



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Board of Directors

Agenda

Wednesday, June 9, 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. Closed Session: Government Code §54957.7

2.1 Conference with Labor Negotiators: Government Code §54957.6
Agency Designated Representatives: Joe Parker and Ed Harmon
Employee Organization: Confidential Employees

3. Open Session

3.1 Report on Closed Session: Government Code §54957.1

4. 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.

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

6. 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.)

6.1 Approve Regular Board Meeting Minutes of May 12, 2021

6.2 Approve May Payroll 9 and 10 in the amount of: \$309,672.43

6.3 Approve May Expenditures in the Amount of:

**Scotts Valley Fire Protection District
Board of Directors Meeting for June 9, 2021
Agenda**

General Fund:	\$89,552.20
Capital Outlay/Zone A:	\$ 1,088.72
SCHMIT:	<u>\$ 7,794.57</u>
TOTAL:	\$98,435.49

- 6.4 Authorize Payment to Santa Cruz County Fire Agencies Insurance Group not to Exceed \$375,000 for Workers Compensation Insurance to be Paid After July 1, 2021, for the 2021/2022 Fiscal Year
- 6.5 Authorize Payment to CalPERS in the amount of \$876,446, for the Safety Plan's Unfunded Liability Annual Lump Sum Prepayment Option to be Paid After July 1, 2021, for the 2021/2022 Fiscal Year
- 6.6 Adopt Resolution 2021-7: California Office of Emergency Services (Cal OES) Form 130 Designating Agents Necessary to Provide for All Matters Pertaining to State and Federal Emergency Management Agency (FEMA) Reimbursements

7. Discussion Items

- 7.1 None

8. Action Items – Discussion/Action

- 8.1 Approve the Memorandum of Understanding with the Confidential Employees for July 1, 2021 through June 30, 2025

9. Board of Directors and Administrative Reports – Information/Discussion

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

- 9.1 Board of Directors Report – *Directors*
- 9.2 Administrative Report – *Chief Officers*
- 9.3 Administration of Fire Services Agreement with the Branciforte Fire Protection District Report

10. Correspondence

- 10.1 None

11. Request for Future Agenda Items

12. Adjournment

Next Regularly Scheduled Board Meeting:
Wednesday, July 14, 2021 at 6:00 p.m.

**MINUTES OF THE
SCOTTS VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING OF
May 12, 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 6:00 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 and Stubendorff, and Administrative Services Manager Walton

2. Public Comment (GC §54954.3)

None

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

Chief Whittle added Item 8.1: Email from Firefighter with Central Fire District of Santa Cruz County.

4. Consent Calendar

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

On motion of Director Campbell seconded by Director Pisciotta to Approve Consent Calendar Items 4.1 through 4.4 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 May 12, 2021

5. Discussion Items

5.1 None

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

Chief Whittle presented the preliminary budget and noted the following:

General Fund – 685010

- The estimated unassigned beginning fund balance is \$2,257,500.
- As recommended by the Auditor's Office, an estimated 4% increase in property tax has been budgeted.
- Revenue from Plan Check and Inspection Fees 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 for three months and the SCHMIT administrative cost is \$6,000.
- The salaries and benefits budget includes the cost of the recently negotiated Union MOU; as well as, cost projected for the MOUs still being negotiated.
- The overtime and Callback have been combined into one Overtime account and broken down by type.
- An estimated 10% health insurance increase effective January 1, 2021 has been budgeted.
- The budgeted amount for CalPERS is \$1,572,709, which is an increase of \$112,399 from last FY.
- The estimated Workers Comp insurance is \$373,976, which is an increase of \$21,287 from last FY.
- The Services and Supplies budget is \$835,414, which is an \$82,304 increase from last FY.
- The contribution to Other Agencies is the SVFPD share of LAFCO, which is estimated at \$9,000; as well as, contributions of \$155,000 to the OPEB Trust and \$150,000 to the Pension Prefunding Trust.
- A \$400,000 transfer to Capital Outlay/Zone A is budgeted and \$225,000 in Contingencies.
- The General Reserves is budgeted at \$1,075,823 in accordance with SVFPD Policy 1608.
- The General Fund Preliminary Budget is balanced by using \$56,777 from the Unassigned Fund Balance.

