



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Board of Directors

Agenda

Wednesday, June 13, 2018, 6:30 P.M.

Scotts Valley City Hall

One Civic Center Drive, Scotts Valley CA 95066

Board meetings are televised on Community Television, Channel 25. Agendas and Board Packets are available on the District's web site @ 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 Steve M. Kovacs, Board Secretary, for immediate consideration.

1. Call to Order

- 1.1 Pledge of Allegiance and Moment of Silence
- 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 May 9, 2018
- 4.2 Payroll: Approve May Payroll 10 and 11 in the amount of: \$ 309,598.87
- 4.3 Expenditures: Approve Expenditures for May in the Amount of:

General Fund:	\$ 119,100.19
Zone A:	\$ 6,089.50
Capital Outlay	\$ 36,867.76
SCHMIT:	<u>\$ 4,042.68</u>
TOTAL:	\$ 166,100.13

- 4.4 Authorize Payment to Santa Cruz County Fire Agencies Insurance Group not to Exceed \$196,000 for Workers Compensation Insurance to be Paid After July 1, 2018, for the 2018/2019 Fiscal Year

**Scotts Valley Fire Protection District
Board of Directors Meeting for June 13, 2018
Agenda**

- 4.5 Authorize Payment to CalPERS in the amount of \$507,715, for the Safety Plan's Unfunded Liability Annual Lump Sum Prepayment Option to be Paid After July 1, 2018, for the 2018/2019 Fiscal Year
- 4.6 Approve Fee Waiver Request from the City of Scotts Valley for the Fireworks Event 7/4/2018

5. Action Items

- 5.1 Approve Revision to Policy 1600: Purchasing
- 5.2 Adopt the 2018/2019 FY Preliminary Budgets as Presented - Discussion/Action

685010	General Fund:	\$8,836,362
685020	Zone A:	\$1,201,959
685030	Capital Outlay:	\$ 321,824
685040	SCHMIT:	\$ 195,851

Set public hearing for adoption of the final budget for the August 8, 2018, Regular Board Meeting: 6:30 P.M.

Direct staff to publish a notice for the public hearing and make the budget available for public review.

- 5.3 Approve Resolution 2018-5: Resolution Accepting and Allocating Unanticipated Revenue, Discussion/Action
- 5.4 Approve the Establishment of an Entry Level Firefighter/Paramedic Eligibility List per Policy 1501 – Discussion/Action
- 5.5 Approve Hiring an Additional Firefighter for Retirement Planning, Discussion/Action

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*
- 6.2 Administrative Report – *Chief Officers*
- 6.3 Annual SCHMIT Report – *Battalion Chief McNeil*

7. Correspondence – Information

- 7.1 Thank You Letter from the Ventura Fire Department

8. Request for Future Agenda Items

9. Closed Session: Government Code §54957.7

- 9.1 Fire Chief Performance Review: Government Code §54957

10. Open Session

- 10.1 Report on Closed Session: Government Code §54957.1

11. Adjournment

Next Regularly Scheduled Board Meeting
Wednesday, July 11, 2018



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 May 9, 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, May 9, 2018 at the City of Scotts Valley Council Chambers. President Patterson called the meeting to order at 6:30 p.m. and thanked Community Television for Broadcasting the Meeting.

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, Patterson and Smith
B. Directors Absent:	Directors Pisciotto and Warren
C. Fire District Staff:	Chief Kovacs, Battalion Chief Whittle and Administrative Secretary Walton

2. Public Comment (GC §54954.3)

None

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

Chief Kovacs requested Item 5.7: Consider Extending the Firefighter Eligibility List for 90 Days per Policy 1501 removed from the Agenda. President Patterson removed Item 5.7 from the Agenda.

4. Consent Calendar

4.1 Minutes: Approve Regular Board Meeting Minutes of March 14, 2018

4.2 Payroll: Approve March Payroll 05, 06 and 07 in the amount of: \$ 419,726.84

4.3 Payroll: Approve April Payroll 08 and 09 in the amount of: \$ 297,698.58

4.4 Expenditures: Approve Expenditures for March in the Amount of:

<u>General Fund:</u>	\$ 105,587.77
<u>Zone A:</u>	\$ 918.63
<u>SCHMIT:</u>	\$ 38.23
<u>TOTAL:</u>	\$ 106,544.63

4.5 Expenditures: Approve Expenditures for April in the Amount of:

<u>General Fund:</u>	\$ 152,667.48
<u>Zone A:</u>	\$ 14,771.38
<u>SCHMIT:</u>	\$ 1,456.30
<u>TOTAL:</u>	\$ 168,895.16

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

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting May 9, 2018

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

5. Action Item

5.1 Adopt Resolution 2018-1: Resolution Requesting Temporary Transfer of Funds, Discussion/Action

Chief Kovacs explained that this is an annual Resolution for the dry period funding before taxes are received in December. The County charges a very small amount of interest for only the amount of money that is borrowed.

On motion of Director Smith seconded by Director Campbell to Adopt Resolution 2018-1: Resolution Requesting Temporary Transfer of Funds was approved by the following vote:

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

5.2 Adopt Resolution 2018-2: Resolution Accepting and Allocating Unanticipated Revenue, Discussion/Action

Chief Kovacs stated that due to the large strike team response, it is necessary to receive the unanticipated revenue and allocate the money to callback and overtime.

On motion of Director Campbell seconded by Director Smith to Adopt Resolution 2018-2: Resolution Accepting and Allocating Unanticipated Revenue was approved by the following vote:

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

5.3 Adopt Resolution 2018-3: Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election, Discussion/Action

Chief Kovacs stated that Directors Campbell and Warren are up for election. Resolution 2018-3 orders the election, requests the County conduct the election and consolidates the election to reduce the cost.

On motion of Director Smith seconded by Director Campbell to Adopt Resolution 2018-3: Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election was approved by the following vote:

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

5.4 Adopt Resolution 2018-4 Establishing Appropriation Limit for Fiscal Year 2017/2018, Discussion/Action

Chief Kovacs explained that this is an annual Resolution required to establish the Appropriation Limit for the 2017/2018 Fiscal Year.

On motion of Director Campbell seconded by Director Smith to Adopt Resolution 2018-4: Resolution Establishing Appropriation Limit for Fiscal Year 2017/2018, Under Article XIII-B of the California Constitution, and Establishing Period for Contesting Such Limit was approved by the following vote:

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting May 9, 2018

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

5.5 Approve Agreement with the Central Fire Protection District for Vehicle Service and Repairs, Discussion/Action

Chief Kovacs stated that due to the retirement of Bud Abbott, the recommendation is to contract with the Central Fire Protection District for vehicle services and repairs. Chief Kovacs also stated that minor services and repairs would still be completed in house.

On motion of Director Smith seconded by Director Campbell to Approve Agreement with the Central Fire Protection District for Vehicle Service and Repairs was approved by the following vote:

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

5.6 Accept and File the District's Financial Audit for Fiscal Year Ending June 30, 2017, Discussion/Action

Chief Kovacs stated that the Financial Audit was thoroughly reviewed with no negative findings from the Auditor.

On motion of Director Campbell seconded by Director Smith to Accept and File the District's Financial Audit for the Fiscal Year Ending June 30, 2017 was approved by the following vote:

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

5.7 Consider Extending the Firefighter Eligibility List for 90 Days per Policy 1501 - Discussion/Action

Item 5.7 was removed from the Agenda.

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

6.2 Administrative Report – Chief Officers

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

- The next Facilities Workshop is scheduled for May 24, 2018 from 2:00 – 4:00 p.m.
- Tuesday, I attended a DRiSC press conference in Sacramento to urge lawmakers to fund 100 million dollars to improve the strained mutual aid system and pre-positioning strike team responses. Sixty Fire Agencies were represented at the press conference.

7. Correspondence – Information

7.1 None

8. Request for Future Agenda Items

President Patterson requested a Closed Session Item added to the June Agenda for the Fire Chief Review.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting May 9, 2018

9. Adjournment

The meeting was adjourned at 6:45 p.m.

