



# 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 12, 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](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 Steve M. Kovacs, Board Secretary, for immediate consideration.

#### 1. Call to Order

1.1 Pledge of Allegiance and Moment of Silence

1.2 Special Set Matter: Appointment In-Lieu of Election to a Four-Year Term and Oath of Office for Directors Robert L. Campbell and Edward Harmon

1.3 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 14, 2018

4.2 Payroll: Approve November Payroll 23 and 24 in the amount of: \$431,390.60

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

General Fund:	\$114,129.93
SCHMIT:	<u>\$ 980.52</u>
TOTAL:	\$115,110.45

#### 5. Action Items

5.1 Adopt Policy 1608: Reserve Guidelines, Discussion/Action

5.2 Approve Standing Committee for the Interagency Advisory Committee, Discussion/Action

**Scotts Valley Fire Protection District  
Board of Directors Meeting for December 12, 2018  
Agenda**

- 5.3 Adopt Regular Board Meeting Dates for 2019, 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*
- 7. **Correspondence – Information**
  - 7.1 County of Santa Cruz County Clerk / Elections Letter
- 8. **Request for Future Agenda Items**
- 9. **Adjournment**

Next Regularly Scheduled Board Meeting:  
Wednesday, January 9, 2019 at 6:30 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 14, 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, November 14, 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, Smith and Warren
- B. Directors Absent: None
- C. Fire District Staff: Chief Kovacs, Battalion Chief McNeil and Administrative Secretary Walton

### 2. Special Presentations

#### 2.1 Presentation to Joshua Warren for His Public Service as a Board Director

Director Warren was presented a plaque for his Public Service as a Board Director from 2010 to 2018.

### 3. Public Comment (GC §54954.3)

None

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

None

### 5. Consent Calendar

#### 5.1 Minutes: Approve Regular Board Meeting Minutes of October 10, 2018

#### 5.2 Payroll: Approve October Payroll 21 and 22 in the amount of: \$ 307,547.08

#### 5.3 Expenditures: Approve Expenditures for October in the Amount of:

<u>General Fund:</u>	\$ 98,118.61
<u>Zone A:</u>	\$ 5,951.98
<u>Capital Outlay:</u>	\$ 7,091.00
<u>SCHMIT:</u>	\$ 4,003.61
<u>TOTAL</u>	\$115,165.20

#### 5.4 Approve Payment in the amount of \$162,117.76 to SC County Bank for the CalPERS Side Fund Loan

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

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

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting November 14, 2018**

**6. Action Item**

**6.1 Approved the Revised Agreement for the Purchase and Maintenance of Mobile Air Support Unit for the San Lorenzo Valley Fire Districts Council, Discussion/Action**

Chief Kovacs explained that the Maintenance Agreement for the Mobile Air Support Unit has been in place since 1994 and the current Unit was purchased with a Grant in 2013. Based on future maintenance and a replacement fund, the Valley Council Board recommended increase the annual cost from \$1,500 to \$2,000, which is the only change in the Agreement.

**On motion of Director Pisciotta seconded by Director Smith to Accept Item 6.1 with the Extra Money for the Mobile Air Support Unit Agreement was approved by the following vote:**

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

**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**

President Patterson reported that he and Chief Kovacs attended the Interagency Advisory Meeting last month. The next meeting is Monday and President Patterson anticipates having more information after the first of the year.

**7.2 Administrative Report – Chief Officers**

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

- There will be a Badge Pinning on December 6, 2018. A flyer will be sent out shortly.
- The Volunteer Hiring is in the Background Process. The new Secretary Receptionist is in the Background Process and scheduled to start December 3, 2018.
- Please email any comments regarding the Facilities Study.
- The new Type 3 Engine will be picked up tomorrow.
- I will be teaching class this week in Fresno.
- E2537 is covering the Fall Creek Station for Cal Fire and E2511 is on the Camp Fire.
- Captain Pete Stelling's Family hosted a retirement party last Saturday, which was well attended.
- Our newest Firefighter Paramedic Josh Nehf had a baby girl about an hour ago.
- Many thanks to Director Warren for his service on the Board.

**8. Correspondence – Information**

**8.1 Relay For Life of Scotts Valley Thank You Letter**

The Board received and filed the correspondence.