Capital Outlay/Zone A – 685030

- The beginning fund balance is estimated at \$1,139,231.
- A 4% increase in property tax revenue is estimated.
- Besides Auditing and Accounting costs, \$75,000 is budgeted for facility maintenance, \$130,000 for facility upgrades and improvements, \$35,000 for a training building and \$70,000 for a new SCBA filling station.
- The General Reserves is budgeted at \$1,179,220 and \$100,000 for Contingencies.

SCHMIT – 685040

- The beginning fund balance is estimated at \$165,000.
- The Service and Supplies budget is \$83,340, which includes a \$6,000 charge to manage the program.
- The budget includes \$20,000 to reimburse response agencies in the event of an activation.
- The Differential cost for the response agencies is budgeted at \$150,000 for a total of 30 Team Members.
- A grant was awarded last FY in the amount of \$105,800 for an Atmospheric Monitoring System but the money has not been received and will be carried forward to the 2021/2022 FY.
- Due to the Covid-19 Pandemic and revenue losses to SCHMIT stakeholders, there was no increase last FY. For the 2021/2022 FY, a 15% increase has been budgeted.

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On motion of Director Pisciotta seconded by Director Harmon to Adopt Resolution 2021-6: Resolution Adopting Preliminary Budget for Fiscal Year 2021/2022, Set Public Hearing for Adoption of the Final Budget for August 11, 2021 and Direct Staff to Publish a Public Hearing Notice and Make the Budget Available for Public Review 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:

- E2538 had seat modifications for safety reasons as the seat was too high for taller people to safely sit.
- Exterior painting of the Glenwood station will begin in the next few weeks.
- Wildland refresher block training has started and the SVFPD is responsible for the countywide training, which includes Central Fire of Santa Cruz County, Santa Cruz City Fire and Watsonville City Fire. The training is spread out over a 6 week period and Battalion Chief Lofranco, Captain Petteys and Engineer Crivello are leading the training. The Fire Academy is also moving into wildland training.
- Engine companies have started Group “B” occupancy inspections at the shopping centers.
- Fire hazard complaints are coming in and the Battalion Chiefs are actively following up. A new online reporting form has been added to the SVFPD website.
- Admin Accounting Specialist Mayfield is working with FEMA on the OES reimbursement for Chief Kovacs’ role in the CZU Complex.
- A conditional job offer was made to PCF Patrick Shaughnessy, he accepted the position and is scheduled to start on May 17, 2021.
- We have contracted with Tenzinga for Performance Management and all supervisors attended the 8 hour initial leadership training on April 28, 2021 presented by Bob Norton the founder of the company. The feedback received after the training was overwhelmingly positive.

Director Pisciotta inquired about the concern with the Marywood property. Chief Whittle stated that he received a call from the representative of the Santa Cruz Land Trust on behalf of the Queen of the Holy Rosemary College (Sisters) stating that they were not happy with the tenant of the SVFPD Marywood property. The representative indicated that the property was not being used as a fire station as listed on the deed and that the Sisters were interested in getting the property back. Chief Whittle stated that based on his conversation with the representative, nothing illegal was happening on the property and the Sisters could contact him anytime to discuss the property. Chief Whittle stated that he inspected the property and all was in order.

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

Chief Whittle stated that he checks in weekly with the Branciforte Board and they are waiting to hear back from Cal Fire so nothing new to report at this time. Chief Whittle will continue to work with Branciforte on a transition plan.

8. Correspondence – Information

8.1 Email from Firefighter with Central Fire District of Santa Cruz County

Battalion Chief LoFranco reported that he received an email from Michael McCloskey regarding action Engineer Josh Nehf took when they crossed paths in Nisene Marks State Park. Michael was injured while riding his bike in the State Park and Engineer Nehf assisted him exiting the State Park and transporting him to Dominican Hospital

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Emergency Room. Battalion Chief LoFranco stated that Engineer Nehf took action on his own and is a reflection of the type of people that the SVFPD employs.

Chief Whittle and the Board thanked Engineer Nehf.

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

At 6:30 p.m., President Parker announced that the Board would be going into Closed Session for the purpose listed in Item 9.1.

10. Open Session

10.1 Report on Closed Session: Government Code §54957.1

At 6:39 p.m., the Board reconvened to open session and President Parker reported that for Item 9.1 the Board Discussed Labor negotiations with no action taken.