ATTEST

Russ Patterson
Board President

Steve M. Kovacs
Board Secretary

Date Range from 04/21/2018 To 05/05/2018			
PAYROLL	ACCT. #	PP	TOTALS
Regular Pay	51000	10	\$117,027.90
		11	\$116,879.02
Overtime	51005	10	\$5,028.23
		11	\$3,495.06
Regular Pay, Extra Help (PCF)	51010	10	\$0.00
		11	\$4,823.50
Regular Pay, Sick Leave	51015	10	\$0.00
		11	\$0.00
Regular Callback Pay	51025	10	\$19,358.37
		11	\$23,374.47
Holiday Pay	51035	10	\$0.00
		11	\$0.00
Differential Pay	51040	10	\$5,648.57
		11	\$5,648.57
Regular Pay, Sick Leave Reserve	55020	10	\$0.00
		11	\$0.00
Misc Benefits, Vacation Payoff	55021	10	\$4,157.59
		11	\$4,157.59
Directors Fees	62327	10	\$0.00
		11	\$0.00
TOTAL PAYROLL			\$309,598.87

CLAIMS BY GL OBJ

06/01/2018

Filter: (Claim Date is between 05/01/2018
and 05/31/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
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GL Key: 685010**GL Obj: 53010 Group Health - Dental Insurance**

05/11/2018	CALPERS RETIREMENT SYSTEM	Health Ins.- 5/2018	\$50,961.83
05/17/2018	FDAC EBA	Life & Vision Ins.- 6/2018	\$1,226.04
05/17/2018	HEALTH CARE EMPLOYEES/EMPLOYER DENTAL TRUST	Dental Ins.- 6/2018	\$4,789.68
05/24/2018	MIKE PHINN	Retiree Health Ins.- 6/2018	\$834.90
05/24/2018	MICHAEL MCMURRY	Retiree Health Ins.- 6/2018	\$1,480.29
05/24/2018	MIKE BIDDLE	Retiree Health Ins.- 6/2018	\$1,378.37
05/24/2018	JIM DELUCCHI	Retiree Health Ins.- 6/2018 #18 of 30	\$776.26
05/24/2018	SAL LOFRANCO	Retiree Health Ins.- 6/2018	\$538.18
SubObject Total			\$61,985.55

GL Obj: 61110 Clothing & Personal Supplies

05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Danner boots N.Owens	\$316.21
SubObject Total			\$316.21

GL Obj: 61125 Uniform Clothing Allowance

05/09/2018	HOOK-FAST SPECIALTIES, INC	Badges	\$649.68
05/09/2018	SUMMIT UNIFORMS	Class A Hats-10	\$972.33
SubObject Total			\$1,622.01

GL Obj: 61221 Telephone & Telegraph

05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Comcast- VF1 Internet & Phones 3/20-5/19/18 Comcast- VF2 Internet & Phones 3/21-5/20/18 Verizon- Cellular 3/5-4/4/18	\$1,376.16
05/24/2018	COMCAST	Internet & Phones- VF2 5/21-6/20/18	\$196.17
05/24/2018	VERIZON WIRELESS - CELLULAR	Cellular- 4/5-5/4/18	\$480.08
05/24/2018	COMCAST	Internet & Phones- VF1 5/20-6/19/18	\$251.71
SubObject Total			\$2,304.12

GL Obj: 61310 Food

05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Safeway- Chief's meeting Costco- Water Los Gallos- Crew meal Fern Dr. fire Vizcaino Waterfront- FDAC dinner	\$520.61
SubObject Total			\$520.61

GL Obj: 61425 Household Expense

05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Brown towels (12) Amazon- Recycle cans(2)Trash (1) Kmart- Cleaning supplies Costco- Station supplies	\$250.21
SubObject Total			\$250.21

CLAIMS BY GL OBJ

06/01/2018

Filter: (Claim Date is between 05/01/2018
and 05/31/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Obj: 61720 Maintenance - Mobile Equipment			
05/03/2018	SCARBOROUGH LUMBER & BUILDING	Gaskets- VF2	\$34.87
05/09/2018	WINCHESTER AUTO STORES	Parts- VF1	\$84.89
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Lloyd's Tires- U2592 tires/alingment LN Curtis- Ball valve kits (5)	\$1,687.00
05/17/2018	GOLDEN STATE EMERGENCY VEHICLE SERVICE	E2510- Seat belt assembly	\$132.32
05/30/2018	GOLDEN STATE EMERGENCY VEHICLE SERVICE	Foam drain valve, clamp	\$217.08
SubObject Total			\$2,156.16
GL Obj: 61725 Maintenance - Office Equipment			
05/03/2018	PAGODA TECHNOLOGIES INC.	Remove check ID from claims program Allow USBank invoices to duplicate	\$350.00
05/03/2018	PAGODA TECHNOLOGIES INC.	Renew push certificate VF2- Workstation replacements	\$339.05
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Network Solutions- Annual website hosting Office Max- BC2504 chair Quill- Toner (3 color,1 black)	\$760.50
SubObject Total			\$1,449.55
GL Obj: 61730 Maintenance - Other Equipment			
05/03/2018	SCARBOROUGH LUMBER & BUILDING	Earplugs	\$32.47
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- USB engine charging hubs Global Industrial- E2510 fuel can spout Tri-Air Testing- Quarterly air testing	\$460.11
SubObject Total			\$492.58
GL Obj: 61845 Maintenance - Buildings & Grounds			
05/03/2018	SCARBOROUGH LUMBER & BUILDING	VF1- Angle stock, primer, punch set, screws	\$179.15
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Rayne of SC- Water softener 3/2018 Certified Backflow- VF2 testing Air Exchange- VF2 Plymovent hose Batteries Plus- VF2 FP panel batteries	\$461.09
05/17/2018	WESTERN EXTERMINATOR COMPANY	Bug Service- VF2 4/2018	\$51.00
05/17/2018	WESTERN EXTERMINATOR COMPANY	Bug Service- VF1 4/2018	\$51.00
SubObject Total			\$742.24
GL Obj: 62219 PC Software			
05/09/2018	CALLBACK STAFFING SOLUTIONS LLC	Pro Quarterly support- 5/3-8/2/18	\$700.83
SubObject Total			\$700.83

CLAIMS BY GL OBJ

06/01/2018

*Filter: (Claim Date is between 05/01/2018
and 05/31/2018)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Obj: 62223 Office Supplies			
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Lables Quill- Quill blue plus, office supplies Costco- Office supplies, paper, binders USPS- Postage AH330 certs	\$409.68
SubObject Total			\$409.68
GL Obj: 62301 Accounting & Auditing Fees			
05/09/2018	PEHLING & PEHLING CPAS, AN ACCOUNTANCY CORPORATION	Audit- 2016/2017 final payment	\$4,212.00
05/24/2018	TOTAL COMPENSATION SYSTEMS INC.	GASB75 Valuation Services- 2nd installment	\$1,710.00
05/24/2018	TOTAL COMPENSATION SYSTEMS INC.	GASB75 Valuation services- 1st installment	\$1,710.00
SubObject Total			\$7,632.00
GL Obj: 62367 Medical Services			
05/09/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical- New hire	\$72.00
05/09/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Vaccination	\$115.00
05/09/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Vaccination	\$135.00
05/09/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$75.00
05/09/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$335.00
05/17/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	OSHA Respirator Questionnaire	\$30.00
05/24/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$635.00
SubObject Total			\$1,397.00
GL Obj: 62381 Professional & Specialized Services			
05/09/2018	VOYA NATIONAL TRUST COMPANY	Voya Loan program- 1/1-3/31/18 (Employee paid)	\$187.50
05/17/2018	GENE MICHALAK	BRD Video- 5/9/18	\$110.00
05/17/2018	CSG CONSULTANTS, INC.	Fire Inspection- Lexington Hotel Fire Plan Review- SV Drive, Bridalwood 304 Ginger, 321 Cider, 477 Sims 1050 Lockhart Gulch The Grove #2,3,4, Hansen Terrace 22 Polo Heights, 5030 SV Dr.	\$1,235.00
05/24/2018	LIEBERT CASSIDY WHITMORE	Legal Services	\$670.00
05/24/2018	LIEBERT CASSIDY WHITMORE	Legal Services	\$8,575.87
05/24/2018	GROUP 4 ARCHITECTURE RESEARCH & PLANNING	Facilities Study	\$6,089.50
05/24/2018	CSG CONSULTANTS, INC.	Fire Inspection- Lexington (garage) Fire Plan Review- 377-387, 376-386 Hansen	\$380.00