**9. Request for Future Agenda Items**

None

**10. Adjournment**

The meeting was adjourned at 6:42 p.m.

ATTEST

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

\_\_\_\_\_  
Steve M. Kovacs  
Board Secretary

Date Range from 10/20/2018 To 11/16/2018

<b>PAYROLL</b>	<b>ACCT.#</b>	<b>PP</b>	<b>TOTALS</b>
Regular Pay	<b>51000</b>	23	\$120,877.67
		24	\$113,143.92
Overtime	<b>51005</b>	23	\$3,576.81
		24	\$58,564.92
Regular Pay, Extra Help (PCF)	<b>51010</b>	23	\$1,540.00
		24	\$0.00
Regular Pay, Sick Leave	<b>51015</b>	23	\$0.00
		24	\$0.00
Regular Callback Pay	<b>51025</b>	23	\$23,461.28
		24	\$59,914.25
Holiday Pay	<b>51035</b>	23	\$0.00
		24	\$0.00
Differential Pay	<b>51040</b>	23	\$5,898.09
		24	\$5,338.13
Regular Pay, Sick Leave Reserve	<b>55020</b>	23	\$0.00
		24	\$0.00
Misc Benefits, Vacation Payoff	<b>55021</b>	23	\$35,044.86
		24	\$4,030.67
Directors Fees	<b>62327</b>	23	\$0.00
		24	\$0.00
<b>TOTAL PAYROLL</b>			<b>\$431,390.60</b>

**CLAIMS BY GL OBJ**

12/06/2018

Filter: (Claim Date is between 11/01/2018  
and 11/30/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Key: 685010</b>			
<b>GL Obj: 53010 Group Health - Dental Insurance</b>			
11/13/2018	FDAC EBA	Life & Vision Ins.- 12/2018	\$998.34
11/13/2018	HEALTH CARE EMPLOYEES/EMPLOYER DENTAL TRUST	Dental Ins.- 12/2018	\$4,622.17
11/26/2018	CALPERS RETIREMENT SYSTEM	Health Ins.- 11/2018	\$51,504.47
11/27/2018	MIKE PHINN	Retiree Health Ins.- 12/2018	\$447.56
11/27/2018	MICHAEL MCMURRY	Retiree Health Ins.- 12/2018	\$1,467.54
11/27/2018	MIKE BIDDLE	Retiree Health Ins.- 12/2018	\$924.95
11/27/2018	SAL LOFRANCO	Retiree Health Ins.- 12/2018	\$538.18
11/27/2018	JIM DELUCCHI	Retiree Health Ins.- 12/2018 #24 of 30	\$776.26
<b>SubObject Total</b>			<b>\$61,279.47</b>
<b>GL Obj: 61110 Clothing &amp; Personal Supplies</b>			
11/10/2018	BRIAN GREEN	Wildland Pants Reimb.	\$479.40
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Paul Conway- Theilen, Post & PCF Helmet Shields	\$386.48
11/27/2018	L.N. CURTIS & SONS	IMS Alliance- PAR Tags	
11/27/2018	SCOTT'S PPE RECON INC	PPE	\$549.74
		PPE Cleaning & Repairs- LoFranco	\$112.50
<b>SubObject Total</b>			<b>\$1,528.12</b>
<b>GL Obj: 61221 Telephone &amp; Telegraph</b>			
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Comcast- VF2 Internet & Phones 9/21-10/20/18	\$709.93
11/27/2018	VERIZON WIRELESS - CELLULAR	Verizon- Cellular 9/5-10/4/18	
11/27/2018	COMCAST	Cellular- 10/5-11/4/18	\$513.97
11/27/2018	COMCAST	Phones, DSL & Fax- VF2 11/21-12/20/18	\$198.49
11/27/2018	COMCAST	Phones, DSL & Fax- VF1 11/20-12/19/18	\$254.13
<b>SubObject Total</b>			<b>\$1,676.52</b>
<b>GL Obj: 61310 Food</b>			
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Erik's-Staff Lunch ST2329C- Black Bear Diner, Chipotle & Jimmy Johns ST2330C-Black Bear Diner, Texas RD House, Fuso, Black Oak	\$1,356.01
<b>SubObject Total</b>			<b>\$1,356.01</b>
<b>GL Obj: 61425 Household Expense</b>			
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Mid Valley- Brown Towels/Pine70 Costco- Station Supplies	\$217.15
<b>SubObject Total</b>			<b>\$217.15</b>

