



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Board of Directors

Agenda

Wednesday, April 14, 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 (9018843055) and entering Access Code 119495 or connecting to the meeting online via their computer, smart phone or tablet at the following link:
<https://zoom.us/j/9018843055?pwd=SG5zQzI3MTZmVFh5ZStwMWxSdEc4Zz09>

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 March 10, 2021

4.2 Approve March Payroll 5 and 6 in the amount of: \$328,661.20

4.3 Approve March Expenditures in the Amount of:

General Fund:	\$120,095.72
Capital Outlay/Zone A:	\$ 5,536.89
SCHMIT:	<u>\$ 114.05</u>
TOTAL:	\$125,746.66

4.4 Adopt Resolution 2021-3: Resolution Requesting Temporary Transfer of Funds

4.5 Approve SCHMIT Equipment Surplus List

**Scotts Valley Fire Protection District
Board of Directors Meeting for April 14, 2021
Agenda**

5. Discussion Items

5.1 Firefighter/Paramedic Eligibility List

5.2 First Responder Fee

6. Action Items – Discussion/Action

6.1 Administration of Fire Services Agreement with the Branciforte Fire Protection District

6.2 Approve the Memorandum of Understanding with the Scotts Valley Firefighters I.A.F.F. Local 3577 for July 1, 2021 through June 30, 2025

6.3 Approve the following Revised Policies:

Policy #	Subject
400	Organizational Chart
401	Fire District Divisions
504	Duty Chief Statement
603	Acting Company Officers
1505	Career Development Guide with Attachments 1 & 2
1703	Battalion Chief Job Description
1705	Fire Captain Job Description
1706	Engineer Job Description
1708	Firefighter Job Description
1711	Administrative Services Manager Job Description
1712	Administrative Accounting Specialist Job Description

6.4 Approve Resolution 2021-4 Resolution Requesting Transfer of Funds for Overtime Expenses.

6.5 Approve Resolution 2021-5 Resolution Requesting Transfer of Funds for the Purchase of Self Contained Breathing Apparatuses

6.6 Authorize Purchase of Self Contained Breathing Apparatuses not to Exceed \$250,000 to be Purchased in the 2020/2021 Fiscal Year

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 Annual SCHMIT Report – *Battalion Chief LoFranco*

8. Correspondence

8.1 Santa Clara Parks & Recreation Thank You Letter

9. Request for Future Agenda Items

10. Adjournment

Next Regularly Scheduled Board Meeting:
Wednesday, May 12, 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 March 10, 2021

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 (98409743332) and entering Access Code 379947 or connecting to the meeting online via their computer, smart phone or tablet at the following link: <https://zoom.us/j/98409743332?pwd=ZmgxYkcwdnNzQWFLRnJIR3M3dk9qZz09>

1. Call to Order

1.1 Pledge of Allegiance and Moment of Silence

At 6:01 p.m., President Parker called for the Pledge of Allegiance and a Moment of Silence to follow.

1.2 Roll Call

A. Directors Present:	Directors Campbell, Parker, Patterson and Pisciotta
B. Directors Absent:	Director Harmon
C. Fire District Staff:	Chief Whittle, Battalion Chiefs LoFranco, McNeil and Stubendorff 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 Approve Regular Board Meeting Minutes of February 10, 2021

4.2 Approve February Payroll 3 and 4 in the amount of: \$333,695.96

4.3 Approve February Expenditures in the Amount of:

<u>General Fund:</u>	\$108,282.73
<u>SCHMIT:</u>	\$ 0.00
<u>TOTAL:</u>	\$108,282.73

On motion of Director Pisciotta seconded by Director Campbell to Approve Consent Calendar Items 4.1 through 4.3 as Stated was approved by the following vote:

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

5. Discussion Items

5.1 LAFCO Comprehensive Study on Fire Protection Services

SCOTTS VALLEY FIRE PROTECTION DISTRICT

Regular Board Meeting March 10, 2021

Chief Whittle reported that the LAFCO Study on Fire Protection Services was included in the Board Packet, which is updated every five years. The LAFCO request for information was received in January and needs to be returned by April 2, 2021. LAFCO will compile the information and issue a report, which will be available in November.

5.2 Battalion Chief Promotion Eligibility List

5.3 Fire Captain Promotion Eligibility List

Chief Whittle reported that the Battalion Chief and Fire Captain Promotion Eligibility Lists were included in the Board Packet. The promotional tests were held February 22 and all the candidates did very well. On March 6th, Armando Cortes and Roshan Todd were promoted to Captain and Andrew LoFranco and Chris Stubendorff were promoted to Battalion Chief.

6. **Action Items – Discussion/Action**

6.1 Approve Resolution 2021-2 Resolution Requesting Transfer of Funds for the CERBT and CEPPT 2020/2021 FY

Chief Whittle stated that Resolution 2021-2 is a transfer of budgeted funds to a Trust Account. The Board approved the funds in the 2020/2021 FY budget to make the initial contribution to the Pension Trust and OPEB Trust, which are currently budgeted in Other Benefits (55021) and PERS (52015). GASB 84 establishes criteria for identifying fiduciary activities and clarifies how these funds should be reported in the financial statements. With this transfer, the funds will be moved to Contribution to Trust/Agency Fund (75233) so that contributions to the Trusts can be easily identified for budget and audit purposes. In the future, contributions to the Trusts will be budgeted in the Contribution to Trust/Agency Fund.

On motion of Director Campbell seconded by Director Pisciotta to Approve Resolution 2021-2 to Transfer Funds to the CERBT and CEPPT for the 2020/2021 FY was approved by the following vote:

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

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

None

7.2 Administrative Report – Chief Officers

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

- Captain Ronzano has been upgrading the lights at the Glenwood Station to LED. The crew has done a great job and saved a lot of money in labor and energy costs.
- Captains LoFranco and Petteys and Engineer Post attended a 4-day Flow Path Train-The-Trainer course at the Ben Lomond Training Center. They will be conducting training for all three shifts in the future.
- Battalion Chiefs LoFranco and Stubendorff attended their first staff meeting on Tuesday and it is exciting to have so many Scotts Valley raised Chief Officers.

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

Chief Whittle stated that he discussed with the Branciforte Fire Protection District (BFPD) Board that the SVFPD Board is discussing ending the Administration of Fire Services Agreement. At this time, Central Fire is not an option for the next few years until they complete their consolidation. The BFPD Board President has contacted Cal Fire but they have not responded yet. Promoting an internal candidate is likely their best option but not something the BFPD Board has been interested in the past.

The Board discussed the Fire Services Agreement with the BFPD and possibly giving a date to end the agreement.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting March 10, 2021

8. Correspondence – Information

8.1 None

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

At 6:38 p.m., President Parker 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 7:05 p.m., the Board reconvened to open session and President Parker reported that for Item 9.1 during closed session, we tentatively agreed to a proposal with Local 3577, which will be agenized at the next regular Board Meeting in April for a vote by the Board.

11. Request for Future Agenda Items

Director Patterson requested an action item to discuss the BFPD Agreement and report from the Chief with options to make a recommendation for the future.

Chief Whittle stated that the Local 3577 MOU will also be added to the April Agenda.

12. Adjournment

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

ATTEST _____
Joe Parker
Board President

Ron Whittle
Board Secretary

		Date Range from 02/20/2021 To 03/19/2021	
PAYROLL	ACCT.#	PP	TOTALS
Regular Pay	51000	5	\$133,584.22
		6	\$124,671.04
Overtime	51005	5	\$67.29
		6	\$3,490.72
Regular Pay, Extra Help (PCF)	51010	5	\$0.00
		6	\$1,764.28
Regular Pay, Sick Leave	51015	5	\$0.00
		6	\$0.00
Regular Callback Pay	51025	5	\$3,611.52
		6	\$9,201.90
Holiday Pay	51035	5	\$0.00
		6	\$0.00
Differential Pay	51040	5	\$8,142.47
		6	\$7,429.47
Regular Pay, Sick Leave Reserve	55020	5	\$11,194.00
		6	\$0.00
Misc Benefits, Vacation Payoff	55021	5	\$23,631.22
		6	\$1,873.07
Directors Fees	62327	5	\$0.00
		6	\$0.00
TOTAL PAYROLL			\$328,661.20

CLAIMS BY GL OBJ

04/01/2021

Filter: (Claim Date is between 03/01/2021
and 03/31/2021)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Key: 685010			
GL Obj: 53010 Group Health - Dental Insurance			
03/11/2021	FDAC EBA	Life & Vision Ins.- 4/2021	\$1,145.28
03/11/2021	HEALTH CARE EMPLOYEES/EMPLOYER DENTAL TRUST	Dental Ins.- 4/2021	\$4,465.46
03/17/2021	CALPERS RETIREMENT SYSTEM	Health Ins.- 4/2021	\$51,010.65
03/25/2021	MICHAEL MCMURRY	Retiree Health Ins.- 4/2021	\$1,728.68
03/25/2021	SAL LOFRANCO	Retiree Health Ins.- 4/2021	\$535.94
03/25/2021	TIM THEILEN	Retiree Health Ins.- 4/2021	\$762.67
03/25/2021	MIKE PHINN	Retiree Health Ins.- 4/2021	\$393.04
03/25/2021	MIKE BIDDLE	Retiree Health Ins.- 4/2021	\$1,055.73
SubObject Total			\$61,097.45
GL Obj: 61110 Clothing & Personal Supplies			
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Kenetrek- Wildland Boots- Rothweiler, Bridges, Post	\$1,528.50
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	LN Curtis- Wildland Boots- Nehf, Ronzano The Fire Store- New BC/Captain Helmets Conway Shield- New BC Shield IMS Alliance- PAR Tags	\$965.37
SubObject Total			\$2,493.87
GL Obj: 61125 Uniform Clothing Allowance			
03/11/2021	SUMMIT UNIFORMS	Nomex Shirt- Whittle	\$140.93
03/11/2021	SUMMIT UNIFORMS	Collar Brass- Whittle	\$34.96
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Summit Uniforms- Uniform Shirt- Vandiver	\$155.93
SubObject Total			\$331.82
GL Obj: 61221 Telephone & Telegraph			
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Comcast- VF2 Internet & Phones 1/21-2/20/21 Comcast- VF1 Internet & Phones 1/20-2/19/21 Verizon- Cellular 1/5-2/24/2021	\$1,038.98
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- Cellular 2/5-3/4/2021 Comcast- VF1 Internet & Phones 2/20-3/19/21 Comcast- VF2 Internet & Phones 2/21-3/20/21	\$1,039.06
SubObject Total			\$2,078.04
GL Obj: 61310 Food			
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Los Gallos- Dinner for TF2329C Scotts Valley Market- Lunches for TF2329C Nob Hill- Lunch/Dinners for TF2329C	\$219.43
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	House of Bagels- BC/Captain Testing Refreshments Nob Hill- BC/Captain Testing Refreshments	\$24.99
SubObject Total			\$244.42

CLAIMS BY GL OBJ

04/01/2021

Filter: (Claim Date is between 03/01/2021
and 03/31/2021)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Obj: 61425 Household Expense			
03/02/2021	SCARBOROUGH LUMBER & BUILDING	Plunger	\$8.88
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Quill- Clorox Wipes	\$99.31
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Station Supplies	\$171.73
		Costco- Station Supplies	
03/25/2021	MID VALLEY SUPPLY	Station Supplies	
			\$109.80
			SubObject Total
			\$389.72
GL Obj: 61720 Maintenance - Mobile Equipment			
03/02/2021	SCARBOROUGH LUMBER & BUILDING	Cribbing Fabrication on Engines	\$235.69
03/02/2021	CENTRAL FIRE DISTRICT	WT2550 Annual Inspection/Service	\$510.00
03/11/2021	NAPA AUTO PARTS	Oil Filters, Air Filters, Wipes Blades, Def, Shock, Car Wash	\$822.02
03/11/2021	CENTRAL FIRE DISTRICT	E2537 Annual Service and Repair Leaking Tank	\$1,326.36
03/11/2021	CENTRAL FIRE DISTRICT	E2538 Annual Service	\$540.58
03/11/2021	CENTRAL FIRE DISTRICT	E2512 Annual Service, Radiator Rebuild	\$4,876.24
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Napa Auto Parts- 2550 Light Bulbs	\$6,590.75
		Amsoil- Oil for Apparatus	
		Hose Shop- E2538 Swivel Elbows	
		Ronnie's Auto Shop- B2502 Vehicle Repairs	
03/17/2021	GOLDEN STATE EMERGENCY VEHICLE SERVICE	Window Crank	\$42.31
03/17/2021	GOLDEN STATE EMERGENCY VEHICLE SERVICE	E2512 Steer Axle Repair	\$7,641.70
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	SC Volkswagon Dodge Ram- B2502 Truck Bump Stops	\$323.04
		Napa Auto Parts- E2511 Narc Box Wiring	
		A Sign ASAP- Vehicle Decals for New BC Vehicles	
			SubObject Total
			\$22,908.69
GL Obj: 61725 Maintenance - Office Equipment			
03/02/2021	PAGODA TECHNOLOGIES INC.	Cradlepoint Set Up	\$50.00
03/02/2021	PAGODA TECHNOLOGIES INC.	Computer Management- 3/2021	\$1,192.12
03/17/2021	PAGODA TECHNOLOGIES INC.	Annual JAMF Management	\$504.00
			SubObject Total
			\$1,746.12
GL Obj: 61730 Maintenance - Other Equipment			
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Vehicle Phone Mount	\$45.85
		Costco-Batteries	
03/17/2021	TRI AIR TESTING, INC.	NFPA Air Testing	\$486.44
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	AllStar- SCBA Flow Testing Hoses/Respirator Cleaner	\$465.02
		Costco- Batteries	
			SubObject Total
			\$997.31

