



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 13, 2021, 6:00 P.M.

Complete Board Meeting packets are available upon request and on Scotts Valley Fire District's website. Call (831) 438-0211 or visit www.scottsvalleyfire.com.

Any person who requires a disability related modification or accommodation to participate in a public meeting should make such a request to Ron Whittle, Board Secretary, for immediate consideration.

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 may participate in this meeting by teleconference. To reduce the spread of COVID-19, members of the public are encouraged to listen to the meeting from their homes via teleconference by calling +1 408-638-0968, enter the meeting number when prompted (94017526481) and entering Access Code **850140** or connecting to the meeting online via their computer, smart phone or tablet at the following link: <https://zoom.us/j/94017526481?pwd=U3doTERMUkdWTE5URWIHVkRoTE4xZz09>

1. Call to Order

1.1 Pledge of Allegiance and Moment of Silence

1.2 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 Approve Regular Board Meeting Minutes of December 9, 2020

4.2 Approve December Payroll 25, 26 and 27 in the amount of: \$469,553.35

4.3 Approve December Expenditures in the Amount of:

General Fund:	\$92,394.86
SCHMIT:	\$ 220.92
TOTAL:	\$92,615.78

5. Discussion Items

5.1 None

6. Action Items

6.1 Board Standing Committee Appointments per Policy 2101, Discussion/Action

**Scotts Valley Fire Protection District
Board of Directors Meeting for January 13, 2021
Agenda**

- Finance and Planning
- Organization and Personnel
- Facilities and Equipment
- Interagency Advisory

6.2 Approve the Following Revised Policies:

Policy #	Subject
515	Volunteer Firefighter Duty Statement
1100	Sick Leave

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*

7.3 Administration of Fire Services Agreement with the Branciforte Fire Protection District Report

8. **Correspondence**

8.1 Scotts Valley Chief Officers – Request to Open Negotiations

8.2 Confidential Employees Group – Request to Open Negotiations

9. **Closed Session: Government Code §54957.7**

9.1 Conference with Labor Negotiators: Government Code §54957.6
Agency Designated Representatives: Ed Harmon and Joe Parker
Employee Organization: All

10. **Open Session**

10.1 Report on Closed Session: Government Code §54957.1

11. **Request for Future Agenda Items**

12. **Adjournment**

Next Regularly Scheduled Board Meeting:
Wednesday, February 10, 2021 at 6:00 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 December 9, 2020

Notice of Teleconferenced Meeting

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1. Call to Order

1.1 Pledge of Allegiance and Moment of Silence

At 6:01 p.m., President Pisciotta 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 Daron Pisciotta, Joseph Parker and Russ Patterson

Chief Whittle administered the Oath of Office to Directors Parker, Patterson and Pisciotta to a four-year term.

1.3 Roll Call

A. Directors Present:	Directors Campbell, Harmon, Parker, Patterson and Pisciotta
B. Directors Absent:	None
C. Fire District Staff:	Chief Whittle, Battalion Chief McNeil and Administrative Secretary Walton

2. Public Comment (GC §54954.3)

None

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

Chief Whittle added Correspondence Item 7.3 – Scotts Valley Firefighters Local 3577 Request to Open Negotiations

4. Consent Calendar

4.1 Approve Regular Board Meeting Minutes of October 14, 2020

4.2 Approve Special Board Meeting Minutes of October 30, 2020

4.3 Approve October Payroll 21 and 22 in the amount of: \$469,867.57

4.4 Approve November Payroll 23 and 24 in the amount of: \$364,865.83

4.5 Approve October Expenditures in the Amount of:

<u>General Fund:</u>	\$ 80,969.69
<u>SCHMIT:</u>	\$ 4,042.00
<u>TOTAL:</u>	\$ 85,011.69

SCOTTS VALLEY FIRE PROTECTION DISTRICT
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4.6 Approve November Expenditures in the Amount of:

General Fund: \$102,515.56
SCHMIT: \$ 38.24
TOTAL: \$102,553.80

4.7 Adopt Resolution 2020-11 Establishing Appropriation Limit in the Amount of \$22,080,015 for Fiscal Year 2020/2021

On motion of Director Harmon seconded by Director Campbell to *Approve Consent Calendar Items 4.1 through 4.7* was approved by the following vote:

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

5. Action Item

5.1 Accept and File the SVFPD Financial Audit for Fiscal Year Ending June 30, 2020, Discussion/Action

The Auditor, Mr. Zach Pehling, presented the SVFPD Financial Statements Audit Report for the fiscal year ending June 30, 2020. Mr. Pehling reviewed the following: Independent Auditor's Report with no misstatements, Management Discussion for an overview of the financials, Financial Statements including the Governmental Accounting Standards used to report pension and retiree healthcare liability and notes to the financial statements.

On motion of Director Campbell seconded by Director Parker to *Accept and File the SVFPD Financial Audit for Fiscal Year Ending June 30, 2020* was approved by the following vote:

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

5.2 Accept and File the La Madrona Property Appraisal, Discussion/Action

Chief Whittle reported that the Appraisal Report for the La Madrona property has been completed and that the property was valued "As Is" at \$975,000. We will set up an Equipment and Facilities Committee Meeting to discuss options and after the first of the year, a Board Workshop.