**CLAIMS BY GL OBJ**

12/06/2018

Filter: (Claim Date is between 11/01/2018  
and 11/30/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Obj: 61720 Maintenance - Mobile Equipment</b>			
11/10/2018	JOHN ABBOTT	E2537 PTO Pump Repair	\$640.00
11/10/2018	JOHN ABBOTT	U2592 Rear Air Bags & Compressor	\$1,020.00
11/10/2018	SCARBOROUGH LUMBER & BUILDING	Mobile Equip. Maint.	\$34.30
11/10/2018	WINCHESTER AUTO STORES	Parts	\$329.54
11/10/2018	JOHN ABBOTT	E2512 Check Engine Light Issue	\$850.00
11/10/2018	JOHN ABBOTT	E2510 Faulty A/C Switch	\$680.00
11/10/2018	CENTRAL FIRE DISTRICT	E2510 New Turbo & Labor	\$7,499.04
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Weather Stripping Credit	\$535.00
		ASAP Sign- Utility Vehicle Lettering	
11/13/2018	KOVATCH MOBILE EQUIPMENT CORP.	E2538 Change Order	\$878.00
			<b>SubObject Total</b>
			\$12,465.88
<b>GL Obj: 61725 Maintenance - Office Equipment</b>			
11/10/2018	PAGODA TECHNOLOGIES INC.	Server Replacement & WiFi Project	\$2,900.00
11/10/2018	PAGODA TECHNOLOGIES INC.	Computer Management- 11/2018	\$1,122.12
11/10/2018	PAGODA TECHNOLOGIES INC.	Firehouse Import, Printer Issue, BC McNeil Set Up	\$575.00
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Bridges/McNeil Speakers, Cat5 Jack & Cables	\$364.15
		Cables to Go- Ethernet Cable	
		Quill- Magenta/Black Toner	
			<b>SubObject Total</b>
			\$4,961.27
<b>GL Obj: 61730 Maintenance - Other Equipment</b>			
11/10/2018	TRI AIR TESTING, INC.	Air Test Kits	\$458.44
11/10/2018	SCARBOROUGH LUMBER & BUILDING	Extinguisher Propane	\$11.83
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Batteries Plus- Kestrel Batteries	\$13.43
			<b>SubObject Total</b>
			\$483.70
<b>GL Obj: 61845 Maintenance - Buildings &amp; Grounds</b>			
11/10/2018	COUNTY OF SANTA CRUZ - PUBLIC WORKS DEPARTMENT	Dump Fee	\$12.00
11/10/2018	GREG BELLOWS PLUMBING INC	Clear VF1 Mens Bathroom Drain	\$325.00
11/10/2018	SCARBOROUGH LUMBER & BUILDING	Building Maint.	\$242.12
11/10/2018	GREG BELLOWS PLUMBING INC	Hydro Jet VF1 Drains	\$495.69
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Home Depot-VF1 Water Heater, VF2 Door Handle	\$884.99
		Rayne of SC-VF1 Water Softner	
11/27/2018	WESTERN EXTERMINATOR COMPANY	Bug Service- VF2 10/2018	\$54.50
11/27/2018	WESTERN EXTERMINATOR COMPANY	Bug Service- VF1 10/2018	\$54.50
			<b>SubObject Total</b>
			\$2,068.80

