



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF July 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=SG5zQzI3MTZmVFJ5ZStwMWxSdEc4Zz09>

#### 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 (6:08 p.m.), McNeil and Stubendorff and Administrative Services Manager Walton

#### 2. Public Comment (GC §54954.3)

Mr. Joe Serrano with LAFCO spoke and invited the Board and staff to a two (2) hour joint LAFCO and CSDA Zoom training on August 11, which will cover the Brown Act and Ethics. Mr. Serrano stated that Comprehensive Fire Protection Service Review draft report will be submitted to the SVFPD by the end of the month for internal review and the final report will be approved by LAFCO in October.

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

None

#### 4. Consent Calendar

##### 4.1 Approve Regular Board Meeting Minutes of June 9, 2021

##### 4.2 Approve the Special Board Meeting Minutes of June 18, 2021

##### 4.3 Approve June Payroll 11 and 12 in the amount of: \$316,848.13

##### 4.4 Approve June Expenditures in the Amount of:

General Fund:	\$ 18,092.44
Capital Outlay/Zone A:	\$237,340.85
SCHMIT:	\$ 85.02
TOTAL:	\$255,518.31

##### 4.5 Approve Equipment Surplus List

On motion of Director Campbell seconded by Director Patterson to *Approve Consent Calendar Items 4.1 through 4.5* was approved by the following vote:

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

**5. Discussion Items**

5.1 None

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

6.1 Approve the following Revised Policies:

Policy #	Subject
<u>1000</u>	<u>Performance Evaluations</u>
<u>2201</u>	<u>Computer Management and Form</u>

Chief Whittle stated Performance Evaluations (Policy 1000) has been updated to reflect the new online performance management program we started using last month rather than paper documents as stated in Policy 1000.

Director Campbell had concerns about Policy 1000 and inquired if it had been legally reviewed. Chief Whittle stated that minor changes were made to Policy 1000 mainly regarding the method of documentation so it was not legally reviewed. The Board discussed Policy 1000 and decided to have it legally reviewed.

Chief Whittle stated that Computer Management (Policy 2201) was a new policy and form for employees to sign. Director Patterson inquired if the Board should sign the form as Policy 2201 applies to the Board as well. Chief Whittle stated that we will provide a form for the Board to sign.

**On motion of Director Patterson seconded by Director Harmon to *Approve the Policies with the Stipulation that the Chief will have Policy 1000 Reviewed by Legal Counsel* was approved by the following vote:**

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

6.2 Adopt Publicly Available Pay Schedule per Government Code §20636

Chief Whittle stated that the Publicly Available Pay Schedule reflects the MOUs that were approved effective July 1, 2021.

**On motion of Director Harmon seconded by Director Campbell to *Adopt the Publicly Available Pay Schedule* was approved by the following vote:**

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

6.3 Potential Sale of the La Madrona Property

Chief Whittle stated that the Equipment and Facilities Committee recently toured the SVFPD Stations and discussed the facilities and properties. Chief Whittle reported that the Scotts Valley Town Center developer has a client interested in purchasing the La Madrona property. In 2020, the La Madrona property was appraised between \$925,000 and \$1,075,000. Currently Battalion Chief McNeil is working with an engineering group for the cost for a seismic retrofit and necessary structural improvements. There is a FEMA grant program we will be looking at for the seismic retrofit, which closes in December.

The Board discussed the need to make structural improvements to the Erba station and unlikelihood of building a fire station on the La Madrona property. The Board decided to move forward to sell the La Madrona property.

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**On motion of Director Patterson seconded by Director Pisciotta to *Direct the Fire Chief to have a New Appraisal, Take the Steps for the Board to Declare the Property Surplus and List the La Madrona Property for Sale* 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 and Battalion Chiefs LoFranco, McNeil and Stubendorff reported on the following:

- B-Shift responded with Cal Fire for a wildland fire in the SRA at Sugarloaf and SB Hwy 17. The crews extinguished a large pile of stacked logs off the roadway and the cause of the fire was undetermined.
- C-Shift Glenwood crew on WT2550 responded mutual aid to Cal Fire for a large vehicle fire that spread into the wildland on Vista Prieta in the Summit Area.
- Captain Cortes, Engineers Cahir and Nehf and 5 PCFs taught CPR/First Aid to 40 teachers and staff at Monte Vista Christian School. CPR training is invoiced to recover our cost.
- PCF Morin began working as a Temporary Firefighter to fill in on C-Shift during an extended work comp absence over the summer.
- Battalion Chief LoFranco attended and instructed 4 of the 8 days of the Active Shooter Drill.
- Battalion Chief McNeil and Captain Grigg took the SVFPD/Zayante Fire chipper to assist multiple residents with fuel reduction on Blossom Way. Use of the chipper is invoiced to recover our cost. Tomorrow we will be partnering with the City of Scotts Valley for fuel reduction at Skypark.
- Crews have been installing Home Knox Boxes at residences in the SVFPD.
- Staff has been working with Zonehaven Evacuation to finalize SVFPD evacuation zone maps and data.
- Several quotes have been received for the shipping containers to assemble a training tower and staff is working with the City of Scotts Valley to approve the building plans.
- Captain Ronzano is upgrading the lights and fixtures at both stations to LED for future cost savings.
- The Glenwood Station men's bathroom has been completed and the women's bathroom has been started.
- We are demoing Tablet Command, which is a two-way interface with CAD.
- We are looking at replacing portable and mobile radios in the future.

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

Chief Whittle stated that the BFPD met several times but no progress has been made. There is a lot of public interest and the Board may have spoken with two candidates they are interested in. Nothing new to report for the BFPD but the SVFPD is working on the transition plan on our end.

**8. Correspondence – Information**

**8.1 None**

**9. Request for Future Agenda Items**

**None**

**10. Adjournment**

The meeting was adjourned at 6:59 p.m.

ATTEST

  
Joe Parker  
Board President

  
Ron Whittle  
Board Secretary