CLAIMS BY GL OBJ

06/01/2018

Filter: (Claim Date is between 05/01/2018
and 05/31/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
		Terrace	
		SubObject Total	\$17,247.87
	GL Obj: 62888 District Special Expense		
05/30/2018	MAS MODERN MARKETING	Pub Ed- Activity cards(500)	\$213.34
05/30/2018	ALLSTAR FIRE EQUIPMENT, INC.	E2538- Wildland & Attack hose	\$4,830.60
		SubObject Total	\$5,043.94
	GL Obj: 62914 Education & Training		
05/03/2018	TARGETSOLUTIONS LEARNING	Annual Renewal- 4/25/18-4/24/19	\$3,070.00
05/09/2018	ACTIVE WELLNESS LLC	Yoga- 4/2018	\$720.00
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	FasTrak- Toll charge account deposit	\$470.00
		EMSP- Medic recert- Griggs	
		American Health Instructor- LoFranco	
05/30/2018	ARMANDO CORTES	S-219 Class- Cortes Reimbursement	\$255.00
		SubObject Total	\$4,515.00
	GL Obj: 62920 Gas, Oil & Fuel		
05/03/2018	SCARBOROUGH LUMBER & BUILDING	Oil	\$51.44
05/03/2018	FLYERS ENERGY LLC	Fuel/Diesel	\$1,156.43
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Safety Kleen- Waste oil/filter pickup	\$319.88
		Valero- U2594 fuel	
05/24/2018	FLYERS ENERGY LLC	Fuel- U2590	\$44.28
05/30/2018	MONTEREY BAY AIR RESOURCES DISTRICT	VF1 & VF2- Annual toxic & nozzle fees	\$1,092.00
05/30/2018	FLYERS ENERGY LLC	Fuel/Diesel	\$1,484.11
05/30/2018	FLYERS ENERGY LLC	Diesel exhaust fluid	\$156.46
		SubObject Total	\$4,304.60
	GL Obj: 62930 Conference Tuition - Registrations		
05/03/2018	ALAN SMITH	Round trip miles reimbursement- FDAC	\$47.09
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Hyatt- IAFC Hotel- Kovacs	\$3,021.18
		Monterey Tides- FDAC Hotel (6)	
		SubObject Total	\$3,068.27
	GL Obj: 63070 Utilities		
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	SV Water- RW VF2 3/1-3/30/18	\$453.06
		Greenwaste- VF1 Trash 3/1-3/31/18	
		Greenwaste- VF2 Trash 4/1-6/30/18	
05/09/2018	SCOTTS VALLEY WATER DISTRICT	Water- VF2 FS 2/9-4/9/18	\$18.75
05/09/2018	SCOTTS VALLEY WATER DISTRICT	Water- VF2 RW 3/31-4/30/18	\$13.79
05/09/2018	SCOTTS VALLEY WATER DISTRICT	Water- VF1 FS 2/6-4/4/18	\$18.75
05/09/2018	SCOTTS VALLEY WATER DISTRICT	Water- VF1 2/6-4/4/18	\$366.97
05/09/2018	GREENWASTE RECOVERY, INC.	Trash- VF1 4/1-4/30/18	\$250.60
05/09/2018	SCOTTS VALLEY WATER DISTRICT	Water- VF2 2/9-4/9/18	\$317.09
05/17/2018	PG&E	Gas- VF2 4/5-5/4/18	\$95.91
05/17/2018	PG&E	Gas- VF1 4/5-5/4/18	\$110.29
05/24/2018	PG&E	Electric- VF2 4/4-5/3/18	\$383.56

CLAIMS BY GL OBJ

06/01/2018

*Filter: (Claim Date is between 05/01/2018
and 05/31/2018)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
05/24/2018	PG&E	Electric- VF1 4/4-5/3/18	\$685.77
05/30/2018	CITY OF SCOTTS VALLEY	Sewer- VF2 3/15-5/15/18	\$103.40
05/30/2018	CITY OF SCOTTS VALLEY	Sewer- VF1 3/15-5/15/18	\$123.82
SubObject Total			\$2,941.76
Index Total			\$119,100.19

CLAIMS BY GL OBJ

06/01/2018

*Filter: (Claim Date is between 05/01/2018
and 05/31/2018)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
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GL Key: 685020**GL Obj: 62381 Professional & Specialized Services**05/24/2018 GROUP 4 ARCHITECTURE RESEARCH & Facilities Study
PLANNING

\$6,089.50

SubObject Total \$6,089.50**Index Total** \$6,089.50

CLAIMS BY GL OBJ

06/01/2018

*Filter: (Claim Date is between 05/01/2018
and 05/31/2018)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
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GL Key: 685030**GL Obj: 86209 Mobile Equipment**

05/24/2018 MY JEEP CHRYSLER DODGE

Dodge Ram 2018- Truck 4WD Crew

\$34,597.86

05/30/2018 HIGHWAY PRODUCTS INC.

Toolbox & rack for Dodge Ram truck

\$2,269.90

SubObject Total \$36,867.76**Index Total** \$36,867.76

CLAIMS BY GL OBJ

06/01/2018

*Filter: (Claim Date is between 05/01/2018
and 05/31/2018)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Key: 685040			
GL Obj: 61221 Telephone & Telegraph			
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- Cellular 3/5-4/4/18	\$38.23
SubObject Total			\$38.23
GL Obj: 62715 Small Tools & Equipment			
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Pro clean test vials	\$104.63
SubObject Total			\$104.63
GL Obj: 62914 Education & Training			
05/09/2018	RW JONES AND ASSOCIATES HEALTH & SAFETY TRAINING CONSULTANTS LLC	SCHMIT Quarterly training 4/18/18	\$3,850.00
SubObject Total			\$3,850.00
GL Obj: 62920 Fuel			
05/09/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Valero- HM2560	\$49.82
SubObject Total			\$49.82
Index Total			\$4,042.68
Grand Total			\$166,100.13

Santa Cruz County Fire Agencies Insurance Group

Board of Directors Meeting

March 21, 2018

Individual members' contributions vary depending on changes to their payroll, volunteer counts and losses.

Member	Estimated Contribution	% of Total	2017/18 Contribution	% Change
Aptos La Selva	535,622	33.06%	461,902	15.96%
Aromas TriCounty	1,000	0.06%	4,817	- 79.24%
Ben Lomond	9,379	0.58%	6,711	39.76%
Boulder Creek	14,106	0.87%	10,481	34.59%
Branciforte	71,228	4.40%	44,393	60.45%
Central	706,319	43.59%	539,127	31.01%
Felton	10,962	0.68%	7,406	48.02%
Pajaro Valley	1,000	0.06%	1,000	0.00%
Santa Cruz County	15,642	0.97%	10,221	53.04%
Scotts Valley	195,576	12.07%	162,451	20.39%
Zayante	59,442	3.67%	50,405	17.93%
	1,620,275		1,298,914	24.74%

RECOMMENDATION(S): None

Required Employer Contribution

		Fiscal Year
Required Employer Contribution		2018-19
Employer Normal Cost Rate		18.677%
Plus Either		
1) Monthly Employer Dollar UAL Payment	\$	43,841.99
Or		
2) Annual Lump Sum Prepayment Option	\$	507,715
<p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).</i></p> <p><i>Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.</i></p> <p><i>§ 20572 of the Public Employees' Retirement Law assesses interest at an annual rate of 10 percent if a contracting agency fails to remit the required contributions when due.</i></p>		

	Fiscal Year	Fiscal Year
	2017-18	2018-19
Development of Normal Cost as a Percentage of Payroll¹		
Base Total Normal Cost for Formula	25.824%	26.598%
Surcharge for Class 1 Benefits ²		
a) FAC 1	1.033%	1.063%
Phase out of Normal Cost Difference ³	0.000%	0.000%
Plan's Total Normal Cost	26.857%	27.661%
Formula's Expected Employee Contribution Rate	8.982%	8.984%
Employer Normal Cost Rate	17.875%	18.677%
Projected Payroll for the Contribution Fiscal Year	\$ 2,842,579	\$ 2,838,522
Estimated Employer Contributions Based on Projected Payroll		
Plan's Estimated Employer Normal Cost	\$ 508,111	\$ 530,151
Plan's Payment on Amortization Bases ⁴	405,353	526,104
% of Projected Payroll (illustrative only)	14.260%	18.534%
Estimated Total Employer Contribution	\$ 913,464	\$ 1,056,255
% of Projected Payroll (illustrative only)	32.135%	37.211%

¹ The results shown for Fiscal Year 2017-18 reflect the prior year valuation and may not take into account any lump sum payment, side fund payoff, or rate adjustment made after June 30, 2016.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

³ The normal cost difference is phased out over a five year period. The phase out of normal cost difference is 100 percent for the first year of pooling, and is incrementally reduced by 20 percent of the original normal cost difference for each subsequent year. This is non-zero only for plans that joined a pool within the past 5 years. Most plans joined a pool June 30, 2003, when risk pooling was implemented.