CLAIMS BY GL OBJ

04/01/2021

Filter: (Claim Date is between 03/01/2021
and 03/31/2021)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Obj: 61845 Maintenance - Buildings & Grounds			
03/02/2021	CENTRAL COATING COMPANY, INC.	VF1 Roof Inspection	\$200.00
03/02/2021	SCARBOROUGH LUMBER & BUILDING	Screws, Tape, Primed Base	\$130.24
03/02/2021	CENTRAL COATING COMPANY, INC.	VF1 Roof Repairs	\$2,538.00
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Scarborough Lumber- Dowel Ramin	\$164.49
03/17/2021	WESTERN EXTERMINATOR COMPANY	Rayne of SC- VF1 Monthly Water Softener	
03/17/2021	WESTERN EXTERMINATOR COMPANY	Bug Service- 2/2021	\$57.50
03/17/2021	WESTERN EXTERMINATOR COMPANY	VF1 Bug Service- 2/2021	\$57.50
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Home Depot- VF2 LED Remodel	\$585.59
		Amazon- Exit Sign	
		Kings Paint- VF2 Interior Paint	
		Garys Plastics- VF2 Front Office Window Plastic	
		Rayne of SC- VF1 Monthly Water Softener	
SubObject Total			\$3,733.32
GL Obj: 61920 Medical Supplies			
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Narcotic Locks	\$144.84
03/17/2021	ANALGESIC SERVICES, INC.	Amazon- Narcotic Lock Boxes	
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Annual Rental Fee 20/21 FY	\$484.00
		Teleflex- 5 EZIOs for EMS Supplies	\$421.06
03/25/2021	BOUND TREE MEDICAL, LLC	Glucometer	\$0.01
03/25/2021	BOUND TREE MEDICAL, LLC	Glucometer Test Strips	\$65.69
SubObject Total			\$1,115.60
GL Obj: 62020 Memberships			
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Annual Membership Renewal	\$180.00
SubObject Total			\$180.00
GL Obj: 62219 PC Software			
03/11/2021	ESO SOLUTIONS INC	Firehouse Annual Subscription 4/1/21-3/31/22	\$1,814.15
SubObject Total			\$1,814.15
GL Obj: 62223 Office Supplies			
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Key Cabinets	\$1,349.75
		Office Supply- Locking Desk Drawer	
		Amazon- White Board, Portable Projector, Bulletin Board	
		US Post Office- Postage	
		Quill- Folders, Toner	
		Office Supply- Folders, Pens, Clips	
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Staples- Lamination Pouches	\$2,786.42
		Vista Print- Business Cards	
		Amazon- Screen Wipes	
		Costco- Sharpies	

CLAIMS BY GL OBJ

04/01/2021

*Filter: (Claim Date is between 03/01/2021
and 03/31/2021)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
		Aamazon- Standing Desks, Monitor Arms, PC Mounts, Desk Tops	
		SubObject Total	\$4,136.17
	GL Obj: 62367 Medical Services		
03/02/2021	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physicals	\$1,844.00
		SubObject Total	\$1,844.00
	GL Obj: 62381 Professional & Specialized Services		
03/11/2021	DAWSON,PASSAFUIME,BOWDEN & MARTINEZ	Legal Services	\$56.25
		SubObject Total	\$56.25
	GL Obj: 62715 Small Tools & Equipment		
03/02/2021	SCARBOROUGH LUMBER & BUILDING	Welding Unit Spool, Grinder	\$1,716.01
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	LN Curtis- 1 1/8" Nozzle Tips and 2.5 Nail	\$1,314.06
		SubObject Total	\$3,030.07
	GL Obj: 62888 District Special Expense		
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Brinks- Retirement Plaque	\$142.02
		SubObject Total	\$142.02
	GL Obj: 62914 Education & Training		
03/11/2021	HEARTSHARE TRAINING SERVICES INC.	ACLS, PALS - Vandervoort	\$190.00
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	CA EMSA- Paramedic Licesne Renewal- Sundermier, Cortes, Avila Hyatt Regency- RS1 Lodging- Vandervoort CA Fire Rescue Training- Post, Bridges(REIMB) CA Fire Rescue and Training- Plan Examiner 1C	\$4,310.96
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Woodworm Party Store- Smoke Machine Liquid for Academy Elite Fire Academy- S-215 Bridges, J., Smith South Bay Regional- S290 Pedemonte Marriott Hotels- Fire Control 3A Lodging- Sundermier/Smiley	\$966.77
		SubObject Total	\$5,467.73
	GL Obj: 62920 Gas, Oil & Fuel		
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Safety-Kleen- Waste Oil/Fuel	\$270.00
03/25/2021	WESTERN STATE OIL COMPANY	Fuel/Diesel	\$2,325.67
		SubObject Total	\$2,595.67

CLAIMS BY GL OBJ

04/01/2021

*Filter: (Claim Date is between 03/01/2021
and 03/31/2021)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Obj: 63070 Utilities			
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Greenwaste- VF1 Trash & Recycling 1/1-1/31/2021	\$463.02
		Scotts Valley Water District- VF2 RW/Landscape 1/1-1/31/2021	
03/17/2021	PG&E	VF2 Electric 2/4-3/7/2021	\$543.32
03/17/2021	PG&E	VF2 Gas 2/5-3/8/2021	\$290.78
03/17/2021	PG&E	VF1 Electric 2/4-3/7/2021	\$712.88
03/17/2021	PG&E	VF1 Gas 2/5-3/8/21	\$342.81
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	SV Water District- VF2 RW/Landscape 2/1-2/28/21	\$1,340.49
		SV Water District- VF1 Water 12/4/20-2/4/21	
		SV Water District- VF2 Water 12/4/20-2/4/21	
		Greenwaste- VF1 Trash & Recycling 2/1-2/28/21	
SubObject Total			\$3,693.30
Index Total			\$120,095.72

CLAIMS BY GL OBJ

04/01/2021

*Filter: (Claim Date is between 03/01/2021
and 03/31/2021)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
------------	--------	---------	--------

GL Key: 685030

GL Obj: 62710 Equipment

03/02/2021 L.N. CURTIS & SONS

Variable Speed Ventilation Fan

\$5,536.89

SubObject Total \$5,536.89

Index Total \$5,536.89

CLAIMS BY GL OBJ

04/01/2021

*Filter: (Claim Date is between 03/01/2021
and 03/31/2021)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Key: 685040			
GL Obj: 61221 Telephone & Telegraph			
03/15/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- SCHMIT- Cellular 1/5-2/4/2021	\$38.24
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- SCHMIT Cellular 2/5-3/4/2021	\$38.24
SubObject Total			\$76.48
GL Obj: 62920 Fuel			
03/24/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Valero- HM2560 Fuel	\$37.57
SubObject Total			\$37.57
Index Total			\$114.05
Grand Total			\$125,746.66

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2021-3

RESOLUTION REQUESTING
TEMPORARY TRANSFER OF FUNDS

WHEREAS the Scotts Valley Fire Protection District is in need of financial assistance during the period of July 1, 2021 to April 30, 2022; and

WHEREAS the Board of Supervisors of the County of Santa Cruz has, declared its approval of and intention to provide needed tax anticipation funds pursuant to Constitution Article XVI Section 6;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Directors of the Scotts Valley Fire Protection District hereby determine and declare that:

The sum of \$2,500,000.00 is needed in anticipation of tax revenues for the operation and maintenance of said district through April 30, 2022.

Said sum of \$2,500,000.00 requested does not exceed 85% of the taxes accruing before any other obligations are met from such taxes.

The district agrees to repay this loan by April 30, 2022, together with interest at the current rate per annum received on similar types of investments by the county as determined by the County Treasurer.

The Secretary of this Board shall forward three certified copies of this Resolution to the Auditor-Controller of the County of Santa Cruz so that the request may be signed and presented to the Board of Supervisors for approval.

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, this 14th day of April, 2021 by the following vote:

AYES NOES ABSENT ABSTAIN

Director Robert Campbell
Director Edward Harmon
Director Joseph Parker
Director Russ Patterson
Director Daron Pisciotta

Joe Parker, Board President

ATTEST: _____
Ron Whittle, Board Secretary

REVIEWED AND RECOMMENDED:

Auditor-Controller

Treasurer-Tax Collector

Date

Date

DISTRIBUTED:

County Auditor
County Treasurer
County Counsel



Ron Whittle
Fire Chief

SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: April 14, 2021
To: Board of Directors
From: Chief Whittle *RW*
Subject: Surplus Equipment

Recommendation

Declare the attached list of SCHMIT equipment as surplus property.

Direct the Chief to dispose of the equipment by donation or recycling.

Discussion

The attached list of SCHMIT equipment is either no longer in use by the SCHMIT team or is out of service and not repairable.

Board of Directors

Robert Campbell Edward Harmon Joe Parker Russ Patterson Daron Pisciotta

Donate to City of Santa Cruz Fire Department

1. 4- Draeger XAM5000 multi gas meters
2. 8- Draeger XAM1/2/5000 pump cradle
3. 4 - Draeger XAM5000 charging dock
4. 1 - Draeger X Dock 6600 with regulators, hoses, assorted test gases
5. Extra regulators (multiple), 50' extra tubing

Donation or Recycling

1. Samsung digital video camera and accessories
2. Kestrel
3. Marathon venturi pneumatic air pump with 30' of air hose

Recycle

1. Smiths APD 2000 RAD detector
2. ITX multi-gas monitor
3. HAZ MAT CAD
4. 3 - Canberra personal dosimeters
5. 17 - DMC 2000 personal dosimeters
6. Ahura monitor (OOS unrepairable)

Board of Directors

Robert Campbell Edward Harmon Joe Parker Russ Patterson Daron Pisciotta



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Ron Whittle
Fire Chief

March 31st, 2021

Firefighter/Paramedic Eligibility List

<u>Name</u>	<u>Rank</u>
Patrick Shaughnessy	1
Alexander Morin	2
MacKenzie Avila	3
Branden VanValer	4

Board of Directors

Robert Campbell Russ Patterson Daron Pisciotta Alan Smith Joshua Warren

MEMORANDUM OF UNDERSTANDING

Scotts Valley Fire Protection District

and

IAFF Local 3577

July 1, 2021– June 30, 2025

Contents	
Article I.	PREAMBLE.....1
Article II.	DEFINITIONS1
Article III.	RECOGNITION.....2
Article IV.	PREVAILING RIGHTS.....2
Article V.	RESERVATION OF MANAGEMENT RIGHTS.....2
Article VI.	RULES AND REGULATIONS.....2
Article VII.	SHIFT HOURS, STAFFING AND OFF-DUTY RESPONSE.....3
Section 7.01	Staffing3
Section 7.02	Call-Back, Off Duty Response, Overtime3
(a)	Regularly Scheduled Overtime – Shift Employees 3
(b)	Voluntary Overtime – Shift Employees 3
(c)	Call Backs and Off-Duty Incidents – Shift Employees..... 4
Article VIII.	EDUCATION.....4
Section 8.01	Educational Time-Off (ETO)4
Section 8.02	Continuing Education Reimbursement.....4
Article IX.	COMPENSATION.....4
Section 9.01	Salaries.....4
Section 9.02	Pay Rate Calculation5
Section 9.03	Uniform Allowance5
Section 9.04	Work Out of Classification.....5
(a)	Acting Captain Differential 5
(b)	Acting Battalion Chief..... 6
Section 9.05	Paramedic Program.....6
(a)	Qualification Standards 6
(b)	Program Participation 6
(c)	Paramedic Training..... 7
Section 9.06	Hazardous Materials Assignment.....7
Section 9.07	Administrative Captain.....7
Section 9.08	Holiday Pay8
Section 9.09	Investigation On-call Compensation8
Article X.	LEAVES.....9
Section 10.01	Vacation.....9
(a)	Accrual..... 9
(b)	Approval 10
(c)	Short Term Vacation 10
(d)	Accrued Vacation Buy Back 10
(e)	Payment on Separation 11
Section 10.02	Sick Leave11
(a)	Accrual..... 11
(b)	Sick Leave Upon Separation 11
Section 10.03	Bereavement11
Article XI.	BENEFITS12
Section 11.01	Healthcare.....12
(a)	Medical Insurance..... 12
(b)	Post-Employment Health - VEBA 12
(c)	Post-Employment - Medical..... 13
(d)	Long Term Disability 13
Section 11.02	Life Insurance14

MEMORANDUM OF UNDERSTANDING

Scotts Valley Fire Protection District

and

IAFF Local 3577

July 1, 2021– June 30, 2025

Section 11.03	Dental Plan	14
Section 11.04	Vision Plan	14
Section 11.05	Public Employees Retirement System (CalPERS).....	14
(a)	Classic Employees	14
(b)	Public Employment Pension Reform Act (PEPRA).....	14
Article XII.	SAVINGS CLAUSE	15
Article XIII.	GRIEVANCE PROCEDURE	15
Article XIV.	TERM OF AGREEMENT	15
Article XV.	SIGNATURES	16
ATTACHMENT A	A

Article I. PREAMBLE

This agreement is entered into by and between the Scotts Valley Fire Protection **District**, hereinafter referred to as **District**, and the Scotts Valley Firefighters I.A.F.F. Local 3577, consisting of Captains, Engineers and Firefighters, hereinafter referred to as **Union**.

This Memorandum of Understanding is subject to Sections 3500-3510 of the Government Code of the State of California.

Article II. DEFINITIONS

CalPERS – *California Public Employees Retirement System – an IRS401(a) defined benefit retirement plan,*

District – *The Scotts Valley Fire Protection **District** formed in 1958, under the California Health and Safety Code.*

Employee – *Persons employed on a full time basis by the Scotts Valley Fire Protection **District***

ETO – *Educational Time Off*

FLSA – *Fair Labor Standards Act - The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.*

Member – *An employee of the Scotts Valley Fire Protection **District** represented by the International Association of Firefighters (I.A.F.F.) Local 3577 (Union).*

PEMHCA - *Public Employees' Medical and Hospital Care Act – The PEMHCA authorizes the Board of Administration of the Public Employees' Retirement System to contract with carriers for health benefit plans for employees and annuitants, as defined.*

PEPRA - *The California Public Employees' Pension Reform Act (PEPRA), which took effect in January 2013, changes the way CalPERS retirement and health benefits are applied, and places compensation limits on members.*

Union – *International Association of Firefighters (I.A.F.F.), Local 3577.*

Unit - *The collective bargaining unit consisting of employees in the job classifications of Firefighters, Captains, and Engineers. The Unit does not include employees in any other job classifications (e.g., Paid Call Firefighters, Chief Officers, non-sworn personnel, etc.)*

VEBA - *Voluntary Employee Benefit Association, administered by California Government Voluntary Employee Benefit Association (CALGOVEBA). The VEBA is a savings program contracted to help employees plan for post-employment healthcare expenses.*

Article III. RECOGNITION

For purposes of this agreement, “Employees” refers to persons employed on a full-time basis by the **District** in the **Unit**. Membership in the **Union** is voluntary to all employees in the **Unit**. The **District** hereby recognizes that, for purposes of bargaining with respect to wages, hours and working conditions, the **Union** is the sole and exclusive representative of all **Unit** members within the **District**.