**CLAIMS BY GL OBJ**

12/06/2018

Filter: (Claim Date is between 11/01/2018  
and 11/30/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Obj: 61920 Medical Supplies</b>			
11/10/2018	BOUND TREE MEDICAL, LLC	Airway Management Backpack	\$248.26
11/10/2018	BOUND TREE MEDICAL, LLC	Medical Supplies	\$895.24
<b>SubObject Total</b>			<b>\$1,143.50</b>
<b>GL Obj: 62020 Memberships</b>			
11/27/2018	NFPA INTERNATIONAL	Membership- Kovacs 11/9/18-11/8/19	\$175.00
<b>SubObject Total</b>			<b>\$175.00</b>
<b>GL Obj: 62219 PC Software</b>			
11/10/2018	CALLBACK STAFFING SOLUTIONS LLC	CrewSense-11/3/18-2/2/19	\$700.83
<b>SubObject Total</b>			<b>\$700.83</b>
<b>GL Obj: 62223 Office Supplies</b>			
11/10/2018	PAGODA TECHNOLOGIES INC.	Dell PowerEdge Server	\$3,123.59
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	CDW- Server	\$1,002.37
		Quill- Office Supplies	
		USPS & UPS- Postage	
		BWP- Ruler	
<b>SubObject Total</b>			<b>\$4,125.96</b>
<b>GL Obj: 62367 Medical Services</b>			
11/10/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$655.00
11/10/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Flu & TB Tests	\$975.00
11/10/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$695.00
11/13/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	New Hire Screening	\$72.00
11/13/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	New Hire Screening	\$72.00
11/13/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	New Hire Screening	\$72.00
11/13/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	New Hire Screening	\$72.00
11/13/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	New Hire Screening	\$72.00
11/13/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	New Hire Screening	\$72.00
11/13/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	New Hire Screening	\$72.00
11/13/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	New Hire Screening	\$72.00
11/13/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	New Hire Screening	\$72.00
11/13/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	New Hire Screening	\$72.00
<b>SubObject Total</b>			<b>\$2,973.00</b>



**CLAIMS BY GL OBJ**

12/06/2018

Filter: (Claim Date is between 11/01/2018  
and 11/30/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Obj: 62381 Professional &amp; Specialized Services</b>			
11/10/2018	API SERVICES	New Hire Background	\$389.50
11/10/2018	VOYA NATIONAL TRUST COMPANY	Voya Loan Program-7/1-9/30/18 (Employee paid)	\$187.50
11/13/2018	CSG CONSULTANTS, INC.	Plan Review- 4 Seasons, Lexington & Glenwood Dr.	\$475.00
11/13/2018	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE CASHIERING UNIT	Live Scan- New Hire 18/19 FY	\$49.00
11/27/2018	CSG CONSULTANTS, INC.	Fire Inspection- Lexington Plan Review- Starbucks, The Cove A-C, 100 Enterprise, 115 Blueberry	\$950.00
11/27/2018	GENE MICHALAK	BRD Video- 11/14/2018	\$110.00
		<b>SubObject Total</b>	<b>\$2,161.00</b>
<b>GL Obj: 62420 Publications &amp; Legal Notices</b>			
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	SC Jobs- Sec Recep Job Posting	\$254.15
		<b>SubObject Total</b>	<b>\$254.15</b>
<b>GL Obj: 62715 Small Tools &amp; Equipment</b>			
11/10/2018	SCARBOROUGH LUMBER & BUILDING	Small Tools	\$742.79
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Pro Clip-Cell Mount Amazon-Cots, GPS, Kestrel, & E2538 Bar Oil Bottles Cascade- Drip Torch Parts	\$1,234.17
		<b>SubObject Total</b>	<b>\$1,976.96</b>
<b>GL Obj: 62888 District Special Expense</b>			
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Hampton- ST 2330C	\$242.24
11/27/2018	MAS MODERN MARKETING	Pub Ed Stickers	\$615.87
		<b>SubObject Total</b>	<b>\$858.11</b>
<b>GL Obj: 62890 Subscriptions</b>			
11/27/2018	NFPA	Fire Codes	\$1,466.60
		<b>SubObject Total</b>	<b>\$1,466.60</b>
<b>GL Obj: 62914 Education &amp; Training</b>			
11/13/2018	ACTIVE WELLNESS LLC	Yoga 10/2018	\$840.00
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	CA Training Officers-Officers Symposium Whittle&Theilen South Bay-S270,S290 FDAC-Leadership Cortes,LoFranco,Sundermier&Vandervoort Cabrillo-Parking Peet's-Training Coffee EMSIA-Vandervoort Medic	\$3,047.92
11/27/2018	TRI-COUNTY TOWING & TRANSPORT	Extrication Training	\$300.00

