



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF January 10, 2018

### 1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, January 10, 2018 at the City of Scotts Valley Council Chambers. Vice President Pisciotta called the meeting to order at 7:00 p.m.

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

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

#### 1.2 Roll Call

A. Directors Present:	Directors Campbell, Pisciotta and Warren
B. Directors Absent:	Patterson and Smith
C. Fire District Staff:	Chief Kovacs, Battalion Chiefs McNeil and Theilen and Administrative Secretary Walton

### 2. Public Comment (GC §54954.3)

None

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

None

### 4. Consent Calendar

#### 4.1 Minutes: Approve Regular Board Meeting Minutes of November 8, 2017

#### 4.2 Payroll: Approve November Payroll 23 and 24 in the amount of: \$ 282,978.62

#### 4.3 Payroll: Approve December Payroll 25 and 26 in the amount of: \$ 365,763.53

#### 4.4 Expenditures: Approve Expenditures for November in the Amount of:

<u>General Fund:</u>	\$49,277.20
<u>SCHMIT:</u>	\$ 6,124.05
<u>TOTAL:</u>	\$55,401.25

#### 4.5 Expenditures: Approve Expenditures for December in the Amount of:

<u>General Fund:</u>	\$148,892.76
<u>Capital Outlay:</u>	\$ 54.68
<u>SCHMIT:</u>	\$107,388.23
<u>TOTAL:</u>	\$256,335.67

**On motion of Director Warren seconded by Director Campbell to Approve the Consent Calendar Items 4.1 Through 4.5 was approved by the following vote:**

<b>AYES:</b>	<b>Campbell, Pisciotta and Warren</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Patterson and Smith</b>
<b>ABSTAIN:</b>	<b>None</b>

**SCOTTS VALLEY FIRE PROTECTION DISTRICT  
Regular Board Meeting January 10, 2018**

**5. Action Item**

- 5.1 Standing Board Committee Appointments per Policy 2101, Discussion/Action  
- Finance and Planning  
- Organization and Personnel  
- Facilities and Equipment

Chief Kovacs stated that in his absence, President Patterson suggested appointing the following Standing Committees:

- Finance and Planning Committee – Directors Campbell and Patterson
- Organization and Personnel – Director Pisciotta and open to interested Director
- Facilities and Equipment – Directors Patterson and Pisciotta

Director Warren stated that in the past, each Director was on at least one Standing Committee and suggested that he and Director Smith be appointed to the Organization and Personnel Committee.

As the presiding President, Director Pisciotta appointed the following Standing Committees:

- Finance and Planning – Directors Campbell and Patterson
- Organization and Personnel – Directors Smith and Warren
- Facilities and Equipment – Directors Patterson and Pisciotta

- 5.2 Approve the Facilities Master Plan Professional Service Agreement with Group 4 Architecture Research and Planning Inc., Discussion/Action

Chief Kovacs stated that Facilities Master Plan Professional Service Agreement (Agreement) has been reviewed and approved by the SVFPD Attorney and Group 4 Architecture Research and Planning Inc. pending a few minor edits.

Director Campbell inquired about the deliverables and what would be provided in the way of drawings or graphic representation. Director Campbell inquired about Exhibit-A with regards to space needs assessment/space programming and why it is an Optional Services and not included in the Master Plan. Director Campbell stated that the La Madrona property was briefly mentioned in the Agreement so he wanted to confirm it would be included in the study.

Vice President Pisciotta stated that based on his experience, Group 4 provides mostly data and not drawings. Chief Kovacs confirmed that the La Madrona property would be included in the Master Plan and he will work with Group 4 regarding the edits discussed.

**On motion of Director Warren seconded by Director Pisciotta to *Approve the Facilities Master Plan Professional Services Agreement with Group 4 Architecture Research and Planning Inc. Pending Modifications Discussed at this Meeting* was approved by the following vote:**

**AYES: Campbell, Pisciotta and Warren**  
**NOES: None**  
**ABSENT: Patterson and Smith**  
**ABSTAIN: None**

- 5.3 Consider Revision to Policy 1601: Travel Request and Expense Reimbursement, Discussion/Action

Chief Kovacs stated that the recommendation is to change the overnight lodging from “50 or more miles from the District boundaries” to “out of Santa Cruz County”.

**On motion of Director Campbell seconded by Director Warren to *Change Policy 1601 from 50 Miles from District Boundaries to out of Santa Cruz County as Recommended* was approved by the following vote:**

**AYES: Campbell, Pisciotta and Warren**  
**NOES: None**  
**ABSENT: Patterson and Smith**  
**ABSTAIN: None**

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting January 10, 2018**

5.4 Consider Revision to Policy 2100: Policy for Conducting Board Meetings, Discussion/Action

Chief Kovacs stated that Policy 2100 states that the Regular Board Meeting is scheduled for the second Wednesday of the month at 7:00 p.m. The Board discussed changing the start time to 6:00 p.m. or 6:30 p.m. and decided 6:30 p.m.

**On motion of Director Pisciotta seconded by Director Warren to *Change the Regular Meeting Policy 2100 to Reflect 6:30 p.m. Start Time* was approved by the following vote:**

**AYES: Campbell, Pisciotta and Warren**  
**NOES: None**  
**ABSENT: Patterson and Smith**  
**ABSTAIN: None**

6. **Board of Directors and Administrative Reports – Information/Discussion**  
(No action will be taken on any questions raised by the Board at this time.)

6.1 Board of Directors Report – Directors

None to Report.

6.2 Administrative Report – Chief Officers

Chief Kovacs stated that the full Administrative Report was included in the packet and added the following:

- Firefighter Interviews have been completed and the job was offered to Jonathan Bauer. Jonathan's start date is January 29<sup>th</sup> for two weeks of day shift and then he will be assigned to A-Shift.
- The Captains promotional exam is scheduled for January 19<sup>th</sup>.
- The PCF new hire orientation is scheduled for January 25<sup>th</sup> and the Academy will start in February.
- The FDAC, Cal Chiefs and Metro Chiefs met with Legislative Groups in Sacramento and discussed back filling the property tax in Santa Barbara and Sonoma for the structures lost in the recent fires, new bills to provide money prior to the disaster to take a proactive approach, and filling mutual aid resources. A follow up meeting is scheduled for January 11<sup>th</sup>.
- With Bud's retirement, we will be contracting with Central Fire for mechanic services, which should be a seamless transition.

7. **Correspondence – Information**

7.1 Thank You Letter from Kathleen Respini – Response to the Napa Fire

The Board received and filed the correspondence.

8. **Request for Future Agenda Items**

Director Warren requested the Branciforte Fire Management Agreement as a Future Agenda Item.

Chief Kovacs suggested assigning Committee to discuss the Branciforte Fire Management Agreement and report to the Board at a future meeting. The Board assigned the Finance and Planning Committee to discuss the Branciforte Fire Management Agreement.

9. **Adjournment**

The meeting was adjourned at 7:28 p.m.

ATTEST

  
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Russ Patterson  
Board President

  
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Steve M. Kovacs  
Board Secretary