On motion of Director Parker seconded by Director Harmon to *Accept and File the La Madrona Property Appraisal* was approved by the following vote:

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

5.3 Consider Authorizing the Fire Chief to Temporarily Waive the Tent Permit Inspection Fees, Discussion/Action

Chief Whittle stated that with the Covid restrictions, businesses have been required to move services outdoor and have set up tents. To support local business and ensure fire safety standards, we request that the Board authorize the Fire Chief to temporarily waive the tent permit inspection fees for the next six months when applicable. Administrative Captain Vandervoort will continue to inspect and monitor tents to comply with the Fire Code.

The Board agreed that it was important to support local business while ensuring fire safety for the community.

On motion of Director Parker seconded by Director Harmon to *Authorize the Fire Chief to Temporarily Waive the Tent Permit Inspection Fees through May 31, 2021* was approved by the following vote:

SCOTTS VALLEY FIRE PROTECTION DISTRICT
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AYES: Campbell, Harmon, Parker, Patterson and Pisciotta
NOES: None
ABSENT: None
ABSTAIN: None

5.4 Eliminate Policy 1101: Sick Leave Payoff, Discussion/Action

Chief Whittle stated that with the last labor negotiations and Memorandum of Understanding (MOU) changes, sick leave payoff no longer applies to all labor groups. By eliminating Policy 1101, sick leave payoff would be based on each labor groups MOU.

On motion of Director Campbell seconded by Director Pisciotta to *Eliminate Policy 1101: Sick Leave Payoff* was approved by the following vote:

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

5.5 Approve Revised Policy 1112: Paid Sick Leave for Temporary and Part-Time Employees, Discussion/Action

Chief Whittle explained that with AB 1522, employers were required to provide 24 hours of annual sick leave (not carried over year to year) for temporary and part-time employees not covered by a MOU or employment agreement. The Policy was amended so that Paid Call Firefighters would carry over their current sick leave balance (not to exceed 24 hours) when hired full-time. In addition, the last line was removed limiting the use of the sick leave hours, which is not allowable.

On motion of Director Harmon seconded by Director Patterson to *Approved Revised Policy 1112: Paid Sick Leave for Temporary and Part-Time Employees* was approved by the following vote:

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

5.6 Call for Nominations for LAFCO Special District Regular and Alternate Member, Discussion/Action

Chief Whittle stated that LAFCO is seeking nominations for the Regular and Alternate Special District Members.

Director Patterson stated that Director Harmon had been nominated in the past and inquired if he was still interested. Director Harmon stated that he did not win the last election but was still interested as the Regular Special District Member.

On motion of Director Patterson seconded by Director Pisciotta to *Nominate Director Harmon for the LAFCO Special District Regular Member* was approved by the following vote:

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

5.7 Adopt Regular Board Meeting Dates for 2021, Discussion/Action

Chief Whittle presented the Regular Board Meeting dates for 2021, which reflects the second Wednesday of the month at 6:00 p.m.

On motion of Director Campbell seconded by Director Parker to *Adopt the Regular Board Meeting Dates for 2021* was approved by the following vote:

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

5.8 Consider Adjusting Administrative Office Hours, Discussion/Action

Chief Whittle stated that Administrative Staff proposed adjusting the daily work hours so that the majority of the staff works more hours the first part of the week. This would give Administrative Staff additional hours during the week to meet deadlines with the majority of the workload Monday through Wednesday and some Thursdays. Our Administrative Prevention Captain is off on Fridays and I am off most Fridays so there is minimal staff interaction with the public. With this change, Administrative Staff would work (9) hour per day Monday through Thursday and four (4) hours on Friday for more concentrated work hours earlier in the week. In addition, the schedule change would provide overlap during summer months for vacation coverage. To accommodate the schedule change, the Administrative Office would close at 12:00 noon Fridays. With most County agencies furloughing on Fridays, the impact would be low to the public.

Director Harmon stated that the Water District has restricted some front office counter hours and overall it has gone over well. There was some public concern about access to Water District officials but there is always someone available to answer the door even if the front counter is closed. Director Harmon inquired how much public traffic the Administrative Office actually receives.

Chief Whittle stated that we do not get many counter visits especially on Fridays. Typically we receive phone calls and make appointments for our Administrative Fire Prevention Captain and Administrative Secretary Walton could elaborate on the office traffic. Administrative Secretary Walton stated that in general, we do not get much traffic to the station especially now with the Covid restrictions. Administrative Secretary Walton stated that fire prevention is the main reason the public comes to the station and since our Administrative Fire Prevention Captain is not in on Fridays, it is very quiet all day. Chief Whittle stated that emergency personnel will be at the station so there is no operational change, just the Administrative Office.

Director Harmon stated that he supported the change but was concerned about public perception and how to communicate the change to the public. President Pisciotta suggested notifying the public through social media and on a six month trial period. Director Campbell added that he was in support of adding efficiency to the office and to give prior notice to the public before implementing. Director Parker stated that implementing in January would give a three-week notice so it was a good time to start after the first of the year.

President Pisciotta stated that it is three weeks before January so we can make an announcement on social media, put signs on the door and implement January 1.

