



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Board of Directors

Agenda

Wednesday, January 9, 2019, 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. Election of Board Officers for Calendar Year 2019, per Board Policy 2100 – Discussion/Action

2.1 President

2.2 Vice-President

3. 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.

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

5. 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.)

5.1 Minutes: Approve Regular Board Meeting Minutes of December 12, 2018

5.2 Payroll: Approve December Payroll 25 and 26 in the amount of: \$330,562.48

5.3 Expenditures: Approve Expenditures for December in the Amount of:

General Fund:	\$181,386.62
Capital Outlay:	\$ 33,352.91
SCHMIT:	<u>\$ 83.41</u>
TOTAL:	\$214,822.94

**Scotts Valley Fire Protection District
Board of Directors Meeting for January 9, 2019
Agenda**

6. Action Items

- 6.1 Interviews for the Open Seat on the Board of Directors, Discussion/Action
- 6.2 Appointment of Board Member to Vacant Position Pursuant to Government Code Section 1780, Discussion/Action.
- 6.3 Board Committee Appointments per Policy 2101, Discussion/Action
Standing Committees:
 - Finance and Planning
 - Organization and Personnel
 - Facilities and Equipment
- 6.4 Call for Nominations for LAFCO Special District Regular Member, Discussion/Action

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


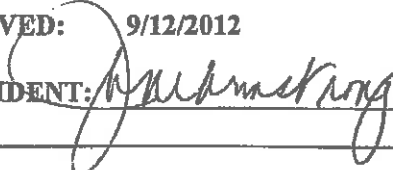
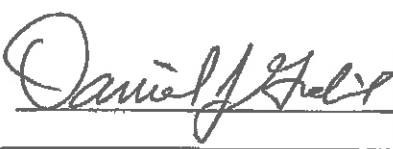
- 7.1 Board of Directors Report – *Directors*
- 7.2 Administrative Report – *Chief Officers*

8. Correspondence – None

9. Request for Future Agenda Items

10. Adjournment

Next Regularly Scheduled Board Meeting:
Wednesday, February 13, 2019 at 6:30 p.m.

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings
DATE APPROVED: 9/12/2012	
BOARD PRESIDENT: 	FIRE CHIEF: 

Policy 2100: Policy For Conducting Board Meetings

Regular Meetings

The regular meetings of the Board of Directors will be on the second Wednesday of the month at 7:00 P.M. at Scotts Valley City Hall.


Seating of New Directors and Election of Officers

1. The term of office of newly elected directors shall begin at 12:00 A.M. the first Friday of December following their election. Newly elected directors shall be sworn in as the first order of business during the regular December meeting of the Board. In the event that current officers are not present to conduct the December meeting, the meeting will temporarily be conducted by the most senior sitting member of the Board.

2. As the last order of business at the December meeting, the current or temporary President shall preside over the election of Board Officers. The Board shall select one of its members as President and one of its members as Vice President. The Fire Chief shall be the Secretary to the Board.

Selection of Board President


- a. Should a director desire to serve as an officer he/she has the responsibility to express such a desire to the rest of the Board
 - b. It is desirable that directors take turns as Board President
 - c. An officer may be removed from an officer's position by a 2/3 vote of the Board
3. The newly elected Board President and Vice President shall assume their positions on January 1st. The Vice President shall preside over meetings in the absence of the elected Board President. Board officers shall serve a term of one year. In the event the Board President and Vice President are not in attendance, the senior member in attendance will preside at the meeting.
4. The Board President shall appoint standing and ad hoc committees as established in Policy 2101.

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings

- a. Meetings of standing and ad hoc committees shall comply with any and all notice and posting requirements which may be required for such committees by the Ralph M. Brown Act
- b. Committees shall act on behalf of the board as a whole, shall make regular reports and inform the board, make recommendations and receive direction from the Board.

Rules of Procedure and Conduct for Meetings:

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

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings

President. A tie vote sustains the ruling of the President. In either case, the minutes shall reflect why a director was disqualified to vote.


7. There must be a quorum of 3 members present to conduct business.
8. A majority vote means 3 affirmative votes.
9. A 2/3 vote means 4 affirmative votes.
10. A unanimous vote means 5 affirmative votes.

BOARD MEETING CONDUCT

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

- a. The Board President shall be allowed to make motions
2. The recording secretary shall document the names of those who make motions and second motions in the minutes.
3. Once the President calls for remarks on a motion, the maker of the motion is entitled to speak first. Speakers shall be recognized by the President before making their remarks.
4. Secondary motions pertaining to the main motion may be introduced before the main motion is voted. The last motion stated shall be the first pending motion and the main motion shall be voted upon last.
5. A motion to amend must have the approval of the person making the original motion or a majority vote of the board.
6. An amendment to a motion may only be made once.
7. To be deemed an official action of the board, all action items must receive a majority vote of the elected number of directors serving on the board. **EXCEPTIONS.** Motions requiring a 2/3 vote (super-majority) to pass:

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

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings

8. Motions requiring a unanimous vote to pass:

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

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

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

a. Passing a motion to place the item on a future agenda

b. Passing the motion to rescind, repeal or annul with the appropriate number of votes

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



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

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MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF December 12, 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, December 12, 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 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

President Patterson administered the Oath of Office to Director Robert L. Campbell and Edward Harmon to a four-year term.

1.3 Roll Call

A. Directors Present:	Directors Campbell, Harmon and Patterson
B. Directors Absent:	Director Pisciotta
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

None

4. Consent Calendar

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:	\$ 980.52
TOTAL:	\$115,110.45

On motion of Director Campbell seconded by Director Harmon to *Approve the Consent Calendar Items 4.1, 4.2 and 4.3* was approved by the following vote:

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

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting December 12, 2018

5. Action Item

5.1 Adopt Policy 1608: Reserve Guidelines. Discussion/Action

Chief Kovacs explained that the SVFPD does not currently have adopted guidelines for Reserve Funds. Adoption of this Policy will assist as part of the financial planning process to ensure sufficient funds and cash flow are maintained to operate the SVFPD. There are no laws for Reserve Funds so the "Special District Reserve Guidelines" by the California Special Districts Association (CSDA) was used as a reference. Policy 1608 includes recommended amounts for Operating Reserves, Emergency Reserves and Apparatus and Equipment Reserves. The recommended amounts can be changed by the Board and any transfers from reserves will require Board Approval. The Finance and Planning Committee has reviewed the Policy.

On motion of Director Campbell seconded by Director Harmon to *Approve Policy 1608 for Reserve Guidelines* was approved by the following vote:

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

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

Chief Kovacs reported that the Interagency Advisory Committee, which includes the Scotts Valley City, Fire District, School District and Water District have been meeting to discuss the future of Scotts Valley. Since the meetings will be ongoing, it is necessary to establish a Standing Committee. Currently Chief Kovacs and President Patterson have been attending the Meetings and would be appointed to the Standing Committee with an alternate.

On motion of Director Harmon seconded by Director Campbell to *Leave President Patterson and Chief Kovacs on the Interagency Advisory Committee and Director Pisciotta as the Alternate* was approved by the following vote:

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

5.3 Adopt Regular Board Meeting Dates for 2019. Discussion/Action

Chief Kovacs stated that the Board Meetings dates are the second Wednesday of each month with the exception of April, which has been cancelled due to the Fire Districts Association of California (FDAC) annual Conference.

On motion of Director Campbell seconded by Director Harmon to *Adopt Board Meeting Dates for 2019* was approved by the following vote:

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

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

6.1 Board of Directors Report – Directors

President Patterson stated that he attended one Interagency Advisory Meeting, which will be ongoing and he will continue to report the information to the Board.

6.2 Administrative Report – Chief Officers

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

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting December 12, 2018

- A letter was received from a homeowner thanking the crew for responding during the Camp Fire.
- The new Type 3 Engine 2538 is in service.
- The Board vacancy has been announced and was posted today. The Board will make an appointment at the next meeting to replace Alan Smith due to his retirement from the Board.

