



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 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:	\$ 17,006.73
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

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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