



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF August 8, 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, August 8, 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, Pisciotta and Smith
- B. Directors Absent: Director Warren
- C. Fire District Staff: Chief Kovacs, Battalion Chief 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 July 11, 2018

4.2 Payroll: Approve July Payroll 14 and 15 in the amount of: \$391,075.50

4.3 Expenditures: Approve Expenditures for July in the Amount of:

General Fund:	\$188,516.46
Capital Outlay:	\$ 41,899.32
SCHMIT:	<u>\$ 10,593.68</u>
TOTAL:	\$241,009.46

**On motion of Director Campbell seconded by Director Smith to Approve the Consent Calendar Items 4.1 through 4.3 was approved by the following vote:**

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

### 5. Public Hearing/Action Item --2018/2019 FY Final Budget

5.1 Scheduled Public Hearing on the District's 2018/2019 Final Budget:

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<u>685010 General Fund:</u>	\$ 9,068,265
<u>685020 Zone A:</u>	\$ 1,209,137
<u>685030 Capital Outlay:</u>	\$ 317,231
<u>685040 SCHMIT:</u>	\$ 195,957

Chief Kovacs reviewed the Final Budget and noted the following:

General Fund – 685010

- The beginning fund balance is \$1,844,145, which is an increase of \$349,999 from last Fiscal Year (FY). The surplus is attributed to a 5.5% increase in Secured Property Tax, Plan Check and Inspection Fees and \$523K in Strike Team reimbursement.
- An estimated 4% increase in property tax has been budgeted.
- Revenue from Plan Check and Inspection Fees for the 2018/2019 FY are estimated at \$50,000.
- Strike Team Revenue is budgeted at \$200,000 and offset in the budget as an overtime expenditure.
- The Salaries and Benefits budget includes a Cost of Living Adjustment (COLA) based on the current MOU's in place.
- Health insurance is budgeted for an 8.25% increase effective January 1, 2019. Retiree health insurance is budgeted at \$84,816, which is a decrease of \$6,652 over last FY due to one retiree coming off the plan.
- Workers Comp insurance is \$194,845, which is an increase of \$32,768 over last FY.
- The Services and Supplies budget is \$724,400.
- A \$200,000 transfer to Capital Outlay and \$50,000 for Contingencies has been budgeted.
- The General Fund Final Budget is balanced by using \$275,350 from the Fund Balance.
- Reserves Account 98695 was added to this year's budget with \$500,000 in Emergency Reserves and \$1,039,795 in an Economic Stability Fund for a total Reserves Account of \$1,539,795.

Zone A – 685020

- The beginning fund balance is \$1,084,241.
- A 4% increase in property tax revenue is estimated.
- Besides Auditing and Accounting costs, \$18,000 is budgeted to complete the Fire Facilities Master Plan (carried over from the 2017/2018 FY).
- For future projects, \$1,100,000 is budgeted and \$89,437 for Contingencies.

Capital Outlay – 685030

- The beginning fund balance is \$116,731.
- Revenue consists of a \$200,000 transfer from the General Fund and \$500 in interest.
- Fleet replacement is budgeted at \$50,000 (staff vehicle carried over from the 2017/2018 FY), \$35,000 for replacement of auto extrication equipment, \$18,000 to upgrade the Erba Lane Kitchen stove, \$161,324 for future capital outlay expenses and \$27,500 for Contingencies.

SCHMIT – 685040

- The beginning fund balance is \$45,906.
- The Service and Supplies budget is \$63,457, which include a \$4,500 charge for management of the program.
- The budget includes \$20,000 to reimburse response agencies in the event of an activation.
- The Differential cost for the response agencies is budgeted at \$112,500 (\$4,500 per team member), which accounts for 25 total members.

5.2 Receive Public Comment and Adopt Resolution 2018-6: Resolution Adopting Final Budget for Fiscal Year 2018/2019, Discussion/Action

President Patterson opened the Public Hearing. With no Public comment presented, the Public Hearing was closed.

**On motion of Director Pisciotta seconded by Director Campbell to Adopt Resolution 2018-6: Resolution Adopting Final Budget for Fiscal Year 2018/2019 was approved by the following vote:**

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

**6. Action Item**

**6.1 Adopt Revised Policy 2000: Conflict of Interest Code and Biennial Review of the Conflict of Interest Code, Discussion/Action**

Chief Kovacs stated that the Political Reform Act requires that every local government agency review its Conflict of Interest Code biennially. No later than October 1, 2018, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary. There was a minor change to the Conflict of Interest Code to include the Administrative Captain and no amendment is required.

**On motion of Director Smith seconded by Director Pisciotta to *Adopt Revised Policy 2000: Conflict of Interest Code and Biennial Review of the Conflict of Interest Code* was approved by the following vote:**

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

**6.2 Adopt Revised Policy 1401: Hours of Work, Scheduling and Work Period Designation, Discussion/Action**

Chief Kovacs explained that Policy 1401 was revised to include part-time employees. This is a Meet and Confer item and was discussed and approved by the Union.

**On motion of Director Pisciotta seconded by Director Smith to *Adopt Revised Policy 1401: Hours of Work, Scheduling and Work Period Designation as Written* was approved by the following vote:**

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

**6.3 Appointment of a Board Member and Alternate to Serve on an Interagency Advisory Committee, Discussion/Action**

Chief Kovacs stated that based on cooperative efforts, a Committee is being put together with representatives from the local Scotts Valley Agencies to include the City of Scotts Valley, the Scotts Valley Fire Protection District, the School District and the Water District to discuss the future of Scotts Valley.

President Patterson appointed himself to the Interagency Advisory Committee and Director Pisciotta as the Alternate Board Member.

**6.4 Certify the Entry Level Firefighter/Paramedic Eligibility List, per Policy 1501, Discussion/Action**

Chief Kovacs stated that the Firefighter/Paramedic testing has been completed and the list and rankings have been included in the Board Packet. Policy 1501 requires the list be certified by the Board.

**On motion of Director Pisciotta seconded by Director Campbell to *Certify the Firefighter/Paramedic Eligibility List Dated August 1, 2018 per Policy 1501* was approved by the following vote:**

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

**6.5 Consider Cancellation of the September 12, 2018 Regular Board Meeting, Discussion/Action**

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Chief Kovacs stated that there is no pending business in September and there are Board Members not able to attend.

**On motion of Director Campbell seconded by Director Pisciotta to Cancel the September 12, 2018 Regular Board Meeting was approved by the following vote:**

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

**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**

None

**7.2 Administrative Report – Chief Officers**

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

- On Friday, Engine 2511 will crew swap unless they are demobed. E2537 is covering the Fall Creek Station and will crew swap this weekend.
- Last Saturday, Captain Pete Stelling retired after 38 years of service.
- I will be attending the Cal Chiefs Conference with Battalion Chief McNeil at the end of September.
- On Monday, I will be in Sacramento for a FDAC EBA Meeting.
- The California Fire Chiefs DRiSC Committee will be testifying to lay ground work for pre-positing strike team responses to secure funding.

**8. Correspondence – Information**

**8.1 Letter From Aptos/La Selva Fire Protection District and Central Fire Protection District**

The Board received and filed the correspondence.

**9. Request for Future Agenda Items**


If completed, the Facilities Study Report will be include on the October Regular Board Meeting Agenda.

**10. Adjournment**

The meeting was adjourned at 6:52 p.m.

ATTEST

  
Russ Patterson  
Board President

  
Steve M. Kovacs  
Board Secretary