



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

## Board of Directors

### Agenda

**Wednesday, May 12, 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](http://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 April 14, 2021

4.2 Approve April Payroll 7 and 8 in the amount of: \$305,098.87

4.3 Approve April Expenditures in the Amount of:

General Fund:	\$ 96,932.90
SCHMIT:	<u>\$ 17,006.73</u>
TOTAL:	\$113,939.63

4.4 Approve Budgeted Payment of \$350,000 to the CERBT and \$150,000 to the CEPPT

**5. Discussion Items**

5.1 None

**Scotts Valley Fire Protection District  
Board of Directors Meeting for May 12, 2021  
Agenda**

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

6.1 Adopt Resolution 2021-6: Resolution Adopting Preliminary Budgets for Fiscal Year 2021/2022

685010	General Fund:	\$10,381,350
685030	Capital Outlay/Zone A:	\$ 1,697,220
685040	SCHMIT:	\$ 480,972

Set public hearing for adoption of the final budget for the August 11, 2021, Regular Board Meeting: 6:00 P.M.

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

**7. Board of Directors and Administrative Reports – Information/Discussion**

(No action will be taken on any questions raised by the Board at this time.)

7.1 Board of Directors Report – *Directors*

7.2 Administrative Report – *Chief Officers*

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

**8. Correspondence**

8.1 None

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

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

**10. Open Session**

10.1 Report on Closed Session: Government Code §54957.1

10.2 Approve the Memorandum of Understanding with the Chief Officers for July 1, 2021 through June 30, 2025, Discussion/Action

**11. Request for Future Agenda Items**

**12. Adjournment**

Next Regularly Scheduled Board Meeting:  
Wednesday, June 9, 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 April 14, 2021

### Notice of Teleconferenced Meeting

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<https://zoom.us/j/9018843055?pwd=SG5zQzI3MTZmVF15ZStwMWxSdEc4Zz09>

#### 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, Harmon, Parker, Patterson and Pisciotta
B. Directors Absent:	None
C. Fire District Staff:	Chief Whittle, Battalion Chiefs LoFranco, McNeil and Stubendorff and Administrative Secretary Walton

#### 2. Public Comment (GC §54954.3)

Mr. Joe Serrano with LAFCO introduced himself and discussed the Comprehensive Fire Protection Service Review that LAFCO is currently completing Countywide, which is required by state mandate every five years. The primary focus is to highlight each agency's accomplishments, goals and challenges and may suggest opportunities for partnerships, efficiencies and effectiveness. Each Fire Protection Agency submitted a Survey, which will be compiled and a draft report completed by July. Agencies will have time to respond to the draft report before the final report is published in October.

Director Pisciotta inquired about the difference between the Grand Jury and LAFCO and if the SVFPD would be forced to make changes based on the LAFCO report. Mr. Serrano stated that the Grand Jury is a watch dog looking to identify issues and even if LAFCO identifies similar issues, the goal is to provide solutions based on the direction from the agency and not forced by LAFCO.

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

None

#### 4. Consent Calendar

##### 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:	\$ 114.05
TOTAL:	\$125,746.66

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting April 14, 2021**

4.4 Adopt Resolution 2020-3: Resolution Requesting Temporary Transfer of Funds

4.5 Approve SCHMIT Equipment Surplus List

**On motion of Director Pisciotta seconded by Director Harmon to Approve Consent Calendar Items 4.1 through 4.5 as Listed on the Agenda was approved by the following vote:**

<b>AYES:</b>	<b>Campbell, Harmon, Parker, Patterson and Pisciotta</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**5. Discussion Items**

5.1 Firefighter/Paramedic Eligibility List

Chief Whittle stated that a Firefighter/Paramedic Test was held on March 31. Four Paid Call Firefighters tested and they did very well. The Chief interviews will be next week and a job offer shortly after to fill the one vacant position.

5.2 First Responder Fee

Chief Whittle presented the First Responder Fee cost recovery program for paramedic services. The First Responder Fee is authorized by the Health and Safety Code, the industry standard, and billing for services that is recognized by most private insurance companies (Medicare does not pay this fee). The annual cost to provide paramedic services is about \$178,000 and the First Responder Fee would cover approximately half the cost. The process to establish the First Responder Fee would require a Resolution for billing, a Nexus Study to determine the actual cost for the fee schedule, hiring a billing company, and establishing a compassionate billing concept so there is no out-of-pocket cost for the patient.

The Board discussed the possible negative public opinion but agreed it would be beneficial to recover some of the cost for paramedic services since it is paid by the insurance company. Chief Whittle will budget the Nexus Study for next fiscal year. The Board determined that before moving forward with the First Responder Fee, a plan would be established to provide the public with information and opportunity to address concerns.

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

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

Chief Whittle stated that the Agreement with the Branciforte Fire Protection District (BFPD) started in October 2015. The Agreement was originally intended to last for 18 to 24 months and that was more than five years ago. Over the years there have been unsuccessful hiring attempts, many discussions that the current arrangement was not working and options for the future that the BFPD was not interested in pursuing.

The Board discussed terminating the Agreement with the BFPD and selected September 30, 2021.

**On motion of Director Patterson seconded by Director Pisciotta to Send a Letter that the SVFPD will be Terminating the Agreement no Later than September 30, 2021 with the Option to End by the Current Fiscal Year June 30, 2021 was approved by the following vote:**

<b>AYES:</b>	<b>Campbell, Harmon, Parker, Patterson and Pisciotta</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

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

Chief Whittle stated that all parties have agreed and the final MOU is presented for approval.

**On motion of Director Campbell seconded by Director Patterson to Approve the Memorandum of understanding with the Scotts Valley Firefighters I.A.F.F. Local 3577 for July 1, 2021 through June 30, 2025.**

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting April 14, 2021**

Chief Whittle stated that there is one minor amendment on page 3, Section 7.01: Staffing, which should read Engineer Step 1/Paramedic.

**On motion of Director Campbell seconded by Director Patterson to Approve the Memorandum of understanding with the Scotts Valley Firefighters I.A.F.F. Local 3577 for July 1, 2021 through June 30, 2025 as Amended was approved by the following vote:**

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

**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

Chief Whittle stated that with exception of Policy 1711 and 7112, there were minor revisions to accurately reflect the Fire District Divisions and to clarify the classes needed to move to the next step. For Policy 1711 and 1712, the titles were changed and the job duties updated to reflect the current job tasks.

Director Patterson thanked Administrative Staff for all the work updating the job titles and tasks.

