>st</sup> day following final adoption.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by the Board of Supervisors of the County of Santa Cruz by the following vote:

AYES: SUPERVISORS  
 NOES: SUPERVISORS  
 ABSENT: SUPERVISORS  
 ABSTAIN: SUPERVISORS

\_\_\_\_\_  
 CHAIRPERSON, BOARD OF SUPERVISORS

ATTEST: \_\_\_\_\_  
 Clerk of the Board

APPROVED AS TO FORM:

DocuSigned by:

*Justin Graham*

40E85ACDE0AB42D

\_\_\_\_\_  
 ASSISTANT COUNTY COUNSEL (AMS#13454)  
 Justin Graham

Attachment: Ordinance Chapter 7.92 Fire Code (13454 : Adoption of 2022 California Building Standards Code)



**Ron Whittle**  
Fire Chief

# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Date: December 14, 2022

To: Board of Directors

From: Chief Whittle  
Deputy Fire Marshal Collins

Subject: Adoption of 2022 Fire Code for City of Scotts Valley

## **Recommendations**

1. A **motion** shall be entertained to adopt Resolution 2022-11, "Notice of Intent to Adopt the 2022 California Fire Code" with amendments based on the 2021 International Fire Code and set a Public Hearing for January 11, 2023 at 6:00 pm, and direct staff to post notice of such hearing.
2. A **motion** shall be entertained to adopt "Findings of Fact", Resolution 2022-12, "Resolution Finding Modification of State Housing Law", and direct staff to forward copy of findings, along with a copy of the proposed Ordinance to the City Clerk for the City of Scotts Valley.
3. A **motion** shall be entertained to adopt Resolution 2022-13, "Notice of Intent to Adopt a Negative Declaration" at the public hearing of January 11, 2023 at 6:00 pm. Direct staff to prepare the Environmental Checklist as necessary for such declaration.
4. Conduct the first reading of Ordinance 2022-1 adopting the Fire Code for the Scotts Valley Fire Protection District for the City of Scotts Valley and waive the reading of the actual text. Copies are available for review at the Administrative Office for those parties that are interested. Direct staff to forward a copy of the proposed Ordinance to the City Clerk for the City of Scotts Valley with a letter allowing 30 days for comments, which should be submitted to the Scotts Valley Fire Protection District Board of Directors to be incorporated into the public hearing record on January 11, 2023.

## **Background**

Every three years, the California Building Standards Commission updates the Building Standards Code. What this means to the district is that during each code cycle the District is required to update their local codes and adopt the current model code with amendments and the California Fire Code as published by the California Building Standards Commission. The proposed ordinance adopts the 2021 International Fire Code and the 2022 California Fire Code with the enclosed amendments. The California Health and Safety Code identifies a specific process for adoption of the Fire Code with specific actions and timelines.

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It is necessary for the Board to adopt a resolution finding that it is necessary to modify State Housing Law due to local conditions. This is due to the fact that the ordinance will modify the building standards that have been adopted for California. Those modifications are:

- The requirement of automatic fire sprinklers in all new buildings, the same as currently in place (since 1989).
- Required water storage for rural firefighting
- Alternate Power Sources
- Locations of Fire Department Connections, and
- Explosive & Fireworks

A resolution to make those findings is necessary whenever modifications are made to the Buildings Standards Code (Title 24 California Code of Regulations – Part 9 “Fire Code”).

The ordinance text has been collectively prepared by members of the Santa Cruz County Fire Prevention Officers and representative of each fire agency in the county. By doing this, all agencies have a consistent code throughout all jurisdictions within the County.

## **Discussion**

The following is a list of the significant changes from the previous Fire Code adopted by your Board (Ordinance 2019-1):

- **Section 101.1** – This is a carry-over from previous editions of the ordinance
- **Section 102.1** – Added language to assist with determining when the provisions of your ordinance will trigger specific requirements when addressing existing structure, alterations and repairs to existing building stock
- **Section 102.9** – This is a carry-over from previous editions of the ordinance
- **Section 103.4** – This is a new section in your ordinance to address police powers associated with the enforcement of your ordinance. This section disappeared from the model code, and without it, the ability to ask for the assistance of law enforcement to enforce the provisions of the fire code disappeared also.
- **Section 105.1** – This is a carry-over from previous editions of the ordinance
- **Section 108.2.1** – This has been added
- **Section 109.6** – This has been added
- **Section 111.1** – This is a carry-over from previous editions of the ordinance
- **Section 111.3** – This has been deleted
- **Section 111.5 et al** – This has been added
- **Section 112.4.1** – This is a carry-over from previous editions of the ordinance
- **Section 112.4.2** – This has been added
- **Section 113.4** – This is a carry-over from previous editions of the ordinance
- **Section 202** – The definition of ALL WEATHER SURFACE has been redefined to acknowledge the requirements contained within Title 14 CCR (Public Resources Code)
- **Section 202** – Carried over definition for BRIDGE
- **Section 202** – Carried over definition for DE NOVO

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- **Section 202** – Fire Chief definition has been removed
- **Section 202** – Carried over definition for GREENHOUSE
- **Section 202** – New definition for LOCAL RESPONSIBILITY AREA (LRA)
- **Section 202** – Carried over definition for STAGE
- **Section 202** – New definition for STATE RESPONSIBILITY AREA (SRA)
- **Section 202** – New definition for TURNAROUND
- **Section 202** – New definition for TURNOUT
- **Section 304.1.2** – Carried over from previous editions of the ordinance
- **Section 305.4** – This has been added
- **Section 307.2** – Carried over from previous editions of the ordinance
- **Section 307.2.1** – This has been added
- **Section 307.3** – This has been added
- **Section 307.4 etal** – This has been added
- **Section 307.5** – This has been added
- **Section 308.1.2** – This has been added
- **Section 308.1.4** – This has been deleted
- **Section 308.1.6.3** – This has been added
- **Section 308.1.7** – This has been added
- **Section 311.5** – Carried over from previous editions of the ordinance
- **Section 403.11 etal** – This has been added
- **Section 501.3** – Carried over from previous editions of the ordinance
- **Section 503.2.1** – Carried over from previous editions of the ordinance with additional language added to address SRA vs LRA road width requirements to satisfy Title 14 CCR (Public Resources Code)
- **Section 503.2.1.1** – Carried over from previous editions of the ordinance
- **Section 503.2.3** – Carried over from previous editions of the ordinance with additional language added to address SRA vs LRA road surface requirements to satisfy Title 14 CCR (Public Resources Code)
- **Section 503.2.4** – New language added to address the SRA turning radius requirements contained Title 14 CCR (Public Resources Code)
- **Section 503.2.5.1** – New language added to address the SRA dead end access road requirements contained Title 14 CCR (Public Resources Code)
- **Section 503.6.1** – Carried over from previous editions of the ordinance
- **Section 503.2.6.2** – Carried over from previous editions of the ordinance
- **Section 503.2.6.3** – Carried over from previous editions of the ordinance
- **Section 503.2.6.4** – Carried over from previous editions of the ordinance
- **Section 503.2.6.5** – Carried over from previous editions of the ordinance
- **Section 503.2.7** – Carried over from previous editions of the ordinance with additional language to meet the requirements of Title 14 (Public Resources Code)

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- **Section 503.3** - Carried over from previous editions of the ordinance
- **Section 503.7** – Carried over from the previous editions of the ordinance
- **Section 505.2** – Carried over from the previous editions of the ordinance
- **Section 507.3** – Previously 507.1 of the ordinance with additional language to maintain compliance with the California Fire Code
- **Section 507.5.7** – Carried over from the previous editions of the ordinance
- **Section 903.1 through 903.2.7.2** – Carried over from the previous editions of the ordinance
- **Section 903.2.1** – Carried over from the previous editions of the ordinance with additional language to better define when the provisions requiring fire sprinklers in existing structures to address what would be a significant alterations, modifications or replacement of internal and external framing in excess of 50%
- **Section 903.2.3** – Carried over from the previous editions of y the our ordinance
- **Section 903.3.1.1.2** – This has been deleted
- **Section 903.3.1.3** – Carried over from the previous editions of the ordinance with additional language to allow for the use of a NFPA 13D fire sprinkler system in specific non-habitable structures associated with a residential use
- **Section 903.3.7** – Carried over from the previous editions of the ordinance
- **Section 1201.4** – This has been added
- **Section 3905.1.3** - Carried over from the previous editions of the ordinance
- **Section 5303.5.3** – Carried over from the previous editions of the ordinance
- **Section 5601.1.3** – Carried over from the previous editions of the ordinance
- **Section 5601.2** – Carried over from previous editions of the ordinance
- **Section 5601.2.2** – Carried over from previous editions of the ordinance
- **Chapter 90** – Removed most of Chapter 90 of the current ordinance and renumbered as necessary. Many of the sections removed are either now covered in other parts of this code, or have been pre-empted by other state codes

# SCOTTS VALLEY FIRE PROTECTION DISTRICT

## NEGATIVE DECLARATION

Scotts Valley Fire Protection District  
Ordinance 2022-1

1. **Project Description:** Adoption by the Scotts Valley Fire Protection District of an Ordinance adopting the 2022 California Fire Codes prescribing regulations governing conditions hazardous to life and property and the environment from fire, explosion and dangerous conditions and providing for the issuance of permits.
2. **Project Location:** All territory within the boundaries of the Scotts Valley Fire Protection District.
3. **Project Proponent:** Scotts Valley Fire Protection District.
4. **Proposed Finding of No Significant Effect:** Section IV of the Initial Study/Environmental Checklist, attached, sets forth the proposed finding that the project will not have a significant effect on the environment.

**THE FIRE CODE**  
**OF SANTA CRUZ COUNTY****SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**OF SANTA CRUZ COUNTY**

**ORDINANCE NO. ~~XXXXX~~2022-1**

An ordinance of the ~~County of Santa Cruz~~ SCOTTS VALLEY FIRE PROTECTION DISTRICT adopting the 2022~~49~~ edition of the California Fire Code, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in ~~the County of Santa Cruz~~SCOTTS VALLEY FIRE PROTECTION DISTRICT providing for the issuance of permits and collection of fees therefore; repealing Ordinance ~~XXXXX~~2019-1 of the ~~County of Santa Cruz~~SCOTTS VALLEY FIRE PROTECTION DISTRICT and all other ordinances and parts of the ordinances in conflict therewith.

**PART 1**

The Board of ~~Supervisors of Santa Cruz County~~Directors of the SCOTTS VALLEY FIRE PROTECTION DISTRICT does ordain as follows:

That portion of the 2022~~49~~ California Fire Code that imposes substantially the same requirements as are contained in the International Fire Code, 2021~~48~~ Edition published by the International Code Council and the California Building Standards Commission with Errata, together with those portions of the International Fire Code, 2021~~48~~ Edition, including Appendices B, BB, C, CC, I, N and O as published by the International Code Council not included in the California Fire Code, as modified and amended by this ordinance, are adopted by this reference into this code, and are hereby collectively declared to be the Fire Code of ~~Santa Cruz County~~the SCOTTS VALLEY FIRE PROTECTION DISTRICT, in the State of California regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees for same; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the ~~XXXXXXXXXX~~SCOTTS VALLEY FIRE PROTECTION DISTRICT are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Part 2 of this ordinance.

**PART 2**

**Ordinance No. ~~XXXXX~~2019-1 of the ~~County of Santa Cruz~~SCOTTS VALLEY FIRE PROTECTION DISTRICT is hereby repealed and replaced with Ordinance ~~XXXXX~~2022-1 to read as follows:**

**California Fire Code Adopted.**

That portion of the 2022~~49~~ California Fire Code that imposes substantially the same requirements as are contained in the International Fire Code, 2021~~48~~ Edition published by the International Code Council and the California Building Standards Commission with errata, together with those portions of the International Fire Code, 2021~~48~~ Edition, including Appendices B, BB, C, CC, I, N and O published by the International Code Council not included in the 2019 California Fire Code, as modified and amended by this ordinance, are adopted by this reference into code, and are hereby collectively declared to be the Fire Code of ~~Santa Cruz County~~the SCOTTS VALLEY FIRE PROTECTION DISTRICT for the purpose of regulating and governing the safeguarding of life, property and public welfare to a reasonable degree from the hazards of fire, hazardous materials release and explosion arising from the storage, use and handling of dangerous and hazardous materials, substances and devices, conditions hazardous to life or property in the occupancy and use of buildings and premises, the operation, installation, construction, location, safeguarding and maintenance of attendant equipment, the installation and maintenance of adequate means of egress not provided for by the building code, and providing for the issuance of permits and collection of fees for same.



**~~7.92.101.1~~ Section 101.1 is amended – Title.**

Section 101.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT~~Santa Cruz County~~ is amended to read as follows:

**101.1 - Title.** These regulations shall be known as the Fire Code the SCOTTS VALLEY FIRE PROTECTION DISTRICT~~of Santa Cruz County~~, hereinafter referred to as “this code.”

**~~7.92.102.1~~ Section 102.1 is amended – Construction and design provisions.**

Section 102.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT~~Santa Cruz County~~ is amended to read as follows:

**102.1 - Construction and design provisions.** The construction and design provisions of this code shall apply to:

1. Structures, facilities and conditions arising after the adoption of this code.
2. Existing structures, facilities and conditions not legally in existence at the time of adoption of this code.
3. Existing structures, facilities and conditions where required in Chapter 11.
4. Existing structures, facilities and conditions that, in the opinion of the fire code official, constitute a distinct hazard to life or property.
5. Existing structures, alterations and repairs. All new work performed in alterations and/or repairs to existing structures shall comply with the current provisions of this chapter. When alterations and/or repairs result in the removal, alteration, modification, replacement and/or repair of fifty percent or more of the external walls of a building, or result in the removal, modification, replacement and/or repair of fifty percent or more of the existing internal structural and/or non-structural framework, independently or in combination thereof, within a five year period, the entire building shall be made to conform to the current provisions of this chapter. The determination under this section of the requirement for upgrading any existing structure to full conformance with current provisions of this chapter shall be at the sole discretion of the fire code official.

**~~7.92.102.9~~ Section 102.9 is amended - Matters not provided for.**

Section 102.9 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT~~Santa Cruz County~~ is amended to read as follows:

**102.9 - Matters not provided for.** Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, which are not specifically provided for by this code shall be determined by the fire code official.