Article IV. PREVAILING RIGHTS

The **District** agrees that all rights, privileges, and working conditions enjoyed by the **Unit** at the present time, which are not included in this agreement, shall remain in full force, unchanged and unaffected in any manner, during the term of this Agreement unless changed by mutual consent.

The parties agree, that upon request by either party, to meet and confer on matters not in writing which may have been considered “rights” and which either party wishes, during the term of the Memorandum of Understanding, to modify.

Article V. RESERVATION OF MANAGEMENT RIGHTS

The parties acknowledge that it is the exclusive right of the **District** to: generally govern the work of the **District** and conduct of its employees; to determine the mission of the **District**; to determine the procedures and standards of selection for employment and promotion of employees; to direct its employees; to assign work to employees in accordance with the requirements determined by the **District**; to establish work schedules; to determine the content of job classifications; to hire, promote or lay off employees for lack of work or funds; to suspend, discipline and discharge employees for proper cause; to expand or diminish services; to determine the methods, means and personnel by which **District** operations are to be conducted; and to establish, publish and modify **District** policies, regulations and standard operating procedures.

With respect to job classifications, the **District** agrees to meet and confer only if the **District** intends to modify the minimum requirements for Engineer, Fire Captain, or education requirements for Firefighter I or Firefighter II or Firefighter III.

Article VI. RULES AND REGULATIONS

Pursuant to State law, the parties acknowledge the **District**’s right to promulgate reasonable rules, regulations, policies, and standard operating procedures. The **Union** agrees that its members shall comply in full with these rules and regulations and standard operating procedures. Both parties agree that rules, regulations, and policies effecting wages, hours, and other terms and conditions of employment shall be subject to the grievance procedure only in so far as it is alleged that violation of the rules and regulations by the **District** occurred.

Any new or revised rules, regulations, or standard operating procedures developed by the **District** shall be subject to the meet and confer process in so far as they affect wages, hours and other terms and conditions of employment.

Article VII. SHIFT HOURS, STAFFING AND OFF-DUTY RESPONSE

Section 7.01 Staffing

The **District** and the **Union** agree that staffing levels are directly related to the safety of personnel and level of service that the **District** is able to provide. The **District** and the **Union** endeavor to work closely to provide the best possible service while providing for the safety of personnel. The **District** and **Unit** members will comply with the OSHA requirements for “2 in, 2 out” for entry into environments that are Immediately Dangerous to Life and Health (IDLH).

On-duty company staffing will be two (2) companies, typically one at each station. On-duty staffing will be no less than two (2) qualified personnel per company, one of whom shall be a Captain or Acting Captain and a minimum of Engineer step 1. The minimum number of companies shall be set by the **District**. A company is defined as a staffed response resource typically assigned to a fire station ready to respond to incidents.

The Administrative Captain position will not be used to replace minimum company staffing due to Vacation, Sick Leave, Workers Compensation or Educational Time Off, during their 4/10 work schedule.

The **District** needs to retain the flexibility for unusual and/or disaster circumstances for purposes of off duty response when the primary companies are committed. Specific assignments for response will be made by the Fire Chief or his/her designee, taking into account the nature of the response, safety of personnel and need for additional response resources.

While this section establishes minimum levels of company staffing, the **District** may exceed the minimum staffing levels to provide a higher level of service.

Section 7.02 Call-Back, Off Duty Response, Overtime

(a) Regularly Scheduled Overtime – Shift Employees

Shift employees are regularly scheduled to work 192 hours in each 24-day work period. The **District** has adopted a 24-day work period under Section 7(k) of the **FLSA**. Under Section 7(k), employees are eligible to receive overtime compensation for hours worked in excess of 182 hours in each 24-day work period. Employees who work all regularly scheduled hours in the work period will receive up to 10 hours of **FLSA** overtime premium for those regular scheduled hours worked between 182 and 192. Except for Educational Time Off, paid leave hours, such as vacation or sick leave, will not be included in calculating hours worked for purposes of receiving any overtime premium for regularly scheduled overtime hours.

(b) Voluntary Overtime – Shift Employees

Overtime assignments will be offered to employees in accordance with SOP 1103 and 1103A. Employees who accept such overtime assignments will be paid at 1.5 times the “regular rate of pay” (as that term is defined under the **FLSA**) for all hours worked in the assignment.

(c) Call Backs and Off-Duty Incidents – Shift Employees

Employees who are called-back to work by the District after having completed a regular schedule or who are called in to work by the District on a scheduled day off will be paid for all hours worked in connection with that call back, subject to a two-hour minimum. For purposes of calculating an employee's response to a call-back or off-duty response, the employee's hours worked will begin upon being dispatched and will end upon being released from duty and will include reasonable travel time to return to their home.

Employees will be called back and/or called to an off-duty incident in accordance with SOP 1103 and 1103A, except that all employees are subject to mandatory recall in times of emergency.

Article VIII. EDUCATION

Section 8.01 Educational Time-Off (ETO)

Each employee will be granted up to thirty (36) hours of ETO per fiscal year. The purpose of the time is for job related classes as approved by the fire chief or designee. The Fire Chief, or designee, will have the ability to deny or authorize requests based on fiscal impacts, operational impacts and the specific request. Hours spent on ETO will be included as hours worked when calculating eligibility for any overtime premium for regularly scheduled overtime hours.

Use of ETO shall be subject to the approval of the Fire Chief, as specified in **Section 10.01(b)**. Once granted ETO shall not be rescinded, except in the case of emergency. In the event that ETO is rescinded, the **District** will be responsible for reimbursing the employee for any related expenses.

Section 8.02 Continuing Education Reimbursement

Each employee will be eligible to receive up to \$1,000 in education expense reimbursement each fiscal year, regardless of rank.

The **District** will reimburse employees for continuing education related expenses that are associated with job related training, subject to the approval of the Fire Chief. The employee must attend and/or complete the educational program associated with the training to be entitled to education expense reimbursement.

Article IX. COMPENSATION

Section 9.01 Salaries

A 3% increase in monthly base pay will take effect on the pay period inclusive of July 1, 2023. An additional 3% increase to monthly base pay is scheduled to take effect on the pay period inclusive for July 1, 2024. An opener clause to this MOU is agreed upon by the **District** and the **Union** for the 2024 salary increase only. This opener would be triggered if **District** revenues are deemed insufficient to support the 3% wage increase.

Monthly base salaries shall be in accordance with ATTACHMENT A.

Movement from one pay step to the next in the series is subject to the employee successfully passing a **District** designed and administered test.

Section 9.02 Pay Rate Calculation

For purposes of administering this MOU, except where otherwise indicated, the following standard rate calculations will apply to shift (or 56-hour) employees:

- Straight time rate = base monthly salary x 12 ÷ 2912.
- Pay rate = base monthly salary + any fixed monthly differential(s)
- Annual rate = Pay rate x 12
- Biweekly pay period rate = Annual rate ÷ 26
- Hourly rate or 56-hour rate = Biweekly rate ÷ 112 (2 x 56 hour weeks)
- Per shift rate, 24 hour shift = Hourly rate x 24

Section 9.03 Uniform Allowance

The **District** will provide employees with all **District** required uniform elements and equipment. The **District** will also provide uniform and equipment replacements, and provide for uniform maintenance and cleaning as needed, as determined by the **District**.

The **District** will report, for CalPERS Classic Members, the monetary value of the required uniform elements and equipment, uniform and equipment replacements, and uniform maintenance and cleaning as special compensation on a quarterly basis not to exceed \$1,200 annually.

All issued uniform items are the property of the **District** and will be returned to the **District** or paid for by the Employee upon Employee termination.

Section 9.04 Work Out of Classification

The **District** and the **Union** agree that it is desirable that a highly trained, professional fire prevention and fire suppression force should be developed and maintained. To that end, it is agreed that Employees should be well trained for the work they are expected to perform and that no employee should be ordered to do work for which the employee is not qualified or which is not, in the judgment of the Fire Chief, related to the **District's** responsibilities with respect to fire prevention or suppression, including improvement or maintenance of the **District's** property.

The Fire Chief or designate shall be responsible for appointing personnel to acting positions, except in cases of emergency, when the duty-chief may do so.

(a) Acting Captain Differential

If an employee meets the requirements of the **District's** Career Development Policy, he or she shall be paid for the time served as an acting captain as if he or she had been promoted to the grade of Captain.

(b) Acting Battalion Chief

If an employee meets the requirements of the **District's** Career Development Policy, he or she shall be paid for the time served as an acting battalion chief as if he or she had been promoted to the grade of Battalion Chief.

Section 9.05 Paramedic Program

The **District** will pay a Paramedic incentive of 10% of Firefighter 2 base monthly salary for all Firefighters and Engineers working as Paramedics. Fire Captains who maintain Paramedic licensure following promotion to Fire Captain will be paid a differential of 3% of Firefighter 2 base monthly salary. Fire Captain Paramedics may revert to Fire Captain at any time.

(a) Qualification Standards

All **Unit** members shall be eligible to receive Paramedic Incentive as provided in this Section. Paramedics promoted to the rank of Fire Captain may maintain Paramedic licensure upon promotion to the Fire Captain position. The Fire Captain Paramedic will not be assigned as the only Paramedic on a company, except under extreme circumstances.

All employees working as Paramedics under the **District** program shall be accredited, must maintain all required certifications, and complete all related training and reviews including a State license and Santa Cruz County Emergency Medical Technicians Paramedic accreditation. All Paramedics are subject to clinical review by the Santa Cruz County Emergency Medical Director and Quality Assurance oversight by a **District** representative. Paramedics are responsible for maintaining all necessary standards and may be removed from the Paramedic program and/or subject to any other disciplinary action for failure to maintain Paramedic standards.

(b) Program Participation

All employees, working as Paramedics must stay in the Paramedic program until promoted to Captain, attrition permits their position to be filled, or the **District** is able to train or hire a replacement. Paramedics may stay in the program after promotion to Captain until the **District** fills their Paramedic position.

Paramedics may request to be relieved from the Paramedic program to revert to a position as a Firefighter, Engineer or Captain, depending upon their current rank, but may not leave the Paramedic program until the **District** has obtained a replacement. The original eight (8) employees qualified to become Paramedics at the time of implementation of the **District's** Paramedic program on January 1, 2003 will revert to a position as a Firefighter, Engineer or Captain, depending upon their current rank, if they are disqualified from the Paramedic program or request to leave the program. However, all subsequent Paramedics are subject to disciplinary action up to and including termination if they are disqualified or request to leave the Paramedic program.

(c) Paramedic Training

The **District** will provide continuing education to assist Paramedics in maintaining the Paramedic qualification standards. Paramedics must obtain permission from the **District** to attend any training related to maintaining Paramedic standards that is not provided by the **District** itself. The **District** will pay the costs for this training, which shall not count against any education expense reimbursement available under **Article VIII**. The **District** will also pay overtime compensation if necessary for Paramedic training.

Section 9.06 Hazardous Materials Assignment

Upon administrative assignment, unit members assigned Haz-Mat duties established by the Fire Chief shall receive special assignment pay equal to 5% of their base monthly salary, and not including any differentials, while so assigned (not to exceed \$475 per month). Removal from this administrative assignment shall not be cause for a grievance nor be considered disciplinary action.

Section 9.07 Administrative Captain

The Administrative Captain is an administrative assignment by the Fire Chief. Removal from this assignment shall not be cause for a grievance nor be considered disciplinary action.

The Administrative Captain will be scheduled to regularly work a 4/10 work schedule but will remain on an FLSA twenty-four day 7(k) work period. When performing the duties of an Administrative Captain, their hourly rate will be calculated as follows: Hourly rate = Biweekly rate ÷ 80 (2 x 40 hour weeks).

The Administrative Captain shall receive a special assignment pay equal to 4% of their current base monthly salary (Captain 1, 2 or 3), before differentials, while so assigned. In no event will the special assignment pay provided, for serving as the Administrative Captain, exceed five hundred dollars (\$500) per month.

The Administrative Captain will be permitted to observe the same twelve (12) District holidays observed by other administrative personnel. If the Administrative Captain is required to perform work on a holiday, the Administrative Captain will be paid for any such hours at the overtime rate of time and one half.

New Year's Day (January 1)	Veteran's Day (November 11)
Martin Luther King Day (3rd Monday of January)	Thanksgiving Day
President's Day (3rd Monday of February)	Friday Following Thanksgiving
Memorial Day (last Monday in May)	Christmas Eve (December 24)
Independence Day (July 4)	Christmas Day (December 25)
Labor Day (1st Monday in Sep)	New Year's Eve (December 31)

Note: Holidays falling on a Saturday will be observed the preceding Friday and holidays falling on a Sunday will be observed on the following Monday.

IAFF Local 3577
July 1, 2021– June 30, 2025

The Administrative Captain position will not be used to replace minimum company staffing due to Vacation, Sick Leave, Workers Compensation or Educational Time Off, during their 4/10 work schedule.

The Administrative Captain must receive advance approval from the Fire Chief or designee before working any overtime in the Administrative Captain assignment. The Administrative Captain will receive overtime compensation for hours worked in excess of 40 in the calendar week. This overtime will be paid at 1.5 times the Administrative Captain's regular rate of pay.

Subject to the approval of the Fire Chief or designee, the Administrative Captain may be eligible to work a voluntary overtime shift assignment that does not conflict with the Administrative Captain's regularly scheduled 40-hour a week assignment. In addition, the Fire Chief may direct the Administrative Captain to work a shift assignment, call back, or off-duty response when in the Fire Chief's judgment such work is necessary to provide services to the community. If the Administrative Captain volunteers for or is required to work a shift-assignment, the Administrative Captain will be paid at 1.5 times the shift (or 56 hour) rate.