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

On motion of Director Pisciotta seconded by Director Campbell to Approve the Memorandum of Understanding with the Chief Officers for July 1, 2021 through June 30, 2025 was approved by the following vote:

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

11. Request for Future Agenda Items

None

12. Adjournment

The meeting was adjourned at 6:41 p.m.

ATTEST _____
Joe Parker
Board President

Ron Whittle
Board Secretary

Date Range from 04/17/2021 To 05/15/2021			
PAYROLL	ACCT.#	PP	TOTALS
Regular Pay	51000	9	\$124,665.10
		10	\$124,665.10
Overtime	51005	9	\$12,131.68
		10	\$8,432.98
Regular Pay, Extra Help (PCF)	51010	9	\$0.00
		10	\$1,398.88
Regular Pay, Sick Leave	51015	9	\$0.00
		10	\$0.00
Regular Callback Pay	51025	9	\$13,684.52
		10	\$6,089.09
Holiday Pay	51035	9	\$0.00
		10	\$0.00
Differential Pay	51040	9	\$7,429.47
		10	\$7,429.47
Regular Pay, Sick Leave Reserve	55020	9	\$0.00
		10	\$0.00
Misc Benefits, Vacation Payoff	55021	9	\$1,873.07
		10	\$1,873.07
Directors Fees	62327	9	\$0.00
		10	\$0.00
TOTAL PAYROLL			\$309,672.43

CLAIMS BY GL OBJ

06/01/2021

Filter: (Claim Date is between 05/01/2021
and 05/31/2021)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Key: 685010			
GL Obj: 53010 Group Health - Dental Insurance			
05/11/2021	FDAC EBA	Life & Vision Ins.- 6/2021	\$1,115.19
05/11/2021	HEALTH CARE EMPLOYEES/EMPLOYER DENTAL TRUST	Dental Ins.- 6/2021	\$4,465.46
05/18/2021	CALPERS RETIREMENT SYSTEM	Health Ins.- 6/2021	\$48,718.27
05/26/2021	LOTHAR THEILEN	Retiree Health Ins. - 6/2021	\$792.84
05/26/2021	TIM THEILEN	Retiree Health Ins.- 6/2021	\$762.67
05/26/2021	MIKE BIDDLE	Retiree Health Ins.- 6/2021	\$1,055.73
05/26/2021	MICHAEL MCMURRY	Retiree Health Ins.- 6/2021	\$1,728.68
05/26/2021	MIKE PHINN	Retiree Health Ins.- 6/2021	\$393.04
05/26/2021	SAL LOFRANCO	Retiree Health Ins.- 6/2021	\$535.94
SubObject Total			\$59,567.82
GL Obj: 61110 Clothing & Personal Supplies			
05/26/2021	L.N. CURTIS & SONS	Tecasafe Brush Pants	\$998.73
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	The Fire Store- Station Boots- Pedemonte, Avila Sports Design- Long Sleeve Station Shirts, T-Shirt Printing Golfire- Helmet Passport Tags E2510,2511,2512 IMS Alliance- Passport Tags	\$2,001.26
SubObject Total			\$2,999.99
GL Obj: 61221 Telephone & Telegraph			
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Comcast- VF2 Internet & Phones 4/21-5/20/2021 Comcast- VF1 Internet & Phones 4/20-5/19/2021 Verizon- Cellular 4/5-5/4/2021	\$994.53
SubObject Total			\$994.53
GL Obj: 61310 Food			
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Togos- Tenzinga Training Refreshments	\$146.42
SubObject Total			\$146.42
GL Obj: 61425 Household Expense			
05/05/2021	MID VALLEY SUPPLY	Household Supplies	\$219.28
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Station Supplies	\$143.79
SubObject Total			\$363.07