On motion of Director Campbell seconded by Director Harmon to Move Forward to Adjust the Administrative Office Hours as Discussed to Include a Pre-notification, Trial Period of Six (6) Months and Authorize President Pisciotta to Approve the Rollout Plan as Prepared by Chief Whittle to Support Administrative Staff 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

Director Campbell reported that the Finance Committee met in November and discussed the summary of the financial status of the SVFPD and concerns with the Branciforte Fire Protection District (BFPD). Director Harmon inquired about the concern with the BFPD.

Chief Whittle reported that he sat in on the Interagency Committee Meeting with President Pisciotta, which included the City of Scotts Valley, Water District and Schools. As the new Fire Chief, he updated the Committee

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on the status of the SVFPD including: new hire firefighters, promotions, suspension of the burn season, working with business for fire safety due to the Covid restrictions, working with the City for vegetation management projects, public education and the status of mandatory inspections.

Chief Whittle stated that we met with the BFPD Board Chair and discussed options moving forward as we cannot continue as it is because it is too labor intensive for SVFPD staff and a duplication of efforts. We discussed consolidation or promoting a fire chief from within but they were not in favor of either option. BFPD has also been in contact with one Central Fire board member and the new Aptos/Central Fire might be interested in taking on the BFPD, which might be premature at this point since the Aptos/Central Fire consolidation is not complete yet. At this point, I will continue to work with the BFPD to find an option so that we can move forward.

President Pisciotta stated that he and Director Parker met with BFPD Directors Pat O'Connell and Pete Vannerus to discuss the agreement. The BFPD understands that it is not working for us and they need to look at other options.

Director Harmon asked to add BFPD as a standing item on the Agenda for monthly updates and have it resolved prior to the next fire season.

Director Parker stated that at the meeting, we discussed several options and BFPD was put on notice to select another options other than what we are currently doing. Since BFPD doesn't have a plan at this point, we didn't want to put additional pressure on them but they got the message that SVFPD is most interested in parting ways and helping them get on their feet. At the next meet with BFPD, putting a date on it should be part of the discussion.

Director Patterson stated that we had this discussion with BFPD a year ago when they decided to hire a Battalion Chief and we would give them a fiscal year to make the transition, which they did not. President Pisciotta stated that when Covid hit, a lot of things changed and that BFPD is nervous that we will just drop them, which is not the case but they know that they need to figure this out sooner than later.

Director Harmon stated that the committee is doing a good job but there should be a horizon goal giving BFPD a firm notice that we are very serious about moving on from this current relationship. President Pisciotta stated that BFPD has been given notice and we should address this again after the first of the year and if they are not moving forward, the SVFPD Board may need to send a formal letter with a specific date so they know.

6.2 Administrative Report – Chief Officers

The Administrative Report was included in the board packet and Chief Whittle notated the following:

- A new pony wall was built in the workout area to help protect the fitness equipment, and rubber flooring was added as well.
- FF/PM's Willem Post and Josh Nehf have completed their 24 probationary training, and are now Apparatus Engineers. Congratulations to both of them.
- Captain Sundermier, Engineers Crivello, Laine and Bridges successfully completed the Hazardous Materials Technician courses 1A-1D. This brings our total number of Haz Mat Techs to 8 for the District, not including the 2 BC's.
- We continue to work with the other fire agencies in the county on a mutual block training calendar. The last couple of months have been skill based training on VEIS tactics, which will lead up to live fire training in December.
- We are currently working on getting 3 captains through the acting battalion chief task book in preparation for a promotional exam tentatively planned for early February. We may potentially have one more ready to take the test as well.
- Captain LoFranco has been preparing for the upcoming Santa Cruz County Fire Academy. He has been working on facility and training prop upgrades, as well as scheduling instructors.
- We recently purchased a new rescue mannequin, and built a VEIS rescue prop at the Erba station. The purchases were made with training funds we receive from the South Bay Regional Training Consortium.
- We are proud to announce that we promoted PCF Jared Vandiver to full-time Firefighter Paramedic. Jared officially started on November 2nd and is currently assigned to C-Shift. He will fill the vacancy left by the retirement of Chief Kovacs, as promotions will leave an open slot in the Firefighter ranks.

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- Last year the Board declared the 'Learn Not To Burn' trailer surplus property. The trailer was listed for sale on Craig's List in November of this year, and we accepted sealed bids up until December 1, 2020 at 14:00 hrs. The bids were opened on December 2nd, and the highest bidder was \$3,600. We will be working on the transfer to the new owner.
- While current COVID restrictions are in place, many restaurants and businesses in the District are looking to move their operations outside. Captain Vandervoort has been working with them to help create an outdoor environment that will help them continue to stay in business, and at the same time maintain safety for the patrons. Many places have erected tent or canopies, and have placed portable heaters inside the space. Captain Vandervoort has been inspecting them for code compliance and safety.

Director Campbell pointed out potential fire safety issues with propane heaters and tents. Chief Whittle stated that Administrative Captain Vandervoort is working with businesses, the county and collaborating with other local fire agencies to ensure Fire Code compliance.

7. Correspondence – Information

7.1 Kaiser Permanente Letter

7.2 Scotts Valley Host Lions Club Donation Letter

7.3 Scotts Valley Firefighters Local 3577 Request to Open Negotiations

The Board received and filed the correspondence.