The fire chief is authorized to render interpretations of this code and to make and enforce rules, supplemental regulations and standards in order to carry out the application and intent of its provisions. Such interpretations, rules, regulations and standards shall be in conformance with the intent and purpose of this code and shall be available to the public during normal business hours. Those standards promulgated by the Santa Cruz County Fire Chiefs Association shall be deemed as prima facie evidence of compliance with this code.

**~~7.92.103.45~~ Section 103.45 is added – Law enforcement powers.**

Section 103.45 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT~~Santa Cruz County~~ is added to read as follows:

**103.45 - Law enforcement powers.** The fire code official and their deputies shall have the powers of law enforcement officers in performing their duties under this code. When requested to do so by the fire code official, the primary law enforcement agency with jurisdiction is authorized to assign such available law enforcement as necessary to assist the fire code official with enforcing the provisions of this code.

**~~7.92.105.1~~ Section 105.1 is amended – General.**

Section 105.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT~~Santa Cruz County~~ is amended to read as follows:

**105.1 - General.** Permits shall be in accordance with Sections 105.1.1. through 105.~~6.247.18~~ or other provisions of this code as required by the jurisdiction having authority.

**~~7.92.1087.2.1~~ Section 1087.2.1 is added – Inspection requests.**

Section 1087.2.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**1087.2.1 – Inspection requests.** It shall be the duty of the holder of the permit or their duly authorized agent to notify the fire code official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

**~~7.92.1098.6~~ Section 1098.6 is added – Overcrowding.**

Section 1098.6 of Chapter 1 of the Fire Code the SCOTTS VALLEY FIRE PROTECTION DISTRICT of Santa Cruz County ~~XXXXXXXXXX~~ is added to read as follows:

**1098.6 – Overcrowding.** Overcrowding or admittance of any person beyond the approved capacity of a building or a portion thereof shall not be allowed. The fire code official, on finding any overcrowding conditions or obstruction in aisles, passageways or other means of egress, or on finding any condition that constitutes a life safety hazard, shall be authorized to cause the event to be stopped until such condition or obstruction is corrected.

**~~7.92.11109.1~~ Section 11109.1 is amended - Board of Appeals established.**

Section 11109.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**11109.1 - Board of Appeals established.** In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there shall be and is hereby created a Board of Appeals. The Board of Appeals shall be the Board of Directors of the SCOTTS VALLEY FIRE PROTECTION DISTRICT. :

For the Santa Cruz County Fire Department, the Board of Supervisors of Santa Cruz County, or a sub-committee as appointed by the Board of Supervisors of Santa Cruz County.

For the independent Fire Districts in Santa Cruz County, the Board of Directors of the Fire District, or a sub-committee as appointed by the Board of Directors of the Fire District.

The fire code official shall be an ex-officio member of said board but shall have no vote on any matter before the board. The board may adopt additional rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official.

**~~7.92.11109.3~~ Section 11109.3 is deleted – Qualifications.**

Section 11109.3 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is deleted.

**~~7.92.11109.54~~ Section 11109.54 is added – Appeals process.**

Section 11109.54 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**11109.54.1 - Initiating appeal.** Any beneficially interested party has the right to appeal the order served by the fire code official by filing a written "NOTICE OF APPEAL" with the office of the fire code official within fourteen (14) days after service of such order. The notice shall state the order appealed from, the identity and mailing address of the appellant, and the specific grounds upon which the appeal is made.

**11109.54.2 - Stay of order.** The filing of a properly completed notice of appeal shall have the effect of staying the implementation of the order appealed from, until the final decision of appeal.

**Exception:** Orders affecting acts or conditions which in the opinion of the fire code official, pose an immediate threat to life, property, or the environment as a result of panic, fire, explosion, or release.

**11109.54.3 - Hearing of appeal.** Following is the process for establishing and hearing appeals:

1. The Board of Appeals, or the secretary thereof, shall set the matter to be heard at a date within thirty days of receipt of such notice of appeal. Written notice of the time and place set for hearing shall be served on the appellant by first class mail to the mailing address given in the notice of appeal at least five days prior to the date set for the hearing. The fire code official shall transmit to the Board of Appeals all records related to the appeal.
2. At the hearing on the appeal, the appellant shall, in the first instance present evidence in support of the grounds enumerated in their notice of appeal. The fire code official shall next present evidence in support of their order. The appellant and the fire code official shall each have one opportunity to rebut the evidence presented by the other. The hearing shall be de novo in all respects.

**11109.54.4 - Decision of the board of appeals.** Upon hearing the appeal, the Board of Appeals may issue a decision affirming, modifying or vacating the order of the fire code official. The decision shall be in writing and shall be served upon the appellant by first class mail to the mailing address given in the notice of appeal.

**11109.54.5 - Time of decision.** The Board of Appeals shall have the power to continue any hearing and may, in its discretion, take the appeal under submission. The Board of Appeals shall render a decision not later than the seventh day following the date the matter was taken under submission, and forthwith notify the interested parties as previously set forth.

**~~7.92.1120.4~~ Section 1120.4 is amended – Violation penalties.**

Section 1120.4 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT~~Santa Cruz County~~ is amended to read as follows:

**1120.4 - Violation penalties.** Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents, or of a permit or certificate used under provisions of this code, shall be guilty of an infraction.

Acts denominated as infractions shall not be punishable by imprisonment. Every violation determined to be an infraction is punishable by:

1. A fine not exceeding one hundred dollars for a first violation;
2. A fine not exceeding two hundred dollars for a second violation of the same provision of this code within one year;
3. A fine not exceeding five hundred dollars for each additional violation of the same provision of this code within one year.

A person charged with an infraction shall not be entitled to a trial by jury. A judgment that a person convicted of an infraction be punished by fine may also provide for the payment to be made within a specified time or in specified installments, contingent upon the person giving their written promise to either pay the fine as provided or to appear in court on the due date. Any person who willfully violates any such written promise is guilty of a misdemeanor.

Each day that a violation continues after due notice has been served shall be deemed a separate offense.

**~~7.92.1120.4.1~~ Section 1120.4.1 is amended – Abatement of violation.**

Section 1120.4.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT~~Santa Cruz County~~ is amended to read as follows:

**110.24.1 - Abatement of violation.** In addition to the imposition of the penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises. Any violation of this code shall be deemed a public nuisance pursuant to Santa Cruz County Code Section 1.12.050 and/or the SCOTTS VALLEY FIRE PROTECTION DISTRICT Fire Code of Santa Cruz County. In the event that a public nuisance is not abated in accordance with the fire code official's order or the order of the Board of Appeals, if any, the fire code official may, upon securing approval of the SCOTTS VALLEY FIRE PROTECTION DISTRICT, proceed to abate the nuisance by force account, contract, or any other method deemed most expedient by the Board. The cost of such abatement may be charged to the owner of record or assessed to the property in a manner provided in Sections 1.14.040 through 1.14.080 of the County of Santa Cruz Code.

~~For the Santa Cruz County Fire Department, the Board of Supervisors of Santa Cruz County.~~

~~For the independent Fire Districts in Santa Cruz County, the Board of Directors of their Fire District, proceed to abate the nuisance by force account, contract, or any other method deemed most expedient by the Board. The cost of such abatement may be charged to the owner of record or assessed to the property in a manner provided in Sections 1.14.040 through 1.14.080 of the County of Santa Cruz Code.~~

~~7.92.1120.4.2~~ **Section 1120.4.2 is added – Enforcement.**

Section 1120.4.2 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**1120.4.2 - Enforcement.** The fire code official and their delegated subordinates, pursuant to the provisions of Section 836.5 of the Penal Code of the State of California, are hereby authorized to arrest a person without a warrant whenever they have reasonable cause to believe that the person has committed a violation of any of the provisions of this Code in their presence.

Upon making such an arrest, the fire code official or their delegated subordinate shall prepare a citation and release the person arrested pursuant to Section 853.6 of the Penal Code of the State of California, the provisions of which are hereby adopted by reference as part of this section.

~~7.92.1132.4~~ **Section 1132.4 is amended – Failure to comply.**

Section 1132.4 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**1132.4 - Failure to comply.** It is unlawful for any person, firm or corporation to violate or fail to comply with any lawful order of the fire code official; fail to comply with an order by the Board of Appeals; or, fail to comply with an order of the court of competent jurisdiction within the time fixed therein. Every such violation shall be deemed a misdemeanor and shall be punishable by a fine of not more than \$500.00 plus court assigned fees or by imprisonment not exceeding 1 year in the county jail, or both such fine and imprisonment.

~~7.92.202~~ **Section 202 is amended-Definitions.**

**202 is amended – Definition of All-Weather Surface.**

Definition of All-Weather Surface in Section 202 of Chapter 2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added after Alcohol-Blended Fuels to read as follows:

**ALL WEATHER SURFACE.** An all-weather surface shall be a minimum of 6 inches (152 mm) of 95% compacted Class II base rock for grades up to and including 5%, oil and screened for grades up to and including 15%, and asphaltic concrete for grades exceeding 15%. No grade shall be allowed to exceed 16% in State Responsibility Area (SRA) or 20% in Local Responsibility Area (LRA).

Definition of Bridge in Section 202 of Chapter 2 of the Fire Code of the SCOTT'S VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ ~~the XXXXXXXXXXXX~~ is added after Breakout Bonfire to read as follows:

**BRIDGE.** A bridge shall be defined as a structure designed to carry a roadway over a depression or obstacle.

Definition of De Novo in Section 202 of Chapter 2 of the Fire Code of the SCOTT'S VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added after Deluge System to read as follows:

**DE NOVO.** adj. Latin for "anew," which means starting over, as in a trial de novo. For example, a decision in a small claims case may be appealed to a local trial court, which may try the case again, de novo.

~~Definition of Fire Chief in Section 202 of Chapter 2 of the Fire Code of Santa Cruz County is amended to read as follows:~~

~~**FIRE CHIEF.** The chief of the Santa Cruz County Fire Department.~~

Definition of Greenhouse in Section 202 of Chapter 2 of the Fire Code of the SCOTT'S VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added after Grandstand to read as follows:

**GREENHOUSE:** A greenhouse means an agricultural structure constructed of glass or an opaque material which allows natural light to enter and a framing material (e.g. wood, steel, aluminum) that may be open to the elements periodically, including by retracting the walls or roof.

Definition of Local Responsibility Area (LRA) in Section 202 of Chapter 2 of the Fire Code of the SCOTT'S VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added after Listed to read as follows:

**LOCAL RESPONSIBILITY AREA (LRA).** Shall mean lands on which neither the state nor the federal government has any legal responsibility for providing fire protection. Local responsibility areas include incorporated cities and cultivated agriculture lands. Local responsibility area fire protection is typically provided by city fire departments, fire protection districts, special districts, counties, and by CAL FIRE under contract to local government.

Definition of Stage in Section 202 of Chapter 2 of the Fire Code of the SCOTT'S VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added after Spraying Space to read as follows:

**STAGE.** A space within a building utilized for entertainment or presentations, which includes overhead hanging curtains, drops, scenery or stage effects other than lighting and sound. Stage area shall be measured to include the entire performance area and adjacent backstage and support areas not separated from the performance area by fire-resistance rated construction. Stage height shall be measured from the lowest point on the stage floor to the highest point of the roof or floor deck above the stage.

Definition of State Responsibility Area (SRA) in Section 202 of Chapter 2 of the Fire Code of the SCOTT'S VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added after State-owned/Leased Building ~~Standpipe, Types~~ of to read as follows:

**STATE RESPONSIBILITY AREA (SRA).** Shall mean lands that are classified by the Board of Forestry pursuant to Public Resources Code Section 4125-4127; and the California Code of Regulations, Title 14, Division 1.5, Chapter 7, Article 1, Sections 1220-1220.5 where the financial responsibility of preventing and suppressing forest fires is primarily the responsibility of the State of California.

Definition of Turnaround in Section 202 of Chapter 2 of the Fire Code of the SCOTT'S VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added after Tube Trailer to read as follows:



**TURNAROUND.** A roadway, unobstructed by parking, which allows for a safe opposite change of direction for emergency equipment. Maximum grade in all directions may not exceed 5% and maximum distance from the structure is 150 feet (45,720 mm) or as approved by the fire code official. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

Definition of Turnout in Section 202 of Chapter 2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added after Turnaround to read as follows:

**TURNOUT.** A widening in a roadway to allow vehicles to pass. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

~~7.92.304.1.2~~ **Section 304.1.2 is amended - Vegetation.**

Section 304.1.2 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**304.1.2 - Vegetation.** Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. Vegetation clearance requirements in urban-wildland interface areas shall be maintained around and adjacent to buildings and structures. A firebreak shall be made by removing and clearing away, for a distance of not less than 30 feet (9144 mm) on each side of the building or structure or to the property line, whichever is nearer, all flammable vegetation or other combustible growth. This does not apply to single specimens of trees or other vegetation that is well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to any building or structure.

When required by state law, or local ordinance, rule or regulation, an additional fire protection zone or firebreak may be made by removing all brush, flammable vegetation, or combustible growth that is located within 100 feet (30,480 mm) from the building or structure or to the property line. This section does not prevent an insurance company that insures a building or structure from requiring the owner of the building or structure to maintain a firebreak of more than 100 feet (30,480 mm) around the building or structure. Grass and other vegetation located more than 30 feet (9144 mm) from the building or structure and less than 18 inches (457 mm) in height above the ground may be maintained where necessary to stabilize the soil and prevent erosion. This does not apply to single specimens of trees or other vegetation that is well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to a dwelling or structure.

~~7.92.305.4~~ **Section 305.4 is added – Deliberate or negligent burning.**

Section 305.4 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**305.4 - Deliberate or negligent burning.** It shall be unlawful to deliberately or through negligence set fire to or cause the burning of combustible material in such a manner as to endanger the safety of persons or property.

**Section 307.2 is amended – Permit required.**

Section 307.2 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**307.2 - Permit required.** When required by the fire chief, a permit shall be obtained in accordance with Section 105.56 prior to kindling a fire for recognized silvicultural or range or wildlife management practices, prevention or control of disease or pests, or a bonfire. Application for such permit shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled.

The open burn season for Santa Cruz County unless otherwise declared shall be December 1<sup>st</sup> through April 30<sup>th</sup> of the calendar year. The dates may only be changed by the Monterey Bay Area Unified Air Pollution Control District.

**Exception:** During the “declared open burn season” (as declared by the Monterey Bay Area Unified Air Pollution Control District) pile burning is allowed, at the discretion of the fire chief, when the “Guidelines for Pile Burning” (published by the California Department of Forestry and Fire Protection or Monterey Bay Area Unified Air Pollution Control District) are strictly adhered to.