⁴ See page 9 for a breakdown of the Amortization Bases.



CITY OF SCOTTS VALLEY RECREATION DIVISION

361 King's Village Road • Scotts Valley • California • 95066
Phone (831) 438-3251 • Facsimile (831) 438-2557 • www.scottsvally.org

June 7, 2018

Chief Steve Kovacs
Scott Valley Fire District
7 Erba Lane
Scotts Valley, CA 95066

The Advocates for the City of Scotts Valley are sponsoring a Fourth of July celebration at Skypark on July 4th. This includes a parade, fireworks, pony rides, food and many other fun things to do. As you can imagine, the City gets many sponsorships and volunteers helping out with every aspect in order to make this community event possible. Marco Montenegro with Pyro Spectaculars, Inc. is handling the fireworks this year. We understand that a fire permit costing \$550 is required prior to the fireworks display being approved. The Advocates, along with the City of Scotts Valley Recreation Division, would like to request a waiver of this \$550 fee associated with the fire permit. We truly appreciate your consideration of this matter, and are looking forward to a safe and spectacular Fourth of July celebration.

Sincerely,

Kristin Ard
Recreation Division Manager

KA:ca



Scotts Valley Fire Protection District	Policy: 1603
Subject: Waiver of Fees	DATED: March 23, 1998

Policy 1603: Waiver of Fees

The California Health and Safety Code, Section 13919, authorizes the Board of Directors of the Scotts Valley Fire Protection District to waive fees when it is in the best interest of the public to do so.

The law requires the Board of Directors to establish policies and procedures governing waivers. The following will apply:


- Any request for a waiver of fees will be presented to the Board of Directors in writing and agendaized for the next regular meeting.
- The request shall be prepared by the party making the request and will state the reason why the fee should be waived.
- The board will consider the request and may uphold the fee or waive all or any portion of the fee at the board's sole discretion.
- A majority vote of board members at the meeting is required to waive fees.
- Each case will be considered independently on its own merits based on the request.

Revised: 3/4/98

Page: 1 of 1

Board Chairperson: 

Fire Chief: 

Scotts Valley Fire Protection District	
POLICY: 1600 DATE APPROVED: 6/13/2018 BOARD PRESIDENT: _____	SUBJECT: Purchasing FIRE CHIEF: _____

Policy 1600: Purchasing

The California Government Code Section 935.4 permits the Board of Directors to delegate its authority for the allowance, compromise and settlement of claims to an employee (employees) provided the claim does not exceed fifty thousand dollars (\$50,000).

This policy authorizes the Chief Officers of the Scotts Valley Fire Protection District to review and verify claims made against the District which do not exceed fifty thousand dollars (\$50,000), and thereafter to transmit them to the Santa Cruz County Auditor-Controller, with the appropriate transmittal documents, showing them to be verified as proper claims against the District, and authorizing payment of such claims from the funds of the District. The Board shall, at its next regular meeting, review all claims forwarded and take action to officially authorize their payment.

Claims in excess of \$50,000 shall be authorized by the Board of Directors prior to payment.

1. Fixed Assets

Budgeting, purchasing, and capitalization of fixed assets shall be according to the following specifications:

- Fixed assets (other than land), which are expected to be useful for at least three years
- Cost at least \$5,000, if structures, or equipment

Improvements to fixed assets which are to be capitalized are those which significantly extend its life, and have the following cost limitations:

- Cost at least \$5,000, if structures, or equipment

2. Supplies, Materials, Equipment, and Contractual Services

The purpose of this policy is to secure for the District Taxpayers the advantages and economies which will result from centralized control over the expenditures of District funds for supplies, materials, equipment and contractual services.

A. Definitions

Supplies and Equipment means any and all articles or services and supplies which shall be furnished to or used by the District.

Scotts Valley Fire Protection District	
POLICY: 1600	SUBJECT: Purchasing

Contractual Services means any and all services which a contractor provides which are required by the District, but are not furnished by its own employees.

Responsible Bid means an offer, submitted by a responsible bidder in ink or typewritten form, to furnish supplies, equipment, or contractual services in conformity with the specifications, delivery terms and conditions, and other requirements included in the invitation for bids.

Responsible Bidder means a bidder who submits a responsible bid; who has furnished, when requested, information and data to prove that the financial resources, production or service facilities, service reputation and experience are adequate to make satisfactory delivery of the supplies, materials, equipment, or contractual service based on the bid; and who has not violated, attempted to violate, any provisions of these regulations.

Bidders' List means a current file of sources of supply of articles purchased for District use.

B. Competitive Bids

Purchases to be made on competitive bids - All purchases of and contracts for supplies, equipment, and contractual services in excess of \$10,000 shall be based on competitive bids.

Competitive bids to be solicited by public notice - If the amount of the purchase is estimated to exceed \$10,000, contract bids shall be solicited by public notice and written contracts.

Method and extent of notice - The method and extent of public notice soliciting contract bids shall be as prescribed by the Board of Directors. Said notice shall set forth the deadline for submission of bids to the District Secretary and the terms, conditions, and specifications of the proposed purchase.

Posting on bulletin board - Competitive bid purchases shall, in all cases, be advertised by posting a copy of the invitation for bids on a public bulletin board in or adjacent to the District Administrative Office.

Solicitation of bidders on bidders' list - The Fire Chief or his designee shall, in addition, solicit bids from prospective bidders on any pertinent District bidders' list by sending them copies of the invitation for bids.

Scotts Valley Fire Protection District	
POLICY: 1600	SUBJECT: Purchasing

Submission of bids - All bids shall be submitted sealed to the District Secretary on or before the deadline therefore.

Surety - If required by the Board of Directors, each bid shall be accompanied by surety in the form of a certified cashier's check or bid bond in such amount as shall be prescribed in the public notice inviting bids.

Bid opening - The Fire Chief or his designee shall open all bids in the presence of the District Secretary and other interested parties immediately after the deadline set for submission thereof. A tabulation of all bids received, whether accepted or rejected, shall be made by the District Secretary and shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

Rejection of bid - The Board of Directors may reject any and all bids and may re-advertise for bids when it determines the public interest will be served thereby.

Award of contract for purchases - The contract shall be awarded by the Board of Directors to the lowest responsible bidder whose bid conforms to the invitation for bids.

Tie bids - In the case of a tie for lowest responsible bid, and if the public interest will not permit the delay of re-advertising for bids, the Board of Directors will award the contract to one of the bidders by drawing lots in public, or may make the purchase in the open market, provided the price paid in the open market shall not exceed the lowest contract bid price submitted.

Determining lowest responsible bidder - In determining the lowest responsible bidder, the Board of Directors shall take into consideration the quality offered and its conformity with the specifications, the delivery and discount terms and conditions of the bid, the service reputation of the bidder, and other information and data required to prove his responsibility.

Failure of successful bidder to enter contract - If the successful bidder does not enter into a contract within ten (10) days after mailing or personal delivery of notice of award of contract, the bidder shall forfeit in cash an amount equal to the amount of any surety which accompanied the bond, unless the District is responsible for the delay. The bidder shall also be liable for any cost in excess of the bid price which the District incurs in purchasing the commodities or services elsewhere.

Scotts Valley Fire Protection District	
POLICY: 1600	SUBJECT: Purchasing

Faithful performance bond - If the Board of Directors so requires, the successful bidder shall furnish surety in the form of a certified or cashier's check or bond for the faithful performance of the contract in the amount specified.

Approval, execution, and filing of contracts - All contract bid forms and all contracts shall be approved by the District counsel as to form and legality. Following such approval, all contracts shall be signed on behalf of the District by the President of the Board of Directors.

3. Open Market Purchases


- A. *When open market purchases are authorized* - If the amount of the purchase is estimated to be \$10,000 or less, it shall be an open market purchase and shall not be subject to the competitive bidding requirements.

An open market purchase shall, wherever possible, be based on at least three price quotations, except for an open market purchase for less than \$5,000.