8. Request for Future Agenda Items

Director Harmon requested adding the BFPD as a standing item on future agendas. Chief Whittle stated that it will be added to BFPD agenda as well.

9. Election of Board Officers for Calendar Year 2021, Discussion/Action

9.1 President

Director Campbell suggested considering Director Parker for president.

On motion of Director Campbell seconded by Director Russ to *Elect Director Parker for Board President* was approved by the following vote:

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

9.2 Vice-President

President Pisciotta inquired if Director Harmon was interested in Vice-President and he was.

On motion of Director Patterson seconded by Director Pisciotta to *Elect Director Harmon for Board Vice-President 2021* was approved by the following vote:

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

10. Adjournment

The meeting was adjourned at 7:26 p.m.

ATTEST

Daron Pisciotta
Board President

Ron Whittle
Board Secretary

		Date Range from 11/14/2020 To 12/25/2020	
PAYROLL	ACCT.#	PP	TOTALS
Regular Pay	51000	25	\$128,673.45
		26	\$128,620.30
		27	\$136,116.82
Overtime	51005	25	\$915.95
		26	\$5,606.27
		27	\$295.08
Regular Pay, Extra Help (PCF)	51010	25	\$611.00
		26	\$0.00
		27	\$669.50
Regular Pay, Sick Leave	51015	25	\$0.00
		26	\$0.00
		27	\$0.00
Regular Callback Pay	51025	25	\$19,635.06
		26	\$10,985.40
		27	\$0.00
Holiday Pay	51035	25	\$0.00
		26	\$0.00
		27	\$0.00
Differential Pay	51040	25	\$7,329.57
		26	\$7,329.57
		27	\$7,329.57
Regular Pay, Sick Leave Reserve	55020	25	\$0.00
		26	\$0.00
		27	\$0.00
Misc Benefits, Vacation Payoff	55021	25	\$1,448.07
		26	\$12,539.67
		27	\$1,448.07
Directors Fees	62327	25	\$0.00
		26	\$0.00
		27	\$0.00
TOTAL PAYROLL			\$469,553.35

CLAIMS BY GL OBJ

01/06/2021

Filter: (Claim Date is between 12/01/2020
and 12/31/2020)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
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GL Key: 685010**GL Obj: 53010 Group Health - Dental Insurance**

12/10/2020	FDAC EBA	Life & Vision Ins.- 1/2021	\$1,196.51
12/10/2020	FDAC EBA	Life & Vision Ins.- 12/2020	\$1,005.88
12/16/2020	CALPERS RETIREMENT SYSTEM	Health Ins.- 1/2021	\$52,551.32
12/18/2020	MIKE BIDDLE	Retiree Health Ins.- 1/2021	\$1,055.73
12/18/2020	MICHAEL MCMURRY	Retiree Health Ins.- 1/2021	\$1,728.68
12/18/2020	MIKE PHINN	Retiree Health Ins.- 1/2021	\$393.04
12/18/2020	TIM THEILEN	Retiree Health Ins.- 1/2021	\$762.67
12/18/2020	SAL LOFRANCO	Retiree Health Ins.- 1/2021	\$535.94
SubObject Total			\$59,229.77

GL Obj: 61110 Clothing & Personal Supplies

12/03/2020	L.N. CURTIS & SONS	Wildland Shrouds	\$315.09
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Nikwax Waterproofing for Rain Jackets	\$119.89
		IMS Alliance- PAR Tags	
12/18/2020	L.N. CURTIS & SONS	Wildland Coats, Structure Gloves	\$2,929.23
12/18/2020	L.N. CURTIS & SONS	Wildland Coats	\$2,405.72
12/18/2020	L.N. CURTIS & SONS	Wildland Jacket	\$601.43
12/18/2020	L.N. CURTIS & SONS	Wildland Jacket, Brush Pants	\$1,299.44
SubObject Total			\$7,670.80

GL Obj: 61125 Uniform Clothing Allowance

12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Hook-Fast- Chief Badges, Collar Brass, Name Tag	\$410.38
		Hook-Fast- Engineer Badges	
SubObject Total			\$410.38

GL Obj: 61221 Telephone & Telegraph

12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Comcast- VF1 Internet & Phones 10/20-11/19/2020	\$1,661.29
		Comcast- VF2 Internet & Phones 10/21-11/20/2020	
		Verizon- Cellular 10/5-11/4/2020, Whittle Cellphone	
SubObject Total			\$1,661.29

GL Obj: 61425 Household Expense

12/03/2020	SCARBOROUGH LUMBER & BUILDING	Grill Brush	\$8.88
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Station Supplies	\$397.00
		Walgreens- Cleaning Spray	
		Quill- Clorox Wipes	
		Target- Toaster	
SubObject Total			\$405.88