7. Correspondence – Information

7.1 County of Santa Cruz County Clerk / Elections Letter

The Board received and filed the correspondence.

8. Request for Future Agenda Items

None

9. Adjournment

The meeting was adjourned at 6:48 p.m.

ATTEST

Russ Patterson
Board President

Steve M. Kovacs
Board Secretary

		Date Range from 11/17/2018 To 12/14/2018	
PAYROLL	ACCT.#	PP	TOTALS
Regular Pay	51000	25	\$113,611.08
		26	\$117,956.26
Overtime	51005	25	\$28,045.31
		26	\$669.36
Regular Pay, Extra Help (PCF)	51010	25	\$8,129.50
		26	\$0.00
Regular Pay, Sick Leave	51015	25	\$0.00
		26	\$0.00
Regular Callback Pay	51025	25	\$16,395.16
		26	\$19,692.44
Holiday Pay	51035	25	\$0.00
		26	\$0.00
Differential Pay	51040	25	\$5,338.13
		26	\$5,670.90
Regular Pay, Sick Leave Reserve	55020	25	\$0.00
		26	\$0.00
Misc Benefits, Vacation Payoff	55021	25	\$4,030.67
		26	\$11,023.67
Directors Fees	62327	25	\$0.00
		26	\$0.00
TOTAL PAYROLL			\$330,562.48

CLAIMS BY GL OBJ

01/02/2019

Filter: (Claim Date is between 12/01/2018
and 12/31/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Key: 685010			
GL Obj: 53010 Group Health - Dental Insurance			
12/11/2018	CALPERS RETIREMENT SYSTEM	Health Ins.- 12/2018	\$50,702.36
12/14/2018	MICHAEL MCMURRY	Retiree Health Ins.-1/2019	\$1,596.54
12/14/2018	MIKE BIDDLE	Retiree Health Ins.-1/2019	\$999.98
12/14/2018	SAL LOFRANCO	Retiree Health Ins.- 1/2019	\$563.20
12/14/2018	JIM DELUCCHI	Retiree Health Ins.- 1/2019	\$840.28
12/14/2018	MIKE PHINN	Retiree Health Ins.- 1/2019	\$469.19
12/14/2018	HEALTH CARE EMPLOYEES/EMPLOYER DENTAL TRUST	Dental Ins.-1/2019	\$5,108.40
12/14/2018	TIM THEILEN	Retiree Health Ins.- 1/2019	\$679.29
12/20/2018	CALPERS RETIREMENT SYSTEM	Health Ins.-1/2019	\$53,557.17
12/20/2018	FDAC EBA	Life & Vision Ins.- 1/2019	\$1,083.89
SubObject Total			\$115,600.30
GL Obj: 61110 Clothing & Personal Supplies			
12/07/2018	L.N. CURTIS & SONS	Wildfire Helmet	\$58.86
12/07/2018	L.N. CURTIS & SONS	Wildland Pants	\$736.84
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Paul Conway Shields- Passport ID Tags	\$75.97
SubObject Total			\$871.67
GL Obj: 61125 Uniform Clothing Allowance			
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Hook-Fast- Director, Name Tags, Badges Amazon- Helmet Stickers, Belt	\$258.03
12/07/2018	CALIFORNIA COAST UNIFORMS INC.	Uniform Collar Brass	\$121.64
12/14/2018	HOOK-FAST SPECIALTIES, INC	Name Plate- Mayfield	\$38.44
SubObject Total			\$418.11
GL Obj: 61215 Radio Services: Dispatch NetCom Fees			
12/07/2018	SILVERADO AVIONICS, INC.	E2538 Mobile Radio	\$1,689.26
12/27/2018	SANTA CRUZ REGIONAL 9-1-1	1/2 911 Fees- 2018/2019 FY	\$30,321.50
SubObject Total			\$32,010.76
GL Obj: 61221 Telephone & Telegraph			
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Comcast- VF2 Internet & Phones 10/21/-11/20/2018 Comcast- VF1 Internet & Phones 10/20-11/19/2018	\$452.62
12/20/2018	VERIZON WIRELESS - CELLULAR	Cellular- 11/5-12/4/2018	\$1,060.57
SubObject Total			\$1,513.19

CLAIMS BY GL OBJ

01/02/2019

Filter: (Claim Date is between 12/01/2018
and 12/31/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Obj: 61310 Food			
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Retirement Lunch, Going Away Lunch, Training Meals	\$816.06
SubObject Total			\$816.06
GL Obj: 61425 Household Expense			
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco-Station Supplies	\$115.78
SubObject Total			\$115.78
GL Obj: 61720 Maintenance - Mobile Equipment			
12/07/2018	CENTRAL FIRE DISTRICT	E2510 Hose Coolant Repair	\$267.30
12/07/2018	WINCHESTER AUTO STORES	Parts	\$935.68
12/07/2018	CENTRAL FIRE DISTRICT	E2511 Heater Core Leak	\$331.53
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Vehicle Maintenance	\$3,697.96
12/07/2018	GOLDEN STATE EMERGENCY VEHICLE SERVICE	E2511 Turn Signal & Code 3 Light	\$418.16
12/14/2018	GOLDEN STATE EMERGENCY VEHICLE SERVICE	#35-2254 Captain's Window	\$1,194.60
12/20/2018	CENTRAL FIRE DISTRICT	E2512- Replace Transmission Cooler	\$3,735.22
SubObject Total			\$10,580.45
GL Obj: 61725 Maintenance - Office Equipment			
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	C2G- Network Cables	\$51.25
12/07/2018	PAGODA TECHNOLOGIES INC.	Sonic Wall Issue	\$375.00
12/07/2018	PAGODA TECHNOLOGIES INC.	Computer Management- 12/2018	\$1,122.12
SubObject Total			\$1,548.37
GL Obj: 61730 Maintenance - Other Equipment			
12/07/2018	SANTA CRUZ FIRE EQUIPMENT	Calfire Coverage Extinguisher Recharge	\$115.80
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Batteries	\$198.03
		Stoodleys Small Engine Service- Chain Saw Repair	
		B and B Small Engine- Chain Saw Parts	
12/14/2018	SANTA CRUZ FIRE EQUIPMENT	Extinguisher Service 12/13/2018	\$345.58
12/14/2018	SANTA CRUZ FIRE EQUIPMENT	Calfire Coverage Extinguisher Recharge Tax	\$7.18
SubObject Total			\$666.59
GL Obj: 61845 Maintenance - Buildings & Grounds			
12/07/2018	AIR EXCHANGE	Service Plymovent	\$711.79
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Rayne of SC- VF1 Water Softener 10/2018	\$117.50
12/14/2018	GREG BELLOWS PLUMBING INC	Hydro Jet- VF1 Drains	\$495.69
12/14/2018	WESTERN EXTERMINATOR COMPANY	Bug Service- VF1 11/2018	\$54.50
12/14/2018	WESTERN EXTERMINATOR COMPANY	Bug Service- VF2 11/2018	\$54.50