CLAIMS BY GL OBJ

06/01/2021

*Filter: (Claim Date is between 05/01/2021
and 05/31/2021)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Obj: 61720 Maintenance - Mobile Equipment			
05/11/2021	NAPA AUTO PARTS	Filters	\$100.45
05/11/2021	CENTRAL FIRE DISTRICT	E2511 Compressor Leak	\$105.00
05/11/2021	CENTRAL FIRE DISTRICT	E2512 New Front Tires	\$2,395.38
05/26/2021	CENTRAL FIRE DISTRICT	E2511 Actuator Replacement	\$1,001.76
05/26/2021	HI-TECH EMERGENCY VEHICLE SERVICE, INC.	E2538 Seat Modification	\$3,592.72
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon-E2537 Garage Door Remote,R2512 Low Beam Headlights,E2511 Fuel Filter,Crank Case Filters Fire Store-E2538 SCBA Mounting Bracket,E2510 Res-q-rench Helman Fire Equip.-E2510 Extrication Blanket	\$1,721.92
SubObject Total			\$8,917.23
GL Obj: 61725 Maintenance - Office Equipment			
05/05/2021	PAGODA TECHNOLOGIES INC.	Computer Management- 5/2021	\$1,192.12
05/05/2021	PAGODA TECHNOLOGIES INC.	DMV Pull Program Update	\$50.00
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Network Solutions- Wordpress Annual Renewal Network Solutions- Wordpress Security Renewal Costco- Ink	\$362.42
SubObject Total			\$1,604.54
GL Obj: 61730 Maintenance - Other Equipment			
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Power Works- BK Radio Mics/Batteries UPS Store- Radio Repair Shipping Costco- Batteries	\$1,579.11
SubObject Total			\$1,579.11
GL Obj: 61845 Maintenance - Buildings & Grounds			
05/26/2021	WESTERN EXTERMINATOR COMPANY	VF1 Bug Service- 5/2021	\$57.50
05/26/2021	WESTERN EXTERMINATOR COMPANY	VF2 Bug Service- 5/2021	\$57.50
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Kings Paint-VF2 Paint Circle County Supply-Replacement Drill Bits Showerpan.com-VF2 Shower Pan Rayne of SC-VF1 Monthly Water Softener ELED Lights-LED Retrofit Bulbs Home Depot-VF2 Bathroom Tile	\$1,236.33
SubObject Total			\$1,351.33

CLAIMS BY GL OBJ

06/01/2021

Filter: (Claim Date is between 05/01/2021
and 05/31/2021)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Obj: 61920 Medical Supplies			
05/05/2021	ANALGESIC SERVICES, INC.	O2 Cylinder Rental	\$67.50
05/11/2021	BOUND TREE MEDICAL, LLC	Glucometer and Test Strips	\$98.55
05/26/2021	BOUND TREE MEDICAL, LLC	Bandages, Gloves, Stethoscope, Prep Pads	\$502.06
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Stryker- Lead ECG, Carry Out Bags	\$697.62
		Amazon- Foam for Narc Box	
SubObject Total			\$1,365.73
GL Obj: 62020 Memberships			
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	UPS Store- DOJ Live Scan	\$119.00
SubObject Total			\$119.00
GL Obj: 62219 PC Software			
05/05/2021	CREWSENSE LLC	Crewsense 5/3-9/2/2021	\$754.74
SubObject Total			\$754.74
GL Obj: 62223 Office Supplies			
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Dollar Tree- Stoarge Bins	\$299.84
		Office Depot- Dry Erase and Flip Chart Markers	
		Amazon- Binders, Dividers	
		Amazon- Laminating Pouches, Magnets	
		Staples- Binders	
SubObject Total			\$299.84
GL Obj: 62367 Medical Services			
05/26/2021	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physicals	\$1,885.00
SubObject Total			\$1,885.00
GL Obj: 62381 Professional & Specialized Services			
05/11/2021	VOYA NATIONAL TRUST COMPANY	Voya Loan Program- (Employee paid) 1/1-3/31/2021	\$187.50
05/26/2021	CSG CONSULTANTS, INC.	Fire Plan Check - 719 Navarra, 670 Lockewood, 117 Lauren Circle	\$250.00
SubObject Total			\$437.50
GL Obj: 62715 Small Tools & Equipment			
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	LN Curtis- Foam Pail Wrenches	\$1,497.18
		McMaster Carr- Non-Sparking Bug Wrench	
		Amazon- Tire Pressure Gauge	
		Allstar- Class A Foam	
		Home Depot- Cordless Saw	
		ProClip USA- iPhone Mount 2500	
SubObject Total			\$1,497.18