CLAIMS BY GL OBJ

01/06/2021

Filter: (Claim Date is between 12/01/2020
and 12/31/2020)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Obj: 61720 Maintenance - Mobile Equipment			
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Duncan Auto- U2590 Smog	\$100.60
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Magnetic Mic for U2500	
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Golden State- E2512 Discharge Gauges	\$353.51
12/10/2020	NAPA AUTO PARTS	Fleet Parts	\$2,290.47
SubObject Total			\$2,744.58
GL Obj: 61725 Maintenance - Office Equipment			
12/03/2020	PAGODA TECHNOLOGIES INC.	Computer Management- 12/2020	\$1,192.12
12/03/2020	PAGODA TECHNOLOGIES INC.	One Solution Support / Re-Install DMV Pull Certs	\$225.00
SubObject Total			\$1,417.12
GL Obj: 61730 Maintenance - Other Equipment			
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Screen Wipes	\$17.55
12/16/2020	FAILSAFE TESTING	Ladder Testing	\$545.00
SubObject Total			\$562.55
GL Obj: 61845 Maintenance - Buildings & Grounds			
12/03/2020	RANDY CLAYTON	La Madrona Property Mowing	\$500.00
12/03/2020	SCARBOROUGH LUMBER & BUILDING	VF1 Pony Wall Supplies, VF2 Fitness Area	\$1,414.60
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Ben Lomond Transfer Station- Dump Run	\$165.78
		Kings Paint & Paper- Admin Office Paint	
		Rayne of SC- VF1 Monthly Water Softener	
SubObject Total			\$2,080.38
GL Obj: 61920 Medical Supplies			
12/03/2020	BOUND TREE MEDICAL, LLC	Pelican Lid Insert	\$131.54
12/03/2020	BOUND TREE MEDICAL, LLC	Suction Unit S-Scort III w/ Case	\$606.85
SubObject Total			\$738.39
GL Obj: 62111 Miscellaneous Expenses			
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Office Depot- File Cabinets	\$592.64
SubObject Total			\$592.64
GL Obj: 62223 Office Supplies			
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Quill- Notepads, File Organizers, File Labels	\$237.52
		UPS- Sprinkler Plan Shipping	
		US Post Office- 2 Stamp Rolls, Letter Postage	
		Walmart- Battery Backup- Vandervoort	
SubObject Total			\$237.52

CLAIMS BY GL OBJ

01/06/2021

Filter: (Claim Date is between 12/01/2020
and 12/31/2020)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Obj: 62381 Professional & Specialized Services			
12/03/2020	JACKSON LEWIS	Legal Services	\$2,109.00
12/03/2020	CSG CONSULTANTS, INC.	Fire Plan Reviews- 5 Fox Sparrow Court, 210 Brook Knoll Drive, 5615 Scotts Valley Drive, 2 Polo Ranch, 800 Bethany Drive, 552 Bean Creek Road	\$500.00
12/03/2020	LIEBERT CASSIDY WHITMORE	Legal Services	\$1,205.00
12/10/2020	KRAMER WORKPLACE INVESTIGATIONS	Legal Documentation	\$2,242.50
SubObject Total			\$6,056.50
GL Obj: 62715 Small Tools & Equipment			
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	B&B Small Engines- E2512 Circular Saw Repairs	\$88.95
SubObject Total			\$88.95
GL Obj: 62888 District Special Expense			
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Tractor Supply- Rubber Floor Mats VF1/VF2 Workout Areas	\$1,493.67
SubObject Total			\$1,493.67
GL Obj: 62890 Subscriptions			
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Zoom- Annual Subscription	\$149.90
SubObject Total			\$149.90
GL Obj: 62914 Education & Training			
12/03/2020	SCARBOROUGH LUMBER & BUILDING	Training Props	\$789.92
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	LCW- COVID-19 Legislative Update Webinar- Walton Holiday Inn Express- Lodging for Class- Avila	\$264.45
SubObject Total			\$1,054.37
GL Obj: 62920 Gas, Oil & Fuel			
12/16/2020	WESTERN STATE OIL COMPANY	Fuel/Diesel	\$2,146.92
SubObject Total			\$2,146.92
GL Obj: 63070 Utilities			
12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	SV Water District- VF2 RW Service 10/1-10/31/20 SV Water District- VF2 Water 8/5-10/5/20 SV Water District- VF1 Water 8/5-10/5/20 Greenwaste- VF1 Trash & Recycling 10/1-10/31/20	\$1,529.82
12/10/2020	CITY OF SCOTTS VALLEY	Sewer- VF2 9/16-11/15/2020	\$134.65
12/10/2020	CITY OF SCOTTS VALLEY	Sewer- VF1 9/16-11/15/2020	\$178.54
12/16/2020	PG&E	VF1 Electric- 11/4-12/4/2020	\$661.40
12/16/2020	PG&E	VF1 Gas - 11/5-12/5/2020	\$313.67
12/16/2020	PG&E	VF2 Gas - 11/5-12/5/2020	\$246.67

CLAIMS BY GL OBJ**01/06/2021***Filter: (Claim Date is between 12/01/2020
and 12/31/2020)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
12/16/2020	PG&E	VF2 Electric- 11/4-12/4/2020	\$588.50
SubObject Total			\$3,653.25
Index Total			\$92,394.86

CLAIMS BY GL OBJ

01/06/2021

*Filter: (Claim Date is between 12/01/2020
and 12/31/2020)(Pre-Approved Excluded)*

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

12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- SCHMIT Cellular 10/5-11/4/2020	\$38.24
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SubObject Total	\$38.24
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GL Obj: 62888 District Special Expense