**On motion of Director Harmon seconded by Director Campbell to Approve Revised Policies 400, 401, 504, 603, 1505, 1703, 1705, 1706, 1708, 1711 and 1712 was approved by the following vote:**

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

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

Chief Whittle stated that the CZU Complex Fire alone depleted the overtime budget. With all the State Fires, the billing is behind and the Strike Team reimbursement money is slow to come in. It is necessary to transfer money from the undesignated fund balance to cover the overtime.

Director Campbell inquired about maintaining the reserve balance as set in Policy. Chief Whittle stated that this is an advance on the reserve funds until the Strike Team money is received at which time, the reserve funds will be replenished.

**On motion of Director Patterson seconded by Director Harmon to Approve Resolution 2021-4: Requesting Transfer of Funds for Overtime Expenses was approved by the following vote:**

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

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting April 14, 2021**

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

Chief Whittle explained that is necessary to transfer funds to purchase Self Contained Breathing Apparatus. We applied for a Grant for the purchase but it was not approved. Branciforte Fire will be approving the same purchase at their Board Meeting tomorrow night and if we purchase all the units together, we will save some money.

**On motion of Director Harmon seconded by Director Campbell to Approve Resolution 2021-5: Requesting Transfer of Funds for the Purchase of Self Contained Breathing Apparatus was approved by the following vote:**

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

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

Chief Whittle stated that the Resolution 2021-5 approved the funds and this Board Action would authorize the purchase not to exceed \$250,000.

**On motion of Director Patterson seconded by Director Pisciotta to Approve the Fire Chief to Purchase Self Contained Breathing Apparatus up to \$250,000 was approved by the following vote:**

**AYES:**            Campbell, Harmon, Parker, Patterson and Pisciotta  
**NOES:**            None  
**ABSENT:**        None  
**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 and his crew have completed installing and painting all the baseboards at the Glenwood Station and have moved on to interior painting.
- Battalion Chief (BC) McNeil is in the process of getting bids to have the Glenwood Station exterior painted.
- A new medication restocking program went into effect in the County and the SVFPD will now be responsible for replacing our expired medication.
- 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 and the HOA is interested in becoming a Fire Wise Community.
- We have started to receive fire hazard complaints and anticipate more to come.
- For the Badge Pinning, C-Shift will be 4/17 at 1:00 p.m. and A-Shift will be 4/18 at 10:00 a.m. At this time, B-Shift has not selected a date.

President Parker thanked BC LoFranco for all his offsite training at the Academy.

BC McNeil stated that for the Badge Pining, 4/21 at 10:00 a.m. works. Chief Whittle confirmed that date works.

Director Campbell pointed at that there are upcoming changes to the Public Resource Code 4290 regarding minimum fire safety related to defensible space and that he can provide the information if needed.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting April 14, 2021**

**7.3     Annual SCHMIT Report – Battalion Chief LoFranco**

The SCHMIT report was included in the board packet and BC LoFranco reported the following:

- There were no activations in 2020.
- The quarterly trainings were well attended.
- We are going through the equipment and have purchased 2 new iPads.
- Once the grant money is received, we will be purchasing new monitors.
- There are new team members so all 30 positions will be funded next Fiscal Year (FY), which is up from 16 current team members.
- The next 5 quarterly trainings have been scheduled with RW Jones.

Chief Whittle added that for last FY, there was no budget increase. For next FY, a 15% increase has been budgeted. There are 32 hours of training scheduled each year and team members must complete 24 hours of training for the agency to receive the differential payment.

**8.     Correspondence – Information**

**8.1     Santa Clara Parks & Recreation Thank You Letter**

The Board received and filed the correspondence.

**9.     Request for Future Agenda Items**

None

**10.    Adjournment**

The meeting was adjourned at 7:28 p.m.

ATTEST

\_\_\_\_\_  
Joe Parker  
Board President

\_\_\_\_\_  
Ron Whittle  
Board Secretary

Date Range from 03/20/2021 To 04/16/2021			
PAYROLL	ACCT.#	PP	TOTALS
Regular Pay	51000	7	\$124,665.10
		8	\$124,665.10
Overtime	51005	7	\$5,549.79
		8	\$2,565.54
Regular Pay, Extra Help (PCF)	51010	7	\$0.00
		8	\$2,091.88
Regular Pay, Sick Leave	51015	7	\$0.00
		8	\$0.00
Regular Callback Pay	51025	7	\$19,411.62
		8	\$4,444.76
Holiday Pay	51035	7	\$0.00
		8	\$0.00
Differential Pay	51040	7	\$7,429.47
		8	\$7,429.47
Regular Pay, Sick Leave Reserve	55020	7	\$0.00
		8	\$0.00
Misc Benefits, Vacation Payoff	55021	7	\$1,873.07
		8	\$1,873.07
Directors Fees	62327	7	\$0.00
		8	\$3,100.00
<b>TOTAL PAYROLL</b>			<b>\$305,098.87</b>



**CLAIMS BY GL OBJ**

05/03/2021

Filter: (Claim Date is between 04/01/2021  
and 04/30/2021)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Key: 685010</b>			
<b>GL Obj: 53010 Group Health - Dental Insurance</b>			
04/06/2021	MCNEIL AND COMPANY, INC.	PCF Health Ins. 20/21 FY	\$2,142.40
04/13/2021	FDAC EBA	Life & Vision Ins.- 5/2021	\$1,093.10
04/20/2021	CALPERS RETIREMENT SYSTEM	Health Ins.- 5/2021	\$48,720.47
04/20/2021	HEALTH CARE EMPLOYEES/EMPLOYER DENTAL TRUST	Dental Ins.- 5/2021	\$4,465.46
04/27/2021	MICHAEL MCMURRY	Retiree Health Ins.- 5/2021	\$1,728.68
04/27/2021	MIKE PHINN	Retiree Health Ins.- 5/2021	\$393.04
04/27/2021	TIM THEILEN	Retiree Health Ins. - 5/2021	\$762.67
04/27/2021	LOTHAR THEILEN	Retiree Health Ins. - 5/2021	\$792.84
04/27/2021	MIKE BIDDLE	Retiree Health Ins.- 5/2021	\$1,055.73
04/27/2021	SAL LOFRANCO	Retiree Health Ins.- 5/2021	\$535.94
<b>SubObject Total</b>			<b>\$61,690.33</b>
<b>GL Obj: 61110 Clothing &amp; Personal Supplies</b>			
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	LN Curtis- Wildland Helmet Suspension Systemsx2	\$39.19
<b>SubObject Total</b>			<b>\$39.19</b>
<b>GL Obj: 61125 Uniform Clothing Allowance</b>			
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Hook-Fast- Name Plates, Badges, Collar Brass	\$266.47
<b>SubObject Total</b>			<b>\$266.47</b>
<b>GL Obj: 61215 Radio Services: Dispatch NetCom Fees</b>			
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Power Works- BK Portable Radio Speaker Mic	\$97.24
<b>SubObject Total</b>			<b>\$97.24</b>
<b>GL Obj: 61221 Telephone &amp; Telegraph</b>			
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Comcast- VF1 Internet & Phones 3/20-4/19/2021 Comcast- VF2 Internet & Phones 3/21-4/20/2021 Verizon- Cellular 3/5-4/4/2021	\$989.01
<b>SubObject Total</b>			<b>\$989.01</b>
<b>GL Obj: 61310 Food</b>			
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	House of Bagels- FF Test Refreshments	\$22.00
<b>SubObject Total</b>			<b>\$22.00</b>