**~~7.92.307.2.1~~ Section 307.2.1 is added – Authorization.**

Section 307.2.1 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**307.2.1 - Authorization.** Where required by state or local law or regulations, open burning shall only be permitted with prior approval from the state or local air and water quality management authority, provided that all conditions specified in the authorization are followed.

**~~7.92.307.3~~ Section 307.3 is added – Extinguishment authority.**

Section 307.3 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**307.3 - Extinguishment authority.** The fire code official is authorized to order the extinguishment by the permit holder, another person responsible or the fire department of open burning that creates or adds to a hazardous or objectionable situation.

**~~7.92.307.4~~ Section 307.4 is added - Location.**

Section 307.4 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**307.4 – Location.** The location for open burning shall not be less than 50 feet (15,240 mm) from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet (15,240 mm) of any structure.

**Exceptions:**

1. Fires in approved containers that are not less than 15 feet (4572 mm) from a structure.
2. The minimum required distance from a structure shall be 25 feet (7620 mm) when the pile size is 3 feet (914 mm) or less in diameter and 2 feet (609 mm) or less in height.

**~~7.92.307.4.1~~ Section 307.4.1 is added – Bonfires.**

Section 307.4.1 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**307.4.1 – Bonfires.** A bonfire shall not be conducted within 50 feet (15240 mm) of a structure or combustible material unless the fire is contained in a barbecue pit. Conditions which could cause a fire to spread within 50 feet (15240 mm) of a structure shall be eliminated prior to ignition.

**~~7.92.307.4.2~~ Section 307.4.2 is added – Recreational fires.**

Section 307.4.2 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**307.4.2 – Recreational fires.** Recreational fires shall not be conducted within 25 feet (7620 mm) of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet (7620 mm) of a structure shall be eliminated prior to ignition.

**~~7.92.307.4.2~~ Section 307.4.3 is added – Portable outdoor fireplaces.**

Section 307.4.3 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**307.4.3 – Portable outdoor fireplaces.** Portable outdoor fireplaces shall be used in accordance with the manufacturer's instructions and shall not be operated within 15 feet (4572 mm) of a structure or combustible material.

**Exception:**

Portable outdoor fireplaces used at one- and two-family dwellings.

**~~7.92.307.5~~ Section 307.5 is added - Attendance.**

Section 307.5 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**307.5 – Attendance.** Open burning; bonfires, recreational fires and use of portable outdoor fireplaces shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher complying with Section 906 with a minimum 4-A rating or other approved on-site fire – extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

**~~7.92.308.1.2~~ Section 308.1.2 is added – Throwing or placing sources of ignition.**

Section 308.1.2 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**308.1.2 - Throwing or placing sources of ignition.** A person shall not throw or place, or cause to be thrown or placed, a lighted match, cigar, cigarette, matches, or other flaming or glowing substance or object on any surface or article where it can cause an unwanted fire.

**~~7.92.308.1.4~~ Section 308.1.4 is deleted – Open-flame cooking devices.**

Section 308.1.4 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is hereby deleted:

**~~7.92.308.1.6.3~~ Section 308.1.6.3 is added – Sky lanterns.**

Section 308.1.6.3 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**308.1.6.3 - Sky lanterns.** A person shall not release or cause to be released an untethered sky lantern.

**~~7.92.308.1.7~~ Section 308.1.7 is added – Religious ceremonies.**

Section 308.1.7 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**308.1.7 – Religious ceremonies.** When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.

**~~7.92.311.5~~ Section 311.5 is amended – Placards.**

Section 311.5 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**311.5 – Placards.** When required by the fire code official, any building or structure determined to be unsafe pursuant to Section 110 of this code relating to structural or interior hazards shall be marked as required by Sections 311.5.1 through 311.5.5.

**~~7.92.403.112~~ Section 403.1~~12~~ is added – Special requirements for public safety.**

Section 403.1~~12~~ of Chapter 4 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**403.1~~12~~ - Special requirements for public safety** shall be in accordance with Sections 403.1~~12~~.1 through 403.1~~12~~.3.3.

**403.112.1 - Fire watch personnel.** Where, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved. Fire watch personnel shall comply with Sections 403.112.1.1 and 403.112.1.2

**403.112.1.1 – Duty times.** Fire watch personnel shall remain on duty while places requiring a fire watch are open to the public, or when activity requiring a fire watch is being conducted.

**403.112.1.2 – Duties.** On-duty fire watch personnel shall have the following responsibilities:

1. Keep diligent watch for fires, obstructions to means of egress and other hazards.
2. Take prompt measures for remediation of hazards and extinguishment of fire that occur.
3. Take prompt measures to assist in the evacuation of the public from the structure.

**~~7.92.501.3~~ Section 501.3 is amended – Construction documents.**

Section 501.3 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**501.3 – Construction documents.** Construction documents for proposed fire apparatus access, location of fire lanes, security gates across fire apparatus access roads and construction documents and hydraulic calculations for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction. When grading work is needed for the access road(s) within the jurisdiction of Santa Cruz County, application for a grading permit shall be made with the Santa Cruz County Planning Department pursuant to the Santa Cruz County Grading Ordinance. Such Permits shall be reviewed by the Santa Cruz County Environmental Coordinator as required.

**~~7.92.503~~ Section 503 is added – FIRE APPARATUS ACCESS ROADS.**

Section 503 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added and amended below.

**~~7.92.503.2.1~~ Section 503.2.1 is amended – Dimensions.**

Section 503.2.1 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**503.2.1 – Dimensions.** Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 15 feet (4572 mm).

**Exceptions:**

1. Within the State Responsibility Area (SRA) of Santa Cruz County, all driveways serving two or fewer habitable structures shall have an unobstructed width of not less than 12 feet (3658 mm) and an unobstructed vertical clearance of not less than 15 feet (4572 mm).
2. Within the Local Responsibility Area (LRA) of Santa Cruz County, access roads shall be a minimum of 18 feet (5486 mm) wide for all access roads or driveways serving more than two habitable structures, and 12 feet (3658 mm) for an access road or driveway serving two or fewer habitable structures. Where it is environmentally inadvisable to meet these criteria (due to excessive grading, tree removal or other environmental impacts), a 12-foot (3658 mm) wide all-weather surface access road with 12-foot (3658 mm) wide by 35-foot (10,668 mm) long turnouts located approximately every 500 feet (152,400 mm) may be provided with the approval of the fire code official.

3. Vertical clearance may be reduced; provided such reduction does not impair access by fire apparatus and approved signs are installed and maintained indicating the established vertical clearance when approved by the fire code official.

**~~7.92.503.2.1.1~~ Section 503.2.1.1 is added – Vegetation clearance along access roads.**

Section 503.2.1.1 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**503.2.1.1 – Vegetation clearance along access roads.** Areas within 10 feet (3048 mm) horizontal and 15 feet (4572 mm) vertical on each side of portions of highways, public and private streets, roads and driveways which are ordinarily used for vehicular traffic shall be cleared of flammable vegetation and other combustible growth. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

**Exception:** Single specimens of trees or cultivated ground cover such as green grass, ivy, succulents or similar plants used as ground covers, are exempt provided they do not form a means of readily transmitting fire at the discretion of the fire code official.

**~~7.92.503.2.3~~ Section 503.2.3 is amended – Surface.**

Section 503.2.3 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**503.2.3 - Surface.** An all-weather surface shall be a minimum of 6 inches (152 mm) of 95% compacted Class II base rock for grades up to and including 5%, oil and screened for grades up to and including 15%, and asphaltic concrete for grades exceeding 15%. No grade shall be allowed to exceed 16% in State Responsibility Area (SRA) or 20% in Local Responsibility Area (LRA).

**~~7.92.503.2.4~~ Section 503.2.4 is amended – Turning radius.**

Section 503.2.4 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**503.2.4 – Turning radius.** In the State Responsibility Area (SRA) no roadway shall have a horizontal inside radius of curvature of less than 50 feet (15,240 mm) and additional surface width of 4 feet (1219 mm) shall be added to curves of 50-100 feet (15,240-30,480 mm) radius; 2 feet (609 mm) to those from 100-200 feet (30,480-60,960 mm). In the Local Responsibility Area (LRA) the minimum centerline radius shall be 35 feet (10,668 mm).

**~~7.92.503.2.5.1~~ Section 503.2.5.1 is added – New dead-end access roads.**

Section 503.2.5.1 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**503.2.5.1 – New dead-end access roads.** New dead-end roads are prohibited, without secondary access, serving more than one parcel in new minor land divisions or subdivisions which exceed the following distances from an adequate through road unless approved by the applicable fire protection agency, the Department of Public Works, and by the Planning Commission; in no case shall a new dead-end road exceed ½ mile in length.

Urban & Suburban General Plan and LCP Land Use Plan designation	500 feet (152,400 mm)
Rural General Plan and LCP Land Use Plan designation	1000 feet (304,800mm)
Mountain General Plan and LCP Land Use Plan designation	1500 feet (457,200 mm)

**~~7.92.503.2.6.1~~ Section 503.2.6.1 is added – Width.**

Section 503.2.6.1 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:



**503.2.6.1 - Width.** All bridges shall be a minimum of 20 feet (6096 mm) of clear width. The fire code official may allow the width to be reduced for access to U or R-3 occupancies in accordance with Objective 6.5 – Fire Hazards of the Santa Cruz County General Plan.

~~7.92.503.2.6.2~~ **Section 503.2.6.2 is added – Certification.**

Section 503.2.6.2 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**503.2.6.2 - Certification.** Every private bridge hereafter constructed shall be engineered by a licensed civil or structural engineer and approved by the fire code official. Certification shall be provided by the licensed engineer in writing that the bridge complies with the design standard required by this section to the fire code official.

~~7.92.503.2.6.3~~ **Section 503.2.6.3 is added – Recertification.**

Section 503.2.6.3 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**503.2.6.3 - Recertification.** Every private bridge shall be recertified every ten years or whenever deemed necessary by the fire code official. Such recertification shall be in accordance with the requirements of 503.2.6.2.

~~7.92.503.2.6.4~~ **Section 503.2.6.4 is added – Existing private bridges.**

Section 503.2.6.4 of Chapter 5 of the Fire Code the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~of Santa Cruz County~~ is added to read as follows:

**503.2.6.4 - Existing private bridges.** An existing private bridge not conforming to these regulations may be required to conform when in the opinion of the fire code official, such repairs are necessary for public safety.

~~7.92.503.2.6.5~~ **Section 503.2.6.5 is added – Fees.**

Section 503.2.6.5 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**503.2.6.5 - Fees.** All fees charged for the purpose of certification or recertification shall be at the owner's expense.

~~7.92.503.2.7~~ **Section 503.2.7 is amended – Grade.**

Section 503.2.7 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is amended to read as follows:

**503.2.7 – Grade.** The grade for all roads, streets, private lanes and driveways shall not exceed 16% in State Responsibility Area (SRA) and 20% in Local Responsibility Area (LRA).

~~7.92.503.3~~ **Section 503.3 is added – Marking.**

Section 503.3 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**503.3 Marking.** Where required by the fire code official, approved signs or other approved notices or markings that include the words “NO PARKING—FIRE LANE” shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

~~7.92.503.7~~ **Section 503.7 is added – Gates.**

Section 503.7 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**503.7 – Gates.** All Gates providing access from a road to a driveway, or within any access road, shall be located at least 30 feet (9144 mm) from the roadway and shall open to allow a vehicle to stop without obstructing traffic on the road. Gate entrances shall be at least 2 feet (609 mm) wider than the access road being secured, but in no case shall the width be less than 14 feet (4267 mm) unobstructed horizontal clearance and unobstructed vertical clearance of 15 feet (4572 mm). When gates are to be locked, the installation of a key box or other acceptable means for immediate access may be required as in Section 503.6.

**~~7.92.505.2~~ Section 505.2 is amended – Street and road signs.**

Section 505.2 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**505.2 - Street and road signs.** Streets and roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained until replaced by permanent signs. Posting of any road names and numbers not authorized by the Office of Street Naming and Numbering of the County of Santa Cruz, and the fire code official is prohibited.

**~~7.92.507.3~~ Section 507.3 is amended – Fire flow.**

Section 507.3 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**507.3 – Fire flow.** Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method Appendix B, or Appendix BB (for school buildings as scoped in BB 101.1)

Parcels not within the boundaries of a public or private water purveyor shall have a minimum water supply capable of supplying a flow of 500 gallons per minute for 20 minutes (10,000 gallons) for all new fire sprinklered (NFPA 13D) dwellings, residential additions in excess of 500 square feet, and other structures classified as residential accessory uses such as garages, storage buildings, barns, etc..

Privately owned water that is not supplied by a licensed water purveyor shall:

1. Serve no more than two dwellings and no more than 10,000 square feet of habitable dwelling space, and;
2. Be provided pursuant to a recorded covenant that runs with the land if the water supply originates from another parcel. If a water purveyor supplies the water, the applicant must submit with the building plan written verification from the licensed purveyor that the water supply meets the flow requirement.

**Exception:** A 2% reduction will be allowed for flow supplied by approved stationary water tanks, to account for the nominal standardized capacity of such tanks.

**~~7.92.507.5.7~~ Section 507.5.7 is added – Painting.**

Section 507.5.7 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**507.5.7 – Painting.** When required by the fire code official, fire hydrants shall be painted in accordance with NFPA 291 and Santa Cruz County Fire Prevention Officers Standards.

**~~7.92.903.1~~ CFC Sections 903.1 through 903.2. 10.27.4 are deleted and replaced – Automatic Sprinkler Systems.**

Sections 903.1 through 903.2. 10.27.4 of Chapter 9 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County are deleted and replaced to read as follows:

**903.1 - General.** Automatic sprinkler systems shall comply with this section.

**903.1.1 - Alternative protection.** Alternative automatic fire-extinguishing systems complying with Section 904 shall be permitted in lieu of automatic sprinkler protection where recognized by the applicable standard and approved by the fire code official.