CLAIMS BY GL OBJ

06/01/2021

*Filter: (Claim Date is between 05/01/2021
and 05/31/2021)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Obj: 62888 District Special Expense			
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	FasTrak- Replenish Toll Charges	\$25.00
SubObject Total			\$25.00
GL Obj: 62920 Gas, Oil & Fuel			
05/18/2021	WESTERN STATE OIL COMPANY	Fuel/Diesel	\$2,578.99
05/26/2021	BAYSIDE OIL II, INC.	Race Fuel	\$74.56
SubObject Total			\$2,653.55
GL Obj: 62930 Conference Tuition - Registrations			
05/18/2021	RANDALL ROTHWEILER	High Angle Resue Class Reimbursement	\$375.00
SubObject Total			\$375.00
GL Obj: 63070 Utilities			
05/18/2021	PG&E	VF2 Gas 4/7-5/6/2021	\$96.23
05/18/2021	PG&E	VF2 Electric 4/6-5/5/2021	\$527.05
05/18/2021	PG&E	VF1 Electric 4/6-5/5/2021	\$615.02
05/18/2021	PG&E	VF1 Gas 4/7-5/6/2021	\$103.59
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Scotts Valley Water District- VF2 Water 2/5-4/5/21	\$1,273.73
		Scotts Valley Water District-VF1 Water 2/5-4/5/21	
		Scotts Valley Water District-VF2	
		RW/Landscape Water 4/2021	
		Greenwaste-VF1 Trash & Recycle 4/2021	
SubObject Total			\$2,615.62
Index Total			\$89,552.20

CLAIMS BY GL OBJ

06/01/2021

*Filter: (Claim Date is between 05/01/2021
and 05/31/2021)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
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GL Key: 685030**GL Obj: 62710 Equipment**

05/26/2021 L.N. CURTIS & SONS

4 Milwaukee Batteries

\$1,088.72

SubObject Total \$1,088.72**Index Total** \$1,088.72

CLAIMS BY GL OBJ

06/01/2021

*Filter: (Claim Date is between 05/01/2021
and 05/31/2021)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Key: 685040			
GL Obj: 61221 Telephone & Telegraph			
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- SCHMIT Cellular 4/5-5/4/2021	\$38.24
SubObject Total			\$38.24
GL Obj: 61725 Maintenance - Office Equipment			
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- SCHMIT iPad	\$586.81
SubObject Total			\$586.81
GL Obj: 62715 Small Tools & Equipment			
05/05/2021	EMPIRE SCBA & SUPPLIES INC	8 SCBA Bottles	\$6,950.00
SubObject Total			\$6,950.00
GL Obj: 62914 Education & Training			
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Scarborough Lumber- Distilled Water for HM2560 Lab	\$160.23
		House of Bagels- SCHMIT Training Refreshments	
		Starbucks- SCHMIT Training Refreshments	
SubObject Total			\$160.23
GL Obj: 62920 Fuel			
05/27/2021	U.S. BANK CORPORATE PAYMENT SYSTEM	Valero- HM2560 Fuel	\$59.29
SubObject Total			\$59.29
Index Total			\$7,794.57
Grand Total			\$98,435.49

Santa Cruz County Fire Agencies Insurance Group

Board of Directors Meeting

March 17, 2021

Member	Estimated Contribution	% of Total	2020/21 Estimated Contribution	% Change
Central	1,663,640	71.16%	1,496,967	11%
Aromas TriCounty	2,685	0.11%	4,597	-42%
Ben Lomond	13,635	0.58%	11,395	20%
Boulder Creek	17,015	0.73%	15,817	8%
Branciforte	131,199	5.61%	73,384	79%
Felton	38,267	1.64%	38,796	-1%
Pajaro Valley	1,000	0.04%	1,000	0%
Santa Cruz County	36,829	1.58%	52,075	-29%
Scotts Valley	373,976	16.00%	352,689	6%
Zayante	59,540	2.55%	50,177	19%
	2,336,786		2,096,897	

Not To Exceed:
\$ 375,000

The allocation methodology includes elements of exposure, primary losses and excess losses. Exposure utilized in the model was based on payroll and volunteer counts provided to Keenan for renewal purposes. Losses for both the primary and excess calculations are based on losses valued as of June 30, 2020. Each component is outlined below in more detail.

Primary Loss Contribution

75% of the Primary Workers' Compensation (PWC) Program premium is allocated to members based upon their percentage of ground up losses capped at the PWC Program limit of \$125k over the most recent 7 years.

Excess Loss Contribution

75% of the Excess Workers' Compensation (EWC) Program premium is allocated to members based upon their percentage of claims excess of the PWC Program or applicable SIR. For this component, full historical information is used.

Exposure Contribution

The remaining PWC and EWC premiums as well as SCCFAIG's other budgeted expenditures are allocated based upon payroll and volunteer counts.