Section 9.08 Holiday Pay

Shift employees (56-hour schedule) shall be compensated for 6 (six) holidays to be paid out at the members current base hourly rate beginning on the pay period inclusive July 1, 2021. The sum will be spread over 26 pay periods and paid out bi-weekly. An additional 6 (six) recognized holidays will be implemented on the pay period inclusive July 1, 2022. The max benefit will be 12 recognized holidays compensated at twenty-four hours per day. Employees on leave (other than industrial injury or vacation) in excess of one pay period (112 hours) will not receive holiday pay until their return as they would not have worked any holidays during their absence.

District recognized holidays are listed below and shall be considered PERS reportable compensation.

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Friday Following Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

Section 9.09 Investigation On-call Compensation

The Scotts Valley Fire District has agreed to be a participant in the Santa Cruz County Fire Investigation Task Force Charter (SCCFITF) under the direction and in communication with the Santa Cruz County Fire Chiefs Association.

The SCCFITF membership agreement will require each participating fire agency to be on standby for one month, twice each year, or a rotation specified by the SCCFITF Charter. This standby period will require that Fire District investigator(s) will coordinate the response to incidents within the County of Santa Cruz, 24 hours a day, 7 days a week, during each one-month cycle.

IAFF Local 3577
July 1, 2021– June 30, 2025

While on Fire Investigation standby, the assigned District employee(s) will receive compensation for their standby time as well as the time period in which they are activated for their investigation duties.

Compensation for standby time will be compensated at the employees “regular rate of pay” as defined in the MOU. The compensation rate would be as follows: 1.5 hours of weekday coverage per 24 hours, 2 hours for weekend coverage per 24 hours. In the event that a 56-hour employee is assigned standby coverage, they will receive 2 hours pay per 24 hours of coverage.

Upon activation to duty, the employee shall be additionally compensated at the employee’s overtime rate of pay. Time shall begin upon initial contacting of the employee, and terminate upon release from the incident.

Employees shall not be forced or mandated to accept the standby coverage, and if qualified employees are not available, SCCFITF response coverage shall be maintained by on duty personnel and existing mutual aid agreement.

Article X. LEAVES

Section 10.01 Vacation

(a) Accrual

All **Unit** members shall accrue vacation at rates determined by years of service, workweek, and seniority.

- (i) Accrual rates for employees shall be as indicated by **Table 1 and Table 2**. Vacation accrual stops upon reaching the specified maximum accrual and will commence once vacation hours drop below the maximum accrual.

Table 1

Years of continuous service* (inclusive)	Vacation Accrual Rate (2 week pay period)	24 Hr Shifts per Yr.	Maximum Accrual (hrs)
0-5	5.54	6	192
>5-10	8.31	9	264
>10-15	11.08	12	360
>15-20	12.00	13	384
>20	12.92	14	408

*complete years, as calculated from Full-Time date of hire

- (ii) Except in cases of emergency, an employee may not work for the **District** during a scheduled vacation day.
- (iii) An employee who becomes ill or is hospitalized while on vacation and provides a written statement from his/her physician may have the period of the illness charged against sick leave and not vacation.

(b) Approval

Use of vacation/ ETO shall be subject the following procedures:

- (i) Up to two (2) people per shift may be off on vacation / ETO under the following conditions:
 - 1) All requests for vacation / ETO leave for the first person per shift shall be submitted using the **District** staffing software no less than 96 hours prior to the start of the requested leave. The first leave request will be granted by the Fire Chief or designee regardless of other **Unit** members who may be on sick leave or workers' compensation leave.
 - 2) All requests for vacation / ETO leave for the second person per shift shall be submitted using the **District** staffing software no less than 14 days prior to the start of the requested leave. In the event that there is anyone else off, on any form of leave, at any time up to 14 days before the requested leave, the Fire Chief may in the Fire Chief's sole discretion grant or deny the leave request.

Exception: A person may submit a request for vacation / ETO leave with less than 96 hours, or less than 14 days (whichever applies). However, such requests shall only be granted or denied by the Fire Chief or designee as provided above.

- (ii) All requests for vacation / ETO leave, for the Administrative Captain, must be requested using the **District** staffing software and approved by the Fire Chief or designee.

(c) Short Term Vacation

Requests for short-term vacation (less than a 24-hour shift) shall be a minimum of two (2) hours. Short-term vacation between 07:00 and 17:00 hours will be limited to a maximum of 12 hours per calendar year. Short-term vacation between 17:00 and 07:00 will not have a maximum. The Fire Chief or designee will evaluate the impacts of the request based on the specific request, fiscal impacts, and operational considerations. The Fire Chief will then authorize or deny the request based on these considerations. Short-term vacation requests shall requested using the **District** staffing software not more than 96 hours before the requested date of use.

(d) Accrued Vacation Buy Back

The **District** agrees to buy back up to 72 hours of vacation, in 24-hour increments, at the employee's straight time rate, once per year. An employee must submit a written request, by November 30th of each year and specify 24, 48 or 72 hours. Said Buy Back of Vacation

Time will be paid on the second pay period in December. Paid Vacation Time will be deducted from the employee's accrued vacation balance.

The Department of Labor, which administers the Fair Labor Standards Act (FLSA), has opined that vacation buy-back is not included in the FLSA regular rate of pay. Therefore, the **District** will not include these payments in the regular rate of pay.

(e) Payment on Separation

Upon separation from employment, **Unit** members will be paid for accrued and unused vacation hours at their straight time rate. In accordance with Article XI below, such payment may be made in the form of a contribution to the employee's VEBA account, as payment to the employee or some combination of the two depending on the VEBA terms that apply.

Section 10.02 Sick Leave

Sick leave is hereby defined to mean the absence from duty of an officer or employee because of illness, injury, or exposure to contagious disease not otherwise designated as, or qualifying for worker's compensation benefit.

(a) Accrual

The District shall provide 11.08 hours of sick leave (without loss of pay) per two-week pay period. Sick leave may accrue without limit.

(b) Sick Leave Upon Separation

If a **Unit** member retires from the **District** for the purpose of retiring from CalPERS, then their accrued and unused sick leave balance may be converted to service credit as allowed under the terms of the District's contract with CalPERS and the Public Employment Retirement Law, including any amendments to that law. Unused sick leave hours will not be cashed out. Sick leave may not be used to delay a **Unit** member's effective date of service or disability retirement.

Section 10.03 Bereavement

Leave with pay shall be granted to employees in order that they may discharge the customary obligations arising from the death of a member of their immediate family. Immediate family shall mean an employee's child, adopted or stepchild, spouse, registered domestic partner, father, mother, stepparents, grandparents, grandchildren, brother, sister, or any of the above related to the spouse or domestic partner. For 40-hour employees, forty (40) hours of leave will be granted and shall be charged against sick leave balance. For 56-hour employees, two (2) 24-hour shifts will be granted and shall be charged against sick leave balance. The leave must be used in complete shifts. However, it may be used in non-consecutive days. Additional leave with or without pay may be granted with the approval of the Fire Chief and charged to the employee's leave banks if available.

Article XI. BENEFITS
Section 11.01 Healthcare

(a) Medical Insurance

- (i) The District has elected to contract with CalPERS to provide active employees and retirees with healthcare coverage through the PEMHCA medical plans.
- (ii) As required by PEMHCA, the District shall pay directly to CalPERS the monthly Minimum Employer Contribution (MEC) towards the PEMHCA medical plan insurance premium for each active employee and retiree who elects to enroll in a PEMHCA medical plan.
- (iii) The District agrees to pay CalPERS an amount of money on behalf of the active employee and his or her eligible dependents. The District paid amount, when combined with the MEC, shall be the equivalent of 97% of the monthly premium cost of the Bay Area PERS Choice PPO plan as the maximum allowable premium amount.

(b) Post-Employment Health - VEBA

- (i) The District agrees to establish a Voluntary Employee Benefit Association (VEBA) through the California Government Voluntary Employee Benefit Association (CALGOVEBA), which is intended to assist employees with planning for retirement health care expenses. All employees who are members of the Union are eligible to participate in the VEBA. Union employees' participation in the VEBA is mandatory and irrevocable, except as otherwise provided in this sub-section.
- (ii) Beginning with the pay period that includes July 1, 2020, the District will cease any District contribution to the VEBA. On or after this date, all future contributions shall be employee contributions in the form of a vacation balance transfer at retirement.
- (iii) All elective payments made to the VEBA on employee's behalf shall be irrevocably paid to the California Government Voluntary Employee Benefit Association 501(c)(9) Trust. BAA Capital Advisors Inc. is the Trust Administrator.
- (iv) The Union agrees to indemnify and hold the District harmless against any claims, lawsuits, demands, penalties, or liability of any kind whatsoever that may arise against the District from the employee's participation in the VEBA, including taxes and liabilities relating to the VEBA's exempt status as a 501(c)(9) trust.
- (v) Employees may form sub-groups divided by rank or years of service. The sub-groups can determine the % of vacation balance transfer to the VEBA at retirement. Sub-groups can be added, deleted, or changed annually by the Union. Two employees shall be the minimum for a sub-group. Sub-groups will have the option to allocate 0%, 50% or 100% of their vacation balance to the VEBA at retirement. For employees not in a sub-group, the first employee to retire during the calendar year will determine the vacation allocation percentage to VEBA for that calendar year.
- (vi) Employees who are Military Veterans are not required to participate in the VEBA.

(c) Post-Employment - Medical

- (i) Upon retirement, the **District** shall continue to contribute the MEC (Minimum Employee Contribution) established by the PEMHCA to those individuals who are determined to be “Annuitants” of the District as defined under the PEMHCA. The Annuitant may participate in the then current District-sponsored health care plan in accordance with any restrictions provided by CalPERS. Any premium balance remaining for the plan selected by the Annuitant shall be funded by the Annuitant.
- (ii) If a **Unit** member retires from the **District** on or after January 1, 2021 with 10 or more years of **District** service and that employee is determined to be an “Annuitant” of the **District** as that term is defined by the PEMHCA, the **District** will provide that Annuitant with a monthly supplemental contribution towards CalPERS health insurance benefits. The amount of any supplemental contribution will be equal to the premium cost for annuitant only coverage, less any MEC paid by the **District**, except that the total of any MEC and supplemental contribution provided by the District shall not exceed \$1,000 a month.
- (iii) If the **Unit** member was enrolled in a **District** retirement plan at the time of retirement, and otherwise meets the criteria to be eligible to receive a monthly supplemental contribution towards health insurance benefits, then the **District’s** payment of any monthly supplemental contribution shall continue until the earlier of: (1) the month that includes date the Annuitant becomes eligible to participate in a Medicare plan; (2) the Annuitant’s receipt of the equivalent of ten (10) years’ worth of contributions; or (3) the Annuitant’s death. In no event will an Annuitant’s spouse, surviving spouse or surviving family member be eligible to receive any supplemental contribution payment.
- (iv) If upon service retirement or anytime during retirement, the Annuitant elects to cancel participation in a CalPERS health insurance plan, and enroll in another health plan, the **District** will continue to reimburse Annuitant 100% of the employee-only premium of the new health plan, up to the \$1,000 per month maximum contribution. The Annuitant must provide the District with proof of enrollment and premium cost annually, typically after open enrollment and/or prior to the start of the new calendar year.

(d) Long Term Disability

- (i) The District agrees to continue paying member benefits (medical, dental, vision, CALPERS contributions) for a non-probationary employee during times of extended absence due to an illness/injury that occurred outside the workplace. During such time, the District will continue to pay all benefits while sharing the costs of wages with the Union supported CAPF long term disability plan. The initial use will be based on a 50% LTD and 50% employee’s sick leave usage to fund salary compensation. Once the member’s sick leave has been exhausted, they will be required to transfer to a 100% LTD program and all District supported benefits will terminate.

Section 11.02 Life Insurance

The **District** agrees to pay the full cost of a \$55,000 term life insurance policy for each member. The carrier shall be selected by the **District**.

Section 11.03 Dental Plan

The **District** shall pay 100% per month during the term of this agreement toward the **District** sponsored dental plan for eligible **Unit** members. Said plan shall cover member and his/her qualified dependents. Eligibility shall be determined by the terms of the plan.

Any modifications to the existing plan, which substantially reduce benefits, shall be a meet and confer matter. The annual maximum is \$1,500 per patient for dental care and the lifetime orthodontic maximum is \$3,000 per patient.

Upon request by the **District**, the **Union** agrees to meet and confer on the subject of the **District's** contribution towards the Dental program.

Section 11.04 Vision Plan

During the term of this agreement, the **District** shall pay 100% of the premium costs for eligible **Unit** members who elect to participate in the District sponsored vision plan for eligible **Unit** members. Said plan shall cover the member and the member's qualified dependents. Eligibility shall be determined by the terms of the plan.

Section 11.05 Public Employees Retirement System (CalPERS)

(a) Classic Employees

The retirement program provided by the Employer shall be through the California Public Employees Retirement System, 3% at 55 formula.

The following additional provisions of the Public Employees Retirement Law shall apply to all employees:

- Section 20042 One-year final compensation
- Section 20965 Credit for unused sick leave; 8 hours equals 1 day
- Section 21574.5 (Indexed Level of Survivor 1959 Benefits)

(b) Public Employment Pension Reform Act (PEPRA)

For employees hired 1/1/13 or later and who ARE NOT a member of the California Public Employees Retirement System (CalPERS) or a reciprocal agency, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be:

- 2.7% at age 57; 3-year final compensation

IAFF Local 3577
July 1, 2021– June 30, 2025

The required employee contribution rate as a percentage of payroll shall be:

- At least 50% of the normal cost of the retirement benefit as calculated by CalPERS. Through June 30, 2021 = 13% of Reportable Compensation.

Article XII. SAVINGS CLAUSE

If any article or Section of this Memorandum of Understanding should be found invalid, unlawful or unenforceable due to any existing or subsequent enacted legislation or by judicial authority, all remaining Articles and Sections of this Memorandum of Understanding shall remain in full force and effect for the duration of the MOU. In the event of invalidation of any Article or Section, the **District** and the **Union** agree to meet within 30 calendar days of such invalidation for the sole purpose of meeting and conferring upon said Article or Section.