12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Starbucks- Hazmat Training Class Coffee	\$17.95
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SubObject Total	\$17.95
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GL Obj: 62914 Education & Training

12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	City of Scotts Valley- SCHMIT Hazmat Training Venue Cleaning Fee	\$115.00
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SubObject Total	\$115.00
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GL Obj: 62920 Fuel

12/07/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Valero- E2560 Fuel	\$49.73
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SubObject Total	\$49.73
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Index Total	\$220.92
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Grand Total	\$92,615.78
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SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

January 2021

Board President

Joe Parker

Board Vice-President

Ed Harmon

STANDING BOARD COMMITTEES – 2020

Organization and Personnel

Directors Harmon and Parker

Finance and Planning




Directors Campbell and Pisciotta

Facilities and Equipment

Directors Patterson and Pisciotta

Interagency Advisory

Directors Pisciotta and Patterson (Alternate)

Scotts Valley Fire Protection District	
POLICY: 2101 DATE APPROVED: 1/8/2020 BOARD PRESIDENT: 	SUBJECT: Committees of the Board of Directors FIRE CHIEF: 

Policy 2101: Committees of the Board of Directors

The Board of Directors of the Scotts Valley Fire Protection District hereby authorizes the following standing committees:

- **Finance and Planning Committee**

The primary role of the Finance and Planning Committee of the Board is to work with staff on development of budgets, financial projections, and financial strategic planning. Recommendations are made to the Board of Directors with regard to budgeting and allocation of financial resources. The Finance and Planning Committee may also meet with the District's auditor, the Santa Cruz County Auditor and other related entities for the purpose of financial planning.

The Board Finance and Planning Committee will conduct routine quarterly reviews of the current financial status of the District as well as spot checking invoices, statements and warrants for conformance with District policies and procedures.

- **Organization and Personnel Committee**


Maintains sufficient policies and procedures to assure efficient personnel management and leadership. Recommends organizational structures to the full Board.

- **Facilities and Equipment Committee**

Conducts capital planning on the replacement, procurement and construction of facilities, apparatus and equipment.

- **Interagency Committee**

The Interagency objectives are to provide a unified source of accurate information on community related matters, demonstrate effective interagency relationships and through transparency build and maintain trust of local public agencies.

Scotts Valley Fire Protection District	
POLICY: 2101	SUBJECT: Committees of the Board of Directors

- **Audit Committee**

The Audit Committee of the Board of Directors is hereby established as the full Board of Directors of the Scotts Valley Fire Protection District. The purpose of establishing the Audit Committee is to formally identify that the entire Board of Directors has the fiduciary responsibility for oversight of District administration, governance and financial accountability in the interest of the public.

The role of the Audit Committee is to provide oversight and accountability for all aspects of fiscal affairs including:

- Selection and hiring of the financial audit firm
- Audits are performed on an annual basis
- Formal acceptance, in open session, of the audit report
- Assurance that fiscal processes are adequate and being followed
- Payments are made accurately and promptly
- Records and reports are accurate


The purpose of the committee is to conduct detailed analysis and study in the appointed area of District functions and report the findings to the full Board for action.

Meetings of the committees shall be posted to meet the Brown Act provisions of the California Government Code. Minutes of committee meetings are not required to be taken.

Committees shall be appointed by the Board President at the January Board meeting for the calendar year. Each committee shall be composed of two Board members except the Audit Committee which shall be the full Board.


Ad Hoc committees may be established from time to time to deal with specific issues as determined by the Board. The Board President will make such appointments to Ad Hoc committees as required.

Committees of the Board are required to carry out the Board's wishes in the best interest of the District. The committees will report back to the Board monthly based on activities. Committees may not take any formal action. Any action requires a majority vote of the full Board in open or closed session (and reported in open session) as appropriate.


Scotts Valley Fire Protection District	
POLICY: 1100	SUBJECT: Sick Leave
DATE APPROVED: 01/13/2021	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

Policy 1100: Sick Leave

1. The **Scotts Valley** Fire **Protection** District (**SVFPD**) shall provide twenty-four (24) hours of sick leave (without loss of pay) for each calendar month of service. Sick leave may be accumulated indefinitely.
2. Sick leave is hereby defined to mean the absence from duty of an officer or employee because of illness, injury, or exposure to a contagious disease.
3. No paid member shall, while off-duty on sick leave, or leave because of injury, perform any work or services for a non-departmental employer for which **they** he/she will be paid. This section is in effect from the time a member reports off-duty sick or injured, until **they** he/she reports for full-time duty with the **SVFPD** ~~Scotts Valley Fire Protection District~~. Members on such leave shall keep their immediate supervisor advised as to their ~~condition and~~ whereabouts daily.
4. No member shall go off-duty due to a minor injury or illness unless **they** he/she has been properly relieved by a qualified person who shall be a member of the **SVFPD** ~~district~~.
5. All members must promptly notify their superior officer of any inability to report for duty at the time required.
6. All members who cannot fully and promptly perform the duties required of their position, due to illness, injury, or other ~~infirmary~~ **mental or physical conditions** shall be relieved of all duty.
7. All members who are relieved of duty due to illness, injury, or other ~~infirmary~~ **mental or physical conditions** and are being treated by a doctor, physician, or other legally qualified individual shall not return to duty until fully released by said doctor, physician, or legally qualified individual in writing.
8. Sick leave shall be deducted **for actual time** ~~at a rate of one (1) hour for each hour~~ not worked due to injury, illness, exposure to a contagious disease and/or due to required attendance of a member with a member of **their** ~~his/her~~ immediate family seriously ill or in case of a family death.