RECOMMENDATION(S): None

Required Employer Contributions

Required Employer Contributions		Fiscal Year
Employer Normal Cost Rate		2021-22
Plus, Either		21.79%
1) Monthly Employer Dollar UAL Payment		\$75,550.25
Or		
2) Annual UAL Prepayment Option*		\$876,446
The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).		
* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Any prepayment totaling over \$5 million requires a 72-hour notice email to FCSD_public_agency_wires@calpers.ca.gov . Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.		
In accordance with Sections 20537 and 20572 of the Public Employees' Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.		

	Fiscal Year 2020-21	Fiscal Year 2021-22
Development of Normal Cost as a Percentage of Payroll¹		
Base Total Normal Cost for Formula	29.572%	29.63%
Surcharge for Class 1 Benefits ²		
a) FAC 1	1.161%	1.15%
Phase out of Normal Cost Difference ³	0.000%	0.00%
Plan's Total Normal Cost	30.733%	30.78%
Formula's Expected Employee Contribution Rate	8.987%	8.99%
Employer Normal Cost Rate	21.746%	21.79%
Projected Payroll for the Contribution Fiscal Year	\$2,458,565	\$2,120,679
Estimated Employer Contributions Based on Projected Payroll		
Plan's Estimated Employer Normal Cost	\$534,640	\$462,096
Plan's Payment on Amortization Bases ⁴	761,892	906,603
% of Projected Payroll (illustrative only)	30.989%	42.75%
Estimated Total Employer Contribution	\$1,296,532	\$1,368,699
% of Projected Payroll (illustrative only)	52.735%	64.54%

¹ The results shown for fiscal year 2020-21 reflect the prior year valuation and may not take into account any lump sum payment, side fund payoff, or rate adjustment made after April 30, 2019.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

³ The normal cost difference is phased out over a five-year period. The phase out of normal cost difference is 100% for the first year of pooling and is incrementally reduced by 20% of the original normal cost difference for each subsequent year. This is non-zero only for plans that joined a pool within the past 5 years. Most plans joined a pool June 30, 2003, when risk pooling was implemented.

⁴ See Schedule of Plan's Amortization Bases.

Resolution No. **2021-7**
DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors OF THE Scotts Valley Fire Protection District
(Governing Body) (Name of Applicant)

THAT Fire Chief, OR
(Title of Authorized Agent)

Battalion Chief, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Scotts Valley Fire Protection District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Scotts Valley Fire Protection District, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 9th day of June, 2021

Joe Parker, Board President

(Name and Title of Governing Body Representative)

Edward Harmon, Board Vice-President

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Ron Whittle, duly appointed and Board Secretary of
(Name) (Title)

Scotts Valley Fire Protection District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Scotts Valley Fire Protection District
(Governing Body) (Name of Applicant)

on the 9th day of June, 2021

(Signature)

Board Secretary
(Title)



List of Authorized Agents

Entity Name:

Scotts Valley Fire Protection District

OES ID:

087-91030

- Enter each Authorized Agent (AA) as listed on the Designation of Applicant's Agent Resolution (Cal OES 130) for Non-State Agencies or as it appears on the Signature Authority (Cal OES 130SA) for California State Agencies.
- Check box to receive electronic copies of Cal OES Notification of Obligation and/or Payment packages. (Minimum 1 AA.)
- Email addresses must use an email that shares the official entity URL.

Authorized Agent Name	Authorized Agent Title	Email Address	Email Pkg?
Ron Whittle	Fire Chief	rwhittle@scottsvalleyfire.com	<input checked="" type="checkbox"/>
Jeff McNeil	Battalion Chief	jmcneil@scottsvalleyfire.com	<input type="checkbox"/>
Andrew LoFranco	Battalion Chief	alofranco@scottsvalleyfire.com	<input type="checkbox"/>
Chris Stubendorff	Battalion Chief	cstubendorff@scottsvalleyfire.com	<input type="checkbox"/>
			<input type="checkbox"/>

• An Approved Contact may be designated by an AA to request or receive information on grant payment status. Add them by inputting their information below. (Ex. Accounting/Admin offices) Must use an official email URL.

Approved Contact Name	Approved Contact Title	Email Address	Email Pkg?
Alicia Walton	Administrative Services Manager	awalton@scottsvalleyfire.com	<input checked="" type="checkbox"/>
Michelle Mayfield	Administrative Finance Specialist	mmayfield@scottsvalleyfire.com	<input checked="" type="checkbox"/>
			<input type="checkbox"/>

Please use a second page if more space is needed.

