



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF May 13, 2020

Notice of Teleconferenced Meeting

Pursuant to Governor Newsom's Executive Order N-25-20 regarding COVID-19, members of the Scotts Valley Fire Protection District Board of Directors and staff participated in this meeting by teleconference. To reduce the spread of COVID-19, members of the public were encouraged to listen to the meeting from their homes via teleconference by calling +1 408-638-0968, enter the meeting number when prompted (99149240181) and entering Access Code 432403 or connecting to the meeting online via their computer, smart phone or tablet at the following link: <https://zoom.us/j/99149240181?pwd=ZmVtN25ER0ExQ0tMTnNwWHRmY1Uzd09>

1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, May 13, 2020. President Pisciotta called the meeting to order at 6:00 p.m.

1.1 Pledge of Allegiance and Moment of Silence

President Pisciotta called for the Pledge of Allegiance and a Moment of Silence to follow.

1.2 Roll Call

- | | |
|-------------------------|--|
| A. Directors Present: | Directors Campbell, Harmon, Parker, Patterson and Pisciotta |
| B. Directors Absent: | None |
| C. Fire District Staff: | Chief Kovacs, Battalion Chiefs McNeil and 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 March 11, 2020

4.2 Payroll: Approve March Payroll 6 and 7 in the amount of: \$302,800.93

4.3 Payroll: Approve April Payroll 8 and 9 in the amount of: \$289,834.31

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

| | |
|-----------------|---------------|
| General Fund: | \$ 88,752.16 |
| Capital Outlay: | \$ 104,673.14 |
| SCHMIT: | \$ 1,269.73 |
| TOTAL: | \$ 194,695.03 |

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

| | |
|-----------------|--------------|
| General Fund: | \$138,741.34 |
| Capital Outlay: | \$ 8,319.54 |
| SCHMIT: | \$ 908.81 |
| TOTAL: | \$147,969.69 |

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- 4.6 Adopt Resolution 2020-4: Resolution Requesting Temporary Transfer of Funds
- 4.7 Adopt Resolution 2020-6: California Office of Emergency Services (Cal OES) Form 130 Designating Agents Necessary to Provide for All Matters Pertaining to State and Federal Emergency Management Agency (FEMA) Reimbursements
- 4.8 Adopt Resolution 2020-7: Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election

On motion of Director Parker seconded by Director Campbell to Approve Items 4.1 through 4.8 as Presented on the Consent Calendar was approved by the following vote:

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

5. Action Item

- 5.1 Adopt Resolution 2020-5: Resolution Adopting Preliminary Budgets for Fiscal Year 2020/2021, Discussion/Action

| | | |
|---------------|-------------------------------|--------------------|
| <u>685010</u> | <u>General Fund:</u> | <u>\$9,138,247</u> |
| <u>685030</u> | <u>Capital Outlay/Zone A:</u> | <u>\$1,652,846</u> |
| <u>685040</u> | <u>SCHMIT:</u> | <u>\$ 388,582</u> |

Set public hearing for adoption of the final budget for the August 12, 2020, Regular Board Meeting: 6:00 p.m.

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

Chief Kovacs reviewed the Preliminary Budget and noted the following:

General Fund – 685010

- The estimated unassigned beginning fund balance is \$1,200,000.
- As recommended by the County Auditor’s Office, an estimated 4% increase in property tax has been budgeted.
- Revenue from Plan Check and Inspection Fees were down for the 2019/2020 FY so the amount has been adjusted to \$15,000 for the 2020/2021 FY.
- Revenue for Strike Team is budgeted at \$125,000, and offset in the budget as an overtime expenditure.
- The total amount budgeted for CalPERS is \$1,460,310, which represents a \$195,547 increase over the 2019/2020 FY.
- An estimated 6% health insurance increase effective January 1, 2021 was budgeted. Retiree health insurance is budgeted at \$77,685, which is a decrease of \$5,115 over last FY.
- The estimated Workers Comp insurance was \$373,982, which is an increase of \$141,520 over last FY.
- A \$100,000 transfer to Capital Outlay and \$50,000 for Contingencies has been budgeted.
- The General Fund Preliminary Budget is balanced by using \$148,274 from the Unassigned Fund Balance.