- B. *Soliciting bids for open market purchases* - The Fire Chief shall solicit quotations by contacting parties on the pertinent bidders' list by posting a copy of an invitation for quotations on a public bulletin board in or adjacent to the District Administrative Office. The Fire Chief shall also contact others who, in his/her judgment, would be responsible suppliers.
- C. *Submission, opening, tabulation* - Quotations shall be submitted to the Fire Chief. The District Secretary shall make a record of all written and telephoned quotations and such record shall be open to public inspection during regular business hours at least thirty (30) days after the date of the award of the contract.
- D. *Award to open market bidder* - All open market purchases shall be awarded to the party making the lowest responsible quotation. However, price and quality being equal, preference may be given to responsible local bidders.

4. Suspension of Regulations

- A. These regulations may be suspended by vote of four/fifths (4/5) of the Board of Directors upon the finding recorded in its minutes that competitive bidding or quotations would not be in the public interest.
- B. In the case of an emergency, the Board of Directors may adopt a resolution by a four/fifths (4/5) vote of all the members declaring that the public interest and necessity demand immediate expenditure of public money to safeguard life,

Scotts Valley Fire Protection District	
POLICY: 1600	SUBJECT: Purchasing

health, or property. The Board of Directors may expend any sum required in the emergency without submitting such expenditure to bid.

5. Purchasing Policy - Miscellaneous

- A. *Unlawful purchases* - If an employee contracts for any supplies, materials, equipment or contractual services contrary to the purchasing policy, such purchases or contract shall be void and of no effect, and the cost shall not constitute a legal charge against the District.
- B. *Return of merchandise* - No supplies, materials or equipment shall be returned to the vendor for trade, credit, repair, or for any other reason without approval of the Fire Chief or his designee.
- C. *Budgeted items* - All line items that have been approved in the current budgets shall be deemed to have prior board approval for purchase. Items needed to be returned to the Board of Directors for action shall appear under "old business".
- D. *Non-budgeted items* - Non-budget services and repairs where bids and analysis have been completed shall come to the Board of Directors under "old business".

6. Exemptions

This policy shall not apply to purchases of:

- Legal Advertising
- Medical Equipment or Supplies
- Professional Services
- Insurance
- Public Utility Services
- Ordinary Travel Expenses



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: June 13, 2018
To: Board of Directors
From: Steve M. Kovacs, Fire Chief
Subject: 2018/2019 Preliminary Budgets

Recommendation

1. Adopt the 2018/2019 Preliminary Budgets as presented:

685010	General Fund:	\$ 8,836,362
685020	Zone A:	\$ 1,201,959
685030	Capital Outlay:	\$ 321,824
685040	SCHMIT:	\$ 195,851

2. Set a public hearing for adoption of the final budgets for August 8, 2018, Regular Board Meeting.
3. Direct staff to publish a notice for the public hearing and make the budgets available for public review.

Background

The Board of Directors must pass a preliminary budget before June 30th and a final budget by October 1st of each year.

General Fund

Revenue

The estimated Fund Balance beginning this fiscal year is \$1,492,242, an increase of \$197,596 from last year. \$200,000 is an Assigned Fund Balance for Future Retiree Medical Insurance. \$200,000 was transferred to the Capital Outlay Fund.

The estimated surplus is attributed to a 4.1% increase in Secured Property Tax, increased Plan Check and Inspections Fee activity, the B40 Administrative Services Agreement and over \$523K in Strike Team revenue.

An estimated increase to property tax of 4% has been included in the preliminary budget as recommended by the County Auditor's Office.

Revenue from Plan Check and Inspection Fees for FY 18/19 are estimated at \$50,000, while the estimated expenditures for contract plan check and inspection services are \$15,000. The

Board of Directors

Robert Campbell Russ Patterson Daron Pisciotta Alan Smith Joshua Warren

2018/2019 Preliminary Budgets
June 13, 2018

net cost recovery equals \$35,000, to offset staff time for those services and for future contract plan check and inspection services.

Revenue from Strike Teams is budgeted at \$125,000, and offset in the budget as an overtime expenditure.

Expenditures

The Salaries and Benefits budget includes a Cost of Leaving Adjustment (COLA), based on the current MOU's in place. Overtime and Call Back are budgeted to reflect the trend over the last few years, which when compared from year to year, illustrates the difficulty in budgeting. Years with high fire activity have increased overtime, most, if not all, of which is reimbursed by forest agencies and shown as revenue during those years. 2017/2018 experienced increased Callback Pay due to injuries. All allocated positions are funded.

The CalPERS Safety Retirement Plan is 18.677% of payroll, which is up from the 2017/2018 fiscal year amount of 17.875%. The Unfunded Accrued Liability's (UAL) annual lump sum prepayment option for the Safety Plan is \$507,715, which is up from the 2017/2018 payment of \$390,957. The Safety side fund is captured as a loan payment to Santa Cruz County Bank under "Other Charges".

The CalPERS Miscellaneous Plan is 9.409% of payroll which is up from the 2017/2018 fiscal year amount of 8.921%. The UAL's annual lump sum prepayment option for the Miscellaneous Plan is \$12,000, which is up from the 2017/2018 payment of \$9,824.

The employer rate for new CalPERS safety employees hired after January 1, 2013, is 12.141% of payroll, up from the 2017/2018 rate of 11.99%. Non-safety employee rate is 6.842% of payroll, up from the 2017/2018 rate of 6.533%.

This represents a budgeted amount of \$1,094,236, payable to CalPERS and a loan payment for the side fund of \$324,241, for a total of \$1,418,477, in retirement liability, which represents a \$157,584, increase over 2017/2018.

Health insurance is budgeted for an estimated 8% increase effective January 1, 2019. Retiree health insurance is budgeted at \$84,816, a decrease of \$6,652 over last year, due to one retiree coming off the plan.

Workers compensation insurance is estimated at \$196,000, an increase of \$33,923 over last year.

The Services and Supplies budget is \$740,650.

The Contributions to Other Agencies is for the District's share of the LAFCO budget which is estimated at \$9,000.

Fixed Assets with a purchase price of \$5,000 or less have been incorporated into the appropriate budget accounts.

A \$200,000 transfer to the Capital Outlay is budgeted and \$50,000 for Contingencies.

The General Fund Preliminary Budget is balanced by using \$355,692, from the Unassigned Fund Balance.

Zone A

The beginning fund balance is estimated at \$1,082,670. A 4% increase in property tax revenue is estimated for this fiscal year. Besides auditing and accounting costs, \$18,000 is budgeted for the Fire Facilities Master Plan, (carried over from Fiscal Year 2017/2018) \$1,100,000, for future projects and \$82,259, for contingencies.

Capital Outlay

The beginning fund balance is estimated at \$121,324. Revenue consists of a \$200,000, transfer from the General Fund and \$500 in interest.

\$50,000, is budgeted for fleet replacement (Staff Vehicle carried over from F/Y 2017/2018), \$35,000 for replacement auto extrication equipment, \$191,324, for future capital outlay expenses and \$5,000, for contingencies.

SCHMIT

The beginning fund balance for the Santa Cruz Hazardous Materials Interagency Team is estimated at \$47,562. Services and supplies are to support the operating costs of the team in the amount of \$61,351, which includes a \$4,500, charge for management of the program. Personnel costs include \$20,000 for reimbursement to response agencies in the event of an activation and \$112,500, for differential costs for the response agencies (\$4,500 per team member), which accounts for 25 total members.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY GENERAL FUND BUDGET (685010)
2018/2019 FY**

Rev Acct#	Revenue Desc	Rev Amount	Expense Category	Exp Amount
40100	Prop Tax-Current Sec-Gen	6,598,228	Salaries & Benefits	6,175,921
40110	Prop Tax-Current Unsec-Gen	140,028	Services & Supplies	740,650
40150	Supp Prop Tax-Current Sec	80,000	Other Charges	333,241
40151	Supp Prop Tax-Curren Unsec	2,000	Operating Transfer Out	200,000
40160	Supp Prop Tax-Prior Sec, Supplemental	3,000	Fixed Assets	0
40330	Licenses & Permits	50,000	Contingencies	50,000
40430	Interest	3,000		
40440	Rents and Leases	1,200	General Reserves	1,336,550
40830	St-Homeowners' Prop Tax Relief	40,664		
40894	ST-Aid Others	125,000		
41617	ALS Response Contract - Net QA Costs	0		
42010	SCHMIT & B40 Administrative Services	64,000		
42022	Cost Recovery, Other	0		
42047	Other Charges	0		
42055	SCHMIT Reimbursement	27,000		
42384	Other Revenue	10,000		
42462	Operating Transfer In from Cap. Outlay	0		
	Total Revenue	7,144,120		
98695	Fund Balance	1,492,242		
34300	Assigned Fund Balance	200,000		
	Grand Total	8,836,362		8,836,362