CLAIMS BY GL OBJ

01/02/2019

Filter: (Claim Date is between 12/01/2018
and 12/31/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
SubObject Total			\$1,433.98
GL Obj: 61920 Medical Supplies			
12/07/2018	ANALGESIC SERVICES, INC.	O2 Cylinder Rental - November	\$58.75
SubObject Total			\$58.75
GL Obj: 62223 Office Supplies			
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Brinks- Name Plates Costco- Paper Amazon- Phone Case Replacement Quill- Fastners	\$131.60
SubObject Total			\$131.60
GL Obj: 62367 Medical Services			
12/14/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$635.00
12/14/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$595.00
12/14/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$1,299.00
12/14/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$595.00
SubObject Total			\$3,124.00
GL Obj: 62381 Professional & Specialized Services			
12/07/2018	CSG CONSULTANTS, INC.	Fire Inspection-Lexington	\$142.50
12/07/2018	API SERVICES	New Hire Background- Mayfield	\$415.50
12/14/2018	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE CASHIERING UNIT	Live Scan- New Hire 18/19 FY	\$490.00
12/20/2018	API SERVICES	New Hire PCF Backgrounds	\$3,684.50
SubObject Total			\$4,732.50
GL Obj: 62715 Small Tools & Equipment			
12/07/2018	SCARBOROUGH LUMBER & BUILDING	Small Tools	\$486.64
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Kestrel Night Vision Allstar- Class A Foam	\$1,332.60
SubObject Total			\$1,819.24
GL Obj: 62888 District Special Expense			
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	SJ Airport- Parking KME Trip Gateway Press Inc.- 3 Retirement Plaques	\$280.26
SubObject Total			\$280.26

CLAIMS BY GL OBJ

01/02/2019

*Filter: (Claim Date is between 12/01/2018
and 12/31/2018)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Obj: 62914 Education & Training			
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Marriott- FDAC Leadership Academy-Cortes,Kovacs,Sundermier,Vandervoort Hilton Hotel- Fresno Training CA EMS Authority- Paramedic License Renewal- Cahir Yoga 11/2018	\$1,312.39
12/14/2018	ACTIVE WELLNESS LLC		\$720.00
SubObject Total			\$2,032.39
GL Obj: 62920 Gas, Oil & Fuel			
12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Chevron- Fresno Training	\$20.00
12/14/2018	FLYERS ENERGY LLC	Fuel/Diesel	\$1,865.46
SubObject Total			\$1,885.46
GL Obj: 63070 Utilities			
12/07/2018	CITY OF SCOTTS VALLEY	Sewer- VF2 9/15/11/15/2018	\$119.40
12/07/2018	SCOTTS VALLEY WATER DISTRICT	RW- VF1 11/1-11/30/18	\$44.40
12/07/2018	CITY OF SCOTTS VALLEY	Sewer- VF1 9/15-11/15/2018	\$142.98
12/14/2018	PG&E	Gas- VF2 11/6-12/5/2018	\$162.29
12/14/2018	PG&E	Gas- VF1 11/6-12/5/2018	\$184.10
12/20/2018	PG&E	Electric- VF1 11/5-12/4/2018	\$672.94
12/20/2018	PG&E	Electric- VF2 11/5-12/4/2018	\$421.05
SubObject Total			\$1,747.16
Index Total			\$181,386.62

CLAIMS BY GL OBJ

01/02/2019

*Filter: (Claim Date is between 12/01/2018
and 12/31/2018)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
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GL Key: 685030**GL Obj: 86204 Equipment**

12/27/2018 L.N. CURTIS & SONS

Auto Extrication Equipment

\$33,352.91

SubObject Total \$33,352.91**Index Total** \$33,352.91

CLAIMS BY GL OBJ

01/02/2019

*Filter: (Claim Date is between 12/01/2018
and 12/31/2018)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
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GL Key: 685040**GL Obj: 61221 Telephone & Telegraph**

12/14/2018	VERIZON WIRELESS - CELLULAR	Cellular- SCHMIT 11/5-12/4/2018	\$38.19
SubObject Total			\$38.19

GL Obj: 62920 Fuel

12/07/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Valero- HM2560	\$45.22
SubObject Total			\$45.22
Index Total			\$83.41
Grand Total			\$214,822.94



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: January 9, 2019
To: Board of Directors
From: Steve M. Kovacs, Fire Chief
Subject: Agenda Items 6.1 and 6.2

Recommendation

1. Interview each candidate with the questions provided to you at the Board Meeting.
2. Nominate and vote on one of the candidates to fill the vacant Board position.
3. Administer the Oath of Office to the newly appointed Board Member.

Discussion

There are six candidates that have submitted their cover letter and resume for consideration to fill the vacant Board seat. Each Board member will be provided questions and a score sheet prior to the interviews. The interviews must be done in open session. The candidates will be interviewed in alphabetical order of their last name.

Prior to the interviews, the Board President will announce the first candidate to be interviewed and request the remaining candidates to leave the room until asked to come back in for their scheduled time. The candidates have a right to be in the room during the open session. If they leave at the request of the Board, it will be voluntary.

Upon completion of the interviews, the Board President should solicit a nomination from the Board for a candidate in the form of a motion. The Board should then vote on the motion. A majority vote (3 of 4) is required to seat the successful candidate. The successful candidate would then be administered the Oath of Office and seated on the Board. An orientation will be scheduled for the successful candidate.

In the event of a tie vote, a request will be made to the Board of Supervisors to make an appointment to the vacant position.

Board of Directors
Robert Campbell Edward Harmon Russ Patterson Daron Pisciotta

Chuck Comstock
Resume Summary

Graduate of Santa Cruz High School 1965

US Air Force 1966-1970. (Vietnam Veteran)

Graduate of Sacramento State University 1974. BS with concentration in accounting.

1974-1977. Internal Auditor, Santa Cruz County Auditor Office. During this time I audited every fire district in the County for two years. Have a good understanding of fire district budgets and inventories.

1977-1991. City of Watsonville. Attained the positions of Finance Director, Personnel Director and Asst. City Manager. Assisted with fire department budgets and presentations to city council. During the 1989 earthquake worked with all agencies at all levels.

1991-2008. Scotts Valley City Manager. Had very good relationship with all fire chiefs. As interim city manager in 2016 I worked with Chief Griebel in collecting thousands of dollars of past due fees from developers .

References.: McMurray , ret. fire chief
Steve Walpole , ret. police chief
Ron Clements, Scotts valley market

Chuck Comstock

Board of Directors
Scotts Valley Fire District

Please accept this letter as my interest to serve as a member of the Scotts Valley Fire District Board of Directors. I have lived in Scotts Valley since 1991 and have been active in many local events over the years . I believe my past experience in local government allows me to be a contributing member to the Board. During my 17 years as the Scotts Valley City Manager I worked closely and cooperatively with several Fire Chiefs. I have also been supportive of our firefighters. Thank you for your consideration.

Chuck Comstock
215 El Camino rd. , Scotts Valley
831-332-4548
Charlescomstock@comcast.net

A handwritten signature in cursive script that reads "Chuck Comstock". The signature is written in dark ink and is positioned below the printed contact information.

Todd Creamer

33 Polo Heights, Scotts Valley, CA | mobile: (831) 252-4420 | Todd.C2G@gmail.com

12-17-18

Board of Directors
Scotts Valley Fire Protection District
7 Erba Lane
Scotts Valley, CA 95066

Dear Board of Directors:

I am a local business owner and resident of Scotts Valley. I own two businesses in Scotts Valley; C2G/Civil Consultants Group, Inc (a professional civil engineering firm) and Alpha Land Surveys, Inc (a professional land surveying firm). Both businesses are located in the Cañada Court office complex across from Erba Lane. My personal residence is located on the north side of town above the former Santa's Village park.

I have worked with Scotts Valley Fire Protection District professional and personally over the years. All my interactions have been with the District's Fire Marshal or acting Fire Marshal while building my personal residence or with local development within the District.

With almost 20 years of working or living in the community I am aware of a lot of the concerns and issues our Fire Protection District has had to manage. With the industry continually changing and the need to adapt to these constant changes, I think I would be good addition to help navigate these challenges as a member of the Board for Scotts Valley Fire Protection District.

I have attached my resume and list of community references for you to review.

I look forward to discussing my interest in the serving the District in the future.

Sincerely,



Todd R. Creamer

P.S. - For coordination purposes, I will be taking my family on a vacation out of the country between December 26th through January 6th. I will be back in my office Monday January 7th. I will have limited access to my e-mail during this vacation.