# CLAIMS BY GL OBJ

12/06/2018

Filter: (Claim Date is between 11/01/2018 and 11/30/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
	LLC		
		<b>SubObject Total</b>	<b>\$4,187.92</b>
	<b>GL Obj: 62920 Gas, Oil &amp; Fuel</b>		
11/10/2018	CHRIS STUBENDORFF	ST Fuel Reimb.	\$479.40
11/10/2018	FLYERS ENERGY LLC	Fuel/Diesel	\$1,578.08
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Chevron- ST 2329C, CFCA, & Chief OES Meeting	\$379.78
		Safety Kleen- Waste Oil	
		Shell- ST 2330C	
11/27/2018	FLYERS ENERGY LLC	Fuel/Diesel	\$1,260.25
		<b>SubObject Total</b>	<b>\$3,697.51</b>
	<b>GL Obj: 62930 Conference Tuition - Registrations</b>		
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Sheraton- CFCA Kovacs & McNeil	\$925.56
		<b>SubObject Total</b>	<b>\$925.56</b>
	<b>GL Obj: 63070 Utilities</b>		
11/10/2018	SCOTTS VALLEY WATER DISTRICT	FS- VF2 8/8-10/8/18	\$18.75
11/10/2018	SCOTTS VALLEY WATER DISTRICT	Water- VF2 8/8-10/8/18	\$287.04
11/10/2018	SCOTTS VALLEY WATER DISTRICT	RW- VF2 9/30-10/31/18	\$71.06
11/10/2018	SCOTTS VALLEY WATER DISTRICT	FS- VF1 8/2-10/3/18	\$18.75
11/10/2018	SCOTTS VALLEY WATER DISTRICT	Water- VF1 8/2-10/3/18	\$526.88
11/13/2018	PG&E	Gas- VF2 10/5-10/31/18	\$78.81
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Greenwaste-VF1 Trash & Recycle 9/1-9/30/18	\$613.59
		Greenwaste-VF2 Trash & Recycle 10/1-12/31/18	
		SV Water District-VF2 RW 9/1-9/30/18	
11/13/2018	PG&E	Gas- VF1 10/5-10/31/18	\$100.53
11/27/2018	PG&E	Electric- VF1 10/4-11/4/18	\$1,014.15
11/27/2018	GREENWASTE RECOVERY, INC.	Trash Service- VF1 10/1-10/31/18	\$249.01
11/27/2018	PG&E	Electric- VF2 10/4-11/4/18	\$468.34
		<b>SubObject Total</b>	<b>\$3,446.91</b>
		<b>Index Total</b>	<b>\$114,129.93</b>

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**CLAIMS BY GL OBJ**

12/06/2018

*Filter: (Claim Date is between 11/01/2018  
and 11/30/2018)(Pre-Approved Excluded)*

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<b>Claim Date</b>	<b>Vendor</b>	<b>Message</b>	<b>Amount</b>
<b>GL Key: 685040</b>			
<b>GL Obj: 61221 Telephone &amp; Telegraph</b>			
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- SCHMIT Cell Phones & Jetpack 9/5-10/4/18	\$38.19
11/27/2018	VERIZON WIRELESS - CELLULAR	Cellular- SCHMIT 11/5-12/4/18	\$38.19
<b>SubObject Total</b>			<b>\$76.38</b>
<b>GL Obj: 61730 Maintenance - Other Equipment</b>			
11/10/2018	L.N. CURTIS & SONS	HM2560 Flow Regulators	\$832.69
<b>SubObject Total</b>			<b>\$832.69</b>
<b>GL Obj: 62920 Fuel</b>			
11/13/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Valero- HM2560 Fuel	\$71.45
<b>SubObject Total</b>			<b>\$71.45</b>
<b>Index Total</b>			<b>\$980.52</b>
<b>Grand Total</b>			<b>\$115,110.45</b>



# 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: December 12, 2018  
To: Board of Directors  
From: Steve M. Kovacs, Fire Chief  
Subject: Reserve Guidelines

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## Staff Report

### Recommendation

Adopt Policy 1608, Reserve Guidelines.