**903.2 - Where required.** Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in this section.

**903.2.1 - New structures.** An automatic fire sprinkler system shall be provided in all new occupancies as defined in Chapter 3 of the California Building Code, regardless of type of construction and/or floor area, unless otherwise pre-empted by the California Health and Safety Code. Any occupancy not specifically mentioned shall be included in the group that it most nearly resembles based on the proposed life and fire hazard;

**Exceptions:**

1. Private garages, carports, workshops, office, art studio, and/or sheds not more than 1,000 square feet (93 m<sup>2</sup>) of total floor area shall not require fire sprinklers where they are detached and separate from other structures and provided with exterior wall and opening protection as per the California Building Code.
2. Sheds exceeding 1,000 square feet, (93 m<sup>2</sup>) but not exceeding 3,000 square feet (278 m<sup>2</sup>) shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates that the applicant's proposal does not increase the fire hazard or fire load.
3. Agricultural buildings as defined in Appendix Chapter C, of the California Building Code having a clear unobstructed side yard exceeding 60 feet (18,280 mm) in all directions, not exceeding 25 feet (7620 mm) in height and located within an Agricultural zoned district, as defined in the Santa Cruz County Planning Code.
  - a. Not exceeding 2,000 square feet (186 m<sup>2</sup>) or as exempted by the fire chief, shall not require fire sprinklers.
  - b. Exceeding 2,000 square feet (186 m<sup>2</sup>) but not exceeding 5,000 square feet, shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates the applicant's proposal does not increase the fire hazard or fire load.
  - c. Greenhouses of non-combustible construction.
4. Group B and Group M Occupancies not more than 500 square feet (46.5 m<sup>2</sup>) shall not require fire sprinklers where they are detached and separate from other structures and provided with exterior wall and opening protection as per the California Building Code, Table 508.43.3.
5. For public school state-funded construction projects see CFC Section 903.2.19.

~~**903.2.1.4 - Group R.** An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.~~

~~**Exceptions:**~~

- ~~1. Existing Group R-3 occupancies converted to Group R-3.1 occupancies not housing bedridden clients, not housing non-ambulatory clients above the first floor, and not housing clients above the second floor.~~
- ~~2. Existing Group R-3 occupancies converted to Group R-3.1 occupancies housing only one bedridden client and complying with section 425.8.3.3 of the California Building Code.~~
- ~~3. Pursuant to Health and Safety Code Section 13113 occupancies housing ambulatory children only, none of whom are mentally ill or intellectually disabled, and the buildings or portions thereof in which such children are housed are not more than two stories in height, and buildings or portions thereof housing such children have an automatic fire alarm system activated by approved smoke detectors.~~

4. ~~Pursuant to Health and Safety Code Section 13143.6 occupancies licensed for protective social care which house ambulatory clients only, none of whom is a child (under the age of 18 years), or who is elderly (65 years of age or over).~~

~~When not used in accordance with Section 504.2 or 506.3 of the California Building Code an automatic sprinkler system installed in accordance with Section 903.3.1.2 shall be allowed in Group R-2.1 occupancies.~~

**903.2.1.5 – Group R-3 congregate residences.** ~~An automatic sprinkler system installed in accordance with Section 903.3.1.3 shall be permitted in Group R-3 congregate living facilities with 16 or fewer residents.~~

**903.2.1.6 – Care facilities.** ~~An automatic sprinkler system installed in accordance with Section 903.3.1.3 shall be permitted in care facilities with 5 or fewer individuals in a single-family dwelling.~~

**903.2.2 – Existing buildings and structures except for one- and two-family dwellings.** ~~An automatic sprinkler system shall be installed in existing buildings and structures, except One- and Two-Family Dwellings, after the effective date of this code, when a building permit is issued to allow additions to be made, as follows:~~

1. ~~For existing buildings less than 6,000 square feet in gross floor area when an addition to the building causes the structure to exceed 6,000 square feet, the entire structure shall be provided with an automatic sprinkler system.~~
2. ~~For existing buildings larger than 6,000 square feet in gross floor area when an addition is equal to or greater than 10% of the existing square footage or when extensive renovation or remodeling is done to more than 50% of the gross floor area, the entire structure shall be provided with an automatic sprinkler system.~~

~~For the purposes of this section, extensive renovation or remodeling shall be defined as any change, addition or modification in construction or occupancy or structural repair or change in primary function to an existing structure made by, on behalf of or for the use of a public accommodation or commercial facility that affects or could affect the usability of the building or facility or part thereof. Alterations include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, changes or rearrangement of the structural parts or elements, and changes or rearrangement in the plan configuration of walls and full height partitions.~~

~~All new work performed in alterations and/or repairs to existing structures shall comply with the current provisions of this Chapter. When alterations and/or repairs result in the removal, alteration, modification, replacement and/or repair of fifty percent or more of the external walls of a building, or result in the removal, modification, replacement and/or repair of fifty percent or more of the existing internal structural and/or non-structural framework, independently or in combination thereof, within a five-year period, the entire building shall be made to conform to the current provisions of this chapter. The determination under this section of the requirement for upgrading any existing structure to full conformance with current provisions of this Chapter shall be at the sole discretion of the Fire Code Official.~~

#### **Exceptions to Section 903.2.2 (1 and 2)**

- (a) ~~Group A-2 occupancies exceeding 5,000 square feet shall have an automatic sprinkler system installed.~~
- (b) ~~Group A-5 occupancies exceeding 1,000 square feet in the following areas: concession stands, retail areas, press boxes and other accessory use areas shall have an automatic sprinkler system installed.~~
- (c) ~~Assembly occupancies on roofs. Where an occupied roof has an assembly occupancy with an occupant load exceeding 100 for Group A-2 and 300 for other Group A occupancies, all floors between the occupied roof and the level of exit discharge shall be equipped with an automatic sprinkler system in accordance with Section 903.3.1.1 or 903.3.1.2.~~

**Exception:** Open parking garages of Type I or Type II construction.

- (d) ~~Multiple fire areas of Group A-1, A-2, A-3 or A-4 occupancies share exit or exit access components and the combined occupant load of these fire areas is 300 or more.~~

- ~~(e) Group F-1 occupancies exceeding 2,500 square feet used for the manufacture of upholstered furniture or mattresses shall have an automatic sprinkler system installed.~~
- ~~(f) Woodworking operations exceeding 2,500 square feet in area that generate finely divided combustible waste or use finely divided combustible materials. A fire wall of less than 4-hour fire-resistance rating without openings, or any fire wall with openings, shall not be used to establish separate fire areas.~~
- ~~(g) Group H occupancies shall be provided with an automatic sprinkler system.~~
- ~~(h) Group I fire areas shall be provided with an automatic sprinkler system.~~
  - ~~—Exceptions:~~
    - ~~(1) Those areas exempted by Section 407.6 of the California Building Code.~~
    - ~~(2) Group I-2 occupancies, or any alterations thereto, located in Type IA construction in existence on or before March 4, 1972 as required in California Health and Safety Code Section 13113(d).~~
- ~~(i) Group I-2 occupancies. An existing, unsprinklered Group I-2, nurses' stations open to fire-resistive exit access corridors shall be protected by an automatic sprinkler system located directly above the nurses' station. It shall be permitted to connect the automatic sprinkler system to the domestic water service.~~
- ~~(j) Group I-3 Every building, or portion thereof, where inmates or persons are in custody or restrained shall be protected by an automatic sprinkler system conforming to NFPA 13. The main sprinkler control valve or valves and all other control valves in the system shall be locked in the open position and electrically supervised so that at least an audible and visual alarm will sound at a constantly attended location when valves are closed. The sprinkler branch piping serving cells may be embedded in the concrete construction.~~
- ~~(k) Group M occupancy used for the display and sale of upholstered furniture or mattresses exceeds 5,000 square feet.~~
- ~~(l) Group S-1 occupancies used for the storage of commercial motor vehicles where the fire area exceeds 5,000 square feet.~~
- ~~(m) Group S-1 occupancies exceeding 2,500 square feet used for the storage of upholstered furniture or mattresses shall have an automatic sprinkler system installed.~~
- ~~(n) Group S-1 fire areas exceeding 5,000 square feet used for the repair of commercial motor vehicles.~~
- ~~(o) Structures where the area for the storage of tires exceeds 20,000 cubic feet shall be equipped throughout with an automatic fire sprinkler system in accordance with Section 903.3.1.1.~~
- ~~(p) Group U occupancies exceeding 1,000 square feet shall have an automatic sprinkler system installed. Group U occupancies not exceeding 1,000 square feet are exempt where they are detached and separate from other structures and provided with exterior wall and opening protection as per the California Building Code.~~
- ~~(q) Sheds exceeding 1,000 square feet but not exceeding 3,000 square feet shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates that the applicant's proposal does not increase the fire hazard or fire load.~~
- ~~(r) Agricultural buildings as defined in Appendix Chapter C, of the California Building Code having a clear unobstructed side yard exceeding 60 feet (18,280 mm) in all directions, not exceeding 25 feet (7620 mm) in height and located within an Agricultural zoned district, as defined in the Santa Cruz County Planning Code.~~
  - ~~i. Not exceeding 2,000 square feet (186 m<sup>2</sup>) or as exempted by the fire chief, shall not require fire sprinklers.~~
  - ~~ii. Exceeding 2,000 square feet (186 m<sup>2</sup>) but not exceeding 5,000 square feet, shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates the applicant's proposal does not increase the fire hazard or fire load.~~
  - ~~iii. Greenhouses of non-combustible construction.~~



- ~~3. Any alteration and/or repair within a building that contains an automatic fire sprinkler system requires that the automatic fire sprinkler system be extended/modified to the area of proposed work, thus, creating fire sprinkler protection throughout the entire building.~~
- ~~4. Any change in use or occupancy creating a more hazardous fire/life safety condition, as determined by the fire chief, requires that the entire structure be provided with an automatic sprinkler system.~~
- ~~5. Any combination of addition, alteration, repair and/or change of use shall comply with Sections 903.2.11 through 903.6.~~

**~~Exceptions to Section 903.2.2:~~**

- ~~(a) Seismic or accessibility improvements.~~
- ~~(b) Any exemption otherwise allowable under the Fire Code, if in the discretion of the fire chief, the safety of the public is not compromised.~~
- ~~(c) Exterior improvements and work not requiring permits as provided in the Building Code.~~
- ~~(d) Work requiring only a mechanical, electrical, plumbing and/or demolition permit.~~

**~~903.2.3 Existing one and two family dwellings.~~** ~~An automatic sprinkler system shall be installed in existing one and two family dwellings, after the effective date of this code, when a building permit is issued to allow additions to be made, as follows:~~

- ~~1. Any addition is made which increases the total existing square footage by 50% or more.~~
- ~~2. The proposed total floor area exceeds the available fire flow as specified in Section 507.1 or Appendix B.~~
- ~~3. Any addition to a one or two family dwelling that contains an automatic fire sprinkler system requires that the automatic fire sprinkler system be extended/modified to the area of proposed work, thus, creating fire sprinkler protection throughout the entire dwelling.~~

**~~Exceptions to Section 903.2.3:~~**

- ~~(a) Additions of 500 square feet or less when the proposed total floor area does not exceed the available fire flow are exempt from fire sprinklers unless the dwelling is already protected by a fire sprinkler system.~~

**903.2.2 Existing Structures.** An automatic sprinkler system shall be provided in existing structures when, after the effective date of this code, a building permit is issued to allow additions to be made to existing structures which either:

1. Are already six thousand (6,000) square feet or greater in total floor area; or
2. Will increase the existing square footage to greater than > (6,000) square feet in total floor area; or
3. Will increase the total floor area of a structure by 10% or more; or
4. When there is a change in the character of the occupancy or use of any building which in the opinion of the fire chief increases or may cause to increase the hazard of fire or threat to life or safety.
5. When additions are made to a structure which contains an existing fire sprinkler system. The fire sprinkler system shall be augmented, thus, creating fire sprinkler protection in the entire structure.

**Exceptions:**

1. Group U occupancies not more than one thousand (1,000) square feet.
2. Group B and Group M occupancies not more than five hundred (500) square feet.
3. Group R-3 dwellings:

- a) Where additions do not increase the total existing square footage by more than 50%. Or.
  - b) Where alterations and/or repairs result in the removal, alteration, modification, replacement and/or repair of fifty percent or more of the external walls of a building, or result in the removal, modification, replacement and/or repair of fifty percent or more of the existing internal structural and/or non-structural framework, independently or in combination thereof, within a five year period, the entire building shall be made to conform to the current provisions of this chapter. The determination under this section of the requirement for upgrading any existing structure to full conformance with current provisions of this Chapter shall be at the sole discretion of the Fire Code Official.
4. Accessory Dwelling Unit constructed on lots with an existing sprinklered primary residence:
- a) Attached to main residence – fire sprinklers required.
  - b) Detached from main residence, fire sprinklers required.
5. Accessory Dwelling Unit constructed on lots with an existing non-sprinklered primary residence:
- a) Attached to main residence and is less than or equal to 50% of the existing sq-ft. of the primary residence – fire sprinklers not required.
  - b) Detached from main residence and meets the required fire flow – fire sprinklers not required.

**7.92.903.2 CFC Sections 903.2.11 through 903.2.12.1 are amended – Specific buildings areas and hazards.**

Sections 903.2.11 through 903.2.12.1 of Chapter 9 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ are added or amended, as applicable, to read as follows:

**903.2.11 Specific building areas and hazards.** An automatic sprinkler system shall be installed in the locations set forth in Sections 903.2.11.1 through 903.2.12.

**Exception:** Group R-3 and Group U

**903.2.11.1 Stories without openings.** An automatic sprinkler system shall be installed throughout all stories including basements, of all buildings where the floor area exceeds 1,500 square feet (139.4 m2) and where the story does not comply with the following criteria for exterior wall openings:

1. Openings below grade that lead directly to ground level by an exterior stairway complying with Section 1009 or an outside ramp complying with Section 1010. Openings shall be located in each 50 linear feet (15,240 mm), or fraction thereof, of exterior wall in the story on at least one side. The required openings shall be distributed such that the lineal distance between adjacent openings does not exceed 50 feet (15,240 mm).

2. Openings entirely above the adjoining ground level totaling at least 20 square feet (1.86 m2) in each 50 linear feet (15,240 mm), or fraction thereof, of exterior wall in the story on at least one side. The required openings shall be distributed such that the lineal distance between adjacent openings does not exceed 50 feet (15,240 mm). The height of the bottom of the clear opening shall not exceed 44 inches (1,118 mm) measured from the floor.

**903.2.11.1.1 Opening dimensions and access.** Openings shall have a minimum dimension of not less than 30 inches (762 mm). Such openings shall be accessible to the fire department from the exterior and shall not be obstructed in a manner that firefighting or rescue cannot be accomplished from the exterior.