Scotts Valley Fire Protection District	
POLICY: 1100	SUBJECT: Sick Leave

10. No person shall receive sick leave privileges for injury or illness caused by the employee's outside employment for monetary or personal gain.
11. No compensation for accumulated sick leave shall be provided to any employee who is terminated for unsatisfactory performance, or because of discipline imposed.
12. Employees who abuse sick leave privileges will face disciplinary action up to and including suspension or dismissal from the **SVFPD** district.
13. The Fire Chief may require a verification/certification from a qualified health care provider before allowing sick leave to be used.
14. During extended absences, light duty assignments may be available based on policy.
15. ~~Sick leave may be granted to be in attendance with a member of an employee's immediate family seriously ill, or in the case of a family death. All full time members will be granted up to 72 hours of sick leave per occurrence.~~ **Bereavement leave is in the MOU and time off for serious illness is in the California Family Right Act (CFRA) and Family Medical Leave Act (FLMA).**
16. Pregnant employees may take sick leave based on certification of ~~disability~~ from a qualified health care provider.


Scotts Valley Fire Protection District	
POLICY: 515 DATE APPROVED: 01/13/2021 BOARD PRESIDENT: _____	SUBJECT: Volunteer Firefighter Duty Statement FIRE CHIEF: _____

Policy 515: Volunteer Firefighter Duty Statement

The Scotts Valley Fire Protection District (SVFPD) **Volunteer** is an unpaid “At Will” candidate in a training position.

The following requirements, testing, certifications and standards must be met and maintained for a Volunteer to remain in good standing with the SVFPD:

1. All newly appointed Volunteers will be on Probationary Status and considered “At Will” throughout the academy and until promotion to Probationary Status Paid Call Firefighter (PCF).
2. All Volunteers shall reside within a fifteen (15) mile travel distance to the SVFPD headquarters station. The Fire Chief shall have the authority to extend the 15-mile travel distance requirement if the extension does not adversely affect a reasonable travel time.
3. Volunteers are required to maintain a telephone or mobile phone and apprise the SVFPD of the number and any address change.
4. Volunteers shall meet the physical, mental, and moral standards that are required of the full time paid personnel outlined in SVFPD Policies 800, 802, 803, 804, 805, 806, 807.
5. After the initial Volunteer Candidate medical screening, all follow up medical examinations shall be conducted on the cycle identified by the SVFPD Standard Operating Procedures, which is consistent with “PCF/Volunteers”.
6. Volunteers must maintain a “clean” driving record to be insured by the SVFPD liability insurance carrier. The determination of the insurability will rest with the insurance carrier in consultation with the Fire Chief.
7. In the event that a Volunteer is a member of another Fire Agency, said Volunteer shall treat SVFPD as their “Priority” Agency. The other Fire Agency’s activities and requirements

Scotts Valley Fire Protection District	
POLICY: 515	SUBJECT: Volunteer Firefighter Duty Statement

shall not infringe, nor impair the Volunteer's ability to fulfill their responsibilities and obligations to SVFPD.

8. SVFPD Volunteers must attend and successfully complete The Santa Cruz County Basic Firefighter Academy (BFFA) or an equivalent Academy.
 - Successfully complete and pass required certification courses within the BFFA.
 - Volunteers unable to attend all the required hours and certification courses at the BFFA may be terminated from the process and SVFPD.
 - At midterm, candidate must have no less than an 80% overall cumulative score. Failure to do so, may result in termination from the program and SVFPD.
 - Successfully complete the BFFA and receive academy cadre recommendation for promotion to SVFPD Probationary Status (PCF).
9. All Volunteers must successfully complete SVFPD Firefighter (FF) Proficiency testing in order to be considered for promotion to Probationary Status PCF.
 - Must successfully pass SVFPD FF written testing with no less than 80%. Failure to do so will result in termination.
 - Must successfully pass SVFPD FF manipulative skills testing. Failure to do so will result in termination.
10. Volunteers will **be covered by the following** ~~receive the following benefits paid by the SVFPD Insurance Policies:~~
 - Workers Compensation
 - Life/Accidental Death and Dismemberment Insurance
11. Volunteers will be issued appropriate station wear uniforms, safety clothing and PPE as per Standard Operating Procedures.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: January 13, 2021
To: Board of Directors
From: Chief Whittle *Whittle*
Subject: January Administrative Report

Incident Type	October		November		December		Year To Date	
	2019	2020	2019	2020	2019	2020	2019	2020
Fires	5	4	5	6	2	6	48	75
Explosion / Rupture	0	0	0	0	0	0	1	0
EMS	141	112	121	104	94	95	1328	1104
Hazardous Condition	6	4	6	5	9	4	89	63
Service Calls	27	12	15	11	11	16	222	183
Good Intent	47	38	46	36	35	32	436	410
False Alarms	21	11	8	10	16	10	170	163
Severe Weather	1	0	0	0	0	0	4	3
Totals	248	181	201	172	167	163	2298	2001

Operations

The diesel pump on the fuel island has been replaced. Ladder testing was completed on all ground ladders. Reserve engine 2510 had some repairs completed and is now in service at Glenwood. E2512 (Glenwood) was sent to Golden State Fire Apparatus in Sacramento to have some recall work done on the axles. E2512 is also getting the radiator replaced at CTL shop.