**CLAIMS BY GL OBJ**

05/03/2021

Filter: (Claim Date is between 04/01/2021  
and 04/30/2021)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Obj: 61425 Household Expense</b>			
04/27/2021	SCARBOROUGH LUMBER & BUILDING	Can Opener	\$18.76
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Station Supplies Costco- Station Supplies	\$276.05
<b>SubObject Total</b>			<b>\$294.81</b>
<b>GL Obj: 61720 Maintenance - Mobile Equipment</b>			
04/01/2021	SCARBOROUGH LUMBER & BUILDING	Mounting Tape, Screws	\$45.62
04/01/2021	GOLDEN STATE FIRE APPARATUS	E2512 Floodlight Switch	\$113.54
04/06/2021	NAPA AUTO PARTS	Oil Filters, Grease Gun	\$99.96
04/06/2021	CENTRAL FIRE DISTRICT	E2510 Annual Inspection and Repairs	\$782.74
04/27/2021	SCARBOROUGH LUMBER & BUILDING	E2512 Shelves	\$75.62
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Napa Auto Parts- DEF/ Car Wash, U2593 Brakes, VF1 Engine Supplies, E2511 Loom, Filters, Rotors Amsoil- Oil for Apparatus Service Ferguson- WT2550 Pipe O'Reilly- WT2550 Radiator Parts, B2504 Lug N	\$2,010.08
<b>SubObject Total</b>			<b>\$3,127.56</b>
<b>GL Obj: 61725 Maintenance - Office Equipment</b>			
04/01/2021	PAGODA TECHNOLOGIES INC.	JAMF Token	\$100.00
04/01/2021	PAGODA TECHNOLOGIES INC.	Computer Management- 4/2021	\$1,192.12
04/20/2021	MONTEREY BAY OFFICE PRODUCTS	Copier Contract 1/23-4/22/21	\$913.46
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	CradlePoint Inc.- NetCloud Subscription	\$900.00
<b>SubObject Total</b>			<b>\$3,105.58</b>
<b>GL Obj: 61730 Maintenance - Other Equipment</b>			
04/20/2021	AIR EXCHANGE	Plymovent Part	\$112.82
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Batteries	\$38.76
<b>SubObject Total</b>			<b>\$151.58</b>
<b>GL Obj: 61845 Maintenance - Buildings &amp; Grounds</b>			
04/01/2021	SCARBOROUGH LUMBER & BUILDING	Paint Supplies, Tape, Screws, LEDs, Outlet Box	\$802.34
04/06/2021	WESTERN EXTERMINATOR COMPANY	VF1 Bug Service- 3/2021	\$57.50
04/06/2021	WESTERN EXTERMINATOR COMPANY	VF2 Bug Service- 3/2021	\$57.50
04/13/2021	WESTERN EXTERMINATOR COMPANY	VF1 Bug Service- 4/2021	\$57.50
04/13/2021	WESTERN EXTERMINATOR COMPANY	VF2 Bug Service- 4/2021	\$57.50
04/27/2021	SCARBOROUGH LUMBER & BUILDING	Paint, VF2 Interior Supplies, Salt Softener, Pressure Release Valve	\$519.36
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Buena Vista Landfill- Disposal of F500 Home Depot- VF2 Water Softener Pressure Release Valve Rayne of SC- VF1 Monthly Water Softener	\$855.39

**CLAIMS BY GL OBJ**

05/03/2021

Filter: (Claim Date is between 04/01/2021  
and 04/30/2021)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
		Amazon- LED Lights	
		Kings Paint- VF2 Interior Paint	
		<b>SubObject Total</b>	<b>\$2,407.09</b>
	<b>GL Obj: 61920 Medical Supplies</b>		
04/06/2021	BOUND TREE MEDICAL, LLC	Epinephrine	\$26.66
04/06/2021	BOUND TREE MEDICAL, LLC	Blue Stat Pack, Entubation Bag, Sharp Shuttle, Gloves	\$736.91
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Stryker- EKG Monitor Supplies	\$617.55
		<b>SubObject Total</b>	<b>\$1,381.12</b>
	<b>GL Obj: 62020 Memberships</b>		
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Safe Kids Worldwide- CPS Tech Recert Membership	\$55.00
		<b>SubObject Total</b>	<b>\$55.00</b>
	<b>GL Obj: 62219 PC Software</b>		
04/27/2021	TENZINGA	Tenzinga Annual Subscription 4/2021-3/2022 / Training	\$5,454.19
		<b>SubObject Total</b>	<b>\$5,454.19</b>
	<b>GL Obj: 62223 Office Supplies</b>		
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon-Dry Erase Markers,File Mount, BC Web Cams, Magnets, Dry Erase Board, Magnetic Calendar Board, Plastic Binding Spines, Laminating Pouches CA Fire Chiefs-Inspection Guides Office Depot-Dividers	\$718.82
		<b>SubObject Total</b>	<b>\$718.82</b>
	<b>GL Obj: 62301 Accounting &amp; Auditing Fees</b>		
04/27/2021	TOTAL COMPENSATION SYSTEMS INC.	GASB 75 Vaulation 1st Installment	\$900.00
		<b>SubObject Total</b>	<b>\$900.00</b>
	<b>GL Obj: 62358 Laundry Service</b>		
04/13/2021	SCOTTS VALLEY CLEANERS	Dry Cleaning- Dec 2020- Mar 2021	\$156.50
		<b>SubObject Total</b>	<b>\$156.50</b>
	<b>GL Obj: 62367 Medical Services</b>		
04/27/2021	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physicals, TB Test	\$1,905.00
		<b>SubObject Total</b>	<b>\$1,905.00</b>