This MOU constitutes a full and complete agreement between the parties on all matters within the scope of representation.

Article XIII. GRIEVANCE PROCEDURE

Scotts Valley Fire Protection **District** Policy 901 dated March 23, 1998 is hereby referenced as the grievance procedure for grievances of disciplinary action. Scotts Valley Fire Protection **District** Policy 902 dated June 9, 1999 is hereby referenced as the grievance procedure for all other grievances.

Article XIV. TERM OF AGREEMENT

The term of this Memorandum of Understanding is from July 1, 2021 to and inclusive of June 30, 2025. Negotiations for a successor Memorandum of Understanding shall begin at the request of either party between January and June of 2025. This MOU shall remain in effect until a new MOU is mutually agreed upon or the impasse process has been completed.

Article XV. SIGNATURES

The parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees for which the **Union** is the recognized representative, have freely exchanged information, opinions and proposals and have reached agreement on all matters relating to the employment conditions and employer-employee relations covering such employees.

This MOU shall be presented to the Scotts Valley Fire Protection **District** Board of Directors, as the governing board of the **District**, as the joint recommendations of the undersigned for salary and employee benefit adjustments for the period commencing July 1, 2021 and ending June 30, 2025.


<hr/> Joe Parker Board Negotiator Scotts Valley Fire Protection District	<hr/> Date	<hr/> Andrew Sundermier President, Scotts Valley Firefighters I.A.F.F. Local 3577	<hr/> Date
<hr/> Ed Harmon Board Negotiator Scotts Valley Fire Protection District	<hr/> Date	<hr/> Dan Pedemonte Vice-President, Scotts Valley Firefighters I.A.F.F. Local 3577	<hr/> Date

MEMORANDUM OF UNDERSTANDING**IAFF Local 3577**

July 1, 2021 – June 30, 2025

ATTACHMENT A**Salary Schedule**

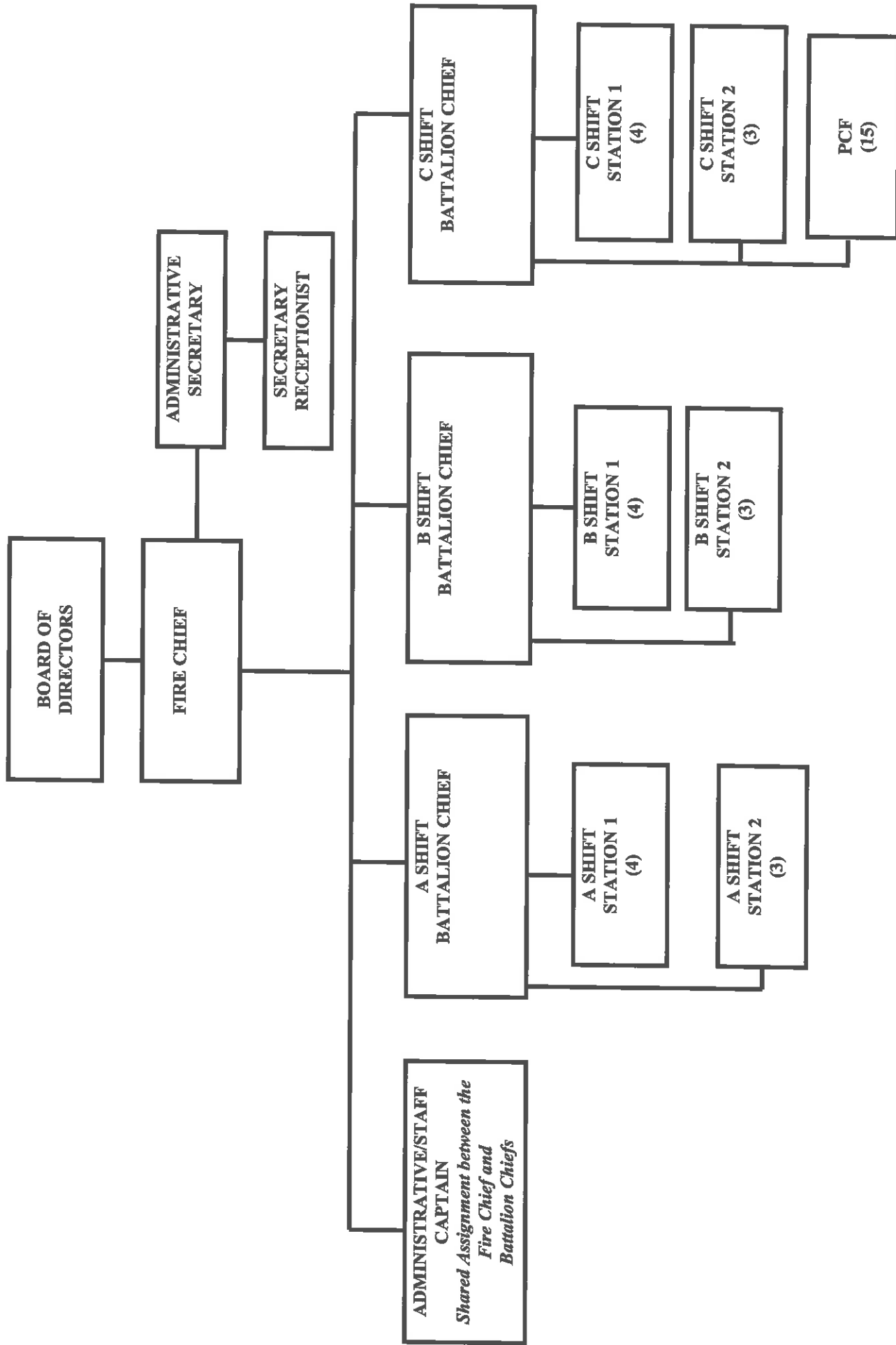
Start Date	7/1/2021	Pay Period inclusive of 7/1/2023	Pay Period inclusive of 7/1/2024
Position	Contract Basis	3% Increase	3% Increase
Firefighter - Step 1	\$7,356.96	\$7,577.67	\$7,805.00
Firefighter - Step 2	\$7,724.08	\$7,955.80	\$8,194.48
Engineer - Step 1	\$8,113.04	\$8,356.43	\$8,607.12
Engineer - Step 2	\$8,741.20	\$9,003.44	\$9,273.54
Engineer - Step 3	\$9,179.04	\$9,454.41	\$9,738.04
Engineer - Step 4	\$9,637.68	\$9,926.81	\$10,224.61
Captain - Step 1	\$10,600.72	\$10,918.74	\$11,246.30
Captain - Step 2	\$11,025.04	\$11,355.79	\$11,696.46
Captain - Step 3	\$11,466.00	\$11,809.98	\$12,164.28
Admin. Captain - Step 1	\$11,025.04	\$11,355.79	\$11,696.46
Admin. Captain - Step 2	\$11,466.00	\$11,809.98	\$12,164.28
Admin. Captain - Step 3	\$11,924.64	\$12,282.38	\$12,650.85


Scotts Valley Fire Protection District	
POLICY: 400 DATE APPROVED: 4/14/2021 BOARD PRESIDENT: _____	SUBJECT: Organizational Chart FIRE CHIEF: _____

Policy 400: Organizational Chart

The positions on the attached organizational chart are authorized by the Board of Directors.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Organization Chart



Scotts Valley Fire Protection District	
POLICY: 401 DATE 04/14/2021 APPROVED: BOARD PRESIDENT: _____	SUBJECT: Fire District Divisions FIRE CHIEF: _____


Policy 401: Fire District Divisions

The Scotts Valley Fire Protection District is organized into five divisions:

- Administration
- Fire Prevention
- Support Services
- Training and Safety
- EMS and Information Technology

The Administration Division is responsible for all district operations, promulgating necessary orders, policies, rules and regulations to carry out the policy of the fire district and to accomplish the mission. It enforces those laws of the State of California for which the fire chief is responsible. It is responsible for finance, preparation, submission and administration of the budget. It administers the mutual aid and other fire protection agreements and contracts to which the fire district is signatory. It is responsible for preparation and maintenance of reports, records and correspondence. Personnel, human resources, and fire corps volunteers are part of the Administration Division. The Administration Division is under the management of the fire chief.


The Fire Prevention Division is responsible for fire safety education, enforcement of the District's Fire Code, statutes of the State of California, and the federal government, and all Scotts Valley Fire Protection District and Santa Cruz County laws and ordinances pertaining to fire, hazardous materials and panic hazards. It develops procedures for routine and special inspection; issues permits; keeps records and statistics and cooperates with related city, county, state and federal departments and agencies. It investigates suspicious fires in cooperation with law enforcement and it coordinates the fire prevention activities of the suppression staff with approval of the fire chief. Personnel of this division perform such fire suppression duties as the fire chief may direct. The Fire Prevention Division is under the management of the fire chief, with support from the administrative captain and shift battalion chiefs.

Scotts Valley Fire Protection District	
POLICY: 401	SUBJECT: Fire District Divisions

The Support Services Division performs fire fighting, salvage, and rescue duties. The management and maintenance of apparatus, equipment and facilities and purchasing of equipment, design and construction of facilities, and other logistical functions are the responsibility of this division. The Support Services Division is under the management of a shift battalion chief.

The Training and Safety Division is responsible for all aspects of personnel training for all District personnel. This division is also responsible for the District's health and safety program. The training program includes education and training of incumbent personnel, meeting training and safety mandates, career development training and ongoing safety programs. The Training and Safety Division is also responsible for preparing promotional tests and examination processes. This division will coordinate closely with other allied agencies to assure consistency of training methods and procedures. The Training and Safety Division is under the management of a shift battalion chief.

The Emergency Medical Services (EMS) and Information Technology Division is responsible for all aspects of the District's delivery of emergency medical services. This includes tracking and supervision of all certifications and licenses. This Division is also responsible for information technology including the District's computer systems, pre-fire planning data collection and input, radio communications, mapping GIS, 9-1-1 contact, and operational representative to the dispatch center. The EMS and Information Technology Division is under the management of a shift battalion chief.

Scotts Valley Fire Protection District	
POLICY: 504	SUBJECT: Duty Chief Statement
DATE APPROVED: 4-14-2021	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

Policy 504: Duty Chief Duty Statement


The duty chief is a chief officer or acting chief officer who is available for 24-hour emergency response. Normally, the three assigned chiefs will rotate duty coverage on a 24-hour shift basis. This policy addresses the parameters for duty chief coverage.

Availability

1. The duty chief will be available for incident responses on an initial attack basis for the duration of the coverage period. The typical coverage will be from within the District, but a 15-minute radius will be acceptable.
2. The duty chief will respond to all structure and wildland fires, any large-scale incident, and upon request of the company officer. He/she will also be available to offer guidance to company officers.
3. Communication and coordination with the company officers will be an integral part of duty chief coverage.
4. Under unique circumstances due to unusual episodes of long term coverage with limited relief, the fire chief may approve coverage from home by a qualified duty chief.
5. Response out of the District based on a mutual aid request is allowed as long as there is an assurance of duty chief coverage for the District.

Time Off for Chief Officers

1. Vacation time will be accrued as per the applicable employment agreement. Requests for vacation must be approved by the fire chief.
2. When a chief officer takes vacation time, it will be with the understanding that he/she will not have responsibility for duty coverage.
3. Coordination of time off will be essential to assure that there is adequate duty chief officer coverage with some level of backup to be determined as acceptable by the fire chief.

Scotts Valley Fire Protection District	
POLICY: 504	SUBJECT: Duty Chief Duty Statement

Selection of a duty chief to cover for absences will be done consistent with policies and procedures regarding call back.

Incident responses by chief officers outside of normal work hours are compensated at time and one half consistent with the current labor agreement.

Acting Battalion Chief-Out of Class

Captains who meet the minimum requirements may be an Acting Battalion Chief:

- Completion of a minimum of two years' experience as a Captain (Line/Shift) with Scotts Valley Fire Protection District.
- Meet educational requirements up to and including *Captain Step 3* specified in Policy 1705
- Successful completion of a District administered test.
- Successful completion of 5 or more shifts of performance in the role of a Battalion Chief under the oversight of the shift battalion.
- Completed and signed Acting Battalion Chief Task Book


Selection of acting duty chiefs will be made by the fire chief.

Compensation

Acting duty chiefs who are filling in during periods not normally assigned to cover vacation, sick leave, industrial disability leave or other absences will be compensated using the following formula:

(Battalion Chief 1 hourly rate minus Captain 3 hourly rate = differential paid.)

The acting battalion chief trainee will only do ride-along hours while on duty, performed without additional compensation, and is voluntary.

Scotts Valley Fire Protection District	
POLICY: 603	SUBJECT: Acting Company Officers
DATE APPROVED: 4-14-2021	
BOARD CHAIR: _____	FIRE CHIEF: _____

Policy 603: Acting Company Officers

1. Acting Company Officers shall have the authority of, and be required to enforce, the regulations and orders of the position they are filling, and will be charged with the knowledge, and will be accountable for, the execution of the duties of such rank.
2. Acting Company Officers shall be accorded all the privileges pertaining to the office in which they are acting and shall be obeyed and respected accordingly.
3. No Acting Company Officer shall annul or alter the standing orders of the regular officer without the specific authority of a superior officer.
4. Regularly appointed officers shall have precedence of command over those acting in the same rank.
5. Any ride-along hours while on duty, shall be performed without additional compensation and is voluntary.

Acting Company Officers


Engineers who meet the minimum requirements may be an Acting Company Officer:

- Completion of a minimum of 60 months of service with Scotts Valley Fire Protection District
- Meet all educational requirements up to and including *Engineer Step 4* specified in Policy 1705
- Completed and signed Acting Company Officer Position Task Book

Selection of acting company officer will be made by the fire chief.


Compensation

Acting company officers who are filling in during periods not normally assigned to cover vacation, sick leave, industrial disability leave or other absences will be compensated using the following formula:

Scotts Valley Fire Protection District	
POLICY: 603	SUBJECT: Acting Company Officers

(Company Officer hourly rate minus Engineer Step 4 hourly rate = differential paid.)

The acting company officer trainee will only do ride-along hours while on duty, performed without additional compensation, and is voluntary.

