



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF April 14, 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 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=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

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- 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:**

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

**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:**

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

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.**

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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 1712, 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

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**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:**

<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>

**6.6     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:**

<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>

**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.



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**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.

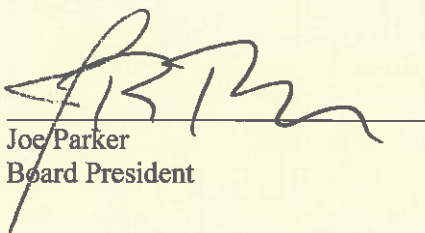
**9.     Request for Future Agenda Items**

None

**10.    Adjournment**

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

ATTEST

  
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Joe Parker  
Board President

  
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Ron Whittle  
Board Secretary