**CLAIMS BY GL OBJ**

05/03/2021

Filter: (Claim Date is between 04/01/2021  
and 04/30/2021)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Obj: 62381 Professional &amp; Specialized Services</b>			
04/13/2021	CSG CONSULTANTS, INC.	Fire Plan Review- 210 O'Laughlin (REIMB), 440 Kings Village Bldgs 1,2,7	\$100.00
04/13/2021	PHIL PASSAFUIME	Legal Services	\$337.50
04/13/2021	PHIL PASSAFUIME	Legal Services	\$393.75
<b>SubObject Total</b>			<b>\$831.25</b>
<b>GL Obj: 62500 Rents &amp; Leases, Equipment</b>			
04/01/2021	ACE PORTABLE SERVICES	Portable Toilet Rental	\$287.93
<b>SubObject Total</b>			<b>\$287.93</b>
<b>GL Obj: 62715 Small Tools &amp; Equipment</b>			
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	The Public Safety Store- Hydrant Bags ARGCO- Sprinkler Shut Off Tool for Engines	\$247.64
<b>SubObject Total</b>			<b>\$247.64</b>
<b>GL Obj: 62888 District Special Expense</b>			
04/13/2021	CALIFORNIA DEPARTMENT OF TAX & FEE ADMINISTRATION	Out of State Sales Tax 20/21 FY	\$460.87
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	FasTrak- Replenish Toll Credits Brinks- BC Name Plates	\$62.14
<b>SubObject Total</b>			<b>\$523.01</b>
<b>GL Obj: 62890 Subscriptions</b>			
04/06/2021	TARGETSOLUTIONS	Annual Subscription 20/21 FY	\$3,215.00
<b>SubObject Total</b>			<b>\$3,215.00</b>
<b>GL Obj: 62914 Education &amp; Training</b>			
04/27/2021	SCARBOROUGH LUMBER & BUILDING	Training Prop Supplies	\$449.80
04/27/2021	ANDREW SUNDERMIER	Fire Control 3A Reimbursement	\$680.00
04/27/2021	MATHEW SMILEY	Fire Control 3A Reimbursement	\$680.00
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Precision Training Group- S-230/S-231- Rothweiler CA EMSA- Paramedic Licesne Renewal- LoFranco Precision Training Group- S-230/S-230- Crivello CFRTA Gold Canal- S-212- Bridges (Cancelled)	\$2,050.00
<b>SubObject Total</b>			<b>\$3,859.80</b>
<b>GL Obj: 62920 Gas, Oil &amp; Fuel</b>			
04/20/2021	WESTERN STATE OIL COMPANY	Fuel/Diesel	\$2,665.53
<b>SubObject Total</b>			<b>\$2,665.53</b>

**CLAIMS BY GL OBJ**

05/03/2021

*Filter: (Claim Date is between 04/01/2021  
and 04/30/2021)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
<b>GL Obj: 63070 Utilities</b>			
04/06/2021	CITY OF SCOTTS VALLEY	VF1 Sewer- 1/16-3/15/2021	\$185.25
04/06/2021	CITY OF SCOTTS VALLEY	VF2 Sewer- 1/16-3/15/2021	\$197.51
04/13/2021	PG&E	VF1 Electric 3/8-4/5/2021	\$622.53
04/13/2021	PG&E	VF1 Electric 3/8-4/5/2021	\$446.27
04/13/2021	PG&E	VF1 Gas 3/9-4/6/2021	\$255.18
04/13/2021	PG&E	VF2 Gas 3/9-4/6/2021	\$165.76
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Greenwaste- VF1 Trash & Recycling 3/1-3/31/2021	\$668.75
		Greenwaste- VF2 Trash & Recycling 4/1-6/30/2021	
		Scotts Valley Water District- VF2 RW/Landscape 3/1-3/31/21	
<b>SubObject Total</b>			<b>\$2,541.25</b>
<b>Index Total</b>			<b>\$96,932.90</b>

**CLAIMS BY GL OBJ**

05/03/2021

Filter: (Claim Date is between 04/01/2021  
and 04/30/2021)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Key: 685040</b>			
<b>GL Obj: 61110 Clothing &amp; Personal Supplies</b>			
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	DQE- Level A Vapor Suit x4	\$3,920.65
<b>SubObject Total</b>			<b>\$3,920.65</b>
<b>GL Obj: 61221 Telephone &amp; Telegraph</b>			
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- SCHMIT Cellular 3/5-4/4/2021	\$38.24
<b>SubObject Total</b>			<b>\$38.24</b>
<b>GL Obj: 61720 Maintenance - Mobile Equipment</b>			
04/13/2021	CENTRAL FIRE DISTRICT	HM2560 Annual Service	\$1,311.24
<b>SubObject Total</b>			<b>\$1,311.24</b>
<b>GL Obj: 61725 Maintenance - Office Equipment</b>			
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- SCHMIT iPad Cases Apple Store- SCHMIT iPad CraddlePoint- NetCloud Subscriptions	\$874.44
<b>SubObject Total</b>			<b>\$874.44</b>
<b>GL Obj: 62715 Small Tools &amp; Equipment</b>			
04/28/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	DQE- Chlorine Kit A&B	\$5,971.03
<b>SubObject Total</b>			<b>\$5,971.03</b>
<b>GL Obj: 62888 District Special Expense</b>			
04/13/2021	CALIFORNIA DEPARTMENT OF TAX & FEE ADMINISTRATION	Out of State Sales Tax 20/21 FY	\$619.13
<b>SubObject Total</b>			<b>\$619.13</b>
<b>GL Obj: 62914 Education &amp; Training</b>			
04/01/2021	CITY OF SCOTTS VALLEY	Community Center Cleaning Fee SCHMIT Training	\$230.00
04/27/2021	RW JONES AND ASSOCIATES HEALTH & SAFETY TRAINING CONSULTANTS LLC	SCHMIT Training 4/22/2021	\$4,042.00
<b>SubObject Total</b>			<b>\$4,272.00</b>
<b>Index Total</b>			<b>\$17,006.73</b>
<b>Grand Total</b>			<b>\$113,939.63</b>



P.O. Box 942715, Sacramento, CA 94229-2715  
888 CalPERS (or 888-225-7377) | Fax: (800) 959-6545  
TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

California Employers' Retiree Benefit Trust (CERBT, OPEB)

REMITTANCE ADVICE

May 04, 2021

Employer Name: Scotts Valley Fire Protection District  
Employer Address: 7 ERBA LANE  
SCOTT'S VALLEY, CA 95066  
CalPERS ID: 4027652040  
Receivable ID: 100000016418625  
Receivable Description: CERBT Contributions, CERBT

Project Payment Date	Account Number	Strategy	Payment Amount
May 18, 2021	4027652040-001	SKB7-CERBT Strategy 2	\$350,000.00
		Total Payment Amount:	\$350,000.00



Employer Name : Scotts Valley Fire Protection District  
CalPERS ID : 4027652040

**Payment instructions for timely processing:**

- Return this form with your check payable to: California Public Employees' Retirement System.
- Include CalPERS ID on your check.
- Ensure Total Payment Amount matches the check payment amount.
- Send check/money order to:

CalPERS  
Financial Reporting & Accounting Services — Cash and Payment Processing Unit  
P.O. Box 942703  
Sacramento, CA 94229-2703

**PLEASE ONLY RETURN THIS DOCUMENT IF PAYING BY CHECK**

For Cashiers Use Only:

Check # \_\_\_\_\_

Check Date \_\_\_\_\_

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**Other ways to pay:**

**Please pay this statement using Electronic Funds Transfer (EFT) debit or Automated Clearing House (ACH) credit method. Please visit [my.calpers.ca.gov](http://my.calpers.ca.gov) to schedule a debit EFT payment. Please allow two banking days prior to the due date for payments to be received at CalPERS on time.**

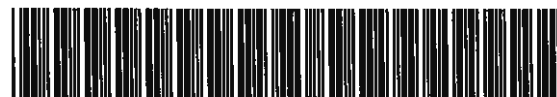
**For Wire Transfers:**

ABA Routing #: 026009593  
Account #: 01482-80005  
Bank of America — New York  
Sacramento Main — 555 Capital Mall, Suite 150, Sacramento, CA 95814  
For Credit to State of California, CalPERS — CERBT

**For EFT Credit:**

ABA Routing #: 122000496  
Account #: 0050206971  
Union Bank  
400 California Street, San Francisco, CA 94104  
For Credit to State of California, CalPERS — CERBT

If you have any questions, please contact us at **888 CalPERS** (or **888-225-7377**) | Fax: (800) 959-6545.







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888 CalPERS (or 888-225-7377) | Fax: (800) 959-6545  
TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

California Employers' Pension Prefunding Trust (CEPPT)

REMITTANCE ADVICE

May 04, 2021

Employer Name: Scotts Valley Fire Protection District  
Employer Address: 7 ERBA LANE  
SCOTTS VALLEY, CA 95066  
CalPERS ID: 4027652040  
Receivable ID: 100000016418627  
Receivable Description: CEPPT Contributions, CEPPT

Project Payment Date	Account Number	Strategy	Payment Amount
May 18, 2021	4027652040-501P	SKHE-CEPPT Strategy 2	\$150,000.00
		Total Payment Amount:	\$150,000.00



Employer Name : Scotts Valley Fire Protection District  
CalPERS ID : 4027652040

**Payment instructions for timely processing:**

- Return this form with your check payable to: California Public Employees' Retirement System.
- Include CalPERS ID on your check.
- Ensure Total Payment Amount matches the check payment amount.
- Send check/money order to:

CalPERS  
Financial Reporting & Accounting Services — Cash and Payment Processing Unit  
P.O. Box 942703  
Sacramento, CA 94229-2703

**PLEASE ONLY RETURN THIS DOCUMENT IF PAYING BY CHECK**

For Cashiers Use Only:

Check # \_\_\_\_\_

Check Date \_\_\_\_\_

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**Other ways to pay:**

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ABA Routing #: 026009593  
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Sacramento Main — 555 Capital Mall, Suite 150, Sacramento, CA 95814  
For Credit to State of California, CalPERS — CEPPT

**For EFT Credit:**

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Account #: 0050206971  
Union Bank  
400 California Street, San Francisco, CA 94104  
For Credit to State of California, CalPERS — CEPPT

If you have any questions, please contact us at **888 CalPERS** (or **888-225-7377**) | Fax: (800) 959-6545.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

## RESOLUTION NO. 2021-6

### RESOLUTION ADOPTING PRELIMINARY BUDGET FOR FISCAL YEAR 2021/2022

WHEREAS, In compliance with Sections 13890, 13891 and 13893 of the California Health and Safety Code;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Preliminary Budget of the Scotts Valley Fire Protection District of Santa Cruz County for which the Board of Directors is the governing board, for fiscal year 2021/2022, be and is hereby adopted in accordance with the following:

#### Preliminary Scotts Valley Fire Protection District Budget

General Fund	Index 685010	\$10,381,350
Capital Outlay/Zone A	Index 685030	\$ 1,697,220
SCHMIT	Index 685040	\$ 480,972

BE IT FURTHER RESOLVED that the appropriations for each budget unit which constitute the respective totals for each of the objects of the expenditures listed are attached hereto and known as the Preliminary Budget (on file with the Secretary of the Board).

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on May 12, 2021, by the following vote:

AYES    NOES    ABSENT    ABSTAIN

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

APPROVED:

ATTEST:

\_\_\_\_\_  
Ron Whittle  
Board Secretary

\_\_\_\_\_  
Joe Parker  
Board President



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: May 12, 2021  
To: Board of Directors  
From: Ron Whittle, Fire Chief *RWhittle*  
Subject: 2021/2022 Preliminary Budgets

---

## Recommendation

1. Adopt the 2021/2022 Preliminary Budgets as presented:

685010	General Fund:	\$ 10,381,350
685030	Capital Outlay/Zone A:	\$ 1,697,220
685040	SCHMIT:	\$ 480,972

2. Set a public hearing for adoption of the final budgets for August 11, 2021, Regular Board Meeting.
3. Direct staff to publish a notice for the public hearing and make the budgets available for public review.

## Background

The Board of Directors must pass a preliminary budget before June 30<sup>th</sup> and a final budget by October 1<sup>st</sup> of each year.

## General Fund

### **Revenue**

The estimated Fund Balance beginning this fiscal year is \$2,257,500.

An estimated increase to property tax of 4% has been included in the preliminary budget as recommended by the County Auditor's Office.

Revenue from Plan Check and Inspection Fees for FY 2021/2022 are estimated at \$15,000, while the estimated expenditures for contract plan check and inspection services are \$5,000.

Revenue from the Branciforte administrative contract is \$27,696.94, and the SCHMIT administrative cost is \$6,000.

### **Expenditures**

The Salaries and Benefits budget includes the cost of the recently negotiated Union MOU, as well as cost projections for the MOUs still being negotiated. Overtime and Call Back have been combined into the Overtime account, then broken down by type. The amounts budgeted reflect the trend over the last few years. Overtime for Strike Teams and Prepositioning is budgeted at \$500,000. All strike

Board of Directors

Robert Campbell Edward Harmon Joe Parker Russ Patterson Daron Pisciotta

team expenses are reimbursed according the California Fire Assistance Agreement. All allocated positions are funded.

The CalPERS Safety Retirement Plan is 21.79% of payroll, which is up from the 2020/2021 fiscal year amount of 21.746%. The Unfunded Accrued Liability's (UAL) annual lump sum prepayment option for the Safety Plan is \$876,446, which is up from the 2020/2021 payment of \$736,548.