**TODD R.
CREAMER**
33 POLO HEIGHTS
SCOTTS VALLEY, CA



TODD@C2GENGRS.COM
TODD.C2G@GMAIL.COM



MOBILE: (831) 252-4420
HOME: (831) 440-9086
WORK: (831) 438-4420



WWW.LINKEDIN.COM/IN/TODD-CREAMER-6628523

LINK TO COMPANYS:
WWW.CIVILCONSULTANTSGROUP.COM
WWW.ALPHA-SURVEYORS.COM

OBJECTIVE

Serving my community by
volunteering my time with Scotts
Valley Fire Protection District

EXPERIENCE

PRESIDENT/C2G CIVIL CONSULTANTS GROUP, INC
4444 SCOTTS VALLEY DRIVE, SUITE 6
Dates: 12/15/1999 – Present

Senior Civil Engineer for the C2G/Civil Consultants Group, Inc. until 2006. 2006-2013 Mr. Creamer purchased C2G and has been president of C2G since 2007.

C2G is a civil engineering firm specializing in water distribution, K-12 school design, residential and commercial design and public works improvements within the Bay Area.

VICE PRESIDENT/ALPHA LAND SURVEYS, INC.
4444 SCOTTS VALLEY DRIVE, SUITE 7
2012 – Present

Mr. Creamer, along with two other partners formed a land surveying company. Alpha Land Surveys, Inc provides topographic and boundary surveying along with construction staking within the Bay Area.

EDUCATION

BACHELOR OF SCIENCE – CIVIL ENGINEERING
Marquette University

VOLUNTEER EXPIENCE

Member of Scotts Valley Exchange Club – 2004 - Present
President of Scotts Valley Exchange Club – 2006 & 2008
Capitola/Soquel Little League – Team Manager 2011-2013
Scotts Valley Little League – Team Manager 2014-2017
Twin Lakes Christian Middle School – Boys Basketball Coach 2016-Present

REFERENCES

Jim Reed – City of Scotts Valley – Council Member/Mayor

Mobile: (831) 707-4993

E-mail: jimreedsy@gmail.com

Chris Perri – Scotts Valley Water District – Board of Directors

Mobile: (831) 239-9269

E-mail: cpvperri@gmail.com

Rudy Cabigas – Scotts Valley Fire Protection District – former Board Member

Mobile: (831) 345-5402

December 20, 2018

Board of Directors
Scotts Valley Fire District
7 Erba Lane
Scotts Valley, CA 95066

Dear Members of the Board of Directors:

I write today to apply for the vacant position of Director on your board. I have resided in the City of Scotts Valley since October, 1987. I love my community and the surrounding area of Santa Cruz County, and believe I am well qualified for the position. The Scotts Valley Fire District has an excellent reputation, but I believe it will be facing a number of significant challenges in coming years with population growth in and around Scotts Valley, larger scale development projects, the need for tougher fire prevention policies to mitigate risks of large-scale fires, and like all government agencies in California, serious budgetary challenges.

My background includes extensive experience with both business and voluntary public service, including leadership roles, budgeting experience, hiring (and on occasion, firing) staff, and leading organizational innovation. In 2011 I retired from a 30-year career of managerial and executive positions in the computer industry, with prior experience in product management, sales and advertising outside the computer industry. I have a BA Degree from Michigan State University and a Master of Business Administration Degree from the University of Colorado.

Since retiring from business, I have actively engaged in several public service and non-profit activities. From August 2014 through July 2016 I served as a member of Sheriff Hart's Citizen Advisory Board, where I was heavily involved in reviewing and commenting on the implementation of the 21st Century Policing Initiative. I was one of three Advisory Board members who presented the Board's commentary on the Initiative to the County Board.

Today I am the alternate at-large delegate for the Scotts Valley General Plan Advisory Committee, appointed by the City Council, and regularly attend and participate in Committee deliberations and activities.

Since March 2015 I have served as Treasurer of the Scotts Valley Sportsmen's Club. This is an organization of almost 1,000 members, mostly from Santa Cruz County. We operate a shooting range used by our members and the Scotts Valley PD. Many of our members are first responders employed by various agencies, including the Scotts Valley Fire District. As Treasurer I initiated the full computerization of our membership and financial records, as well as supervised several construction projects, interfacing with the SVPD, and negotiating with the Public Works Department. I have interfaced with the SV City Council, City Manager Haruyama, Chief of Police

December 20, 2018

Walpole, Community Development Director Bateman and Public Works Director Jordan. (I've just met Director Jordan.)

From 1988 through 1998 I served as Leadership Committee Chairman of Boy Scout Troop 214 in Scotts Valley. This role involved organizing the adult leaders of the troop and parent volunteers to accomplish all those behind the scenes activities that the Scouts don't see, but which are necessary for a troop to provide a quality scouting experience.

Before moving to Scotts Valley in 1987, I lived in Arlington Heights, Illinois. While living in Arlington Heights I served as a member of the Executive Board of the Wheeling Township Republican Organization for several years. In that role I sat on our candidate evaluation committee, and I also supervised a group of precinct captains during elections. (Wheeling Township is a governmental subdivision of approximately 285,000 citizens, Northwest of Chicago.) I have not been politically active in a partisan sense since moving to California.

The Wheeling Township Board of Supervisors appointed me to the Township Mental Health Committee for several years. In this role I evaluated numerous non-profit mental health agency budgets and operational plans and made funding recommendations to the Board.

Also, while in Arlington Heights my wife Karen and I co-chaired the Rand-Berkeley Playground Committee, an ad-hoc group of neighborhood people working to build a playground adjacent to our elementary school. We raised funds to purchase equipment and negotiated a land-use agreement between the Park District and School District to build and maintain the park. We received an award from the Park District for successful completion of this project.

I am willing and able to commit to the position of Director at least through the election in 2020. I cannot say today whether, or not, I will be in a position to run for election in 2020...time will tell. I look forward to hearing from you and discussing this further.

Sincerely,



Jeffrey W. Hill

JEFFREY W. HILL

105 Blueberry Drive, Scotts Valley, CA 95066 · 831-438-5735
jhill@cruzio.com · www.linkedin.com/in/jeff-hill-b80a9/

OBJECTIVE

To serve my community and “give back” my time and skills after many years when others served so that I could live in such a wonderful place as Scotts Valley.

EXPERIENCE

2011 – 2013

ACTING VP OF MARKETING, PEAXY, INC.

Part time acting VP of marketing for a Silicon Valley startup. This was a temporary consulting position until the company was sufficiently established to hire a full-time VP of marketing. Founders were long time associates who lured me out of retirement to help them.

2005 – 2011

DIRECTOR, PRODUCT MANAGEMENT, BLUEARC CORPORATION

Initiated a strategic shift in product strategy that resulted in the company being acquired by Hitachi Data Systems in late 2011. Led a team of product managers who defined award winning data storage products with the highest performance in the industry.

2004 TO 2005

DIRECTOR, INFRASTRUCTURE PRODUCT MARKETING, HITACHI DATA SYSTEMS

Global responsibility for market positioning and marketing strategy for enterprise class storage system. Launched the “Storage Product of the Year” as awarded by Storage Magazine.

2005 TO 2012

ADVISORY BOARD MEMBER, THINKOPTICS, INC.

Marketing advisor (part time) for a tech startup that was developing controls for televisions and gaming system. Unpaid honorary position, compensation was a stock grant.

2003 TO 2004

VP, MARKETING, POWERFILE, INC.

Hired as part of a 3-man team to save, sell or liquidate a failed startup. I repositioned the product line and target market, and made a number of pitches to prospective buyers, resulting in the \$5,000,000 sale of the company to a leading Silicon Valley venture capital firm.

2001 TO 2003

VP, MARKETING FOR 2 DIFFERENT FAILED STARTUPS

VP of Marketing roles for two different early-stage Silicon Valley startups, both of which failed for lack of product development and capital and were eventually liquidated.