### Discussion

The District currently does not have an adopted Guideline for Reserve Funds. Adoption of this policy will assist as part of the financial planning process, ensuring sufficient funds and cash flow are maintained to operate the Scotts Valley Fire Protection District (SVFPD).

### Background/Analysis

According to the “Special District Reserve Guidelines” of the California Special Districts Association (CSDA), reserves are the foundation of the sustainable delivery of core services. Through fiscal responsibility and prudent reserves, the fire district offers taxpayers and customers significant benefits including:

1. Savings to balance budgets.
2. Emergency preparedness.
3. Economic stability.
4. Adequate apparatus, equipment and facilities.
5. Investment in the future.

The fundamental question in maintaining a reserve is, how much is enough? In other words, when are reserves too low and when are they too high? The CSDA Guidelines believe there

Board of Directors

Robert Campbell Edward Harmon Russ Patterson Daron Pisciotta

should be a clear and well-articulated rationale for accumulation and management of reserve funds. Special districts should develop and adopt a reserve policy as a commitment to financial prudence and careful stewardship of community assets.

The SVFPD is responsible for establishing the necessary reserves to provide for contingencies, emergencies and economic stability, as well as for large and probable expenditures. Reserves are used every year during the SVFPD's "dry period" (July – December) until the first allocation of tax revenue is received. Currently, the SVFPD uses reserve funds from the General Fund Budget for this purpose, but does not have enough to fully fund the dry period. When the SVFPD's balance goes below zero, the SVFPD borrows from the County at a very low interest rate (currently 1.6%) until the first installment of the tax revenue allocation is deposited into the fund budget. It is not feasible to carry a reserve balance in the General Fund, of over \$3.5M to fully fund the dry period.

In addition to ensuring sufficient funds and cash flow are maintained by adopting a policy on Reserve Guidelines, this allows the SVFPD to consider possibly paying off of debt incurred.

Adopting Policy 1608 Reserve Guidelines, is the first step in the process.

### **Alternatives**


1. Continue to allow the General Fund reserves to grow to over \$3.5M to ensure not having to borrow funds from the County during the dry period. The timeframe to reach this goal is unknown, based on accurate data not yet being available for subsequent years. Estimated between 10 and 15 years.

### **Fiscal Impact**

1. By adopting Reserve Guidelines, this potentially will free up capital to apply towards any SVFPD financial liability.
2. There will be a slight fiscal impact of having to continue borrowing money from the County during the dry period (July to December).

### **Attachments**

1. Draft Policy 1608, Reserve Guidelines
2. Equipment Replacement Schedule Spreadsheet

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1608</b>	<b>SUBJECT: Reserve Guidelines</b>
<b>DATE APPROVED: 12/12/2018</b>	
<b>BOARD PRESIDENT: _____</b>	<b>FIRE CHIEF: _____</b>

**PURPOSE**

To provide guidelines to consider when establishing Reserve Accounts and reasonable asset allocation levels sufficient to support Scotts Valley Fire Protection District (SVFPD) operations, debt services and economic financial stability, as determined by the Board. The Board recognizes the maintenance of a fund balance is essential to the SVFPD’s financial integrity and is fiscally advantageous to both the agency and taxpayers. This policy provides guidance regarding the desired fund balance levels to mitigate financial risk and ensure adequate financial resources to safeguard to SVFPD against unforeseen revenue fluctuations, unanticipated expenditures or emergencies.

**POLICY**

1. Reserve funds may be established from time to time by the Board as an important component of sound financial management to meet both short and long-term financial objectives, and to ensure prudent financial management practices.
2. The Board of Directors shall be responsible for the oversight of all District fund accounts and balances. Changes to the existing fund balances, establishing new fund accounts, and authorizing expenditures for fund balances shall require action by the Board.
3. The Finance Committee shall review fund balances and recommend changes to fund balances for the upcoming fiscal year to be presented to the full Board of Directors prior to the adoption of the Final Budget.
4. All expenditures or transfers between reserve funds shall be approved by the Board of Directors.