**903.2.11.1.2 Openings on one side only.** Where openings in a story are provided on only one side and the opposite wall of such story is more than 75 feet (22,860 mm) from such openings, the story shall be

equipped throughout with an approved automatic sprinkler system or openings as specified above shall be provided on at least two sides of the story.

**903.2.11.1.3 Basements.** Where any portion of a basement is located more than 75 feet (22,860 mm) from openings required by Section 903.2.4.1.1, the basement shall be equipped throughout with an approved automatic sprinkler system.

**903.2.11.2 Rubbish and linen chutes.** An automatic sprinkler system shall be installed at the top of rubbish and linen chutes and in their terminal rooms. Chutes shall have additional sprinkler heads installed at alternate floors and at the lowest intake. Where a rubbish chute extends through a building more than one floor below the lowest intake, the extension shall have sprinklers installed that are recessed from the drop area of the chute and protected from freezing in accordance with Section 903.3.1.1. Such sprinklers shall be installed at alternate floors beginning with the second level below the last intake and ending with the floor above the discharge. Chute sprinklers shall be accessible for servicing.

**903.2.11.3 Buildings 55 feet or more in height.** An automatic sprinkler system shall be installed throughout buildings with a floor level having an occupant load of 30 or more that is located 55 feet (16,764 mm) or more above the lowest level of fire department vehicle access, measured to the finished floor.

**Exceptions:**

1. Open parking structures.
2. Occupancies in Group F-2.

**903.2.11.4 Ducts conveying hazardous exhausts.** Where required by the California Mechanical Code, automatic sprinklers shall be provided in ducts conveying hazardous exhausts, flammable or combustible materials.

**Exception:** Ducts where the largest cross-sectional diameter of the duct is less than 10 inches (254 mm).

**903.2.11.5 Commercial cooking operations.** An automatic sprinkler system shall be installed in a commercial kitchen exhaust hood and duct system where an automatic sprinkler system is used to comply with Section 904.

**903.2.11.6 Other required suppression systems.** In addition to the requirements of Section 903.2, the provisions indicated in Table 903.2.11.6 require the installation of a fire suppression system for certain buildings and areas.

**903.2.11.6.1 Change of hazard.** The fire code official may require the installation of an automatic fire system when there is a change in the character of the occupancy or use of any building which increases or may cause to increase the hazard of fire or threat to life or safety.

**903.2.11.7 Change in access.** The fire code official may require the installation of an automatic fire system when any alteration or change in the use of a building or portion thereof changes access to property so as to impede the fire department's ability to control a fire.

**903.2.12 During construction.** Automatic sprinkler systems required during construction, alteration and demolition operations shall be provided in accordance with Section 3313.

**903.2.12.1 Inspectors Test Valve.** All structures, commercial and residential, shall include the installation of a fire sprinkler inspectors test valve to be located at the most remote part of the sprinkler system.

**~~7.92.903.3.1.1.2 Section 903.3.1.1.2 is deleted – Bathrooms.~~**

Section 903.3.1.1.2 of Chapter 9 of the Fire Code of Santa Cruz County is deleted.

~~903.3.1.1.2 — Bathrooms. In Group R occupancies, sprinklers shall not be required in bathrooms that do not exceed 55 square feet (5 m<sup>2</sup>) in area and are located within individual dwelling units or sleeping units, provided that walls and ceilings, including the walls and ceilings behind a shower enclosure or tub, are of noncombustible or limited combustible materials with a 15-minute thermal barrier rating.~~

**~~7.92.903.3.1.3~~ Section 903.3.1.3 is amended – NFPA 13D sprinkler systems.**

Section 903.3.1.3 of Chapter 9 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**903.3.1.3 - NFPA 13D sprinkler systems.** Automatic sprinkler systems installed in one and two-family dwellings, Group R-3 and R-4 congregate living facilities and townhouses, non-habitable structures classified as accessory to a residential use and not intended for commercial usage or mercantile, shall be permitted to be installed throughout in accordance with NFPA 13D and installation guidelines as promulgated by the Santa Cruz County Fire Chiefs Association.

**~~7.92.903.3.7~~ Section 903.3.7 is amended – Fire department connections.**

Section 903.3.7 of Chapter 9 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is amended to read as follows:

**903.3.7 - Fire department connections.** Fire department connections for automatic sprinkler systems shall be installed in accordance with Section 912. Buildings equipped with a fire sprinkler system in accordance with this chapter shall have a fire department connection located within 100 feet (183m). The location of the fire department connections shall be approved by the fire code official.

**Exception:** Single- and two-family dwellings protected by a fire sprinkler system in accordance with Section 903.3.1.3.

**~~7.92.1201.4~~ Section 1201.4 is added – Alternate power sources.**

Section 1201.4 of Chapter 12 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County is added to read as follows:

**1201.4 - Alternate power sources.** All permanent installations of electrical generators, wind generators, solar photovoltaic cells, or other power sources shall be approved by the building code official. In addition to all applicable provisions of Title 24 CCR for any such installation, a sign reading:

“WARNING – This premise is provided with an Alternate Power Source. Disconnection of commercial power may not disable the electrical power source”

shall be permanently affixed. Sign shall be red in color with a minimum of ½” tall contrasting lettering and shall be permanently affixed on each electrical panel subject to back-feed from alternate power sources. Any and all power disabling switches shall be clearly labeled.

**~~7.92.3905.1.3~~ Section 3905.1.3 is amended – Operation**

Section 3905.1.3 of Chapter 39 of Santa Cruz County the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**3905.1.3 – Operation.** Activation of the gas detection system shall result in all of the following:

1. Initiation of distinct audible and visual alarm signals in extraction room.
2. Deactivation of all heating systems located in the extraction room.
3. Activation of the mechanical ventilation system, where the system is interlocked with gas detection.
4. For detection levels at or exceeding 25% of the LEL/LFL shall result in the activation of the building's fire alarm system.

**~~7.92.5303.5.3~~ Section 5303.5.3 is amended – Securing compressed gas containers, cylinders and tanks.**

Section 5303.5.3 of Chapter 53 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is amended to read as follows:

**5303.5.3 - Securing compressed gas containers, cylinders and tanks.** Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods:

1. Securing containers, cylinders and tanks to a fixed object with two or more non-combustible restraints. The object used to anchor the restraint shall be capable of withstanding the anticipated load(s) imposed. Anchor(s) shall be attached to a structural framing member or similar.
2. Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks.
3. Nesting of compressed gas containers, cylinders and tanks at container filling or servicing facilities or in seller's warehouses not accessible to the public. Nesting shall be allowed provided the nested containers, cylinders or tanks, if dislodged, do not obstruct the required means of egress.
4. Securing of compressed gas containers, cylinders and tanks to or within a rack, framework, cabinet or similar assembly designed for such use.

**Exception:** Compressed gas containers, cylinders and tanks in the process of examination, filling, transport or servicing.

**~~7.92.5600~~ CHAPTER 56 is amended - EXPLOSIVES AND FIREWORKS.**

Chapter 56 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is amended to read as follows:

**5601.1.3 – Fireworks.** The possession, manufacture, storage, sale, handling and use of fireworks are prohibited.

**Exception:** The use of fireworks for fireworks displays, pyrotechnics before a proximate audience and pyrotechnic special effects in motion pictures, television, theatrical or group entertainment productions as allowed in Title 19, Division 1, Chapter 6 Fireworks reprinted in Section 5608 and Health and Safety Code Division 11.

**5601.2 – Permit required.** Permits shall be required as set forth in 105.56 and regulated in accordance with this Chapter. Permits for explosives as contained within this chapter, with the exception of display fireworks, shall be obtained by the law enforcement agency of jurisdiction.

**5601.2.2 - Sale and retail display.** Persons shall not construct a retail display nor offer for sale explosives, explosive materials or fireworks.

**~~7.92.9000~~ CHAPTER 90 is added – SUPPRESSION AND CONTROL OF FIRE IN WILDFIRE RISK AREAS.**

Chapter 90 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ is added to read as follows:

**9001 - SCOPE.** The unrestricted use of grass-, grain-, brush- or forest-covered land in wildfire risk areas is a potential menace to life and property from fire and resulting erosion. Safeguards to prevent the occurrence of fires and to provide adequate fire-protection facilities to control the spread of fire which might be caused by recreational, residential, commercial, industrial or other activities shall be in accordance with Chapter 90.

**9002 - RESTRICTED ENTRY.** The fire code official shall determine and publicly announce when wildfire risk areas shall be closed to entry and when such areas shall again be opened to entry. Entry on and occupation of wildfire risk areas, except public roadways, inhabited areas or established trails and camp



sites which have not been closed during such time when the wildfire risk area is closed to entry, is prohibited.

**Exceptions:**

1. Residents and owners of private property within wildfire risk areas and their invitees and guests going to or being upon their lands.
2. Entry, in the course of duty, by peace or police officers, and other duly authorized public officers, members of a fire department and members of the United States Forest Service.

**9003 - TRESPASSING ON POSTED PROPERTY.**

**9003.1 - General.** When the fire code official determines that a specific area within a wildfire risk area presents an exceptional and continuing fire danger because of the density of natural growth, difficulty of terrain, proximity to structures or accessibility to the public, such areas shall be closed until changed conditions warrant termination of closure. Such areas shall be posted as hereinafter provided.

**9003.2 - Signs.** Approved signs prohibiting entry by unauthorized persons and referring to §9002 shall be placed on every closed area.

**9003.3 - Trespassing.** Entering and remaining within areas closed and posted is prohibited.

**Exception:** Owners and occupiers of private or public property within closed and posted areas, their guests or invitees, and local, state and federal public officers and their authorized agents acting in the course of duty.

**9004 - USE OF FIRE ROADS AND FIREBREAKS.** Motorcycles, motor scooters and motor vehicles shall not be driven or parked upon, and trespassing is prohibited upon, fire roads or firebreaks beyond the point where travel is restricted by a cable, gate or sign, without the permission of the property owners. Vehicles shall not be parked in a manner which obstructs the entrance to a fire road or firebreak.

**Exception:** Public officers acting within their scope of duty.

Radio and television aerials, guy wires thereto, and other obstructions shall not be installed or maintained on fire roads or firebreaks unless located 16 feet (4877 mm) or more above such fire road or firebreak.

**9005 - USE OF MOTORCYCLES, MOTOR SCOOTERS AND MOTOR VEHICLES.** Motorcycles, motor scooters and motor vehicles shall not be operated within wildfire risk areas, without a permit by the fire code official, except upon clearly established public or private roads. Permission from the property owner shall be presented when requesting a permit.

**9006 - LIABILITY FOR DAMAGE.** The expenses of fighting fires which result from a violation of this chapter shall be a charge against the person whose violation caused the fire. Damages caused by such fires shall constitute a debt of such person and are collectable by the fire code official in the same manner as in the case of an obligation under a contract, expressed or implied.

**PART 3**

The geographic limits referred to in certain sections of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ are hereby established as follows:

**Establishment of limits of districts in which storage of flammable or combustible liquids in outside aboveground tanks is prohibited.** The limits referred to in Sections 5704.2.9.6.1 and 5706.2.4.4 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County~~ in which the storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is restricted are hereby established as the incorporated area of the political boundary of the SCOTTS VALLEY FIRE PROTECTION DISTRICT. ~~independent Fire District applying this code~~ ~~Santa Cruz County Fire Department~~.

**Exceptions:** Such use is allowed in the following zoning districts:

1. The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in A or A-1 Zones;
2. The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in M-1, M-2 or M-3 Zones;
3. The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in NR Zones.

**Establishment of limits of districts in which storage of flammable cryogenic fluids in stationary containers is to be prohibited.** The limits referred to in Section 5806.2 of the Fire Code of ~~the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County~~ in which storage of flammable cryogenic fluids in stationary containers is prohibited are hereby established as the political boundary of the SCOTTS VALLEY FIRE PROTECTION DISTRICT.

~~the independent Fire District applying this code Santa Cruz County Fire Department.~~

**Exceptions:**

1. The storage of flammable cryogenic fluids in stationary containers is allowed in an M-2 Zone with a Conditional Use Permit issued by the Planning Department.
2. The storage of flammable cryogenic fluids in stationary containers is allowed in an M-3 Zone.

**Establishment of limits for storage of Liquefied Petroleum Gas.** The limits referred to in Section 6104.2 of the Fire Code of ~~the SCOTTS VALLEY FIRE PROTECTION DISTRICT Santa Cruz County~~ are hereby limited to a maximum of 2,000 gallons water capacity within the political boundary of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~the independent Fire District applying this code Santa Cruz County Fire Department.~~

#### PART 4

Ordinance No. ~~XXXXX-2022-1~~ of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~of the Fire Code of Santa Cruz County~~ ~~XXXXXXXXXX~~ entitled "2019<sup>97</sup> Fire Code", and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

#### PART 5

That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of ~~Supervisors~~~~Directors~~~~Directors~~ of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~County of Santa Cruz~~ ~~XXXXXXXXXX~~ hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

#### PART 6

That nothing in this ordinance or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Part 4 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

#### PART 7

That the fire chief of the SCOTTS VALLEY FIRE PROTECTION DISTRICT ~~Santa Cruz County Fire~~ ~~XXXXXXXXXX~~ is hereby ordered and directed to cause a notice of this ordinance to be published in a newspaper in general circulation in accordance with Section 6066 of the California Government Code.

#### PART 8

That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect on January 1, 2023 ~~XXXXXXXXXX~~ pursuant to Health and Safety Code Section 18941.5. This Ordinance shall remain in full force and effect until a subsequent superseding ordinance becomes effective.