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: June 9, 2021
To: Board of Directors
From: Chief Whittle *R. Whittle*
Subject: May Administrative Report

Incident Type	March		April		May		Year To Date	
	2020	2021	2020	2021	2020	2021	2020	2021
Fires	3	2	3	3	7	10	30	27
Explosion / Rupture	0	0	0	1	0	0	0	1
EMS	89	109	73	108	92	133	466	527
Hazardous Condition	4	5	2	3	4	5	31	40
Service Calls	18	11	4	18	9	14	68	75
Good Intent	33	34	34	34	20	27	156	166
False Alarms	12	13	7	9	11	5	61	51
Severe Weather	0	0	0	0	0	0	3	0
Totals	159	174	123	176	143	194	815	887

Operations

On 5/19/21 A-Shift responded to a wildland fire off of Graham Hill. The 40 x 40 fire was quickly contained with the help of Cal Fire.

On 5/21/21 B-Shift responded and extinguished a small brush fire at Hwy 17 and Granite Creek.

Engineer Laine is currently inventorying and making repairs on the District's portable radio's. He will be programming pagers for the new PCF's

Training

All crew and BC's attended the county block training wildland drill.

- Thank you to Capt Petteys, Eng Crivello, Eng Nehf for helping coordinate and run the training. The training block totaled 12 full days of training to the entire county, covering the following topics:
 - Portable pumps and alternative water sources
 - Drafting and relay pumping

Board of Directors

Robert Campbell Edward Harmon Joseph Parker Russ Patterson Daron Pisciotta

- Mobile attack and progressive hose lays
- Wildland urban interface operating principles
- Tactical considerations in the wildland environment
- NWCG (IRPG) Incident Response Pocket Guide
- Mobile / Portable radios, GPS, Kestrel and Belt weather

BC LoFranco, Captain Cortes and B Shift hosted a Joint PCF drill held with SCO, CTL and BRN at Skypark. Training consisted of RT130 Skills: mobile attack, progressive hose lays, drip torches, back pack pumps, hand tools, chain saws, IRPG, shelter deployment, airdrop, ETC.

BC Stubendorff and FF Smiley instructed a 3 day Vehicle Extrication Course for the Santa Cruz County Fire Academy.

Capt. Sundermier and Eng. Crivello taught the LARRO (Low Angle Rope Rescue Operational) section at Santa Cruz County Fire Academy.

Santa Cruz County Fire Academy is completed, all four SCO cadets passed, and will be moved from volunteer status to Paid Call Firefighter status.

EMS

We received additional PPE from the EMSIA stock, as well as a large shipment from CAL OES which included N95 masks, gloves, gowns, and face shields.

Prevention

Captain Vandervoort returned from an 8 week absence for medical leave. Since his return he's completed 13 inspections, including some state mandated occupancies, 3 plan checks as well as many hazard complaint inspections and LE 100 inspections.

Administration

Admin is currently working to close out the fiscal year, compile the data for the GASB 74/75 (OPEB Valuation), fixed asset and depreciation.

They have also been working on setting up the new fiscal year status and revenue reports, retiree and health invoices, payroll sheets and MOU payroll changes.

Engineer Cahir on light duty and has been updating physical inventory of District property, as well as assisting with hazard complaint inspections.

Fire Chief

BC McNeil, with help from the crews, completed the men's restroom shower remodel at the Glenwood Station well under budget.

The exterior painting of the Glenwood Station has been completed.

I provided Duty Coverage allowing the BC's to participate in the RT-130 wildland block training.

Captain Vandervoort and I met with City Manager Tina Friend to discuss ways we can partner with the City to help with wildfire mitigation efforts on City owned property. Initially the focus is on Skypark linear trail and an area around Granite Creek Estates.

I met with Council Member Jim Reed. We walked the Skypark linear trail and assessed the condition of the vegetation, and identified the areas the need some work. I also met with Council Member Derek Timm and assessed the City property around Granite Creek Estates.

The Santa Cruz County Sheriff's office has assembled a working group to explore radio infrastructure options. The current shared radio system is outdated and in desperate need of replacement. The goal is to hire a consultant to evaluate the system and make recommendations that we can take to the Board of Supervisors and CAO.