Notes:

1. Schedule of Revenue: 50% in December, 45% in April and 5% in June
2. Account 40330 - Revenue from Permits, Plan Checks and Inspections
3. Account 40894 - Revenue from Statewide Strike Teams and Overhead Assignments
4. Account 42010 - Revenue of \$4500 for SCHMIT Administration and \$59,500 for B40 Admin and Management
5. Account 42055 - Reimbursement for Personnel - HazMat Stipends and Training
6. Account 42384 - Revenue from CPR Classes, Donations and Misc. Revenue
7. Account 98695 - Fund Balance as of July 1, 2018, Treated as Reserves
8. Account 34300 - Reserves for Future Retiree Medical

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY GENERAL FUND BUDGET (685010)
2018/2019 FY**

Account #	Expenditure Summary Category	Amount
	Salaries and Benefits	
51000	Regular Pay, Perm.	3,221,388
51005	Overtime Pay	220,000
51010	Regular Pay, Extra help	55,280
51025	Regular Call Back Pay	200,000
51040	Differential Pay	145,284
52010	Medicare Tax	52,083
52015	Retirement	1,094,236
53010	Employee Group Insurance	736,570
53015	Unemployment Insurance	7,748
54010	Workers' Compensation Ins	196,000
55020	Misc. Benefits: Sick Leave Reserve	53,743
55021	Misc. Benefits: Vacation Payoff	193,589
	Total Salaries and Benefits	6,175,921
	Services and Supplies	
61110	Clothing and Personal Supplies	31,400
61125	Uniforms	24,000
61215	Radio Services and Communications	88,100
61221	Telephone and Telegraph	12,500
61310	Food	3,500
61425	Household Expense	4,000
61535	Insurance	28,200
61720	Maintenance, Mobile Equipment	55,000
61725	Maintenance, Office Equipment	24,150
61730	Maintenance, Other Equipment	17,000
61845	Maintenance, Struc./Grounds	10,000
61920	Medical Supplies	6,000
62020	Memberships	3,330
62111	Miscellaneous Expense	11,000
62219	Computer Software	6,600
62223	Office Expense	32,900
62301	Accounting & Auditing Fees	75,500
62327	Directors Fees	8,900
62358	Laundry Service	1,800
62367	Medical Services	22,000
62381	Professional/Special Services	95,800
62420	Publications and Legal Notices	2,000
62500	Rents and Leases, Equipment	1,000
62715	Small Tools and Instruments	37,700
62888	Special District Expense	11,000
62890	Subscriptions	4,770
62914	Education & Training	50,500
62920	Gas, Oil and Fuel	34,500
62930	Conference Tuition - Registrations	10,500
63070	Utilities	27,000
	Total Services & Supplies	740,650
	Other Charges	
74110	Principal on Long Term Debt	216,198
74425	Interest on Long Term Debt	108,043
75231	Contributions to Other Government Agencies	9,000
	Total Other Charges	333,241
90000	Operating Transfers Out (To Account 42426)	200,000
	Fixed Assets	
	Total Fixed Assets	0
98700	Contingencies	50,000
98696	General Reserves	1,174,954
	TOTAL EXPENDITURES	8,674,766

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY ZONE A BUDGET (685020)
2018/2019 FY**

Account	Revenue Desc	Rev Amount	Expense Category	Exp Amount
40100	Prop Tax-Current Sec-Gen	110,263		
40110	Prop Tax-Current Unsec-Gen	2,345	Services and Supplies	19,700
40150	Supp Prop Tax-Current Sec	1,000	Fixed Assets	0
40151	Supp Prop Tax-Current Unsec	0	Future Project Expenses	1,100,000
40430	Interest	5,000	Contingencies	82,259
40830	St-Homeowners' Prop Tax Relief	681		
	Total Revenue	119,289		
98695	Assigned Fund Balance	1,082,670		
	Budget Total	1,201,959		1,201,959

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY ZONE A BUDGET (685020)
2018/2019 FY**

	Expenditure Summary	
Account #	Category	Amount
	Services and Supplies	
62301	Accounting & Auditing Fees	1,700
62381	Professional Services	18,000
	Total Services and Supplies	19,700
90000	Operating Transfer Out	0
	Fixed Assets	
	Total Fixed Assets	0
98700	Contingencies	82,259
98695	Future Project Expenses	1,100,000
	Total Expenditures	1,201,959

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY CAPITAL OUTLAY BUDGET (685030)
2018/2019 FY**

Rev Acct#	Revenue Desc	Rev Amount	Expense Category	Exp Amount
40430	Interest	500	Operating Transfer Out	0
42384	Other Revenue	0	Fixed Assets	103,000
42462	Operating Transfer In (General Fund)	200,000	Future Capital Outlay Expenses	191,324
42462	Operating Transfer In (Zone A)	0	Contingency	27,500
42450	Sale of Fixed Assets	0		
	Total Revenue	200,500		
98695	Assigned Fund Balance	121,324		
	Budget Total	321,824		321,824

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY CAPITAL OUTLAY BUDGET (685030)
2018/2019 FY**

	Expenditure Summary	
Account #	Category	Amount
90000	Operating Transfer Out	0
	Fixed Assets	
86110	Structures and Improvements	18,000
86204	Equipment	35,000
86209	Mobile Equipment	50,000
	Sub Total Fixed Assets	103,000
98700	Contingencies	27,500
98695	Future Capital Outlay Expenses	191,324
	TOTAL EXPENDITURES	321,824

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY CAPITAL OUTLAY BUDGET (685030)
SCHEDULE OF FIXED ASSETS FY ENDING JUNE 30, 2019
2018/2019 FY**

Account	Description	Amount
86110	Structures and Improvements	0
	Erba Kitchen Stove and Improvements	18,000
	Subtotal Structures & Improvements	18,000
86204	Equipment	
	Auto Extrication Equipment	35,000
	Subtotal Equipment	35,000
86209	Mobile Equipment	
	Utility/Command Vehicle Replacement	50,000
	Subtotal Mobile Equipment	50,000
	GRAND TOTAL	103,000

Signed: _____
Board Secretary

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY SCHMIT BUDGET (685040)
2018/2019 FY**

Account	Revenue Desc	Rev Amount	Expense Category	Exp Amount
40430	Interest	200	Services and Supplies	63,351
40894	Grant Funding	0	Personnel costs	132,500
			Fixed Assets	0
41150	Haz Mat Contract Contributions:			
	Santa Cruz County	71,286		
	City of Santa Cruz	29,063		
	City of Watsonville	25,087		
	City of Scotts Valley	6,169		
	City of Capitola	5,484		
	UCSC	6,000		
	State Parks	5,000		
	Total Contributions From Other Agencies	148,089		
	Total	148,289		
98695	Unassigned Fund Balance	47,562		
	Grand Total	195,851		195,851

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY SCHMIT BUDGET (685040)
2018/2019 FY**

	Expenditure Summary	
Account #	Category	Amount
	Services and Supplies	
61110	Protective Clothing	5,000
61221	Telephone and Telegraph	600
61535	Insurance	2,000
61720	Maintenance, Mobile Equipment	10,000
61725	Maintenance, Office Equipment	2,200
61730	Maintenance, Other Equipment	6,800
61920	Medical Supplies	1,000
62219	Computer Software	2,000
62301	Accounting and Auditing	500
62365	Management Services	4,500
62715	Small Tools and Instruments	10,351
62888	Special District Expense	1,200
62914	Training	16,600
62920	Fuel	600
	Total Services and Supplies	63,351
	Contributions to Agencies	
75268	Reimbursement of Costs to Agencies	112,500
75276	Emergency Response Reimbursement	20,000
	Total Contributions to Agencies	132,500
	Fixed Assets	
	Total Fixed Assets	0
	Total Expenditures	195,851

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2018-5

RESOLUTION ACCEPTING AND ALLOCATING UNANTICIPATED REVENUE

WHEREAS, the Scotts Valley Fire Protection District is a recipient of funds from wildland fire responses which are reimbursed through the California Fire Assistance Agreement (CFAA); and