Capital Outlay/Zone A – 685030

- The beginning fund balance is estimated at \$1,404,000.
- A 4% increase in property tax revenue is estimated.
- Revenue consists of Zone A tax collection in the amount of \$130,846, a \$100,000 transfer from the General Fund and \$18,000 in interest.
- Besides Auditing and Accounting costs, \$143,500 is budgeted for Facility upgrades.
- For future projects, \$1,238,346 is budgeted and \$100,000 for Contingencies.

SCHMIT – 685040

- The beginning fund balance is estimated at \$100,000.
- The Service and Supplies budget is \$79,970, which includes a \$5,500 charge to manage the program.

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- The budget includes \$20,000 to reimburse response agencies in the event of an activation.
- The Differential cost for the response agencies is budgeted at \$130,000.
- A grant has been awarded in the amount of \$105,800 for an Atmospheric Monitoring System.
- Due to the Covid-19 Pandemic and revenue losses to SCHMIT stakeholders, there will not be an increase in revenue for the 2020/2021 FY.

On motion of Director Campbell seconded by Director Harmon to Adopt Resolution 2020-5 as Presented: Resolution Adopting Preliminary Budgets for Fiscal Year 2020/2021, Set the Public Hearing for August 12, 2020 and Publish the Public Hearing Notice was approved by the following vote:

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

5.2 Approve Policy 1204 – Emergency Telecommuting, Discussion/Action

Chief Kovacs stated that currently there is no Remote Work Policy. The Emergency Telecommuting Policy was provided by legal counsel, outlines working remotely and includes an employee signature page.

On motion of Director Parker seconded by Director Harmon to Approve Policy 1204: Emergency Telecommuting was approved by the following vote:

AYES: Campbell, Harmon, Parker, Patterson and Pisciotta
NOES: None
ABSENT: None
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 Pisciotta reported that the Finance Committee met and reviewed the preliminary budget.

Director Campbell reported that the Negotiations Committee met, discussions are moving forward and the Board will continue the discussion in closed session.

6.2 Administrative Report – Chief Officers

The full Administrative Report for April and May was included in the board packet and Chief Kovacs added the following:

- The new floors at the Glenwood Station have been installed. The baseboard has been delivered and will be installed shortly.
- The front office security features have been installed.
- The Station 1 generator is no longer working and needs to be replaced. Bids have been received and the current diesel generator will be replaced with a natural gas unit.
- Covid-19 testing is available for first responders in Watsonville and at the Emeline Santa Cruz County Health Center.
- Due to Covid-19, OES is working on details for Strike Team response, which will include changes to sleeping quarters and meals. Engines will also need to be self-sufficient for a period of 72 hours to include, water, food and tents for sleeping.
- We have a good supply of PPE in stock and OES has a new shipment, which will be allocated to the Fire Service.
- Along with the SV Peace Officers Association, I was interviewed by KSCO for Covid-19 and a copy of the interview is available if anyone is interested.
- President Pisciotta and two Board Members will need to stop by the Admin Office to sign the paperwork from tonights meeting.

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Battalion Chief Whittle thanked the crews for installing the new floors at the Glenwood Station, it was a lot of hard work and very nice job.

7. Correspondence – Information

None

8. Request for Future Agenda Items

None

9. Closed Session: Government Code §54957.7

9.1 Conference with Labor Negotiators: Government Code §54957.6

Agency Designated Representatives: Robert Campbell and Joe Parker

Employee Organization: All

At 6:25 p.m., President Pisciotta announced that the Board would be going in to Closed Session for the purpose listed in Item 9.1.

10. Open Session

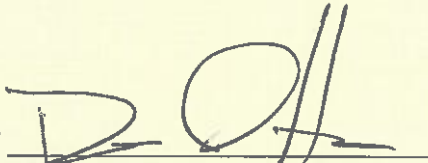
10.1 Report on Closed Session: Government Code §54957.1

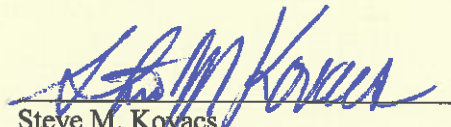
At 7:06 p.m., the Board reconvened to open session and President Pisciotta reported that for Item 9.1, no action was taken.

11. Adjournment

The meeting was adjourned at 7:07 p.m.

ATTEST


Dafon Pisciotta
Board President


Steve M. Kovacs
Board Secretary