**FUNDS**

Type	Description	Recommended Amount
Operating Reserve	Funds utilized during the District’s Dry Period Funding (July-December)	\$1,000,000
Emergency Reserve	Funds utilized for unbudgeted, unforeseen Events that may occur	\$200,000
Apparatus and Equipment Reserve	Capital Outlay Funds for Apparatus and Equipment Replacement	As per the Apparatus and Equipment Replacement Schedule

The target reserve level will be calculated and reaffirmed annually in the budget adoption process. The District will make every attempt to maintain target levels. When the reserves are depleted or fall below the established levels, a plan for replenishment is developed as part of the annual budget.

The policy is not intended to set strict limits that must be adhered to in a vacuum. Instead, these guidelines are intended to serve as a decision-making tool in planning for and evaluating activities or transactions that could have a significant impact on the level of cash on hand.





# 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: December 3, 2018

To: Board of Directors

From: Chief Kovacs

Subject: Approve Regular Board Meeting Dates for 2019

## **Recommendation**

Adopt a schedule for the 2019 Regular Board Meetings.

## **Discussion**

The following is a list of proposed dates for the 2019 Regular Board Meetings. The dates reflect the second Wednesday of the month per Board Policy 2100.

January 9	July 10
February 13	August 14
March 13	September 11
April 10 - Cancelled FDAC April 3-5	October 9
May 8	November 13
June 12	December 11

Regular meetings are scheduled for 6:30 p.m. Special meetings can be added as necessary.

Board of Directors  
Robert Campbell    Edward Harmon    Russ Patterson    Daron Pisciotta





# 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: December 12, 2018  
To: Board of Directors  
From: Chief Kovacs  
Subject: Administrative Report

Incident Type	September		October		November		Year To Date	
	2017	2018	2017	2018	2017	2018	2017	2018
Fires	7	5	10	10	4	10	56	60
Explosion / Rupture	0	0	0	0	0	0	3	0
EMS	120	111	102	122	104	116	1259	1244
Hazardous Condition	8	6	11	7	6	14	118	67
Service Calls	17	18	13	15	15	14	190	152
Good Intent	28	20	38	28	31	43	399	343
False Alarms	9	9	6	11	8	14	110	97
Severe Weather	0	0	0	1	0	0	2	1
Totals	189	169	180	194	168	211	1969	1964

## Operations

Captain LoFranco was assigned to E2537 at Fall Creek as the engine boss to get Captain Sundermier's Engine Boss Task Book completed. The crews responded to numerous wildland fires, 2 structure fires, vehicle fires and MVA's while assigned to Fall Creek for coverage. (Captain LoFranco, Captain Sundermier, Eng. Crivello and FF Laine). The cover crew E2537 made a very positive impression while covering Fall Creek for Cal Fire. We took delivery of the new Type 3 Engine. E2538 is now in the process of being outfitted with equipment.

## Training

Captain LoFranco and Captain Sundermier participated in PG&E's Gas Line emergency training in Winters, CA BC Theilen-Strike Team/Task Force Leader class AH-330  
 Probationary FF Nehf is progressing well through FF1 program  
 Probationary FF Post is working on proficiency check-offs on days  
 SCHMIT members- attended quarterly training in Watsonville with live ammonia release  
 C and A shift attended *encapsulating suppression agent* demonstration. "F-500EA"  
 Company Performance Standard training in Watsonville for RIC set-up, rescue PASS activation & ladder placement  
 Eng/PM Cahir completed HazMat Technician Modules 1A, 1B and 1C, and is currently attending Module 1D (Class ends on 12/6) This 160 hour training program was funded through a UASI grant

## EMS

- Crews reviewed *cardiac arrest resuscitation* utilizing pit crew methodology.
- EMSIA Chief Scott Vahradian introduced the Field Coaching program, a ride-a-long program designed to evaluate EMT and paramedic field practice. It includes both a live presentation as well as review of the paramedic field performance standards, the peer-written standards upon which evaluations are based.