1994 TO 2001

SENIOR DIRECTOR, PRODUCT MARKETING, VP OF PRODUCT MARKETING

MERIDIAN DATA, INC. / ACQUIRED BY QUANTUM CORPORATION

Initiated and led a strategic change in the company's product line and overall structure with the development and introduction of the award-winning Snap Server workgroup storage server product line. This product line was introduced in Spring 1998, resulting in the sale of the company to Quantum Corporation for approximately \$90,000,000 in late 1999.

1968 TO 1970

SERGEANT, E-5, US ARMY

Trained in artillery fire direction control, but actually served as a crypto operator and communications center chief on a NATO base in Germany. Top Secret Crypto clearance with background investigation, NATO Cosmic and Atomic clearances. MOS: 72E40

EDUCATION

1972

MBA, UNIVERSITY OF COLORADO, BOULDER, CO

1968

BA, MICHIGAN STATE UNIVERSITY, EAST LANSING, MI

SKILLS

- Organizational Innovation
- Strategic Planning
- Financial Analysis and Review
- Personnel Evaluation and selection
- Getting things done!

VOLUNTEER / PUBLIC SERVICE & NON-PROFIT ACTIVITIES

- City of Scotts Valley, General Plan Advisory Committee, alt. delegate – now serving
- Scotts Valley Sportsmen's Club, Treasurer, 2015 – present
- Michigan State University Cal Central Coast Alumni Club, Treasurer, 2016 - present
- Santa Cruz County Sheriff's Office, Sheriff's Advisory Committee – 2014-2016
- Boy Scout Troop 614, Troop Leadership Committee Chairman – 1988 – 1998
- Wheeling Township, Illinois, Township Mental Health Committee – early 1980s
- Wheeling Township Republican Party, Exec Committee Member & Area Chairman, early-mid 1980s
- Rand-Berkeley Playground Committee, Co-chair, mid-1980s
- Cub Scout Pack Quartermaster, 1985-86

See my LinkedIn profile on the Internet for personal endorsements from prior employers and co-workers. www.linkedin.com/in/jeff-hill-b80a9/

Shawn Mosley
221 N. Navarra Dr.
Scotts Valley, CA. 95066
408-476-5776
smosley@mosleys.net
December 27, 2018

Chief Kovacs
Scotts Valley Fire Chief
Scotts Valley Fire District
7 Erba Ln, Scotts Valley, CA 95066

Dear Chief Kovacs. I'd like to express my interest in the open position as director of the board for the Scotts Valley Fire District. I am a qualified candidate, based on the posted requirements listed on the Scotts Valley Fire Districts website. As a member of the Scotts Valley community and active parent and individual contributor within Scotts Valley, I believe I would make a great addition to the already board of directors at the Scotts Valley Fire District.

I would like to bring to the Fire district board some of the expertise I believe will assist contribute to the board. I bring a level of experience in vendor management, technical experience with over 21 years in the IT industry, hard worker and most of all, an involved parent and individual contributor in the Scotts Valley community.

Since I have been in Scotts Valley, I have been involved and volunteered for several school events as my two kids attend the middle and elementary school here in Scotts Valley. I have always been enthused with the interworking of the fire department and have appreciated all of the work and efforts that they provide to ensure a community is safe, involved, and most importantly, educated on the services in which the fire department provide. Since moving to Scotts Valley, I have always thought of the Fire district as a well-oiled machine. As I ran for director of the board in the year 2016, I asked myself what can I bring to fire department that is not already there. Back then and now, I still come up with the same thought. The thought that I can sit on a panel of board members, collaborate and provide value to our community means a lot to me. Most important, I will get to help in any way necessary to maintain the overall mission of the fire district and support the Fire Chief to continue to maintain the safety of the community in which I and my family live.

I would love the opportunity to serve on the board of directors and provide any support, guidance and expertise I have in a collaborative approach with the other board members to support the Fire Chief, fire fighters, and the community which the district and the fire department protect each day.

Thank you for this opportunity. If elected to the board as a director, I will do what I can to support the men and women on the fire department, the community, the Scotts Valley Fire Chief.

Thank you


Shawn Mosley

SHAWN MOSLEY

221 N. Navarra Dr., Scotts Valley, CA 95066 • Phone: 408-476-5776 • E-Mail: smosley@mosleys.net

Senior Systems Engineer / Administrator

Eager to deliver high quality of service, project-management, a commitment to excellence, synergy, and excellent customer-support skills, while providing value and implementing new technologies and strategies to align with the originations overall strategic and financial goals, within budget, scope, and project schedule.

PROFESSIONAL PROFILE

- Motivated achieving; Individual whose focus is team building, synergy, and elevating customer service to excellence
- Seasoned IT professional who is a critical thinker, analytical problem solver, with a demonstrated ability to manage projects within budget, on-time, with a focus to minimize impact to the business, customers, and key stakeholders
- Dynamic and proficient manager who has managed a global team of 10 plus professionals and established collaborative communications with cross-functional teams.
- An energetic and focused team player/leader that surrounds himself around a consortium of professionals while implementing changes and improvements through high-performing individuals and teams.
- A creative thinker who is a results-driven professional and has a proven track record to Implement changes and Increase quality of services

AREA of EXPERTISE

- Project Management
- Software Distribution
- Customer Care and Desktop Services
- Asset Management
- Cross-functional team building and leadership
- Process change and improvement
- Business Process Management (BPM) Technologies
- Vendor Relations
- Executive Care and Support
- Information Technology Information Library (ITIL) Process
- Quality Assurance
- Tactical / Strategic Planning
- Performance Measurement
- Software Development Life Cycle (SDLC)

TECHNICAL EXPERTISE AND PROFICIENCIES

- Microsoft Windows OS (Windows 7, 8, 10)
- Anti-Virus and Anti-Spam Technologies
- VPN Technologies (Cisco, Avaya, Nortel)
- Active Directory and Group Policy (GPO)
- Microsoft SQL,
- Windows Deployment Services (YDS)
- Smartphone Technologies (IOS and Android)
- End-Point Security (EFS, PKI technologies, Security)
- Imaging Technologies (Ghost, Image X,)
- Windows Server Administration (2003, 2008 R2- 2019)
- Cisco Routing and Switching Technologies
- Virtualization (VMware, ESX Server, Microsoft Virtual PC)
- Windows Update Services (NISUS)
- Microsoft Office Suite (2003-2016)
- Microsoft SMS and SCCM
- Microsoft Exchange and Collaboration tools

PROFESSIONAL EXPERIENCE

Senior Systems Engineer, Natus Medical Inc. San Carlos, CA. January 2011 – Present

- Assist and contribute to the overall budget process for the IT Infrastructure / Operations department. IT Overall budget is about 10M.
- Appointed IT Liaison to the CEO, other members of the executive staff, and the Natus board of directors.
- Key individual contributor and decision making role in the overall infrastructure strategy and deployment of security practices
- Responsible for IT Operations Vendor relationships within IT Operations.

- Responsible for the delivery and support of company email and communication systems
- Manage and maintain infrastructure systems to support day to day operations for the company
- Design, deliver, and deploy proven concepts of infrastructure hardware and software technologies to reduce cost and improve overall performance for all departments and business groups.
- Work with a collaborative team to discuss, plan, strategize, and deploy competent and proven technologies to support the overall business with maintaining focus of the company's business mission statement.
- IT project lead for global initiatives, hardware and software strategic designs and deployments for IT Infrastructure and operations

Individual consulting, SM Consulting Santa Clara, CA, March 2010 –

- Delivering exceptional Network strategies and customer service to the Bay Area
- Provide Technical hardware and software expertise and strategic guidance to small business owners and consumers.
- Design, implement, and deploy sound technologies in alignment with the industry standard methodologies and standard network and computing practices.
- Working with small business owners to design and implement proven IT technologies to increase performance, maintain stability, and increase the security of the business owners network and server infrastructure.