WHEREAS, the District will receive funds in the amount of \$100,000 in addition to the anticipated funds reflected in the current fiscal year budget and can be allocated per Health and Safety Code 13900; and

WHEREAS, such additional funds are unanticipated revenue and not specifically set forth in the budget;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accepts funds in the amount of \$100,000 as follows:

<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
685010	40894	State Aid - Other	\$100,000

And that such funds be and are hereby appropriated as follows:

<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
685010	51005	Overtime	\$50,000
685010	51025	Callback	\$50,000

PASSED AND ADOPTED by the Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, this 13th day of June 2018, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Steve M. Kovacs
Board Secretary

Russ Patterson
President of the Board

Distribution:

Auditor-Controller
District



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Steve M. Kovacs
Fire Chief

Date: June 13, 2018

To: Board of Directors

From: Steve M. Kovacs, Fire Chief

Subject: June 13, 2018- Agenda Item 5.4
Approve the Establishment of an Entry Level Firefighter/Paramedic Eligibility List per Policy 1501

Recommendation

Determine that it is appropriate to recruit for open positions or vacancies in the entry level firefighter positions in the district by soliciting applications from eligible candidates in addition to paid call members and direct the Fire Chief to establish an eligibility list, per Policy 1501.




Discussion

There is no current eligibility list for Entry Level Firefighter/Paramedic. With the pending retirements and the periodic need for temporary positions, staff seeks to establish an eligibility list. Policy 1501 allows for either a closed or open recruitment. We currently do not have sufficient qualified Paid Call Firefighters or Branciforte Volunteers to conduct a closed testing process as in the past.

Staff's recommendation is for the establishment of an Entry Level Firefighter/Paramedic eligibility list through an open recruitment process, which requires approval by the Board of Directors per Policy 1501.

Board of Directors

Robert Campbell Russ Patterson Daron Pisciotta Alan Smith Joshua Warren

Scotts Valley Fire Protection District	
POLICY: 1501	SUBJECT: Entry Level Firefighter or Firefighter/Paramedic Hiring
DATE APPROVED: 12/10/2008	
BOARD CHAIR: 	FIRE CHIEF: 


Policy 1501: Entry Level Firefighter or Firefighter/Paramedic Hiring

When no current eligibility list exists for the position needing to be filled, the Board of Directors may determine that it is appropriate to recruit for open positions or vacancies in the entry level firefighter positions in the district by soliciting applications solely from paid call members of the district. If the Board does so determine, then the chief shall provide a notice to all district paid call members of the open positions or vacancies available, which notice shall state where applications may be obtained, the final date for filing applications, and how applicants may be chosen to take the tests. All applications received will be processed and applicants shall be qualified or disqualified.

The Board of Directors may also direct that open recruitment and testing for required positions be conducted based on the position(s) needing to be filled. This may be done independently or cooperatively with other agencies testing for similar positions.

In either case the testing components will include the following with successful completion of each component required as a condition of employment:

1. Application screening for minimum requirements based on job description
2. Written test
3. Physical agility test
4. Oral interview
5. Chiefs interview
6. Medical physical

Scotts Valley Fire Protection District	
POLICY: 1501	SUBJECT: Entry Level Firefighter or Firefighter/Paramedic Hiring

7. Comprehensive background check including report on driving record including insurability with the District's insurance carrier.

In the case of an open testing process, candidates will be required to pass all of the test components as established by the Emergency Medical Services Integration Authority. This process is hereby referenced as the standard for the testing process.

Upon meeting the minimum qualifications and successful completion of the written test, physical agility test, oral interview and background check, candidates will be placed on an eligibility list. The Board of Directors will certify the list, which will be valid for a period of one year from the date of certification by the Board. The sequence of the list will be based upon the test scores of the successful candidates.

The list will be brought before the Board prior to expiration at which time the Board could consider extending the list for a period to be determined by the Board. The Board may, at its discretion, extend the list or determine that the list will terminate as otherwise defined in this policy.

The Fire Chief is hereby authorized to consider any candidate from the list for each appointment. The Fire Chief may conduct further interviews to make this selection.

The Fire Chief may consider personnel, who are currently Paid Call Firefighters for the Scotts Valley Fire Protection District and in good standing, if they are on a joint agency or open list regardless of their position on the list.

Upon hiring, the Entry Level Firefighter or Firefighter/Paramedic will be on Probationary Status for a period of twenty-four months from the date of hire.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Steve M. Kovacs
Fire Chief

Date: June 13, 2018

To: Board of Directors

From: Steve M. Kovacs, Fire Chief

Subject: June 13, 2018 - Agenda Item 5.5
Approve Over Hiring one Additional Firefighter/Paramedic for Retirement Planning

Recommendation

Authorize the Fire chief to hire an additional Firefighter/Paramedic for the overlap time, pending an upcoming retirement.

Discussion

The District has two-three upcoming retirements in the next few months. The District would like to hire an additional Firefighter/Paramedic to complete the initial training in anticipation of the first pending retirement in July 2018.

Board of Directors
Robert Campbell Russ Patterson Daron Pisciotta Alan Smith Joshua Warren



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Steve M. Kovacs
Fire Chief

Date: June 13, 2018
To: Board of Directors
From: Chief Kovacs
Subject: Administrative Report

Incident Type	March		April		May		Year To Date	
	2017	2018	2017	2018	2017	2018	2017	2018
Fires	5	1	2	5	2	2	12	11
Explosion / Rupture	0	0	0	0	0	0	2	0
EMS	126	105	112	106	110	105	598	528
Hazardous Condition	9	7	10	3	6	5	75	28
Service Calls	21	14	14	11	19	8	99	65
Good Intent	39	41	45	33	32	28	214	163
False Alarms	10	8	11	4	8	9	51	41
Severe Weather	0	0	0	0	0	0	2	0
Totals	210	176	194	162	177	157	1053	836

Operations

- Engine 2512 continues to have throttle control issues. Central Fire District Mechanic Ken Copper continues to work on it.
- Firefighter Rothweiler fixed the fuel issue on the Erba lane station emergency generator.

Training

- 2018 BFFA completed with graduation on May 8th and new PCFs are now online.
- EMSIA paramedic and EMT new policy review.
- Pedemonte successfully completed his 21 month test.
- Engineer Cortes taught CPR and first-aid to "New Families".
- SCO committee representatives attended the *County Health and Wellness* meeting.
- B-shift trained with *Helitack* and *C106* at Alma Station to learn about general helicopter safety, what type of fire suppression/recon support they can offer, how to communicate with the pilot, and how to refill the tank or bucket.

Board of Directors

Daron Pisciotta Robert Campbell Alan Smith Russ Patterson Joshua Warren

- Chiefs Theilen, McNeil and Kovacs participated in the annual strike team leader refresher.
- Chiefs Theilen, McNeil and Captain LoFranco participated in Eva Schicke staff ride in Groveland on the Tuolumne River.
- Captain LoFranco and Firefighter Avila attended a two-day nozzle forward class in Alameda County.
- Firefighters Rothweiler and Cahir attended S-212 (wildland chainsaw) in Grass Valley.
- Crews continue with RT-130 refresher training.
- Crews participated in off road driver training at Hollister Hills.

Prevention

- Polo Ranch - 40 large homes. New bridge being installed over Carbonera Creek. Temporary access has been routed through Sucinto Drive. Road construction and paving should start this summer for the development. Working with the developers and public works on proposed gate installations at Orchard Run spur road off Highway 17 and EVA off of Sucinto.
- The Grove - Condos. The development is moving fast now. Inspection of one of the units is nearly completed. Rough inspections of the remaining units to begin soon.
- Pinnacle pass - duplexes. Vertical construction has begun. Awaiting sprinkler design plans.
- The Terrace- townhomes. Site work has started. Excess dirt being moved to Marriott site. A lot of retaining walls, flat work, etc will need to be completed prior to construction.
- Dunslee Way - Townhomes. Site work has begun. Building permit plan is currently under review with CSG. Preliminary site and design plan has already been approved.
- Marriott hotel. Off of Santa's Village. Site and infrastructure work has started.
- Lexington hotel. Transition of ownership has begun. The hotel will now be a 4 points by Sheraton. Met with owners and discussed remaining items needed to be completed for fire final. New owners hope to have the hotel completed in July.
- Completed projects. 4 new large SFD completed off of Timber Ridge rd. 5 homes off of Scotts Valley Dr. Numerous ADU completions throughout district.