~~PASSED AND ADOPTED~~ this XXX day of October 2019, by the Board of Directors of the ~~XXXXXXXXXX~~  
by the following vote:

~~YES: \_\_\_\_\_~~  
~~NOES: \_\_\_\_\_~~  
~~ABSENT: \_\_\_\_\_~~  
~~ABSTAIN: \_\_\_\_\_~~

\_\_\_\_\_  
\_\_\_\_\_  
President of the Board of Directors

~~ATTEST:~~  
  
\_\_\_\_\_  
\_\_\_\_\_  
Secretary of said Board

~~APPROVED AS TO FORM:~~  
  
\_\_\_\_\_  
\_\_\_\_\_  
District Council

DISTRIBUTION: \_\_\_\_\_ Board of Supervisors

~~RATIFIED \_\_\_\_\_~~

~~DENIED \_\_\_\_\_~~

~~MODIFIED \_\_\_\_\_~~

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 202219, by the Board of Supervisors of  
the County of Santa Cruz by the following vote:

~~AYES: \_\_\_\_\_ SUPERVISORS~~  
~~NOES: \_\_\_\_\_ SUPERVISORS~~  
~~ABSENT: \_\_\_\_\_ SUPERVISORS~~  
~~ABSTAIN: \_\_\_\_\_ SUPERVISORS~~  
\_\_\_\_\_  
Chairperson of the Board of Supervisors

~~ATTEST:~~  
  
\_\_\_\_\_  
\_\_\_\_\_  
Clerk of the Board

DISTRIBUTION: \_\_\_\_\_ County Administrative Office  
\_\_\_\_\_ County Counsel  
\_\_\_\_\_ Planning Department  
\_\_\_\_\_ General Services Department/O.E.S.  
\_\_\_\_\_ State of California Housing & Community Development  
\_\_\_\_\_ Office of the California State Fire Marshal

PASSED AND ADOPTED this XXX day of XXXX, by the Board of Directors of the Scotts Valley Fire Protection District by the following vote:

	<u>AYES</u>	<u>NOES</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
<u>Director Kris Hurst</u>				
<u>Director Adam Cosner</u>				
<u>Director Joseph Parker</u>				
<u>Director Russ Patterson</u>				
<u>Director Daron Pisciotta</u>				

\_\_\_\_\_  
Russ Patterson  
Board President

ATTEST:

\_\_\_\_\_  
Ron Whittle  
Board Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Phillip Passafuime  
District Counsel

DISTRIBUTION:     City Council

# SCOTTS VALLEY FIRE PROTECTION DISTRICT

## RESOLUTION NO. 2022-11

### NOTICE OF INTENT TO ADOPT THE 2022 CALIFORNIA FIRE CODE WITH AMENDMENTS 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 Board of Directors of the Scotts Valley Fire Protection District (“District”), on December 14, 2022 at 6:00 p.m. will conduct a public meeting to consider adoption of a District Ordinance which would adopt the 2022 California Fire Code with amendments, and to prescribe regulations governing conditions hazardous to life and property from fire and explosion and to provide for the issuance of permits and establishing certain fees. The hearings will be held at the Scotts Valley City Hall, One Civic Center Drive, Scotts Valley, CA 95066.

Copies of the proposed Ordinance are available for review at the District Office, located at 7 Erba Lane, Scotts Valley, CA 95066.

PASSED AND ADOPTED by the Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on the 14th day of December, 2022, by the following roll call vote:

<u>AYES</u>	<u>NOES</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
-------------	-------------	---------------	----------------

Director Kris Hurst  
Director Adam Cosner  
Director Joseph Parker  
Director Russ Patterson  
Director Daron Pisciotta

ATTEST:

\_\_\_\_\_  
Ron Whittle  
Board Secretary

\_\_\_\_\_  
Russ Patterson  
Board President

APPROVED AS TO FORM:

\_\_\_\_\_  
Phillip Passafuime  
District Counsel



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

## RESOLUTION NO. 2022-12

### RESOLUTION FINDING MODIFICATION OF STATE HOUSING LAW BY ORDINANCE 2022-1, REASONABLY NECESSARY BECAUSE OF LOCAL CONDITIONS

WHEREAS, Health and Safety Code Section 13869.7 provides that a fire protection district organized under the Bergeson Fire District Law may adopt building standards relating to fire and panic safety that are more stringent than those building standards adopted by the State Fire Marshal and contained in the California Building Standards Code, and;

WHEREAS, Health and Safety Code Section 13869.7 provides that any such changes or modifications that are more stringent and relate to fire and panic safety are subject to subdivision (b) of Health and Safety Code Section 18941.5, and;

WHEREAS, subdivision (b) of Health and Safety Code Section 13869.7 allows a fire district / 18941.5 allows a city or county to establish more restrictive building standards reasonably necessary because of local climatic, geological or topographical conditions after making the findings required by Health and Safety Code Section 17958.7.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that insofar as Ordinance 2022-1 of the Scotts Valley Fire Protection District may change or modify the State Housing Standards adopted pursuant to Health and Safety Code Section 17922, as to the requirement for installation of an automatic sprinkler system in all new buildings and in specific cases, existing buildings when altered, the Board of Directors of the Scotts Valley Fire Protection District, after duly noticed and held public meeting, expressly finds that such change or modification to Section 903 et al of Part 9 of the California Building Standards Code is reasonably necessary because of local conditions as more specifically set forth as follows:

1. The Scotts Valley Fire Protection District is extraordinarily inaccessible for firefighting purposes due to mountainous topography; or
2. The Scotts Valley Fire Protection District poses an extreme fire hazard due to the high percentage of forested land (approximately 50%),
3. The Scotts Valley Fire Protection District is subject to major disasters such as earthquakes, flooding, landslides and major wildland fires which greatly limit traditional fire suppression capabilities for individual property protection. The Scotts Valley Fire Protection District is situated on and near the most active seismic zones in California, the San Andreas, San Gregorio, Zayante, and Hayward Faults. The great potential for earthquakes influences our community. As witnessed in the 1989 Loma Prieta Earthquake, a major seismic event will create a demand on fire protection services, and through the use of automatic fire suppression systems, the potential for a catastrophic fire loss to a community can be partially mitigated.
4. The Scotts Valley Fire Protection District is favored with many sources of high quality water, including springs, wells, reservoirs, and surface streams, mutual and municipal water companies. However, the underground water sources are becoming depleted and extensive steps have been taken to reduce the amount of water consumed. The water supply in the Scotts Valley Fire Protection District makes extensive use of automatic fire sprinkler systems feasible as a means to reduce our dependency on large volumes of water for fire suppression.

5. The local climatic conditions affect acceleration, intensity and size of fire in the community. Times of little or no rainfall, create extremely hazardous conditions when a fire is introduced to the environment. Fires in structures can easily spread to the wildland as well as a fire in the wildland into a structure. Such devastating fires can be witnessed by reviewing the damage to the environment and property from the CZU Fire, Summit Fire, Trabing Fire, Loma Fire, Martin Fire and Lexington Fire to name a few.
6. Most of the roadways connecting our community are classified as rural arterial and collectors. These roadways in many cases do not allow for 2-way traffic to safely pass. Additionally during events such as wildfires, earthquake and flooding, the roadways have proven to be less than adequate for the response of emergency vehicles.
7. The experience and efficiency of automatic fire sprinkler systems within the Scotts Valley Fire Protection District exceed those of the National Fire Protection Association which indicate that automatic fire sprinkler systems have established an efficiency record of approximately 96% satisfactory performance in the United States since 1925. The local statistics show that all fires have been extinguished with fewer than 2 fire sprinkler heads activating, and that no further fire suppression was necessary upon arrival of fire suppression forces.

NOW, THEREFORE, BE IT FURTHER RESOLVED AND ORDERED that the Secretary of the Board is directed to mail a copy of these findings together with the modification or change expressly marked and identified to the California Department of Housing and Community Development and obtain a file stamped endorsed copy from the commission for retention in the District's office.

PASSED AND ADOPTED by the Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on the 14<sup>th</sup> day of December, 2022, by the following roll call vote:

<u>AYES</u>	<u>NOES</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
-------------	-------------	---------------	----------------

Director Kris Hurst  
Director Adam Cosner  
Director Joseph Parker  
Director Russ Patterson  
Director Daron Pisciotta

ATTEST:

\_\_\_\_\_  
Ron Whittle  
Board Secretary

\_\_\_\_\_  
Russ Patterson  
Board President

APPROVED AS TO FORM:

\_\_\_\_\_  
Phillip Passafiume  
District Counsel

# SCOTTS VALLEY FIRE PROTECTION DISTRICT

## RESOLUTION NO. 2022-13

### NOTICE OF INTENT TO CONSIDER A NEGATIVE DECLARATION FOR AN ORDINANCE ADOPTING THE 2022 CALIFORNIA FIRE CODE WITH AMENDMENTS 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 Board of Directors of the Scotts Valley Fire Protection District (“District”), on December 14, 2022 at 6:00 p.m. will conduct a public meeting to consider adoption of District Ordinance 2022-1 which prescribes regulations governing conditions hazardous to life and property from fire and explosion and to provide for the issuance of permits and establishing certain fees. The hearings will be held at the Scotts Valley City Hall, One Civic Center Drive, Scotts Valley, CA 95066.

A draft negative declaration has been prepared with respect to the environmental analysis of the Ordinance under the provisions of the California Environmental Quality Act, (Public Resources Code 21000 et seq.). Copies of the proposed Ordinance and negative declaration are available for review at the Administrative Offices of the Scotts Valley Fire Protection District, 7 Erba Lane, Scotts Valley, CA 95066.

PASSED AND ADOPTED by the Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on the 14<sup>th</sup> day of December 14, 2022, by the following roll call vote:

<u>AYES</u>	<u>NOES</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
-------------	-------------	---------------	----------------

Director Kris Hurst  
Director Adam Cosner  
Director Joseph Parker  
Director Russ Patterson  
Director Daron Pisciotta

ATTEST:

\_\_\_\_\_  
Ron Whittle  
Board Secretary

\_\_\_\_\_  
Russ Patterson  
Board President

APPROVED AS TO FORM:

\_\_\_\_\_  
Phillip Passafuime  
District Counsel

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2022-10**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SCOTTS  
VALLEY FIRE PROTECTION DISTRICT CERTIFYING 180-DAY  
WAITING PERIOD EXEMPTION, APPROVING RONALD WHITTLE AS  
INTERIM FIRE CHIEF AND APPROVING TEMPORARY EMPLOYMENT  
AGREEMENT BETWEEN THE SCOTTS VALLEY PROTECTION  
DISTRICT AND RONALD WHITTLE**

**WHEREAS**, in compliance with Government Code Section 7522.56 of the Public Employees' Retirement Law, the Scotts Valley Fire Protection District must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since their retirement date; and

**WHEREAS**, Ronald Whittle retired from Scotts Valley Fire Protection District effective December 31, 2022; and

**WHEREAS**, Gov. Code section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is June 30, 2023 without this certification resolution; and

**WHEREAS**, Gov. Code section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

**WHEREAS**, the Board of Directors, the Scotts Valley Fire Protection District and Ronald Whittle certify that Ronald Whittle has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during recruitment for a permanent appointment; and

**WHEREAS**, the governing body has authorized the search for a permanent appointment on November 9, 2022; and

**WHEREAS**, the Board of Directors hereby appoints Ronald Whittle as an interim appointment retired annuitant to the vacant position of Fire Chief for the Scotts Valley Fire Protection District under Gov. Code section 21221(h), effective January 1, 2023; and

**WHEREAS**, this Gov. Code section 21221(h) appointment shall only be made once and therefore will expire as of the first of the following to occur: (i) mutually agreed upon date following the appointment of a new Fire Chief, to allow for the transition to the newly appointed Fire Chief; (ii) upon termination of the Employment Agreement by either Employee or District; or (iii) December 31, 2023; and

**WHEREAS**, no matter, issues, terms or conditions related to this employment and appointment have been or will be placed on consent calendar; and

**WHEREAS**, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the maximum base salary for this position is \$18,447 and the hourly equivalent is \$106.43; and

**WHEREAS**, the hourly rate paid to Ronald Whittle will be \$106.43; and

**WHEREAS**, Ronald Whittle has not and will not receive any other benefit, incentive, compensation in lieu of benefit or any other form of compensation in addition to this hourly pay rate; and

**THEREFORE, BE IT RESOLVED THAT** the Board of Directors hereby certifies the nature of employment of Ronald Whittle as described herein and detailed in the attached employment agreement / contract / appointment documents and that this appointment is necessary to fill the critically needed position of Fire Chief for the Scotts Valley Fire Protection District by January 1, 2023 because the current fire chief retires on December 31, 2022, and the internal candidate that was given the position, reconsidered.

The above and foregoing resolution was duly and regularly adopted by the Board of Directors of the Scotts Valley Fire Protection District at a regular meeting held on the 14<sup>th</sup> day of December, 2022 by the following vote:

AYES      NOES      ABSENT      ABSTAIN

Director Russ Patterson

Director Daron Pisciotta

Director Joe Parker

Director Kris Hurst

Director Adam Cosner

ATTEST: \_\_\_\_\_

Ron Whittle

Board Secretary

\_\_\_\_\_

Russ Patterson

Board President



**AGREEMENT FOR TEMPORARY EMPLOYMENT**  
**Interim Fire Chief**

**THIS AGREEMENT FOR TEMPORARY EMPLOYMENT** is between the Scotts Valley Fire Protection District, a California Special District ("District"), and Ron Whittle, an individual ("Employee") (collectively, the "Parties").

**RECITALS**

**WHEREAS**, the District will have a vacancy at the position of Fire Chief in January 2023, a regular position for which the District is conducting an active recruitment for a permanent appointment; and

**WHEREAS**, the District has a need for an employee to temporarily perform the position of Fire Chief, effective January 1, 2023, a position involving specialized skills and training and which is critically necessary to the on-going duties and functions of the District; and

**WHEREAS**, Employee is competent and qualified to perform the services required by this Agreement, and District wishes to have Employee perform the Fire Chief duties on an interim basis; and

**WHEREAS**, Employee's employment as Interim Fire Chief is authorized by Government Code section 21221(h), which permits the District to appoint a CalPERS retired annuitant to a vacant position requiring specialized skills during recruitment for a permanent replacement; and

**WHEREAS**, pursuant to action by the Board of Directors during a regular meeting on December 14, 2022, Employee has been appointed on an interim basis to the vacant position of Fire Chief subject to the requirements of Government Code sections 7522.56 and 21221(h).

**NOW, THEREFORE**, the Parties do mutually agree as follows:

**AGREEMENT**

1. Appointment and Duties. Employee has been appointed as Interim Fire Chief by the Board of Directors, and shall temporarily perform the functions of Fire Chief, a position involving highly-specialized and critically-needed skills. Such employment is "at will," subject to the terms of this Agreement, and Employee shall perform said duties at the pleasure of and under the direct supervision of the Board of Directors. It is the intent of the parties that the Interim Fire Chief shall keep the Board of Directors fully apprised of all significant ongoing operations of the District. Toward that end, Employee shall report directly to the Board of Directors and will periodically, or as maybe otherwise specifically requested by the Board of Directors, provide status reports to the Board of Directors on his/her activities and those of District. It is the intent of the Board of Directors for the Interim Fire Chief to function as the chief executive officer of District's organization. Employee shall provide such other services as are customary and appropriate to the position of Interim Fire Chief, including assisting with the

District's recruitment for a full-time permanent Fire Chief, together with such additional services assigned from time to time by the Board of Directors as may be consistent with California law. Employee shall devote his best efforts and attention to the performance of these duties.