Senior Systems Programmer, Hitachi America Ltd., Brisbane, CA, Jan. 2007 to March 2010

- Selected Project Manager to lead the company's hardware migration project for laptop and desktop computing.
- Develop and approve company global standards for the next generation of hardware and software.
- Manage and facilitate global team collaboration and efforts to maintain a standard global Image.
- Develop and deploy Standard base global desktop and server images to site locations
- Develop and deploy custom and standard software packages to company's desktop and laptop computers. •Project Manager for company Anti-Virus server and client computer upgrades, reducing and mitigating possible threats and vulnerabilities to the company.
- Identified and appointed technical lead for Active Directory group policy (GPO) changes and change management
- Appointed Project and Technical lead for the development and deployment of [Microsoft Office 2007. Upgrade 2000 computers globally in 3 months with minimal Impact to end-user community.
- Appointed project and technical team lead to identify desktop and computer related assets (US Region)
- Responsible for computer patch management process and deployment.
- Project lead for Windows XP Service Pack 3 upgrade.
- Played key role as project leader in successfully implementing new hardware standards which reduce an overall 10 percent cost reduction on new purchase laptops, Desktops, peripherals and accessories.
- Responsible for the development, testing, and maintaining a simulated production lab environment including, but not limited to Microsoft Windows, Exchange, Active Directory, Cisco switches and routing network equipment, databases, and client computing.
- Appointed Technical Liaison and escalation point to the Global Helpdesk.
- Project lead for the deployment of company End-Point security solutions (Microsoft EFS, Two-Factor Authentication).

Desktop Engineering Manager, Hitachi Data Systems, Santa Clara, CA, Apr. 2003 to Jan 2007

- Technical Account Manager and escalation point for all desktop and laptop upgrades and deployments.
- Appointed escalation point for all Senior Executive Staff (VI) 's, Senior VP's, CIO, CEO, CFO, General Council, and Executive Staff).

- Responsible for all IT vendor negotiations and contracts for IT computing environment (Microsoft, Dell, Lenovo, HP and more).
- Responsible for home office setup connectivity using the standard Remote Access software and hardware configuration, including Cable-Modem, DSL, Blackberry, BES Services, PDA's, iPhone, and Cisco VPN.
- Ability to manage a global cross-functional team to help deliver quality of service to the end-user community.
- Project Manager for the global deployment of iPass (desktop remote access client) on 3000 plus laptop computers and reduce the monthly spend from 48K to 30K.
- Project-Manager the moving of laptop and desktop image process to off-site location. Process help provide laptop and desktop computers to end-users in the US and Canada. Delivery of a new computer was reduced from 7-10 days to 2-4 days.
- Implemented an IT New Hire orientation program. A 20% call reduction to the helpdesk was a result of this program, including training local and remote IT and Helpdesk personnel.
- Develop, test, deploy and track Office 2003 upgrade to 3000 plus computers
- Developed a single image to help minimize multiple images and reduce calls to the IT helpdesk (15% call reduction).
- Developed and maintained a central repository for the deployment and tracking of software approved applications and packages.
- Implementation of SDLC to help manage projects through to completion.
- Project lead for the deployment of company's backup solution for computing environment

IT Project Manager, Hitachi Data Systems Santa Clara, CA, Jan. 2000 to Mar. 2003

- Project Manager for IT responsibilities of all office relocations, build-outs, and moves. This included telecom responsibilities and vendor negotiations.
- Project Manager for the migration of Windows 95 to Windows 2000. Project completed under budget and 3 months ahead of schedule.
- Responsible for all IT Desktop and Laptop computer software and hardware vendor relationships.
- Responsible for maintaining a portion of the IT budget of software, hardware, and contracts for the department. • Successfully deploy a remote access program and VPN client technologies to 2000 plus laptop computers.

EDUCATION and TRAINING

- Bachelor of Science Information Systems Technology University of Phoenix, San Jose, CA, 2019
- MCTS, Windows 7 Certification, October 2010
- Microsoft Certified Systems Engineer (MCSE, MCP, MCSA - Windows 2000), 2002
- A+ Certification, Wave Technologies, San Jose, CA, 1997
- Associates Degree, DeAnza College, Cupertino, CA, 1990
- High School Diploma, Independence High School, San Jose, CA, 1988

PROFESSIONAL AFFILIATIONS and MEMBERSHIPS

- Member of the Scotts Valley Middle School Site Council (President / Chair 2018)
- PTA – Scotts Valley Middle School
- PTA – Vine Hill Elementary School
- American Heart Association, since Feb. 2007
- Member, Northern California Golf Association, since 2004

December 27, 2018

Board of Directors
Scotts Valley Fire Protection District
7 Erba Lane
Scotts Valley, California 95066

Dear Sirs:

This letter indicates my interest in filling the vacant Board of Directors position through the remainder of the term (November 2020). I have been a resident of the fire district for over 16 years. I feel that I can be an asset to the Board due to my varied past experience working for fire districts/departments both large and small. The attached resume details this experience.

Thank you for your consideration,

Joseph R. Parker



205 Caseta Way
Scotts Valley, California
(408) 656-2940
chiefparker@comcast.net

Joseph R. Parker

205 Caseta Way, Scotts Valley California 95066

Phone: (408) 656-2940 Email: Chiefparker@comcast.net

Objective

A position on the Board of Directors of the Scotts Valley Fire Protection District

Experience

Deputy Chief, Santa Clara County Fire Department

August 2013 to June 2018

- Oversee a division (including Operations and Training) including setting goals and direction for that division, supervision of direct report employees and preparation of associated budgets
- Serve as a member of the leadership team (Administrative Staff). This group, under direction of the Board of Fire Commissioners, collectively set policy and direction for the agency comprised of over 300 employees
- Work collaboratively with the labor organization (IAFF Local 1165) for the purposes of achieving department goals, providing for employee needs and most importantly, serving our customers with the highest level of service

Battalion Chief, Santa Clara County Fire Department

August 2002 to July 2013

- Oversee a battalion (four to six fire stations) and assigned personnel during day-to-day emergency and non-emergency activities. Serve as Incident Commander at significant events.
- Manage a department-wide program, such as tools/equipment carried on all apparatus, and prepare/manage the budget for that particular program.

Chief Officer assigned to Saratoga Fire Protection District

July 2005 to July 2008

- Serve as the sole Chief Officer on site each day during a management arrangement wherein Santa Clara County Fire oversaw all operational and personnel aspects of Saratoga Fire District. This successful "trial" period resulted in a management agreement that continues to this day.
- Supervised Saratoga Fire Captains, Fire Inspector and Fire Investigators. Oversaw all operational, personnel and budget activities for the one station, independent fire district
- Reported to the Saratoga Fire Commissioners and worked in concert with Santa Clara County Fire staff to ensure that Fire District needs and County Fire delivery model could be served in a mutually beneficial agreement.

Fire Captain, Santa Clara County Fire Department

September 1990 to August 2002

Firefighter/Engineer, Santa Clara County Fire Department

September 1984 to September 1990

Firefighter/Engineer, San Bruno Fire Department

June 1983 to September 1984

Volunteer Firefighter, Santa Clara County Fire Department

May 1981 to September 1984

Education

A.S. degree in Fire Science from Mission College

1983

State of California Certified Fire Officer

1993

Numerous courses in fire operations, instruction and leadership spanning twenty-five years.

DeAndre James

301 Piper Cub Ct.
Scotts Valley, CA 95066
(906) 203-0781
RESUME ATTACHED

December 17, 2018

Dear Scotts Valley Fire District Board of Directors,

I am interested in being on the Scotts Valley Fire District Board of Directors. With over 22 years of healthcare experience that began through the US Navy as a hospital corpsman, I am ready to be involved with a board and organization where I can deliver value through my technical expertise and operational understanding. Using these skills in the community where my family lives and kids go to school is also key to my interest. My experience and knowledge in several key areas required for a role on the board should demonstrate my ability to contribute to the success of the Scotts Valley Fire District.