EMS:

- Continued rollout of Operative IQ narcotic tracking system. SVFD is live with the program. Completed training materials for county wide implementation.
- Finished the Pediatric Fast Pack e-reader app for EMSIA. It's currently being reviewed by subcommittee members for final county wide distribution.

Administration:

- Child Passenger Safety Program – Secretary Receptionist Bridges inspected 7 car seats in May.
- Administrative Staff is working on Fiscal Year end close, payroll changes effective July 1, 2018 and starting the PCF hiring process at the end of June.
- Chief Theilen worked with Captain Lipkowitz on the RFP for the Branciforte sprinkler system.
- Crews assisted and attended the Blue and Gold dinner.
- Crews completed year end budget purchasing.
- New website is completed with the exception of some content. Still need Board of Directors pictures.
- SVFD joined Nextdoor to add to our social media outreach.

Fire Chief Activities:

- Conference call meetings with Group 4 for the Facilities Study.
- Facility Study Workshop on May 24th.
- PRC Meeting at City Hall.
- Attended BFFA Graduation.
- Attended SCO Staff Meetings.
- Meeting at State Capital for DRiSC.
- Attended the OES Region 2 Pre-Fire Season Meeting.
- Attended a User's Meeting at NetCom.
- Attended Blue and Gold Dinner.
- Attended BRN Trainings nights.
- Attended the County Health and Wellness Task Team Meeting.
- Attended the Monthly County Chief Meeting.
- Attended the Annual Joint Chief's Meeting with Monterey County.
- Participated in the Brook Knoll School Read-a-Thon.
- Participated in the BRN Pancake Breakfast.
- Attended an IMT meeting for the Joint Santa Cruz/Santa Clara/San Mateo Type 3 Team.
- Attended the SCO/BRN Joint Finance Meeting.
- Attended a Meeting with Assembly Member Stone regarding DRiSC.
- Wrote Letters of Support to the State Assembly for DRiSC.
- Participated in Several DRiSC Conference Calls.
- Participated in a Firefighter Cancer Prevention Webinar.
- Attended the EMSIA Meeting.
- Worked on Preliminary Budgets for General Fund, Zone A, Capital Outlay and SCHMIT.
- Attended an EMSIA Sub Committee with AMR Re: Future Ambulance Service.
- Completed the SCHMIT Annual Report.

7 Erba Lane Scotts Valley, CA 95066
(831) 438-0211

Santa Cruz Hazardous Materials Interagency Team
Santa Cruz City Fire Department, Central Fire Protection District, Aptos La Selva Fire Protection District,
Watsonville City Fire Department, Scotts Valley Fire Protection District

Agency	Positions Provided by Agency	Position Funding Allocated
Santa Cruz Fire Department	8	12
Central Fire Protection District	0	1
Aptos La Selva Fire Protection District	1	2
Scotts Valley Fire Protection District	5	6
Boulder Creek Fire Protection District	1	0
Watsonville Fire Department	9	6
Total	24	27

Oversight of the program is provided by the SCHMIT Administrators made up of the fire chiefs representing each participating agency.

Team Activations

There were two team activations for 2017:

- Zayante requested HM2560 for absorbent material/equipment for a diesel spill resulting from an overturned 18 wheeler.
- Santa Cruz requested SCHMIT for an unknown liquid spill on Laurel Street in Santa Cruz. Team members contained and neutralized the liquid.

Training

Annual refresher training was conducted by an outside contractor consisting of four, eight hour quarterly drills starting in July 2017, and completed in April 2018. Team members were required to complete three of the four eight-hour training days to receive their California Specialized Training Institute (CSTI) certified training. Training included chemistry review, technical reference, monitors, testing equipment, radiation incidents, drug labs, bomb incidents, leak prevention, decontamination and hands-on exercises. The training exercises were hosted at Watsonville Fire Training Center and Scotts Valley Fire Station number one. This training was funded out of the 2017/2018 SCHMIT budget.



Funding and Fiscal Management

Attached is the proposed preliminary 2018/2019 budget. Annual differential pay for each team member and the management services fee remained the same at \$4,500. The number of allocated team positions will remain at 27 to offset the previous increases in personnel costs.

\$20,000 is maintained to allow for an immediate reimbursement to responding agencies.

The District has been managing SCHMIT as a separate fiduciary fund with a separate budget since the inception of the program along with capital asset tracking and inventory.

Status of 2017 Goals

- Maintain response, equipment and training capability with limited funding. Completed
- Provide 24 hours of technician level training for all team members with outside instructor. Completed 24 hours.
- Purchased reliable Multi RAE gas monitors.

2018 Goals

- Maintain response, equipment and training capability with limited funding.
- Purchase equipment utilizing grant funding or prop 172 funding.
- Provide 24 hours of technician level training for all team members with an outside vender on a quarterly basis.
- Receive Type 3 classification from State OES.
- Provide county wide Hazardous Material related classes with no tuition cost utilizing grant funding, including our annual refresher class.



HM2560
SCHMIT/Hazardous Materials Response Vehicle
2005 Pierce Enforcer



Assigned to the Glenwood Station

	2017	2016	2015	2014
Annual Mileage =	486	324	190	305

Current Mileage = 6795

Annual Engine Hours =	43.5	33	26	25
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Current Engine Hours = 498.5

Projected Replacement = 2025/26

Attachment:

2018/2019 SCHMIT Preliminary Budget

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY SCHMIT BUDGET (685040)
2018/2019 FY**

Account	Revenue Desc	Rev Amount	Expense Category	Exp Amount
40430	Interest	200	Services and Supplies	63,351
40894	Grant Funding	0	Personnel costs	132,500
			Fixed Assets	0
41150	Haz Mat Contract Contributions:			
	Santa Cruz County	71,286		
	City of Santa Cruz	29,063		
	City of Watsonville	25,087		
	City of Scotts Valley	6,169		
	City of Capitola	5,484		
	UCSC	6,000		
	State Parks	5,000		
	Total Contributions From Other Agencies	148,089		
	Total	148,289		
98695	Unassigned Fund Balance	47,562		
	Grand Total	195,851		195,851

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY SCHMIT BUDGET (685040)
2018/2019 FY**

Expenditure Summary		
Account #	Category	Amount
	Services and Supplies	
61110	Protective Clothing	5,000
61221	Telephone and Telegraph	600
61535	Insurance	2,000
61720	Maintenance, Mobile Equipment	10,000
61725	Maintenance, Office Equipment	2,200
61730	Maintenance, Other Equipment	6,800
61920	Medical Supplies	1,000
62219	Computer Software	2,000
62301	Accounting and Auditing	500
62365	Management Services	4,500
62715	Small Tools and Instruments	10,351
62888	Special District Expense	1,200
62914	Training	16,600
62920	Fuel	600
	Total Services and Supplies	63,351
	Contributions to Agencies	
75268	Reimbursement of Costs to Agencies	112,500
75276	Emergency Response Reimbursement	20,000
	Total Contributions to Agencies	132,500
	Fixed Assets	
	Total Fixed Assets	0
	Total Expenditures	195,851



OFFICE OF THE FIRE CHIEF VENTURA FIRE DEPARTMENT

David M. Endaya

FIRE CHIEF

May 1, 2018

Fire Chief Steve Kovacs
Scotts Valley Fire Protection District
7 Erba Lane
Scotts Valley, CA 95066

Dear Chief Kovacs:

I would like to take this opportunity to thank you and your staff for working side-by-side with us during the Thomas Fire. This was the largest wildfire in California history, and our community will be dealing with the aftermath of this event for a long time.

In my 20+ years in the fire service, I have never encountered a wildfire of this magnitude. It took the support and coordination of various agencies from all over the country, including 8,000 firefighters, 1,000 fire apparatus, and multiple aircraft all working together to fight this fire.

I know your agency was impacted by sharing your valuable staff and resources with us. Without the support of your personnel, the destruction would have been insurmountable, and there are no words to completely express our gratitude.

Please let your staff know that we are forever grateful for their support during this devastating and historic event. It was an honor to work with such dedicated individuals and inspiring to witness the effective collaboration and teamwork between the various agencies involved in this catastrophic event.

Sincerely,

David Endaya
Fire Chief

RECEIVED

MAY - 7 2018

SCOTTS VALLEY FIRE
PROTECTION DISTRICT