Board of Directors

Robert Campbell

Edward Harmon

Russ Patterson

Daron Pisciotta

### **Fire Prevention**

#### **Plan Reviews and permit approvals:**

- Approved remodel plans for 552 Bean Creek Rd., Spaces 31 and 90
- Approved plans for sprinkler system changes at 100-A Enterprise
- Approved new construction plans for 1 Hacienda Dr. (Shell)
- Approved underground and overhead sprinkler plans for 21 units on Lundy Lane
- Approved plans for alarm system at 260 Mt. Hermon Rd.
- Approved tenant improvement plans at 4525 Scotts Valley Dr.
- Approved Hood and duct suppression system plans for 5030 SV Dr.
- Approved alarm plans for 349-359 and 337-347 Skyforest Wy. (the grove)
- Approved sprinkler plans for 3 units at Dunslee Wy. (the cove)

#### **Inspections completed:**

- Completed Fire safety inspection at Montessori School, and Summit Technologies
- Completed underground inspections at:
  - 25250 SC Highway, 219 N. Navarra, 2140 Glen Canyon, 900,902,904,906 Lundy Lane and 22 Polo Heights
- Hood and Duct Ansul system inspection at 5030 SV Dr.
- Completed Overhead Hydro inspections at 908 and 910 Lundy Lane
- Completed smoke detector inspections in all 128 rooms at 5030 SV Drive

#### **Hazard complaints:**

- Investigated fire hazard complaints at 78 Pasatiempo, 205 Spreading Oak, and 290 Old Coach
  - 2 issues resolved and 1 letter sent to property owners.

#### **Meetings:**

- Met with CSG regarding plan checks
- Met with Montefiore HOA regarding fire safety and evacuation planning
- Met with property owners at 290 Redwood Dr. regarding outdoor Agriculture safety
- Met with 1440 foundation regarding fire walk
- Met with property owner at 25250 SC Hwy. regarding underground piping and hydrant
- Attended PRC meeting
- Met with City Inspector and CSG regarding 5030 SV Dr.
- Met with Weston Rd. residents regarding 2149 Lockhart Gulch fires
- Picked up new type III, Engine 2538 in South San Francisco

#### **Fire Chief Activities:**

- Attended and taught at the Training Officer's Symposium in Fresno.
- Attended the OES Region 2 Post Fire Season Meeting.
- Attended the Interagency Advisory Meeting with President Patterson.
- Pictures for the Donation to SJ Firefighters Burn Foundation.
- Orientation/Expectations for the new Secretary-Receptionist.
- Expectations Meeting with New Captain Ronzano.
- Expectations Meeting with new FF Post.
- Shift Meetings.
- Officer Leadership Training with Officers.
- FDAC Meeting.
- Meeting with Assemblymember Jim Wood's staff.
- Meeting with the FDAC Education Committee.
- SCCFAIG Meeting and EMSIA Meeting.
- NetCom Users Meeting.
- County Chief's Meeting.
- Attended a meeting with AT&T regarding First Net.



# County of Santa Cruz

## COUNTY CLERK / ELECTIONS

701 Ocean Street, Room 310, Santa Cruz, CA 95060-4076  
831-454-2060 Toll-free: 866-282-5900 FAX: 831-454-2445 TDD: 711  
E-mail: [info@votescount.com](mailto:info@votescount.com) Web Sites: [www.sccoclerk.com](http://www.sccoclerk.com) & [www.votescount.com](http://www.votescount.com)

Gail L. Pellerin, County Clerk  
Tricia Webber, Assistant County Clerk



November 20, 2018

Dear Friend,

Thank you for allowing us to use your facility for the November 6, 2018 General Election. Without the generosity of facilities like yours, elections would not be possible.

I would also like to commend our outstanding full-time and temporary staff members who have been working over the last several months to ensure the best possible Election Day experience for everyone.

I truly appreciate receiving comments and feedback. If you have any ideas on how we can improve our processes, please send me an e-mail at [gail.pellerin@santacruzcounty.us](mailto:gail.pellerin@santacruzcounty.us) or give me a call at 831-454-2419.

We are still counting votes from the November election, and I am hopeful turnout will exceed the turnout from the past three gubernatorial elections.

Putting on an election is a huge task that requires hundreds of people working thousands of hours. I am so proud of the work we do here to ensure elections are accurate, transparent, secure, and accessible and that all voters are treated with equal respect and dignity.

We look forward to working with you again in 2020. Until then, continue to be involved and spread the importance of voter participation to everyone you know. Wishing you and your family a wonderful holiday season!

Thank you again for your outstanding service to our community!

Sincerely,

Gail L. Pellerin  
County Clerk