I have executed strategies to deliver new services within a community and emergency services to those in need in the non-profit sector for many years. In many cases, working alongside the relevant government departments and agencies has been integral to a successful outcome. In addition, my professional experience and education places me in a positive position to contribute to the Scotts Valley Fire District board and help the organization achieve its mission and goals.

To the board I offer technical expertise and a true understanding, passion and enthusiasm. As a knowledge seeker, I utilize my research and analytical skills to find unique solutions to difficult problems. Through my regular engagement with local and federal governments, I utilize my high commitment and drive to reach needs based outcomes.

My passion for what you do and my eagerness to contribute to a high caliber board are the reasons I have chosen to apply for this role. I welcome the opportunity to talk with you further.

Sincerely,

DeAndre James

DEANDRE' L. JAMES

301 Piper Cub Ct, Scotts Valley, CA 95066 | (906) 203-0781 | deandrejames@hotmail.com

EDUCATION:

Lean Certified - University of Michigan, Ann Arbor, MI

Master of Science – Health Systems Management, Rush University, Chicago, IL

Bachelor of Science - Healthcare Management, Southern Illinois University, Carbondale, IL

Military Training as a United States Navy Hospital Corpsman (Clinical Operations)

EXPERIENCE:

12/17 – Present Chief Operating Officer, San Mateo County Health, San Mateo CA
System: County Health System with 443 beds including long term care

Responsibilities: Day to day operations, achievement of long and short-term performance goals, patient relations and drive a culture focused on high quality safe, health care, service excellence and regulatory compliance. Managing 10 direct reports, 5 dotted lines with \$86M in expenses directly and over \$100M including dotted lines

Accomplishments:

- In collaboration with providers, changed our IT landscape to a more up to date focus; one project was to take us from pagers to cell phone usage by provider
- Expanded our services throughout the county to include mental health, pain and rehabilitation
- Passed all CDPH reviews of service for the hospital and long-term care

04/16 – 12/17 Executive Director, Dignity Health Medical Foundation, Santa Cruz, CA
System: 39 hospitals, 5th largest healthcare system, non-profit system
Medical Group: Over 10,000 physicians and researchers in 30+ specialties

Responsibilities: Provide leadership and efficient operational management of DHMF Santa Cruz practice sites working closely with the hospitals CEO and the President and CMO of Santa Cruz Medical Group; accountable for the day to day operations with total expense budget of \$75M with 200 FTE's and 4 direct reports

Accomplishments:

- Revised strategy of contracting and recruitment; decreasing physician turnover and increasing staff, provider, and patient satisfaction
- Increased market share by effectively adding services, previously not performed, (Rheumatology, Urology, Endocrinology); expanding locations and redesign of the Operations
- Managed multiple budgets to an average positive to budget of \$1M

09/15 – 04/16 Independent Contractor, Self-Employed, Marquette, MI

Responsibilities: Assist clients with optimizing performance; improve operations, reimbursement, and provide

financial and operational guidance during periods of challenge and risk; improve strategic performance

Accomplishments:

- Developed a business plan for a new urgent care center to infuse competition in a market with a clear leader
- Created a strategic plan and a business development platform for a retail company; increasing marketing, market share via growth plan and store foot traffic
- Developed a business plan for an additional primary care in rural community; redesigning operations and service offerings

01/14 – 09/15 Regional Director Ops., UP Health System Medical Group, Marquette, MI
System: 370-bed, 3 hospital, for-profit healthcare system
Medical Group: Over 300 employed physicians and researchers

Responsibilities: Provide leadership, direction, and ongoing management for all aspects of physician practices; ensure policies and procedures are implemented for efficient and effective management of all programs; responsible for financial and operational performance and implementation of strategic initiatives

Accomplishments:


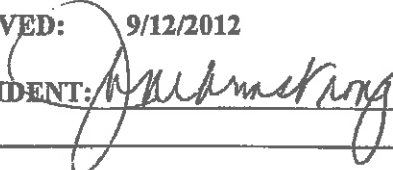
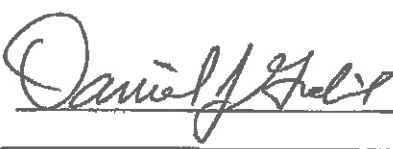
- Increased market share by 15% in Pediatrics; adding services, physicians, expanding locations, and redesign of the operations
- Redesigned the delivery of services in primary care using Lean; increasing physician, staff, and patient satisfaction by 10% each and increasing volume from 18 to 22 patients per day per provider
- Redesigned operations and service offerings through operations improvement and strategic planning; adding same day appointment slots and extended hours in multiple locations and departments (OB GYN, Pediatrics, Primary Care, & Urology)
- Lead project team on strategic initiatives to improve the entire medical group; implementing prior authorization team focused on revenue cycle and adding BHS to Primary Care (Integrated Healthcare)

03/13 – 01/14 Senior Consultant, Advocate Health Care, Chicago, IL
System: 3,633-bed, 11 hospital, integrated healthcare system

Responsibilities: Manage, plan, and execute multiple process and operations improvement activities; Create and deliver customized project plans, charters, presentations, and updates; deploy implementation / action plans with measurable returns; effective communication with key leaders and stakeholders; develop/train leadership and associates

Accomplishments:

- Created a new delivery of services in the ambulatory care using Lean & Disney approach to provide a more productive and efficient facility and primary care practice (design of the future)
- Redesigned operations through performance improvement and strategic planning

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings
DATE APPROVED: 9/12/2012	
BOARD PRESIDENT: 	FIRE CHIEF: 

Policy 2100: Policy For Conducting Board Meetings

Regular Meetings

The regular meetings of the Board of Directors will be on the second Wednesday of the month at 7:00 P.M. at Scotts Valley City Hall.


Seating of New Directors and Election of Officers

1. The term of office of newly elected directors shall begin at 12:00 A.M. the first Friday of December following their election. Newly elected directors shall be sworn in as the first order of business during the regular December meeting of the Board. In the event that current officers are not present to conduct the December meeting, the meeting will temporarily be conducted by the most senior sitting member of the Board.

2. As the last order of business at the December meeting, the current or temporary President shall preside over the election of Board Officers. The Board shall select one of its members as President and one of its members as Vice President. The Fire Chief shall be the Secretary to the Board.

Selection of Board President


- a. Should a director desire to serve as an officer he/she has the responsibility to express such a desire to the rest of the Board
 - b. It is desirable that directors take turns as Board President
 - c. An officer may be removed from an officer's position by a 2/3 vote of the Board
3. The newly elected Board President and Vice President shall assume their positions on January 1st. The Vice President shall preside over meetings in the absence of the elected Board President. Board officers shall serve a term of one year. In the event the Board President and Vice President are not in attendance, the senior member in attendance will preside at the meeting.
4. The Board President shall appoint standing and ad hoc committees as established in Policy 2101.

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings

- a. Meetings of standing and ad hoc committees shall comply with any and all notice and posting requirements which may be required for such committees by the Ralph M. Brown Act
- b. Committees shall act on behalf of the board as a whole, shall make regular reports and inform the board, make recommendations and receive direction from the Board.

Rules of Procedure and Conduct for Meetings:

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

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings

President. A tie vote sustains the ruling of the President. In either case, the minutes shall reflect why a director was disqualified to vote.


7. There must be a quorum of 3 members present to conduct business.
8. A majority vote means 3 affirmative votes.
9. A 2/3 vote means 4 affirmative votes.
10. A unanimous vote means 5 affirmative votes.