Scotts Valley Fire Protection District	
POLICY: 1505 DATE APPROVED: 04/14/2021 BOARD PRESIDENT: _____	SUBJECT: Career Development Guide FIRE CHIEF: _____

Policy 1505: Career Development Guide

The Scotts Valley Fire Protection District endeavors to have the best-trained personnel possible. The *Career Development Guide (charts attached)* outlines specific requirements for each position as identified. These requirements are a combination of education, training, skills, and experience that are achieved through in-house training and outside education.

Attachment 1505-1 Career Development Guide (04/2021)

Attachment 1505-2 Officers Career Development Guide (04/2021)

All employees holding the rank of Captain Step 1, 2, 3 or Engineer Step 3 on January 11, 2017, and who have a California State Fire Marshal Company Officer Certification on file with the District, are exempt from the Company Officer 2 series classes, as outlined in the Officers Career Development Guide.

All employees holding the rank of Captain Step 3 on January 11, 2017, may substitute successful completion of the equivalent Chief Officer 2 series class for the new Chief Fire Officer 3 series class as specified here:

Fire Management 2A for Chief Fire Officer 3A (Human Resources/Relations)

Fire Management 2B for Chief Fire Officer 3B (Budget and Financial Management)

Fire Management 2C for Chief Fire Officer 3C (Administration and Labor Relations)

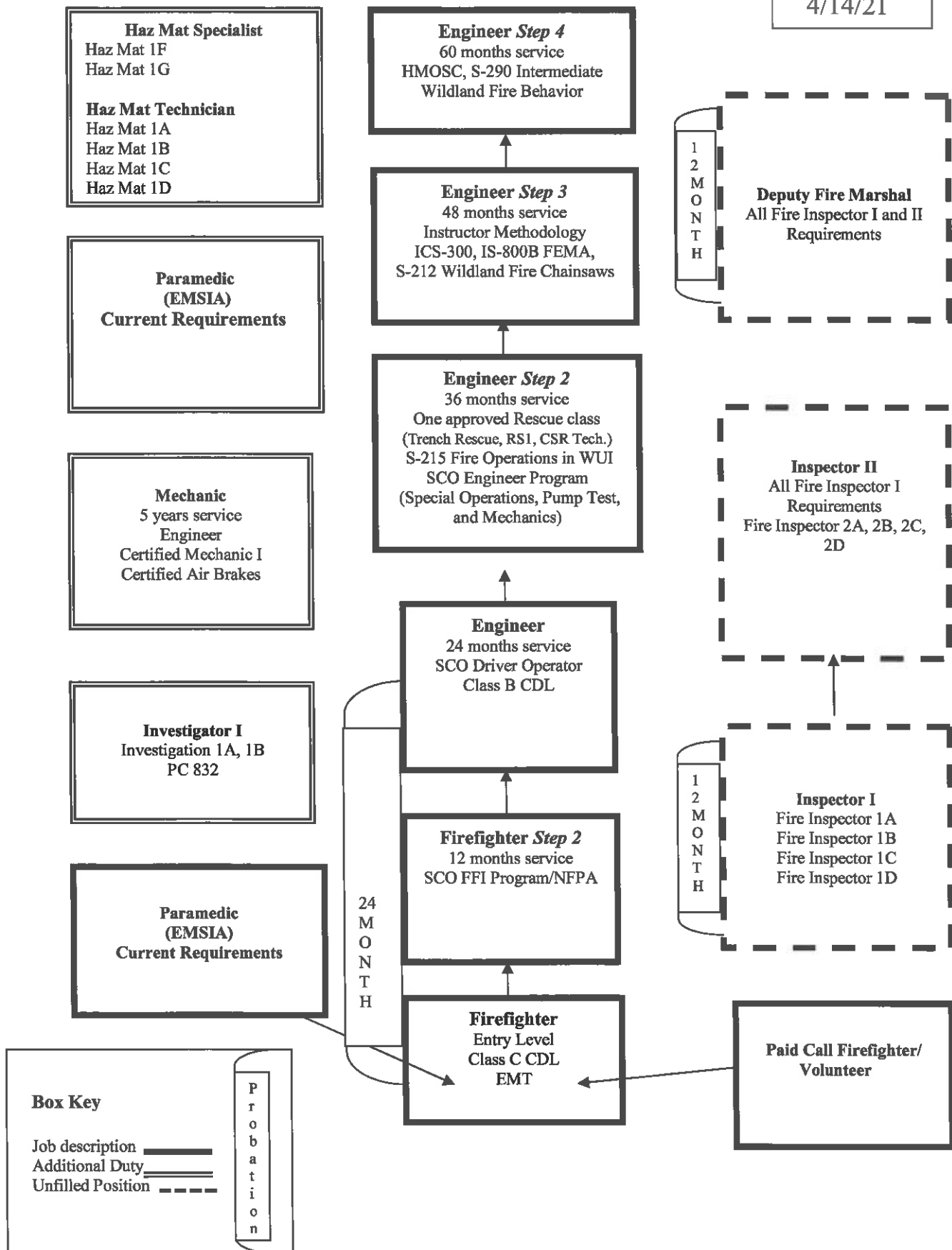
There is no Chief Officer 2 series equivalent for Chief Fire Officer 3D

All employees holding the rank of Battalion Chief 3 on January 11, 2017, are exempt from the Chief Fire Officer 3 series classes, as outlined in the Officers Career Development Guide.

Scotts Valley Fire Protection District

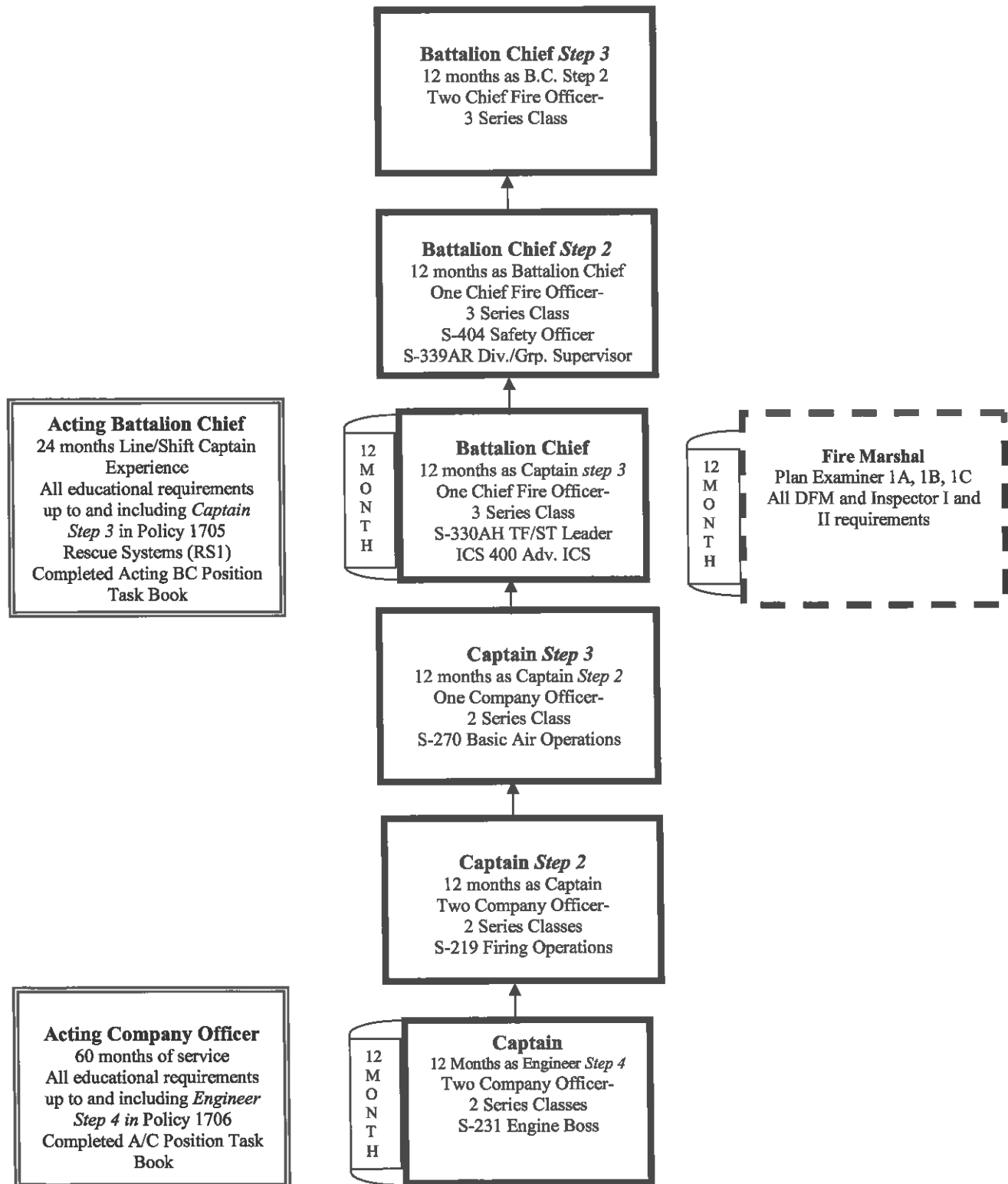
Career Development Guide


4/14/21



Scotts Valley Fire Protection District Officers Career Development Guide

4/14/21



Scotts Valley Fire Protection District	
POLICY: 1703 DATE APPROVED: 4/14/21 BOARD PRESIDENT: _____	SUBJECT: Battalion Chief Job Description FIRE CHIEF: _____

BATTALION CHIEF

Job Description


REPORTS TO: Fire Chief

SUPERVISES: Fire Captains

BASIC FUNCTION:

The Battalion Chief is an administrative staff position that performs supervisory and command functions as assigned. Under the supervision and direction of the Fire Chief, the Battalion Chief is to provide responsible and technical assistance to the Fire Chief. He/she will manage various district divisions and programs and ensure that the mission and goals of the District are carried out. He/she shall exercise and promote effective communication and leadership skills. The Battalion Chief shall perform administrative, suppression, prevention and related duties as assigned. The Battalion Chief shall direct emergency scene activities, supervise and develop company officers and evaluate performance of employees. The Battalion Chief will ensure that personnel are trained in the proper fire service techniques and operations and oversee the maintenance of the Fire District facilities and apparatus. The Battalion Chief will create staff reports and written communications and manage such collateral duties as: hazardous materials response, fire suppression operations, training, disaster planning, mutual aid, emergency medical services, facilities, fire prevention, fire investigations, apparatus, public education, communications and other related duties as may be required.

The Battalion Chief will provide Duty Chief coverage on a shift basis. A 15-minute response time criteria is required.

Scotts Valley Fire Protection District	
POLICY: 1703	SUBJECT: Battalion Chief Job Description

BATTALION CHIEF *Step 1*

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a Captain *Step 3* with the Scotts Valley Fire Protection District and met all requirements for Captain *Step 3*.
- Must be an Acting Battalion Chief
- Shall have completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: One Chief Fire Officer 3 series class, AH-330 (Strike Team/Task Force Leader All-Hazards), and ICS 400 (Advanced Incident Command System).
- Must possess and maintain a Class C California Driver License or better.

BATTALION CHIEF *Step 2*

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a Battalion Chief *Step 1* with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief *Step 1*.
- Shall have completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: One additional Chief Fire Officer 3 series class, S-339AR (Division/Group Supervisor All-Risk), and S-404 Safety Officer.
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Policies and Procedures prior to moving to Battalion Chief *Step 2*.


BATTALION CHIEF *Step 3*

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a Battalion Chief *Step 2* with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief *Step 2*.
- Shall have completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: Two additional Chief Fire Officer 3 series classes.

DESIREABLE QUALIFICATIONS:

- College degree in Fire Protection technology, Public Administration or related field.

Scotts Valley Fire Protection District	
POLICY: 1705	SUBJECT: Fire Captain Job Description
DATE APPROVED: 4-14-2021	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

FIRE CAPTAIN

Job Description

REPORTS TO: Chief Officer


SUPERVISES: Firefighters and Engineers

BASIC FUNCTION:

The Fire Captain performs supervisory and technical firefighting and fire prevention duties on an assigned shift, evaluates performance of employees, and directs the activities of a fire company at the station, at the scene of an emergency and during other company activities. Will also perform related duties as required within any assigned Division.

Primary duties will be to:

- Take command of assigned fire stations, organize work schedules, assign personnel, and review job performances;
- Supervise the maintenance and use of all fire apparatus and other emergency equipment;
- Drill firefighters in latest firefighting techniques, including pre-plan fire extinguishment of key structures and areas in the Fire District;
- Fill out reports on all incidents;
- Lead and direct firefighters at fire sites or under emergency conditions;
- Dispatch fire apparatus;
- Supervise periodic maintenance and performance test of equipment;
- Supervise personnel in fire prevention company inspections within key areas of the Fire District;
- Conduct Fire Safety Equipment and other district training programs.
- Perform related work as required.

Scotts Valley Fire Protection District	
POLICY: 1705	SUBJECT: Fire Captain Job Description

CAPTAIN Step 1

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 4* (72 months service) with the Scotts Valley Fire Protection District and met all requirements for *Engineer Step 4*.
- Must be a department Acting Company Officer
- Shall have completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: Two Company Officer 2 series classes and S-231 (Engine Boss).
- Must possess and maintain a valid Class B California Drivers License.
- Maintain a current EMT certification or better.

CAPTAIN Step 2

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Captain Step 1* with the Scotts Valley Fire Protection District and met all the requirements for *Captain Step 1*.
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Policies and Procedures prior to moving to *Captain Step 2*.
- Shall have completed and have on record with the Training Officer, the following courses as outlined in the Career Development Guide: Two additional Company Officer 2 series classes and S-219 (Firing Operations).


CAPTAIN Step 3

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Captain Step 2* with the Scotts Valley Fire Protection District and meet all the requirements for *Captain Step 2*.
- Shall have completed and have on record with the Training Officer, the following courses as outlined in the Career Development Guide: One additional Company Officer 2 series class and S-270 (Basic Air Operations).

DESIREABLE QUALIFICATIONS:

- College degree in Fire Protection technology or related field.