2. Term. This Agreement shall be effective on January 1, 2023 ("Effective Date"). This Agreement shall expire as of the first of the following to occur: (i) mutually agreed upon date following the appointment of a new Fire Chief, to allow for the transition to the newly appointed Fire Chief; (ii) upon termination of the Agreement by either Employee or District as provided in Section 6 of this Agreement; or (iii) December 31, 2023.

3. Compensation and Work Schedule.

- A. Rate of Pay. Employee shall be paid at the rate of \$106.43 per hour. The District has confirmed that this rate is not less than the minimum, nor in excess of the maximum, paid by the District to other employees performing comparable duties as listed on the District's publicly-available pay schedule. Payments will be made on regularly scheduled District payroll dates, and shall be subject to all applicable payroll taxes and withholdings. Such compensation shall be the sole compensation for Employee's services under this Agreement.

- B. Work Schedule and 960-hour Limitation.

- i. Employee is expected to devote necessary time, within and outside normal business hours, to the business of the District. Pursuant to Government Code Sections 21221(h) and Section 7522.56, however, Employee's performance of services as a retired annuitant, whether compensated or on a volunteer basis, shall not exceed 960 hours per fiscal year in all positions for all public employers that contract with CalPERS for retirement benefits. The District retains the right to designate, reduce, change, or amend the number of hours assigned to Employee consistent with the District's workload and other needs. If Employee's hours are approaching 960, then the District retains the right to summarily suspend Employee's duties under this Agreement and to reassign any scheduled hours, as needed, to ensure that Employee does not exceed the maximum hours allowed by this Agreement. Employee will be responsible for keeping track of the number of hours worked on a time sheet form provided by the District and submitting them at least every two weeks.
    - ii. Due to the nature of the position, it is understood that the work day and work week hours may vary, however Employee shall not work overtime (i.e. hours in excess of 40 per week) without specific authorization by the President of the Board of Directors.

- C. Compliance with CalPERS Requirements. It is the intent of the parties to

compensate Employee only to the extent permitted under Government Code Section 21221(h) and corresponding CalPERS regulations and policy statements. The Rate of Pay set forth above is based on the salary limitations established by CalPERS. The hourly salary for the position of Fire Chief as listed on a publicly available pay schedule is \$106.43 per hour.

- D. Recordation and Reporting of Hours Worked. Employee will comply with all applicable CalPERS rules and regulations governing employment after retirement, including the recordation and reporting of all hours worked for District to CalPERS as may be required. District shall assist in any such reporting obligation to CalPERS. Additionally, Employee shall keep District continually informed of any hours worked by Employee for other CalPERS Agencies during the term of this Agreement.

4. Employment Status and Benefits.

- A. Benefits. Other than the compensation described above in Section 3.A, Employee will receive no other benefits, incentives, compensation in lieu of benefits, or any other form of compensation. Employee understands and agrees that he is not, and will not be, eligible to receive any benefits from the District, including any District group plan for hospital, surgical, or medical insurance, any District retirement program, or any paid holidays, vacation, sick leave, or other leave, with or without pay, or any other job benefits available to an employee in the regular service of the District, except for Worker's Compensation Insurance coverage or similar benefits required by state or federal law.
- B. At-Will; No Property Right in Employment. Employee understands and agrees that the terms of his employment are governed only by this Agreement and that no right of regular employment for any specific term is created by this Agreement. Employee further understands that he acquires no property interest in his employment by virtue of this Agreement, that the employment is "at will" as defined by the laws of the State of California (meaning that he can be terminated at any time for any reason or for no reason), and that he is not entitled to any pre- or post-deprivation administrative hearing or other due process upon termination or any disciplinary action except as otherwise provided by law.
- C. Employment of a Retiree. Employee understands that CalPERS retired annuitants may be employed by any CalPERS public agency employer, by temporary appointment to a position(s) not to exceed 960 hours in any fiscal year for all such employers; either (1) during an emergency to prevent stoppage of public business, or (2) because the retired employee has skills needed in performing work of limited duration. In the event Employee is providing services to any other CalPERS public agency employer during the term of this Agreement, Employee must notify the City of such employment

and disclose on a periodic basis (at a frequency determined by the District) the number of hours Employee is performing for that other public agency to ensure that the maximum number of hours is not exceeded.

5. Representation of Employee. Employee represents that he is properly trained and certified to perform the duties required of the interim Fire Chief position and this Agreement. Employee further represents that he has not worked any hours as a retired annuitant for a CalPERS employer in the current fiscal year (July 1, 2022-June 30, 2023), and will immediately notify the District if he works any hours for another CalPERS employer. Consistent with current Government Code provisions, the District shall not provide any benefits, leave time or compensation in lieu of benefits. Employee represents that he has not received any unemployment insurance payments for prior retired annuitant work for any CalPERS employer within twelve months of the effective date of this Agreement.
6. Termination.
  - A. Employee acknowledges that he is an at-will, temporary employee of District who shall serve at the pleasure of the Board of Directors at all times during the period of his service hereunder and shall be subject to termination by the Board of Directors at any time without advance notice and without cause as set forth in Section 4.B of this Agreement. Nothing contained in this Agreement shall in any way prevent, limit or otherwise interfere with the right of District to terminate the services of Employee and nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from this position with District, provided Employee gives District 30-days' written notice of such resignation. Employee is not eligible for any severance payment or benefit relating to or arising out of the termination of this Agreement.
  - B. No Notice for Expiration. Nothing in this Section 6 shall be construed to require either party to give advance written notice in order for the Agreement to expire as set forth in Section 2.
  - C. Termination Obligations. Employee agrees that all property, including, without limitation, all equipment, tangible Proprietary Information (as defined below), documents, records, notes, contracts, and computer-generated materials furnished to or prepared by him incident to his employment belongs to District and shall be returned promptly to District upon termination of Employee's employment. Employee's obligations under this subsection shall survive the termination of his employment and the expiration of this Agreement.
7. Governing Law/Venue. This Agreement shall be interpreted according to the laws of the State of California. Venue for any action or proceeding regarding this contract shall be in Santa Cruz County.

8. Enforceability. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
9. Conflict of Interest. Employee agrees that during the term of this Agreement, he will not maintain any financial interest or engage in any other contract employment, occupation, work, endeavor or association, whether compensated or not, that would in any way conflict with, or impair Employee's ability to perform the duties described in this Agreement. Any work performed for the District outside the terms of this Agreement must be approved in advance in writing by the Board of Directors. Employee agrees to disclose whether he is performing work for any other CalPERS public agency employer as required by section 4.C. of this Agreement.
10. Entire Agreement and Modification. This Agreement constitutes the entire understanding of the Parties hereto. This Agreement supersedes any previous contracts, agreements, negotiations or understandings, whether written or oral, between the Parties. Employee shall be entitled to no other compensation or benefits than those specified herein, and Employee acknowledges that no representation, inducements or promises not contained in this Agreement have been made to Employee to induce Employee to enter into this Agreement. No changes, amendments, or alterations hereto shall be effective unless in writing and signed by both Parties.
11. Support Services and Equipment. Employee shall be provided office space and the equipment needed to perform his duties and sufficient to fulfill obligations under this Agreement, as determined by the Board of Directors, at no cost to Employee. In accordance with Government Code Section 21221(h), personal use of such equipment is not permitted.
12. Reimbursement for Expenses. District recognizes that certain expenses of a non- personal but job related nature are incurred by Employee, and agrees to reimburse or to pay said general expenses, including without limitation reimbursement for Employee's use of his personal automobile for District related business which reimbursements shall be made in accordance with District policy, IRS regulations, and other applicable state or federal laws. Other than as specifically provided herein, Employee shall receive no other compensation or reimbursements for expenses incurred by him in the performance of this Agreement.
13. Notices. All notices permitted or required under this Agreement shall be given to the respective Parties by (1) email to the email addresses identified below, and (2) by hand- delivery or by mail at the following address, or at such other address as the respective Parties may provide in writing for this purpose, by deposit in the U.S. Mail, postage pre- paid, addressed as follows:



DISTRICT:  
Scotts Valley Fire Protection District  
7 Erba Lane  
Scotts Valley, CA 95066  
ATTN: President Russ Patterson  
rpatterson@scottsvalleyfire.com

EMPLOYEE:  
Ron Whittle  
(Confidential Address on File)  
rwhittle@scottsvalleyfire.com

14. Indemnification. In accordance with and subject to the limitations of the California Government Claims Act and California Labor Code, the District shall defend, save harmless and indemnify Employee against any tort, professional liability, claim or demand or other legal action, arising out of an alleged act or omission occurring in the performance of Employee's services as interim Fire Chief, except that this provision shall not apply with respect to any intentional tort or crime committed by Employee, or any actions outside the course and scope of his employment as interim Fire Chief. The duty of defense shall include reimbursement of any out-of-pocket expenses incurred by Employee in connection with his service as a witness, party or other participant in litigation, whether such service occurs during or after the termination of Employment. Said duties of defense and indemnity shall survive the termination of employment under this Agreement.
15. No Presumption of Drafter. The Parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the Parties, and this Agreement reflects their mutual agreement regarding the subject matter of this Agreement. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any Party to be the drafter of this Agreement and, therefore, no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.
16. Assistance of Counsel. Each party to this Agreement warrants to the other party that the party has either had the assistance of counsel in negotiation for, and preparation of, this Agreement or could have had such assistance and voluntarily declined to obtain such assistance.
17. Non-Assignment of Agreement. This Agreement is intended to secure the individual services of the Employee and is not assignable or transferable by Employee to any third party.
18. Bonding. The District shall bear the full cost of any fidelity or other bond required under any law or ordinance.

SIGNATURE PAGE FOLLOWS

DISTRICT:

EMPLOYEE:

---

Russ Patterson  
Board President  
Scotts Valley Fire District

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Ron Whittle  
Interim Fire Chief

Approved as to Form:

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Phillip Passafuime, Attorney for Scotts Valley Fire Protection District





# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Date: December 14, 2022  
To: Board of Directors  
From: Chief Whittle  
Subject: November Administrative Report

## Administration

Admin Services Manager Walton and Admin Accounting Specialist Jackson attended the quarterly Santa Cruz County Teams meeting to review calendar year end deadlines.

Admin also set up VEBA for the Chief Officers Group.

Admin Accounting Specialist Bridges inspected 4 car seats in November.

## Operations:

*Fail Safe* has completed the annual ladder testing for all department ladders.

*Thompson Consulting Services* (monitoring debris removal from CZU fire) kindly donated an assortment of office supplies. Paper, pens, paper, computer monitors, fire extinguishers, and white boards are some of the items donated.

Crews troubleshooted an emission issue with E2512. The parts have been ordered and repaired shortly.

Emission issues with BCs McNeil will require a new fuel tank to repair the problem.

The carpet in the dayroom and captains office at SCO1 has been removed and will be replaced with similar laminate tile.

The roof leak at SCO1 is believed to be coming from the deteriorating siding on the hose tower. Crews have scraped and caulked the north side of the tower and will wait for the next rain to make that determination.

Crews finished with upgrading station one apparatus bay overhead lights to LED.

Crews hung Christmas lights and decorations at station one and two.

## EMS:

SVFD EMS ECG Boot camp class started this month and will finish up the first two weeks of December. Santa Cruz City Fire Chief Rob Oatey, Santa Cruz City Fire Division Rob Chief Young, Central Fire Captain Tim Welte and Central Fire Engineer Dana Rayfield attended.

Santa Cruz County EMSIA EMS road show training. Scott Vahradian hosted county wide training on EMS related knowledge skills and abilities.

Board of Directors

Robert Campbell   Edward Harmon   Joseph Parker   Russ Patterson   Daron Pisciotta

### **Training:**

Crews provided extinguisher training to the employees at Netcom.

Eng. Smiley completed The Bay Area's Security Initiative's Training and Exercises Program HAZMAT Series. This course was provided at no cost.

Eng. Green completed the SVFD Acting Captains and NWCG Engine Boss task books. Pending Admin approval.

Eng. Green Assisted with California State certified driver operator 1A. The county is working to establish a cadre to help instruct locally. This will help with the transition from Class B licensure to Firefighter endorsements.

Captain Sundermier rolled out new rope rescue equipment to the crews. Implementation and uses for the Aztek mechanical advantage. Training consisted of high angle / vertical rope in the field.

Just off probation Eng. Vandiver completed State certified classes for Ethics, Regional Instructor orientation and Certified exam evaluator. He has also submitted a CICC application for single resource line medic.

Santa Cruz County Training Officers Group is bringing in the 3 series Chief Officer and 2 series Company Officer classes locally to aid in succession planning. Classes start January 2023.

### **Prevention:**

Deputy Fire Marshal Collins completed all initial state mandated inspections for the year.

24 construction inspections and 7 misc. inspections including defensible space, complaints and special events were completed.

DFM Collins was nominated president of the Santa Cruz County Fire Prevention Officers group beginning in January.

In order to eliminate the storage of hardcopy files and plans, DFM Collins is working on the process of converting blueprints to PDFs.

The fire code adoption is proceeding. DFM Collins along with representatives from Central Fire, CalFire and Felton Fire attended the first reading at the 11/15/22 County Board of Supervisors meeting. No questions or concerns were asked from the public and the second reading is scheduled for 12/6/22.

### **Chief Report**

I attended the quarterly Treasury Oversight Commission meeting as the representative for Special Districts.

I attended the ground breaking ceremony for Ambient Photonics at 200 El Pueblo Road.

I was interviewed by AP Triton Associates as part of the County Fire Master Plan process.

I met with the Facilities and Equipment Committee to discuss the fire station project.

The Scotts Valley – Branciforte Ad-hoc committee met on November 15<sup>th</sup>.

I was invited to make a presentation to the Scotts Valley Sportsman's Club at their November membership meeting.

BC Stubendorff, Admin Services Manager Walton and I met with Pagoda Technologies, our IT consultants.