Training

Captain Vandervoort attended the Plans Examiner 1C training in Sacramento.

All crews participated in live fire training at the Ben Lomond Training Center. The multi company training focused on VEIS (vent, enter, isolate, search) rescue operations.

Our training cadre members have attended several planning meetings in preparation for the 2021 training block. SCO is tasked with providing wildland training for the county fire agencies.

Board of Directors

Robert Campbell Edward Harmon Joseph Parker Russ Patterson Daron Pisciotta

Captain LoFranco has been preparing for the upcoming Santa Cruz County Fire Academy. He is also working to bring on our new volunteers. Engineer Paramedic Cortes flow tested and repaired approximately 25 Scott SCBA's for fire academy use.

Engineer Paramedic Cortes has also conducted annual fit testing for all personnel for SCBA, P100 and N95 masks.

Administration

Captain LoFranco has completed his acting battalion chief task book, and has been filling in as the acting BC on C-Shift.

Secretary Receptionist Bridges completed 2 car seat inspections.

Prevention

Captain Vandervoort completed a total of 11 inspections in the month of December.

He also completed 10 permit/plan checks and handled 6 hazard complaints. He continues to work with businesses in the District who have requested permits to erect tents or canopies for outdoor dining and activities.

Fire Investigators/Captains Vandervoort, LoFranco and Petteys assisted Santa Cruz City Fire with a fire investigation for a structure fire on Water Street next to County Jail.

EMS

A new medication was approved for use in Santa Cruz County. Tranexamic Acid (TXA) is used to treat hemorrhagic trauma in the field. All of our paramedics have complete the required training.

Fire Chief

I have been working with County EMS and Public Health to secure COVID-19 vaccines for our employees. While we originally applied to the County to be a Closed Point of Dispensing (POD) and administer our own vaccines, we have now partnered with Watsonville Community Hospital. They will receive the vaccines from County Health, and administer to all Fire agency personnel. Individuals have been signing up, and vaccine administration is underway.

We have had 2 employees self-quarantine per County guidelines, but so far no COVID-19 infections in the organization.

I have also been working with a private testing facility to secure regular COVID-19 testing for our employees and their families. There is no cost to the District, and they will bill the employee health insurance company. The testing will take place at SCO Station 1, and I hope to have this in place by January 13, 2021.

Captain Vandervoort and I reviewed plans that were submitted for design review, for a large project located on a 17 acre parcel on La Madrona Drive next to the Hilton. The proposed project includes a 171-room 4 story hotel (which includes a restaurant with 5,000 sq ft of indoor seating, and 1,600 sq ft outdoor seating), and 184 senior independent living residential units in two 4 story buildings.

Admin Secretary Walton and I met with representatives from VEBA and Local 3577 regarding the future of the VEBA program/contract within the organization. We also raised questions regarding their billing for annual participation fees.

Policy and SOP updates have been a priority and much progress has been made.

I met with each of the 3 shifts at the beginning of the month to discuss expectations and budget process and answer any questions.

EMSIA QA Manager Scott Vahradian has announced his retirement from the EMSIA. A committee has been formed to recruit for the open position.

The consolidation effort between Central Fire and Aptos Fire is well underway. On January 6th, the LAFCO 35 day protest period ended for the constituents and property owners within the boundaries of the still yet to be recorded new consolidated fire district. LAFCO is scheduled to certify the results at their February 3rd meeting, and the consolidation should be recorded in the first or second week of February.

December 31, 2020

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

Subject: Opening of negotiations

We the Scotts Valley Chief Officers request opening of the Memorandum of Understanding between the Scotts Valley Chief Officers and Scotts Valley Fire Protection District for contract negotiations. We would like to set up an initial meeting in February 2020. Please contact me directly to schedule a date and time.

Respectfully,



Jeff McNeil

Battalion Chief

831-234-5222

jmcneil@scottsvalleyfire.com



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

January 4, 2021

Scotts Valley Fire Board of Directors

7 Erba Lane

Scotts Valley, CA 95066

Board of Directors,

We, the Confidential Employees Group of the Scotts Valley Fire Protection District, request opening the Memorandum of Understanding between the Scotts Valley Fire Confidential Employees Group and Scotts Valley Fire Protection District for contract negotiations. Please contact us to schedule a date and time for an initial meeting.

Sincerely,

A handwritten signature in blue ink that reads "Alicia Walton".

Alicia Walton
Administrative Secretary

A handwritten signature in blue ink that reads "Megan Bridges".

Megan Bridges
Secretary Receptionist

A handwritten signature in blue ink that reads "Michelle Mayfield".

Michelle Mayfield
Secretary Receptionist