The CalPERS Miscellaneous Plan is 10.880% of payroll which is down from the 2020/2021 fiscal year amount of 11.031%. The UAL's annual lump sum prepayment option for the Miscellaneous Plan is \$23,261, which is up from the 2020/2021 payment of \$18,906.

The employer rate for new CalPERS safety employees hired after January 1, 2013, is 13.13% of payroll, up from the 2020/2021 rate of 13.044%. Non-safety employee rate is 7.59% of payroll, down from the 2020/2021 rate of 7.732%. This FY we paid off the balance of PEPRA Safety UAL \$40,907, which saved interest on the 2021/2022 payment.

This represents a budgeted amount of \$1,572,709, payable to CalPERS, which represents a \$112,399 increase over 2020/2021.

Health insurance is budgeted for an estimated 10% increase effective January 1, 2022. Retiree health insurance is budgeted at \$88,076, an increase of \$7,051 over last year.

Workers compensation insurance is estimated at \$373,976, an increase of \$21,287 over last year.

The Services and Supplies budget is \$835,414, which is an increase of \$82,304 over 2020/2021.

The Contributions to Other Agencies is for the District's share of the LAFCO budget which is estimated at \$9,000, as well as \$155,000 contributions to the OPEB Trust and \$150,000 for Pension Prefunding Trust.

A \$400,000 transfer to Capital Outlay/Zone A is budgeted, and \$225,000 for Contingencies.

General Reserves for 2021/2022 are set at \$1,075,823 in accordance with District Policy 1608.

The General Fund Preliminary Budget is balanced by using \$56,777 from the Fund Balance.

### **Capital Outlay/Zone A**

The beginning fund balance is estimated at \$1,139,231. A 4% increase in property tax revenue is estimated for this fiscal year. Besides auditing and accounting costs, \$75,000 is budgeted for the maintenance of facilities, and \$130,000 for facility upgrades and improvements, and \$35,000 for a training building. Fixed asset budget also includes \$70,000 for a new SCBA fill station, and General Reserves of \$1,179,220 for future projects and \$100,000 for contingencies.

Revenue consists of Zone A Tax collection of \$136,489, \$400,000 transfer-in from the General Fund and \$20,000 in interest.

### **SCHMIT**

The beginning fund balance for the Santa Cruz Hazardous Materials Interagency Team is estimated at \$165,000. Services and Supplies are to support the operating costs of the team in the amount of \$83,340 which includes a \$6,000, charge for management of the program. Personnel costs include \$20,000 for reimbursement to response agencies in the event of an activation and \$150,000, for differential costs for the response agencies. A grant in the amount of \$105,800 for an Atmospheric Monitoring System was awarded last FY, and has not yet funded, so we carried it over into FY 2021/2022. Due to the COVID-19 Pandemic and revenue losses to the stakeholders, there was no increase in revenue for the 2020/2021 Fiscal Year. This Fiscal Year we have made a 15% increase.

**Scotts Valley Fire Protection District**  
**General Fund (685010)**  
**Preliminary 2021/2022 Budget**

**Revenue Summary**

Account #	Revenue Description	Revenue Amount
40100	Prop Tax-Current Secured	\$ 7,741,465
40110	Prop Tax-Current Unsecured	\$ 154,507
40150	Supplemental Prop Tax-Current Secured	\$ 87,360
40151	Supplemental Prop Tax-Current Unsecured	\$ 2,000
40160	Supplemental Prop Tax-Prior Sec, Supplemental	\$ 3,000
40330	Licenses and Permits	\$ 15,000
40430	Interest	\$ 3,000
40440	Rents and Leases	\$ 1,200
40830	St-Homeowners' Property Tax Relief	\$ 40,191
40894	ST-Aid Others	\$ -
41617	ALS Response Contract - Net QA Costs	\$ -
42010	SCHMIT & B40 Administrative Services	\$ 33,627
42022	Cost Recovery, Other	\$ -
42047	Other Charges	\$ -
42055	SCHMIT Reimbursement	\$ 40,000
42384	Other Revenue	\$ 2,500
42462	Transfer In From Capital Outlay/Zone A	\$ -
Total Revenue		\$ 8,123,850
Beginning Fund Balance		\$ 2,257,500
Total General Fund Revenue		\$ 10,381,350

**Expenditure Summary**

Account #	Expense Category	Expense Amount
50000	Salaries & Benefits	\$ 7,531,113
60000	Services & Supplies	\$ 835,414
75000	Other Charges	\$ 314,000
Total Expenditures		\$ 8,680,527
Operating Transfer Out		\$ 400,000
Contingencies		\$ 225,000
Reserves - Undesignated		\$ 1,075,823
Total General Fund Budget		\$ 10,381,350

**Notes:**

Schedule of Revenue: 50% in December, 45% in April and 5% in June  
Account 40100 reflects a 4% increase as per Santa Cruz County Auditor's Office.  
Other Charges - Contributions to Trust accounts and LAFCO charges.  
Account 40330 - Revenue from Permits, Plan Checks and Inspections  
Account 40440 - Revenue from the Lease of the Marywood Property  
Account 40894 - Revenue from Statewide Strike Teams and Overhead Assignments  
Account 42010 - Revenue of \$6000 for SCHMIT Administration, and \$9,208.98 per month for 3 months BRN  
Account 42055 - Reimbursement for Personnel - Haz Mat Stipends and Training  
Account 42384 - Revenue from CPR Classes, Donations, and Misc. Revenue  
Fund Balance as of July 1, 2021  
Reserves = Balance as per Policy 1608 - Reserve Guidelines.

