



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

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 (95167587694) and entering Access Code 954188 or connecting to the meeting online via their computer, smart phone or tablet at the following link: <https://zoom.us/j/95167587694?pwd=U3pNR3MzdWNZRzIzL0w0OVdKbTh6dz09>

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

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4.6 Approve November Expenditures in the Amount of:

<u>General Fund:</u>	\$102,515.56
<u>SCHMIT:</u>	\$ 38.24
<u>TOTAL:</u>	\$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:

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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

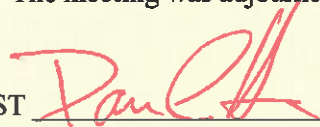
President Pisciotta inquired if Director Harmon was interested in Vice-President and he was.

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

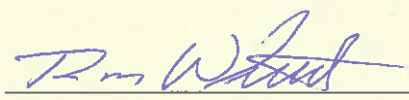
YES:	Campbell, Parker, Patterson and Pisciotta
NOES:	None
ABSENT:	None
ABSTAIN:	Harmon

10. Adjournment

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

ATTEST 

 Daron Pisciotta
 Board President



 Ron Whittle
 Board Secretary