Scotts Valley Fire Protection District	
POLICY: 1706 DATE APPROVED: 4-14-2021 BOARD PRESIDENT: _____	SUBJECT: Engineer Job Description FIRE CHIEF: _____

ENGINEER

Job Description

REPORTS TO: Company Officer


SUPERVISES: Non-Supervisory Position

BASIC FUNCTION:

The Engineer shall, under the supervision of the officer in charge, be responsible for the condition and operation of apparatus to which they are assigned, and shall be held accountable for its readiness for service.

Primary duties will be to:

- Drive and operate apparatus in a manner consistent with safety and due regard for the welfare of the public and the district;
- Acquaint themselves with the topography, physical conditions, and other matters affecting response within the District's boundaries;
- Familiarize themselves with practices and procedures relative to water supply, fire streams, pump, motor, and other operations that will enable them to efficiently perform their duties; Respond to fire alarms, aid in the suppression of fires, operate pumper trucks, aerial trucks and other special emergency apparatus;
- Use fire hose, forcible entry tools (axes, bars, door openers, pike poles) and self-contained breathing apparatus;
- Administer first-aid, operate resuscitator and rescue equipment. Perform salvage operations with use of tarps, brooms, mops, shovels, etc;
- Maintain all fire equipment, apparatus, as well as fire stations, and station quarters. Issue fire permits;
- Assist and participate in fire prevention and public safety training programs, and departmental training programs;
- Study fire department rules and regulations, fire hazards, and fire fighting techniques; Perform other agency services such as voter registration;
- Participate in the pre-fire planning by inspecting and drawing floor plans of commercial and industrial buildings;
- May be required to respond to fire calls during non-duty hours;

Scotts Valley Fire Protection District	
POLICY: 1706	SUBJECT: Engineer Job Description

- Perform related work as required.
- Under the supervision of the Company Officer, the firefighter will be a mentor and help with training the volunteers and PCF's

ENGINEER Step 1

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Firefighter Step 2* (24 months service) with the Scotts Valley Fire Protection District and met all requirements for Firefighter steps.
- Shall have successfully passed the SCO Driver Operator 24 month manipulative and written exam within the 24 month probationary period.
- Must possess and maintain a valid Class B California Driver License.
- Maintain a current EMT certification or better.

ENGINEER Step 2

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 1* (36 months service) with the Scotts Valley Fire Protection District and have met all the requirements for *Engineer Step 1*.
- Shall successfully complete the SCO Engineer Program: Special Operations, Pump Test, and Mechanics.
- Shall have completed and have on record with the Training Officer, the following courses as outlined in the Career Development Guide: One approved 40 hour Rescue class (Ex. Trench Rescue, Rescue Systems 1, or Confined Space Rescue Tech.) ,and S-215 (Fire Operations in Wildland/Urban Interface).

ENGINEER Step 3


MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 2* (48 months service) with the Scotts Valley Fire Protection District and have met all the requirements for *Engineer Step 2*.
- Shall completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: Instructor Methodology, IS-800B National Response Framework (FEMA-Online), ICS-300 (Intermediate ICS) and S-212 (Wildland Chainsaws).

ENGINEER Step 4

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 3* (60 months service) with the Scotts Valley Fire Protection District and have met all requirements for *Engineer Step 3*.
- Shall completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: Hazardous Materials On-Scene Commander, S-290 (Intermediate Wildland Fire Behavior).

Scotts Valley Fire Protection District	
POLICY: 1708 DATE APPROVED: 4-14-2021 BOARD PRESIDENT: _____	SBUJECT: Firefighter Job Description FIRE CHIEF: _____

FIREFIGHTER

Job Description


REPORTS TO: Company Officer

SUPERVISES: Non-Supervisory Position

BASIC FUNCTION:

Under supervision, a Firefighter:

- Protects life and property from fire and destruction by natural or manmade causes;
- Conducts rescue and salvage operations;
- Trains for and participates in varied firefighting and rescuing duties, fire protection inspection, equipment operation and maintenance;
- Responds to alarms of fire or other emergencies with an engine, ladder or squad company; Lays and connects hoses, holds nozzles and directs water, raises and climbs ladders;
- Uses chemical extinguishers, bars, hooks, etc;
- Ventilates burning buildings, removes persons from danger, administers emergency medical care, operates resuscitation equipment;
- Performs salvage operations, participates in drills, inspects fire protection systems, conducts fire prevention inspections, and participates in public safety and department training programs;
- Enforces codes and ordinances;
- Performs general maintenance and clean-up work in upkeep of apparatus, equipment furnishings and structures of the Fire District;
- Performs related work as required.
- Under the supervision of the Company Officer, the firefighter will be a mentor and help with training the volunteers and PCF's

Scotts Valley Fire Protection District	
POLICY: 1708	SUBJECT: Firefighter Job Description

FIREFIGHTER


MINIMUM QUALIFICATIONS:

- The following courses will be on file with the Training Officer prior to date of hire:
 1. Auto Extrication (F-STEP)
 2. Fire Fighter Survival (F-STEP)
 3. Confined Space Rescue Awareness (CSTI)
 4. Hazardous Materials First Responder Operational (CSTI)
 5. I-100 Introduction to Incident Command System (FEMA-Online)
 6. IS-200b ICS for Single Resource and Initial Action Incidents (FEMA-Online)
 7. I-700.a NIMS National Response Plan (FEMA-Online)
 8. S-130 Firefighter Training (NWCG)
 9. S-131 Firefighter Training (NWCG)*
 10. S-133 Look Up, Look Down, Look Around (NWCG)*
 11. S-134 Lookouts, Communication, Escape Routes, & Safety Zones. (NWCG)*
 12. S-190 Introduction to Wildland Fire Behavior (NWCG) *not online*
 13. L-180 Human Factors in the Wildland Fire Service (NWCG)*
 14. Low Angle Rope Rescue (F-STEP)
 - Must possess and maintain a valid Class C California Drivers License.
 - Maintain a current EMT certification or better.
- *Or Cal Fire equivalent

FIREFIGHTER Step 2

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Firefighter* (12 months service) with the Scotts Valley Fire Protection District and met all requirements for *Firefighter*.
- Shall successfully pass an SCO Firefighter I exam within the first year of probation.
- Shall have successfully met all probationary obligations through periodic employee evaluations as outlined in Policies and Procedures.
- Must maintain a valid Class C or B California Driver's License.
- Maintain a current EMT certification or better.

Scotts Valley Fire Protection District	
POLICY: 1711 DATE APPROVED: 4/15/2021 BOARD PRESIDENT: _____	SUBJECT: Administrative Services Manager Job Description FIRE CHIEF: _____

ADMINISTRATIVE SERVICES MANAGER

Job Description

REPORTS TO: Fire Chief

SUPERVISES: Administrative Staff

BASIC FUNCTION:

Under direction of the Fire Chief, the Administrative Services Manager directs the operations and services of the Administrative Office while performing complex and essential functions of Human Resources, Finance, Health Benefits Officer and Recording Board Secretary. The Administrative Services Manager is a Confidential Employee.

PRIMARY DUTIES:

Administrative Functions:


- Maintains, revises and updates SVFPD confidential personnel files, payroll files, general office files, policies, standard operating procedures and office manuals.
- Prepares public record requests.
- Provides backup coverage for general office support and Fire Prevention.

Human Resources/Payroll:

- Performs human resource functions including pre-employment screening, new hire paperwork, CalPERS retirement, workers compensation and DMV Pull Program.
- Administers and maintains enrollment in SVFPD benefit plans including medical, dental, vision, life insurance, employee assistance program and COBRA coverage.
- Maintains premium payments for active employees, retiree health insurance and COBRA.
- Prepare and maintain SVFPD wage information for promotions, salary increases, specialty pay, separations and other personnel actions.
- Implements payroll changes required by Memorandum of Understanding, CalPERS and labor law.
- Provides backup coverage for payroll processing.
- Supervises Administrative Staff and conducts performance evaluations.

Finance:

- Performs complex accounting and budget work related to the preparation and maintenance of financial records.
- Prepares year-end financial documents and acts as the liaison to the SVFPD auditor to ensure smooth financial audits.

Scotts Valley Fire Protection District	
POLICY: 1711	SUBJECT: Administrative Services Manager Job Description

- Manages the Cal Card program.
- Invoicing for Strike Team response and the County SCHMIT Program.
- Manages budget revenue and expenditures with the County.
- Provides backup coverage for processing accounts payable and deposits.

Recording Board Secretary:

- Compiles information and prepares the Board of Directors agenda and packet to include resolutions, ordinances, supporting documents and correspondence for Board Meetings.
- Attends meetings of the Board of Directors and transcribes minutes.
- Act as the filing officer for the Statement of Economic Interests Form 700.

KNOWLEDGE:

- Proficient in Microsoft Office and G Suite.
- Practices and procedures of budgeting, management and research techniques.
- Practices and procedures related to processing accounting transactions, payroll and benefits.
- Modern office practices, methods and equipment.
- English use, grammar, spelling, vocabulary and punctuation.
- Creating and/or formatting documents and forms.

ABILITIES:


- Accurately type 50 words per minute.
- Work cooperatively with staff, the public and other organizations.
- Work under tight deadlines and manage conflicting priorities.
- Apply good judgement in a variety of challenging situations.
- Exercise flexibility, creativity and sensitivity in response to changing needs.
- Communicate clearly and effectively.
- Properly interpret and make decisions in accordance with laws, regulations and SVFPD policies and procedures.

MINIMUM QUALIFICATIONS:

- Citizen of the United States or a permanent resident alien who is eligible for citizenship.
- High School Graduate or Tested Equivalent.
- Valid California Driver's License and must be insurable by the SVFPD Insurance Carrier.
- Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be five (5) years of experience in a full time administrative position with increasing responsibilities. Related education may be substituted for experience or experience may be substituted for education.

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree in finance, accounting, business administration or close related field.
- Supervisor and/or Management experience.

Scotts Valley Fire Protection District	
POLICY: 1712 DATE APPROVED: 4/15/2021 BOARD PRESIDENT: _____	SUBJECT: Administrative Accounting Specialist Job Description FIRE CHIEF: _____

ADMINISTRATIVE ACCOUNTING SPECIALIST

Job Description

REPORTS TO: Administrative Services Manager

SUPERVISES: Non-Supervisory Position

BASIC FUNCTIONS:

Under general supervision, the Administrative Accounting Specialist performs a variety of administrative functions for the Scotts Valley Fire Protection District (SVFPD). The Administrative Accounting Specialist is a confidential employee and performs complex accounting functions related to processing financial transactions and payroll.

PRIMARY DUTIES:

Administrative Functions:

- General office support processing mail, answering phones and assisting members of the public.
- Provides Fire Prevention administrative support including logging plans, processing payments and scheduling appointments.
- Maintains the SVFPD Website, required legal postings and social media.
- Provides backup coverage for Recording Board Secretary.


Accounting Functions:

Accounts Payable:

- Processes accounts payable including reviewing invoices for accuracy, managing purchase orders, coding for proper budget accounts and verifying appropriate authorization.
- Reconciles and processes monthly Cal Card expenditures.
- Processes invoices and deposits through the County system.
- Maintains expenditure and revenue spreadsheets to reconcile with the County system.
- Purchases supplies and maintains fixed asset inventory.

Payroll:

- Processes payroll including downloading payroll data, reviewing for accuracy and preparing payroll sheets for data entry in the County payroll system.
- Maintains payroll reports and records including personnel action forms, deductions, withholdings and processes retroactive payments.

Scotts Valley Fire Protection District	
POLICY: 1712	SUBJECT: Administrative Accounting Specialist

- Audits CalPERS calculations processed by the County to ensure correct and timely payment.

KNOWLEDGE:

- Proficient in Microsoft Office and G Suite.
- Basic accounting practices, procedures and techniques.
- Modern office practices, methods and equipment.
- English use, grammar, spelling, vocabulary and punctuation.
- Creating and/or formatting documents and forms.

ABILITIES:

- Accurately type 50 words per minute.
- Work cooperatively with staff, the public and other organizations.
- Work under tight deadlines and manage conflicting priorities.
- Apply good judgement in a variety of challenging situations.
- Exercise flexibility, creativity and sensitivity in response to changing needs.
- Communicate clearly and effectively.
- Work independently with minimal supervision.

MINIMUM QUALIFICATIONS:

- Citizen of the United States or a permanent resident alien who is eligible for citizenship.
- High School Graduate or Tested Equivalent.
- Valid California Driver's License and must be insurable by the SVFPD Insurance Carrier.
- Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be one (1) year of experience in a full time administrative position. Related education may be substituted for experience or experience may be substituted for education.

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree in finance, accounting, business administration or close related field.
- Experience in accounts payable and payroll.

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2021-4

RESOLUTION REQUESTING TRANSFER OF FUNDS

WHEREAS, the Scotts Valley Fire Protection District is in need of a transfer of funds from the Fund Balance- Undesignated Account (98695) to the General Fund Overtime Account (51005); and

WHEREAS, such funds are set forth in the 2020/2021 FY budget;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller transfers funds in the amount of \$400,000 as follows:

Funds hereby transferred from:

<u>GL Key</u>	<u>GL Object</u>	<u>Account Name</u>	<u>Amount</u>
685010	98695	Fund Balance – Undesignated	\$400,000

And that such funds be and are hereby transferred to:

<u>GL Key</u>	<u>GL Object</u>	<u>Account Name</u>	<u>Amount</u>
685010	51005	Overtime	\$400,000

PASSED AND ADOPTED by the Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, this 14th day of April 2021, by the following vote:

AYE NAY ABSENT ABSTAIN

Director Robert Campbell
Director Edward Harmon
Director Joseph Parker
Director Russ Patterson
Director Daron Pisciotta

Joe Parker
Board President

ATTEST: _____
Ron Whittle, Board Secretary

cc: County Auditor/Controller

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2021-5

RESOLUTION REQUESTING TRANSFER OF FUNDS

WHEREAS, the Scotts Valley Fire Protection District is in need of a transfer of funds from the Capital Outlay/Zone A Fund Balance- Undesignated Account (98695) to the Capital Outlay/Zone A Equipment Account (86204); and

WHEREAS, such funds are set forth in the 2020/2021 FY budget;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller transfers funds in the amount of \$230,000 as follows:

Funds hereby transferred from:

<u>GL Key</u>	<u>GL Object</u>	<u>Account Name</u>	<u>Amount</u>
685030	98695	Fund Balance – Undesignated	\$230,000

And that such funds be and are hereby transferred to:

<u>GL Key</u>	<u>GL Object</u>	<u>Account Name</u>	<u>Amount</u>
685030	86204	Equipment	\$230,000

PASSED AND ADOPTED by the Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, this 14th day of April 2021, by the following vote:

AYE NAY ABSENT ABSTAIN

Director Robert Campbell
Director Edward Harmon
Director Joseph Parker
Director Russ Patterson
Director Daron Pisciotta

Joe Parker
Board President

ATTEST: _____
Ron Whittle, Board Secretary


cc: County Auditor/Controller



Ron Whittle
Fire Chief

SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: April 14, 2021
To: Board of Directors
From: Chief Whittle 
Subject: SCBA Purchase

Recommendation

Authorize the Fire Chief to purchase Self Contained Breathing Apparatus not to exceed \$250,000.