**Scotts Valley Fire Protection District**  
**General Fund (685010)**  
**Preliminary 2021/2022 Budget**

Expenditure Accounts		
Account #	Category	Amount
<b><u>Salaries and Benefits</u></b>		
51000	Regular Pay, Perm.	\$ 3,415,716
51005	Overtime Pay	\$ 845,532
51010	Regular Pay, Extra help	\$ 61,500
51035	Holiday Pay	\$ 142,560
51040	Differential Pay	\$ 204,096
52010	Medicare Tax	\$ 73,985
52015	PERS	\$ 1,572,709
53010	Employee Group Insurance	\$ 746,620
53015	Unemployment Insurance	\$ 7,935
54010	Workers' Compensation Ins	\$ 375,000
55020	Sick Leave Reserve	\$ 12,760
55021	Other Benefits Miscellaneous: Vacation Payoff	\$ 72,700
<b>Total Salaries and Benefits</b>		<b>\$ 7,531,113</b>
<b><u>Services and Supplies</u></b>		
61110	Clothing and Personal Supplies	\$ 24,950
61125	Uniforms	\$ 22,100
61215	Radio Services and Communications	\$ 83,063
61221	Telephone and Telegraph	\$ 14,920
61310	Food	\$ 7,500
61425	Household Expense	\$ 7,500
61535	Insurance	\$ 52,709
61720	Maintenance Mobile Equipment	\$ 105,000
61725	Maintenance Office Equipment	\$ 33,512
61730	Maintenance Other Equipment	\$ 21,100
61845	Maintenance Structure & Grounds	\$ 25,400
61920	Medical Supplies	\$ 7,050
62020	Memberships	\$ 5,185
62111	Miscellaneous Expense	\$ 7,500
62219	Computer Software	\$ 18,750
62223	Office Expense	\$ 14,600
62301	Accounting & Auditing Fees	\$ 78,100
62327	Directors Fees	\$ 9,500
62358	Laundry Service	\$ 1,750
62367	Medical Services	\$ 19,500
62381	Professional/Special Services	\$ 83,500
62420	Publications and Legal Notices	\$ 2,000
62500	Rents and Leases, Equipment	\$ 1,000
62715	Small Tools and Instruments	\$ 31,300
62888	Special District Expense	\$ 14,500
62890	Subscriptions	\$ 3,175
62914	Education & Training	\$ 54,600
62920	Gas, Oil and Fuel	\$ 37,050
62930	Conference Tuition - Registrations	\$ 17,600
63070	Utilities	\$ 31,000
<b>Total Services &amp; Supplies</b>		<b>\$ 835,414</b>
<b><u>Other Charges</u></b>		
75233	Contributions to Trust/Agency Fund	305,000
75231	Contributions to Other Government Agencies	9,000
<b>Total Other Charges</b>		<b>314,000</b>
<b><u>Operating Transfers Out</u></b>		
90000	Transfer To Capital Outlay/Zone A (685030)	400,000
<b>Total Operating Transfer Out</b>		<b>400,000</b>
<b><u>Appropriation for Contingencies</u></b>		
98700	Contingencies	225,000
<b>Total Contingencies</b>		<b>225,000</b>
<b><u>General Reserves</u></b>		
98965	Undesignated Fund Balance	1,075,823
<b>Total Reserves</b>		<b>1,075,823</b>
<b>TOTAL EXPENDITURES</b>		<b>10,381,350</b>

# Scotts Valley Fire Protection District

## Capital Outlay - Zone A (685030)

Preliminary 2021/2022 Budget

### Revenue Summary

Account #	Revenue Description	Revenue Amount
40100	Prop Tax-Current Secured	\$ 133,134
40110	Prop Tax-Current Unsecured	\$ 2,662
40150	Supplemental Prop Tax-Current Secured	\$ 1,500
40151	Supplemental Prop Tax-Current Unsecured	\$ -
40430	Interest	\$ 20,000
40830	St-Homeowners' Property Tax Relief	\$ 693
42462	Transfer In From General Fund	\$ 400,000
Total Revenue		\$ 557,989
Fund Balance Capital Outlay/Zone A		\$ 1,139,231
Total Capital Outlay/Zone A Revenue		\$ 1,697,220

### Expenditure Summary

Account #	Expense Category	Expense Amount
60000	Services and Supplies	\$ 147,500
86000	Fixed Assets	\$ 270,500
Total Expenditures		\$ 418,000
Operating Transfer Out		\$ -
Contingencies		\$ 100,000
General Reserves		\$ 1,179,220
Total Capital Outlay / Zone A Budget		\$ 1,697,220



# Scotts Valley Fire Protection District

## Capital Outlay - Zone A (685030)

Preliminary 2021/2022 Budget

### Expenditure Accounts

Account #	Category	Amount
<b>Services and Supplies</b>		
61110	Clothing & Personal Supplies	\$ 20,000
61845	Maintenance Structure & Grounds	\$ 75,000
62223	Office Supplies	\$ 4,000
62301	Accounting & Auditing Fees	\$ 5,000
62381	Professional Services	\$ -
62710	Equipment	\$ 41,500
62715	Small Tool	\$ 2,000
<b>Total Services and Supplies</b>		<b>\$ 147,500</b>
<b>Fixed Assets</b>		
86110	Structures and Improvements	\$ 165,000
86204	Equipment	\$ 90,000
86222	Furniture	\$ 15,500
<b>Total Fixed Assets</b>		<b>\$ 270,500</b>
<b>Operating Transfer Out</b>		
90000	Transfer To General Fund (685010)	\$ -
<b>Total Operating Transfer Out</b>		<b>\$ -</b>
<b>Appropriation for Contingencies</b>		
98700	Contingencies	\$ 100,000
<b>Total Contingencies</b>		<b>\$ 100,000</b>
<b>General Reserves</b>		
98695	Fund Balance - Undesignated	\$ 1,179,220
<b>Total General Reserves</b>		<b>\$ 1,179,220</b>
<b>Total Expenditures</b>		<b>\$ 1,697,220</b>

# Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

Preliminary 2021/2022 Budget

## Schedule of Fixed Assets

Account #	Description	Amount
<b>86110</b>	<b>Structures and Improvements</b>	
	Station Improvements	\$ 165,000
	<b>Subtotal Structures and Improvements</b>	<b>\$ 165,000</b>
<b>86204</b>	<b>Equipment</b>	
	Equipment	\$ 10,000
	Physical Fitness Equipment	\$ 10,000
	SCBA Fill Station Compressor	\$ 70,000
	<b>Subtotal Equipment</b>	<b>\$ 90,000</b>
<b>86209</b>	<b>Mobile Equipment</b>	
	Mobile Equipment	\$ -
	<b>Subtotal Mobile Equipment</b>	<b>\$ -</b>
<b>86222</b>	<b>Furniture</b>	
	Dorm Beds	\$ 15,500
	<b>Subtotal Furnishings</b>	<b>\$ 15,500</b>
	<b>Total Fixed Assets</b>	<b>\$ 270,500</b>

Signed:

Board Secretary

# Scotts Valley Fire Protection District

SCHMIT (685040)

Preliminary 2021/2022 Budget

## Revenue Summary

Account #	Revenue Description	Revenue Amount
40430	Interest	\$ 400
40894	Grant Funding	\$ 105,800
Subtotal Other Revenue		\$ 106,200
41150	<u>Haz Mat Contract Contributions:</u>	
	<u>Percentage</u>	
	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 Contribution From Other Agencies		\$ 209,772
Fund Balance		\$ 165,000
Total General Fund Revenue		\$ 480,972

## Expenditure Summary

Account #	Expense Category	Expense Amount
60000	Services and Supplies	\$ 83,340
75000	Personnel Costs	\$ 170,000
86204	Fixed Assets	\$ 105,800
Total Expenditures		\$ 359,140
Contingencies		\$ 25,000
General Reserves		\$ 96,832
Total SCHMIT General Fund Budget		\$ 480,972