# Scotts Valley Fire Protection District

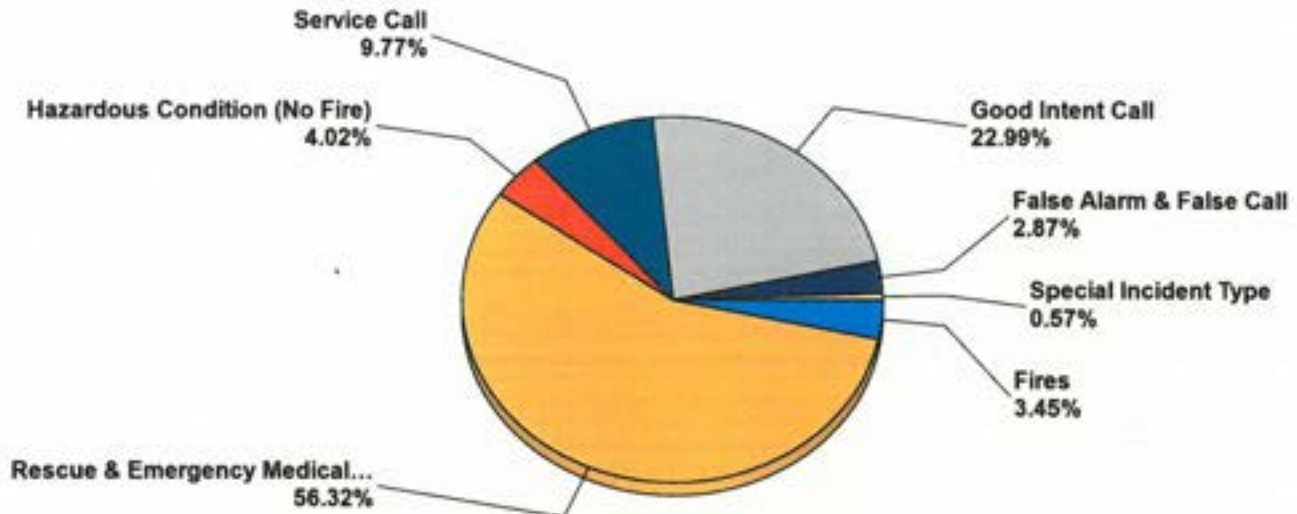
Scotts Valley, CA

This report was generated on 12/5/2022 9:25:17 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2022 | End Date: 11/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	3.45%
Rescue & Emergency Medical Service	98	56.32%
Hazardous Condition (No Fire)	7	4.02%
Service Call	17	9.77%
Good Intent Call	40	22.99%
False Alarm & False Call	5	2.87%
Special Incident Type	1	0.57%
<b>TOTAL</b>	<b>174</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.57%
131 - Passenger vehicle fire	3	1.72%
140 - Natural vegetation fire, other	1	0.57%
142 - Brush or brush-and-grass mixture fire	1	0.57%
311 - Medical assist, assist EMS crew	1	0.57%
321 - EMS call, excluding vehicle accident with injury	90	51.72%
322 - Motor vehicle accident with injuries	2	1.15%
324 - Motor vehicle accident with no injuries.	5	2.87%
400 - Hazardous condition, other	1	0.57%
412 - Gas leak (natural gas or LPG)	3	1.72%
424 - Carbon monoxide incident	2	1.15%
444 - Power line down	1	0.57%
531 - Smoke or odor removal	2	1.15%
553 - Public service	8	4.6%
554 - Assist invalid	6	3.45%
561 - Unauthorized burning	1	0.57%
600 - Good intent call, other	1	0.57%
611 - Dispatched & cancelled en route	31	17.82%
622 - No incident found on arrival at dispatch address	4	2.3%
651 - Smoke scare, odor of smoke	4	2.3%
700 - False alarm or false call, other	1	0.57%
733 - Smoke detector activation due to malfunction	1	0.57%
736 - CO detector activation due to malfunction	1	0.57%
743 - Smoke detector activation, no fire - unintentional	1	0.57%
745 - Alarm system activation, no fire - unintentional	1	0.57%
900 - Special type of incident, other	1	0.57%
<b>TOTAL INCIDENTS:</b>	<b>174</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

# Scotts Valley Fire Protection District

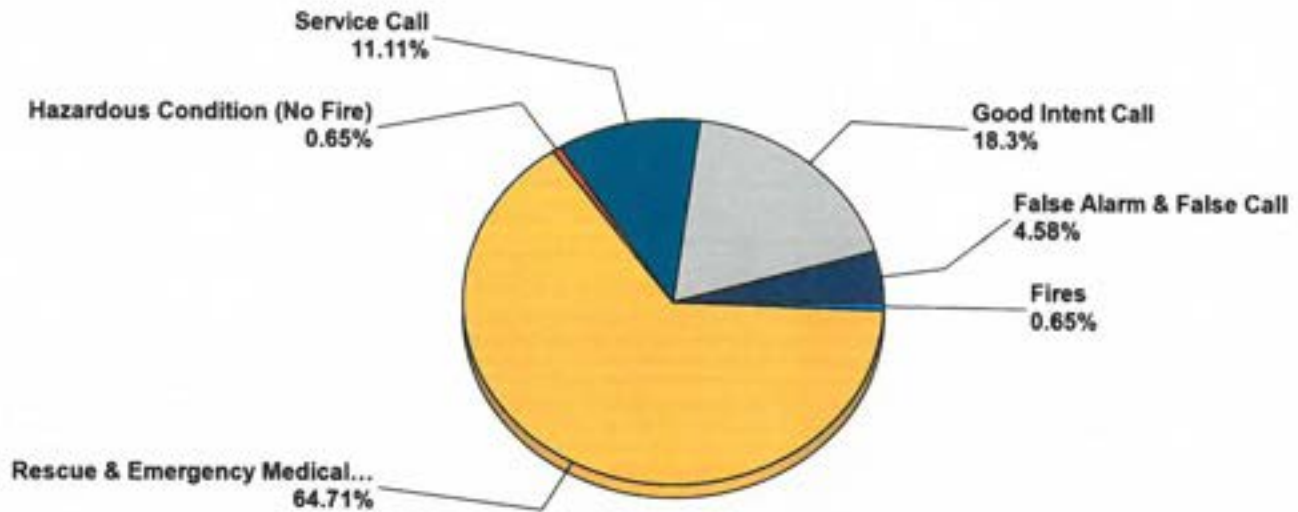
Scotts Valley, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2021 | End Date: 11/30/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	0.65%
Rescue & Emergency Medical Service	99	64.71%
Hazardous Condition (No Fire)	1	0.65%
Service Call	17	11.11%
Good Intent Call	28	18.3%
False Alarm & False Call	7	4.58%
TOTAL	153	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.65%
300 - Rescue, EMS incident, other	1	0.65%
320 - Emergency medical service, other	3	1.96%
321 - EMS call, excluding vehicle accident with injury	86	56.21%
322 - Motor vehicle accident with injuries	5	3.27%
324 - Motor vehicle accident with no injuries.	4	2.61%
412 - Gas leak (natural gas or LPG)	1	0.65%
510 - Person in distress, other	3	1.96%
550 - Public service assistance, other	1	0.65%
553 - Public service	9	5.88%
554 - Assist invalid	2	1.31%
561 - Unauthorized burning	2	1.31%
600 - Good intent call, other	1	0.65%
611 - Dispatched & cancelled en route	23	15.03%
622 - No incident found on arrival at dispatch address	3	1.96%
650 - Steam, other gas mistaken for smoke, other	1	0.65%
700 - False alarm or false call, other	3	1.96%
733 - Smoke detector activation due to malfunction	1	0.65%
743 - Smoke detector activation, no fire - unintentional	2	1.31%
745 - Alarm system activation, no fire - unintentional	1	0.65%
<b>TOTAL INCIDENTS:</b>	<b>153</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Scotts Valley Fire Protection District

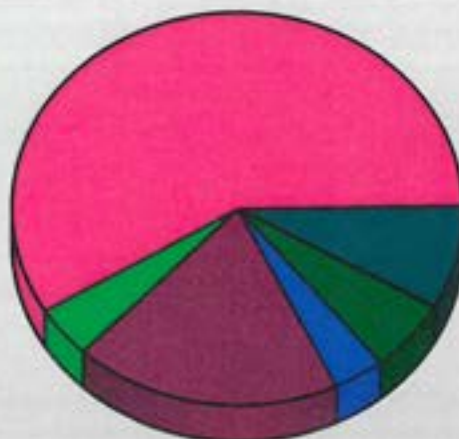
Scotts Valley, CA

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## Major Incident Types by Month for Date Range

Start Date: 01/01/2021 | End Date: 11/30/2021



False Alarm & False Call	Hazardous Condition (No Fire)	Overpressure Rupture, Explosion, Overheat(no fire)
Fire	Rescue & Emergency Medical Service Incident	Special Incident Type
Good Intent Call	Service Call	Severe Weather & Natural Disaster

INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
False Alarm & False Call	12	13	13	9	5	5	18	17
Fire	8	4	2	3	10	12	4	8
Good Intent Call	48	23	34	34	27	27	36	31
Hazardous Condition (No Fire)	24	2	5	3	5	9	3	3
Overpressure Rupture, Explosion, Overheat(no fire)				1				
Rescue & Emergency Medical Service Incident	82	95	109	108	133	107	115	109
Service Call	15	17	11	18	14	8	18	10
Severe Weather & Natural Disaster								
Special Incident Type							1	
<b>Total</b>	<b>189</b>	<b>154</b>	<b>174</b>	<b>176</b>	<b>194</b>	<b>168</b>	<b>195</b>	<b>178</b>

Only REVIEWED incidents included



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INCIDENT TYPE	SEP	OCT	NOV	TOTAL
False Alarm & False Call	7	11	7	117
Fire	6	14	1	72
Good Intent Call	37	55	28	380
Hazardous Condition (No Fire)	4	25	1	84
Overpressure Rupture, Explosion, Overheat(no fire)				1
Rescue & Emergency Medical Service Incident	114	86	99	1157
Service Call	16	24	17	168
Severe Weather & Natural Disaster	1			1
Special Incident Type				1
<b>Total</b>	<b>185</b>	<b>215</b>	<b>153</b>	<b>1981</b>

Only REVIEWED incidents included



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# Scotts Valley Fire Protection District

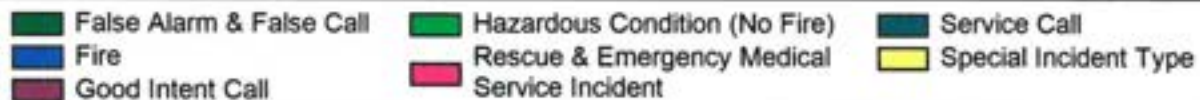
Scotts Valley, CA

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## Major Incident Types by Month for Date Range

Start Date: 01/01/2022 | End Date: 11/30/2022



INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
False Alarm & False Call	9	9	7	9	11	7	13	12
Fire	2	4	6	5	4	5	7	10
Good Intent Call	44	32	31	42	38	23	37	21
Hazardous Condition (No Fire)	7	7	4	6	5	6	5	4
Rescue & Emergency Medical Service Incident	114	86	108	100	122	119	115	114
Service Call	16	7	17	12	24	18	24	15
Special Incident Type						1	1	
Total	192	145	173	174	204	179	202	176

Only REVIEWED incidents included

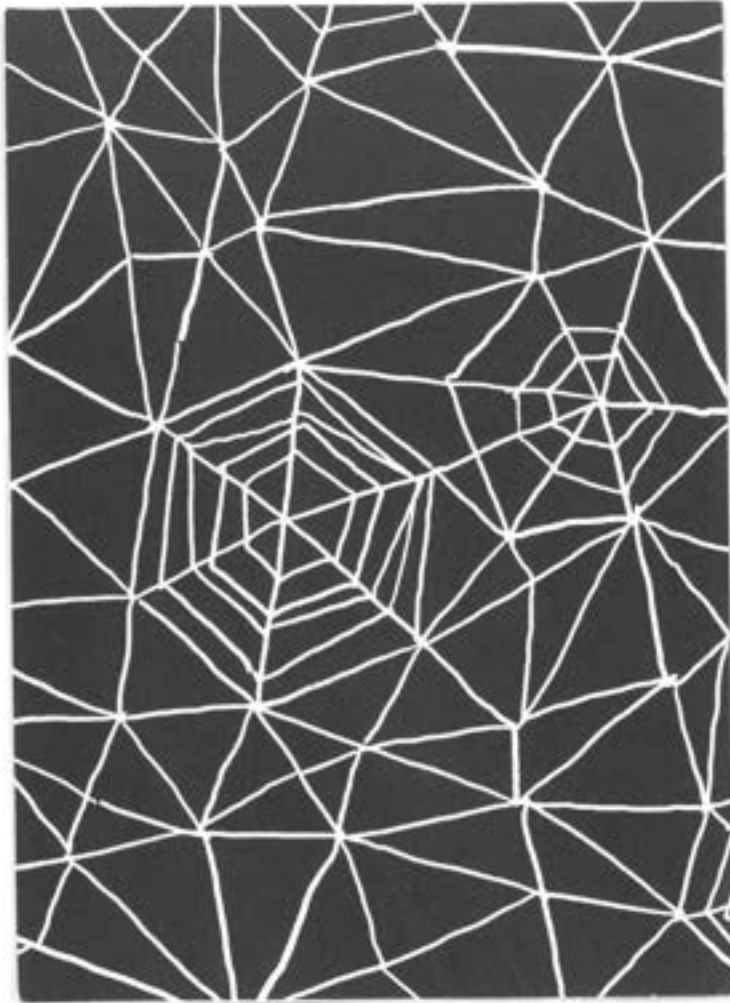


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INCIDENT TYPE	SEP	OCT	NOV	TOTAL
False Alarm & False Call	14	12	5	108
Fire	3	8	6	60
Good Intent Call	40	28	40	376
Hazardous Condition (No Fire)	9	3	7	63
Rescue & Emergency Medical Service Incident	105	102	98	1183
Service Call	19	10	17	179
Special Incident Type		1	1	4
<b>Total</b>	<b>190</b>	<b>164</b>	<b>174</b>	<b>1973</b>

Only REVIEWED incidents included





Deputy Fire Marshal Erin Collins and  
Scotts Valley Fire Department —

It was a pleasure to meet and work  
with you this year. We appreciate  
the time you put into going through  
the Haunted House, bringing the  
fire truck through to ensure proper  
clearance, and giving us the peace of  
mind that the event was safe for  
everyone. Thank you for working  
with us to make the Haunted  
House a success!

Cory Kaspar  
*Brody Lind*  
ERIK WYNER