



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 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:	<u>\$ 980.52</u>
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

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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:

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- 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