# Scotts Valley Fire Protection District

SCHMIT (685040)

Preliminary 2021/2022 Budget

## Expenditure Accounts

Account #	Category	Amount
<b>Services and Supplies</b>		
61110	Protective Clothing	\$ 10,600
61221	Telephone and Telegraph	\$ 960
61535	Insurance	\$ 2,200
61720	Maintenance, Mobile Equipment	\$ 15,000
61725	Maintenance, Office Equipment	\$ 380
61730	Maintenance, Other Equipment	\$ 10,200
61920	Medical Supplies	\$ 1,000
62219	Computer Software	\$ 3,000
62301	Accounting and Auditing	\$ 1,200
62365	Management Services	\$ 6,000
62715	Small Tools and Instruments	\$ 10,300
62888	Special District Expense	\$ 1,250
62914	Training	\$ 20,600
62920	Fuel	\$ 650
<b>Total Services and Supplies</b>		<b>\$ 83,340</b>
<b>Contributions to Agencies</b>		
75268	Reimbursement of Costs to Agencies	\$ 150,000
75276	Emergency Response Reimbursement	\$ 20,000
<b>Total Contributions to Agencies</b>		<b>\$ 170,000</b>
<b>Fixed Assets</b>		
86204	Equipment	\$ 105,800
<b>Total Fixed Assets</b>		<b>\$ 105,800</b>
<b>Appropriation for Contingencies</b>		
98700	Contingencies	\$ 25,000
<b>Total Appropriation for Contingencies</b>		<b>\$ 25,000</b>
<b>Total Expenditures</b>		<b>\$ 384,140</b>

# Scotts Valley Fire Protection District

SCHMIT (685040)

Preliminary 2021/2022 Budget

## Schedule of Fixed Assets

Budget	Description
685040	SCHMIT

Account	Description of Item	Amount
86204	RDK RAE system (Grant)	\$ 105,800
Subtotal Equipment		\$ 105,800
Total Fixed Assets		\$ 105,800

Signed: \_\_\_\_\_

Board Secretary



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: May 12, 2021  
To: Board of Directors  
From: Chief Whittle *RWhittle*  
Subject: April Administrative Report

Incident Type	February		March		April		Year To Date	
	2020	2021	2020	2021	2020	2021	2020	2021
Fires	10	4	3	2	3	3	23	17
Explosion / Rupture	0	0	0	0	0	1	0	1
EMS	114	95	89	109	73	108	374	394
Hazardous Condition	15	2	4	5	2	3	27	35
Service Calls	16	17	18	11	4	18	59	61
Good Intent	37	23	33	34	34	34	136	139
False Alarms	10	13	12	13	7	9	50	46
Severe Weather	3	0	0	0	0	0	3	0
Totals	205	154	159	174	123	176	672	693

## Operations

E2538 had its seat modification for safety reasons. Seat was too high and taller people could not safely sit in the rear.

Exterior painting of the Glenwood station will begin in the next couple of weeks.

SCBAs have been ordered. We were able to save an additional \$11,000 by partnering with Branciforte and Central Fire to get better pricing.

On 4/19 crews ran on multiple spot fires along a 2 mile stretch of Highway 17. The fires were easily contained but are an early reflection of dry fuels.

On 4/11 C Shift responded to a wildland fire near the Pasatiempo clubhouse. The fire was in a eucalyptus grove and contained to a 50'x50' area. The cause of the fire was undetermined.

Board of Directors  
Robert Campbell   Edward Harmon   Joseph Parker   Russ Patterson   Daron Pisciotta

## **Training**

FF Smith completed section 10 of the FFII program. He is ahead of schedule and ready for his 21 month test which will happen in early May.

Engineer Crivello has completed his Acting Captain Task Book and is now the Acting Captain on A Shift.

Wildland refresher block training has started. SCO is responsible for the county wide training that includes Central Fire, Santa Cruz City, and Watsonville Fire departments. The training is spread out over a 6 week period. BC LoFranco, Captain Petteys and Eng Crivello are leading the training.

Engineer Will Post attended Rescue Systems 1 in Sacramento.

The Fire Academy is moving into WILDLAND training. State skills testing is scheduled for May 8th

## **EMS**

The EMSIA has updated the Paramedic Accreditation/ Validation program. The new FF/PM will be one of the first to go through it.

## **Prevention**

Engine companies have started Group "B" occupancy inspections at the shopping centers. BC Stubendorff will be inspecting the larger facilities as well as re-inspections for businesses that have more severe violations.

Numerous LE-100 property inspections completed throughout the District.

A number of plans came in from the City in April. Most were tenant improvements and additions. Significant developments include;

- 4505 Scotts Valley Dr. - Townhome development next to Thomas Terrace.
- Bay Village Apartments, on Erba Ln.

Fire Hazard Complaints are coming in. All 3 BC's are actively following up on them. A new online reporting system for hazard complaints will be added to the website.

Administrative Accounting Specialist Mayfield has created a new project and permit tracking log to help streamline the process and give better accountability for billing matters.

## **Administration**

AAS Mayfield is still working with FEMA and OES on reimbursement for Chief Kovacs' role in the CZU Complex.

## **Fire Chief**

A conditional job offer was made to PCF Patrick Shaugnessy. Patrick accepted the position and has a start date of May 17, 2021. He'll be assigned to day shift for 2 weeks before going to shift.

We have contracted with Tenzinga Performance Management Training for their online active performance management and evaluation tools. Part of their program includes an initial leadership training day. On April 28, 2021 we invited Bob Norton, the founder of Tenzinga to present his 8 hour leadership training. The training was attended by all of our agency supervisors. The feedback I received after the training was overwhelmingly positive.

I received a phone call from land trust of Santa Cruz County inquiring about the District's Glenwood property and how it is currently being utilized. I'll be working with them and Marywood to address their concerns.

We were able to catch up on service awards and badge pinning's that had to be postponed due to COVID. Each shift ceremony was well attended by immediate family members. Thank you to the Board members that were available to attend, it was much appreciated.

The County radio infrastructure is aging and in need of replacement. The Sheriffs Office has reached out to the Fire Chiefs in an effort to collaborate on a recommendation to take to the Board of Supervisors. I will be part of this working group representing the county fire chiefs assoc.

Cal Fire is beginning to increase their staffing this month, and hope to have 10 engines in the County by mid-May. This time frame is a month earlier than normal, and indicative of the dry fuels and expected fire season.

We have updated some of the SCHMIT equipment including SCBA bottles, Level A suits, and Chlorine A & B kits. We also added 2 iPads.

Battalion Chief LoFranco has been doing some research on utilizing shipping containers for training buildings. We budgeted \$35,000 in the preliminary budget, and we'll have more details to take to the Board Committee soon.