BOARD MEETING CONDUCT

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

- a. The Board President shall be allowed to make motions
2. The recording secretary shall document the names of those who make motions and second motions in the minutes.
3. Once the President calls for remarks on a motion, the maker of the motion is entitled to speak first. Speakers shall be recognized by the President before making their remarks.
4. Secondary motions pertaining to the main motion may be introduced before the main motion is voted. The last motion stated shall be the first pending motion and the main motion shall be voted upon last.
5. A motion to amend must have the approval of the person making the original motion or a majority vote of the board.
6. An amendment to a motion may only be made once.
7. To be deemed an official action of the board, all action items must receive a majority vote of the elected number of directors serving on the board. **EXCEPTIONS.** Motions requiring a 2/3 vote (super-majority) to pass:

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

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings

8. Motions requiring a unanimous vote to pass:

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

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

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

a. Passing a motion to place the item on a future agenda

b. Passing the motion to rescind, repeal or annul with the appropriate number of votes

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



Santa Cruz Local Agency
Formation Commission
701 Ocean Street, Room 318-D
Santa Cruz, California 95060
Phone: (831) 454-2055

Email: info@santacruzlafco.org
Website: www.santacruzlafco.org

December 26, 2018
Certified Mail

Chair
Scotts Valley Fire Protection District
7 Erba Lane
Scotts Valley CA 95066



SUBJECT: 2019 ELECTION OF SPECIAL DISTRICT MEMBER ON LAFCO

Dear Board Chairperson:

By State law, the independent special districts in Santa Cruz County get three positions on the LAFCO board: two regular positions and one alternate. Tom LaHue (Soquel Creek Water District) is nearing the end of a four-year term as a regular LAFCO member. The other two district positions are in mid-term. The purpose of this letter is to solicit nominations for the upcoming regular member term.

The term begins on May 6, 2019 and ends on May 1, 2023. Under the selection rules, the two regular members cannot be from the same type of district (fire, water, recreation, miscellaneous). Since Jim Anderson, the other regular member currently in the middle of a term, is from a fire district, the regular position being filled cannot be from a fire district. The pool of people eligible to apply for the regular member term is anyone who is on the board of an independent special district in Santa Cruz County, excepting fire protection districts.

I have attached a form by which a board member may apply. An electronic form is available on Santa Cruz LAFCO's homepage: <https://www.santacruzlafco.org/>. Please share this memo with other members of your board. The deadline for returning completed nominations is Friday, February 22, 2019.

Also, if you have preferences regarding whether to conduct the election by mail or by meeting, please let me know no later than February 22, 2019.

The selection process rules are posted on Santa Cruz LAFCO's website within the **What is LAFCO** tab under **Policies and Rules**:

<https://www.santacruzlafco.org/wp-content/uploads/2018/01/801-B-Exhibit-B-District-Selection-Committee-Procedures-1-19-18.pdf>

LAFCO staff would be happy to answer any questions about the selection process. After February 22, 2019, I'll send each district's presiding officer the nominations, along with an explanation of the voting process.

Very truly yours,

Patrick M. McCormick
Executive Officer
Enclosure: Nomination Form

LOCAL AGENCY FORMATION COMMISSION OF SANTA CRUZ COUNTY
NOMINATION FORM
SPECIAL DISTRICT REGULAR MEMBER
NOMINATION PERIOD CLOSES FEBRUARY 22, 2019

INSTRUCTIONS:

If you are interested in serving as a special district member on LAFCO, please complete and sign the following application. The complete application can be mailed, hand delivered, or emailed (as pdf with signature) to:

Mailing address:

LAFCO

Room 318-D

701 Ocean Street

Santa Cruz CA 95060

Email: debra@santacruzlafco.org

Applications must be received in the LAFCO office no later than 4:30 p.m. on February 22, 2019.

Thank you for your interest in the Local Agency Formation Commission. In accordance with the Districts' rules, fire protection board members are ineligible for this position.

I am applying for the regular member position with a term beginning May 6, 2019.

NAME: _____

MAILING ADDRESS: Street _____

City, Zip: _____

PHONE: Home/Cell: _____ Business: _____

EMAIL: _____

DISTRICT BOARD ON WHICH YOU SERVE: _____

PREVIOUS BOARD, COMMISSION, OR COMMITTEE SERVED:

Organization

Term

Nomination Form

Page 1 of 2

STATEMENT OF INTEREST:

You may attach a separate sheet to present additional qualifications or a statement of interest in serving on LAFCO.

CERTIFICATION:

I certify that the above information is true and correct and I authorize the verification of the information in the application.

Signature of Board Member Interested in Serving on LAFCO

Print First and Last Name

Date



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: January 9, 2019
To: Board of Directors
From: Chief Kovacs
Subject: Administrative Report

Incident Type	October		November		December		Year To Date	
	2017	2018	2017	2018	2017	2018	2017	2018
Fires	10	10	4	10	3	0	56	60
Explosion / Rupture	0	0	0	0	0	117	3	117
EMS	102	122	104	116	109	5	1259	1249
Hazardous Condition	11	7	6	14	5	16	118	83
Service Calls	13	15	15	14	23	39	190	191
Good Intent	38	28	31	43	42	10	399	353
False Alarms	6	11	8	14	9	0	110	97
Severe Weather	0	1	0	0	0	0	2	1
Totals	180	194	168	211	191	187	1969	2151

Operations

E2537 bumper replaced, E2512 Transmission cooler replaced along with some other minor issues repaired, E2512 Captain's window and mirror replaced, T. Crivello mounted brackets for new E-Draulic extrication tools, E2538 is progressing with a few items still needing to be purchased and should be in service by late January/February.

Training

Captain LoFranco completed RIO, Ethical Leadership in the Classroom and Evaluator training, Captain LoFranco has been working on the BFFA didactic binders and fitting the new PCF's, FF Nehf has completed Section 4 and is progressing well, FF Bridges has completed his 15 month testing, Crews participated in the CPS drill in Watsonville, Crews toured the new Sheraton Hotel.

Prevention

Plan Reviews and permit approvals:

601 Lassen Park: sprinkler plans approved
242 Miraflores: sprinkler plans approved
260 Mt. Hermon: building plans approved
5011 Scotts Valley Dr: building plans/tenant improvements approved

Board of Directors

Daron Pisciotta

Robert Campbell

Edward Harmon

Russ Patterson

Inspections completed:

Completed Fire Safety Inspection at Cinelux Theaters

Completed final sprinkler inspections at:

22 Polo Heights

227 Southwood

376-378 Hansen Terrace (Grove)

Skyforest Way (Grove)

Re-inspected Brookdale Senior Housing

Hazard complaints:

552 Bean Creek Space 205: vacant mobile home, possibly being auctioned off

Meetings:

Met with Valley Gardens Project Developer

Met with Monte Valle HOA regarding fire safety and evacuation planning

Met with concerned Rolling Woods citizen

Attended PRC meeting

Accompanied 2 Probationary Firefighters to Salinas for DMV commercial driver's test

Led all 3 shifts and engine companies on tours of the Sheraton Hotel 5030 Scotts Valley Dr.

Assisted occupants of 2700 El Rancho Dr. with fire sprinkler problems

Corrected access issue with Cove project on Scotts Valley Dr. at Dunslee

Fire Chief Activities:

- County Chief's Meeting
- EMSIA Meeting
- Meeting with Active Wellness
- Attended a First Net Meeting for Santa Cruz County
- Presented the Officer Leadership Class at SCO
- BRN Staff Meeting
- SCO Staff Meeting
- SCO Finance Meeting
- Orientation Meeting with Director Harmon
- SCO Board Meeting
- BRN Board Meeting
- Attended the SLV Council Christmas Dinner with Director Campbell
- Guest Speaker at Scotts Valley Rotary
- FDAC EBA Conference Call
- Walk-Through of the New Sheraton Hotel
- Attended the County Health and Wellness Meeting
- BRN Finance Meeting