Discussion

The District's current inventory of Self Contained Breathing Apparatus are a combination of Scott 4500psi units that were purchased in 2004, and 10 Scott 5500psi SCBA units that were purchased in February of 2020.

The new Scott SCBAs have been in service on the two Type 1 lead engines, while the older SCBAs are still in service on the reserve type 1, both type 3 engines, the water tender and in the battalion chief vehicles.

The older SCBAs are not completely compatible with the 10 new packs, and create logistical and operational issues in terms of training and maintenance.

The District has applied for the FEMA Assistance to Firefighters grant in each of the last 2 grant cycles. Each time we have been denied grant funding.

It is my recommendation that the District purchase the additional Scott X3PRO Air-Pak SCBAs to completely replace the older generation of 4500psi packs. The District will coordinate a joint purchase with Branciforte Fire for a volume purchase discount.

Board of Directors

Robert Campbell Edward Harmon Joe Parker Russ Patterson Daron Pisciotta



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: April 14, 2021

To: Board of Directors

From: Chief Whittle *R. Whittle*

Subject: March Administrative Report

Incident Type	January		February		March		Year To Date	
	2020	2021	2020	2021	2020	2021	2020	2021
Fires	7	8	10	4	3	2	20	14
Explosion / Rupture	0	0	0	0	0	0	0	0
EMS	98	82	114	95	89	109	301	286
Hazardous Condition	6	25	15	2	4	5	25	32
Service Calls	21	15	16	17	18	11	55	43
Good Intent	32	48	37	23	33	34	102	105
False Alarms	21	11	10	13	12	13	43	37
Severe Weather	0	0	3	0	0	0	3	0
Totals	185	189	205	154	159	174	549	517

Operations

Annual apparatus inspections and services were completed on E2510 and HM2560.

Captain Ronzano and his crew have completed installing and painting all baseboards at Glenwood, and have moved on to interior painting.

We are in the process getting bids to have the exterior painted at Glenwood.

BC LoFranco conducted an entry level firefighter paramedic test, we had 4 qualified applicants. They all passed and will move on the chief's oral.

Training

All shifts participated in multi-company training along with Central and Watsonville Fire, at the Watsonville Training center. The training consisted of engine company operations with a focus on Command and Control. BC LoFranco, Captain Cortes and Captain Petteys were cadre instructors for the training.

Board of Directors

Robert Campbell Edward Harmon Joseph Parker Russ Patterson Daron Pisciotta

BC Lo Franco has been dedicating a lot of time to the fire academy. Last month he along with Captain Cortes, Engineer Crivello, Engineer Nehf and Engineer Green, conducted nozzle forward training, Fire Control 3B and Firefighter Survival.

Probationary Firefighters Smith and Smiley both received their Class B driver's license, and are progressing well in the Engineer program.

Probationary Firefighter Vandiver has moved quickly through the Firefighter 1 training and now has his Class B permit, and is beginning the Engineer program.

Engineer Rothweiler completed S230 and S231, and Engineer Pedemonte completed S290.

EMS

A new medication restocking program went into effect in the County. The District is now responsible for replacing our expired medications. In the past, paramedics would swap medications that are expiring soon with an ambulance crew to try and get the medication used by the expiration date. AMR is no longer doing that, so we may see a slight increase in medical supply costs. AMR still restocks medications we use while on scene.

The cellular data modems that are in our LP-15 heart monitors are nearing end of life. We will be applying for a HEI (Health Information Exchange) grant to fund the purchase of new Titan 3 Wi-Fi modems. The new modems will allow us to continue to transmit patient EKG's to the hospital via the CradlePoint 4G LTE modems that are on each engine.

Prevention

Several tenant improvement plans have come through recently. Most have been approved.

BC Stubendorff reviewed and commented on the initial exterior plans for the proposed Target.

BC Stubendorff conducted a vegetation management assessment at the Woods Cove development. The HOA is interested in improving defensible space around the homes. They're also interested in becoming a Fire Wise Community.

Administration

Administrative Secretary Bridges conducted 2 car seat inspections/installations.

Fire Chief

I completed and submitted the Comprehensive LAFCO Study on Fire Protection Services for both Districts.

On March 12 I was invited to be a judge for the Scotts Valley Rotary Club sponsored speech contest for high school students.

Attended the quarterly SCCFAIG meeting. We received their preliminary budget for next fiscal year, and we will only see a small increase to our workers compensation costs.

A retirement luncheon was held at station one for BC Theil.

I attended the quarterly City of Scotts Valley Interagency meeting on March 4th. Nothing of significance to report.

I provided duty chief coverage for the on-duty BC's so they could attend the Command and Control training in Watsonville.

Santa Cruz Hazardous Materials Interagency Team
SCHMIT

7 Erba Lane Scotts Valley, CA 95066
(831) 438-0211

Date: April 14, 2021

To: Carlos Palacios, CAO, County of Santa Cruz
Tina Friend, City Manager, City of Scotts Valley
Martin Bernal, City Manager, City of Santa Cruz
Lisa Wisser, P.E., Director, Environmental Health and Safety, UCSC
Jamie Goldstein, City Manager, City of Capitola
Matt Huffaker, City Manager, City of Watsonville
Kelley Howard, California State Parks
Board of Directors, Scotts Valley Fire Protection District

CC: SCHMIT Administrators
Michael Beaton, County General Services
Dr. Marilyn Underwood, County EHS

From: Chief Ron Whittle
Battalion Chief Andrew LoFranco

Subject: Santa Cruz Hazardous Materials Interagency Team Annual Report for 2020 and Preliminary Budget for fiscal year 2021/2022

Recommendation:

Authorize funding for the Santa Cruz Hazardous Materials Interagency Team (SCHMIT) for fiscal year 2021/2022.

Background:

This report is provided consistent with our Memorandum of Understanding for the provision of emergency response to hazardous materials incidents.

The Santa Cruz Hazardous Materials Interagency Team (SCHMIT) was formed utilizing a memorandum of understanding between the participating cities, Santa Cruz County, UCSC and State Parks for hazardous materials response. The Scotts Valley Fire Protection District administers the MOU and provides the team with management, administrative and fiduciary oversight.

Santa Cruz Hazardous Materials Interagency Team
Santa Cruz City Fire Department, Central Fire Protection District, Aptos La Selva Fire Protection District,
Watsonville City Fire Department, Scotts Valley Fire Protection District

Team Membership:

The team consists of members from the following fire agencies:

Agency	Positions Provided by Agency 20/21	Positions Funded By SCHMIT 20/21	Proposed Funding By SCHMIT 21/22
Santa Cruz Fire Department	9	7	9
Central Fire Protection District	6	0	6
Aptos LaSelva Fire Protection District	1	1	
Scotts Valley Fire Protection District	8	4	8
Boulder Creek Fire Protection District	1	0	
Watsonville Fire Department	9	4	7
Santa Cruz County Environmental Health	2+	0	
Total	35	16	30

Oversight of the program is provided by the SCHMIT Administrators made up of the fire chiefs representing each participating agency.

Team Activations

There were no team activations in 2020.

Training

Annual refresher training was conducted by an outside contractor consisting of four, eight-hour quarterly drills starting in July 2020, and the April class has been postponed until May 2021. Team members are required to complete three of the four eight-hour training days to receive their California Specialized Training Institute (CSTI) certified training. Training included chemistry review, technical reference, monitors, testing equipment, radiation incidents, drug labs, bomb incidents, leak prevention, decontamination and hands-on exercises. The training exercises were hosted at Scotts Valley Fire Station number one and at the Community Center in Scotts Valley. This training was funded out of the 2020/2021 SCHMIT budget. SCHMIT was awarded a one-time grant funding from UASI in the amount of \$4,042.00 to cover the cost of one training day. That funding was pulled at the last minute and all training cost were covered by the budget.



Santa Cruz Hazardous Materials Interagency Team
Santa Cruz City Fire Department, Central Fire Protection District, Aptos La Selva Fire Protection District,
Watsonville City Fire Department, Scotts Valley Fire Protection District

Funding and Fiscal Management

Attached is the proposed preliminary 2021/2022 budget. A revenue increase of 15% has been added to the budget. Last FY there was no revenue increase. Annual differential pay for each team member will remain the same as 2020/2021 budget at \$5000 per member. The number of allocated team positions is now at 30.

\$20,000 is maintained to allow for an immediate reimbursement to responding agencies.

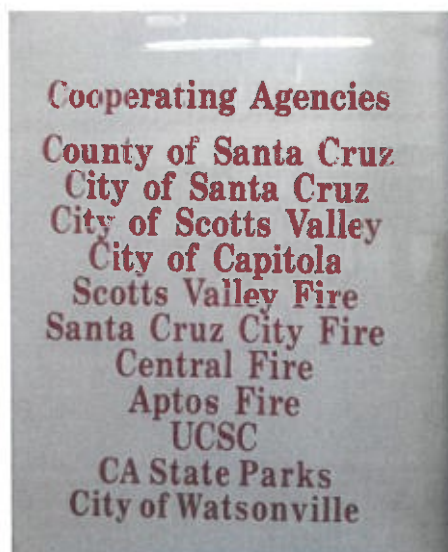
The District has been managing SCHMIT as a separate fiduciary fund with a separate budget since the inception of the program along with capital asset tracking and inventory.

Status of 2020 Goals

- Maintain response, equipment and training capability with limited funding: **Completed**
- Provide 24 hours of technician level training for all team members with outside instructor: **Completed**
- Increase staffing back to 30 members: **Completed**

2021 Goals

- Maintain response, equipment and training capability with limited funding.
- Purchase equipment utilizing grant funding or prop 172 funding when available.
- Provide 24 hours (annual) of technician/specialist level training for all team members annually with an outside vender on a quarterly basis.
- Work on Type 2/3 classification from State OES.
- Develop a plan for the future of SCHMIT and adequate program funding.



HM2560
SCHMIT/Hazardous Materials Response Vehicle
2005 Pierce Enforcer



Assigned to the Glenwood Station

	2020	2019	2018	2017
Annual Mileage =	165	374	405	486
Current Mileage = 7739				

Annual Engine Hours =	38	48.4	24.8	43.5
Current Engine Hours = 609				

Projected Replacement = 2025/26 at a projected cost of \$850,000.

Attachment:

2021/2022 SCHMIT Preliminary Budget

**Santa Cruz Hazardous Materials Interagency Team
Cost Sharing Agreement Based on MOU Revision**

Amount dispersed by population \$194,429

Total Funding Necessary \$390,172

Agency	Percentage	Amount
County	52.000%	\$101,103
Santa Cruz	21.200%	\$41,219
Watsonville	18.300%	\$35,581
Scotts Valley	4.500%	\$8,749
Capitola	4.000%	\$7,777
UCSC	Fixed	\$8,371
State Parks	Fixed	\$6,972
Interest & Grant	Fixed	\$400
Fund Balance		\$180,000
Total	100.00%	\$390,172

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY SCHMIT BUDGET (685040)
2021/2022 FY**

Account #	Revenue Description	Revenue Amount	Expense Category	Expense Amount
40430	Interest	400	Services and Supplies	82,160
40894	Grant Funding	0	Personnel costs	170,000
			Fixed Assets	0
41150	Haz Mat Contract Contributions:		Contingencies	25,000
	Santa Cruz County	101,103		
	City of Santa Cruz	41,219		
	City of Watsonville	35,581		
	City of Scotts Valley	8,749		
	City of Capitola	7,777		
	UCSC	8,371		
	State Parks	6,972		
	Total Contributions From Other Agencies	209,772		
	Total Revenue	210,172	Total Expenditures	277,160
	Fund Balance General Fund	180,000	General Reserves	113,012
	Grand Total	390,172		390,172

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY SCHMIT BUDGET (685040)
2021/2022 FY**

	Expenditure Summary	
Account #	Category	Amount
	Services and Supplies	
61110	Protective Clothing	10,600
61221	Telephone and Telegraph	960
61535	Insurance	2,200
61720	Maintenance, Mobile Equipment	15,000
61725	Maintenance, Office Equipment	200
61730	Maintenance, Other Equipment	9,700
61920	Medical Supplies	1,000
62219	Computer Software	3,000
62301	Accounting and Auditing	1,200
62365	Management Services	5,500
62715	Small Tools and Instruments	10,300
62888	Special District Expense	1,250
62914	Training	20,600
62920	Fuel	650
	Total Services and Supplies	82,160
	Contributions to Agencies	
75268	Reimbursement of Costs to Agencies	150,000
75276	Emergency Response Reimbursement	20,000
	Total Contributions to Agencies	170,000
	Fixed Assets	
86204	Equipment	0
	Total Fixed Assets	0
	Appropriation for Contingencies	
98700	Contingencies	25,000
	Total Appropriation for Contingencies	25,000
	Total Expenditures	277,160



Parks & Recreation

Santa Clara County
298 Garden Hill Drive
Los Gatos, CA 95032

Thank you for all your hard
work keeping our community
safe during the CZU complex
fires and always. Your
dedicated service to our
community is appreciated.
You are heroes! -Kim Brown