



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF August 11, 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 McNeil and Stubendorff and Administrative Services Manager Walton

#### 2. Public Comment (GC §54954.3)

None

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

None

#### 4. Consent Calendar

##### 4.1 Approve Regular Board Meeting Minutes of July 14, 2021

##### 4.2 Approve July Payroll 13, 14 and 15 in the amount of: \$551,627.09

##### 4.3 Approve July Expenditures in the Amount of:

<u>General Fund:</u>	\$536,980.55
<u>SCHMIT:</u>	\$ 6,318.25
<u>TOTAL:</u>	\$543,298.80

**On motion of Director Campbell seconded by Director Pisciotta to Approve Consent Calendar Items 4.1 through 4.3 as presented 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 None

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

**6.1 Scheduled Public Hearing for the SVFPD Final Budget for Fiscal Year 2021/2022:**

<u>685010 General Fund:</u>	\$10,514,444
<u>685030 Capital Outlay Zone A:</u>	\$ 1,685,352
<u>685040 SCHMIT:</u>	\$ 483,836

Chief Whittle stated that 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> each year. Chief Whittle presented the final budget as follows:

**General Fund – 685010**

- The beginning fund balance is \$2,403,094.
- 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 BFPD administrative contract is \$27,700 and the SCHMIT administrative cost is \$6,000.
- Strike team revenue is budgeted at \$64,494, which reflects the known amount due from the 2020/2021 FY.
- The salaries and benefits budget includes the cost of the recently negotiated labor contracts.
- The Overtime and Callback have been combined into one Overtime account, broken down by type and the budgeted amount reflects the trend over the last few years. Overtime for Strike Teams and Prepositioning is budgeted at \$500,000 and expenses are reimbursed according to the California Fire Assistance Agreement.
- The budgeted amount for CalPERS is \$1,582,641, which is an increase of \$132,209 from last FY.
- Employee health insurance is budgeted at \$655,694 for an overall increase of 11.58% effective 1/1/2022, which is due to CalPERS eliminating the health plan that the SVFPD uses as the benchmark for employee contributions. Retiree health insurance is budgeted at \$84,671, an increase of \$3,646 from last FY.
- The Workers Comp insurance is \$362,850, which is an increase of \$10,161 from last FY.
- The Services and Supplies budget is \$842,959, which is a \$76,319 increase from last FY.
- The contribution to Other Agencies is the SVFPD share of LAFCO, which is budgeted 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 \$1,113,588 in accordance with SVFPD Policy 1608.

**Capital Outlay/Zone A – 685030**

- The beginning fund balance is \$1,139,363.
- A 4% increase in property tax revenue is estimated.
- Besides Auditing and Accounting costs, \$75,000 is budgeted for facility maintenance, \$265,000 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 \$1,077,152 for future projects and \$100,000 for Contingencies.
- Revenue consists of Zone A Tax collection of \$136,478, transfer-in from the General Fund in the amount of \$400,000 and interest in the amount of \$8,000.

**SCHMIT – 685040**

- The beginning fund balance is \$167,864.
- The Service and Supplies budget is \$83,395, 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.
- 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.

President Parker stated that the majority of the overtime budget is due to strike team response, which is reimbursed by the State.

Director Harmon inquired about where the sale of the La Madrona property would be included in the budget. Chief Whittle stated that when the property is sold, the Board will approve a resolution to accept the unanticipated revenue.

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**6.2     Receive Public Comment and Adopt Resolution 2021-8: Resolution Adopting Final Budget for Fiscal Year 2021/2022**

At 6:23 p.m., President Parker opened the Public Hearing. With no Public comment presented, the Public Hearing was closed.

**On motion of Director Harmon seconded by Director Campbell to Adopt Resolution 2021-8: Resolution Adopting Final Budget for Fiscal Year 2021/2022 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**

Director Pisciotta reported that the Facilities Committee met and toured the SVFPD stations.

**7.2     Administrative Report – Chief Officers**

The Administrative Report was included in the board packet and Chief Whittle and Battalion Chiefs McNeil and Stubendorff reported on the following:

- **Strike Team:** BC McNeil lead the Santa Cruz County Type 3 engine strike team assigned to the Dixie Fire (XCZ2325-C). E2538 was staffed by Captain Sundermier, Engineer Duncan, Engineer Bridges and Firefighter Smiley. The strike team has performed well and assigned to the more active areas of the fire.
- **Mutual aid response to a wildland fire:** E2537 staffed by Captain Petteys, Engineer Green and Firefighter Vandiver responded to a mutual aid wildland fire incident in Santa Cruz City. The fire was located in the Pogonip area. The fire was contained to an approximate 50 x 50 foot spot. Our crew assisted in hose deployment, containment, extinguishment and mop up.
- **Structure Fire, Henry Cowell Drive:** E2510 staffed by Captain Todd, Engineer Laine, and Firefighter Shaughnessy responded to a fire alarm at a residence on Henry Cowell Drive. Shortly after arrival they noticed smoke coming from the building and water coming out the garage. During the initial 360 size up Captain Todd noted significant smoke in the building and sprinkler activation. At the rear of the structure Captain Todd saw a woman inside the structure standing near the fires origin in the kitchen. The woman appeared disoriented and unable to follow commands. E2510's crew initiated a rescue and made a forcible entry to access the victim. The resident was quickly removed from the structure by E2510's crew. The resident did not appear to have any physical injuries but was transported to a local emergency room for further evaluation. The origin of the fire appears to have started on a couch in a family room. The home's sprinkler system extinguished the fire isolating fire damage to the couch and immediate area of origin. The structure did suffer significant water damage at the floor level throughout the residence.
- **Self-Contained Breathing Apparatus (SCBA):** Captain Cortes received the final shipment of the remaining Scott SCBA's. All of the apparatus and command vehicles are now equipped and in service.
- **Apparatus:** E2512 had its radiator replaced and is back in-service. E2511 is getting new brake pads and had new rear tires installed. E2510 is in the process of being equipped with gear to match what is on the lead engines. This will eliminate the need for our crews to strip equipment from one engine to the other in the event of strike teams, mutual aid incidents and engines out of service.
- **Radios:** Two different types of portable radios are currently being evaluated by on duty crews. Viking/Kenwood VS6000 and BK Relm KNG2 – CMD. The radios are on loan from Central Fire and Boulder Creek Fire. Crews are evaluating functionality, ease of use, programming capabilities, and transmission. Once the portable radios have been evaluated BC Stubendorff will determine a consensus as to which portable radio the District will consider for future purchase.
- **Academy and PCF Hiring:** Due to the staffing needs of the Santa Cruz County Volunteer Fire Organizations, the academy has been shortened to a Cal Fire Basic instead of a FF 1 certified program.

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This will shorten the time commitment by several hundred hours thus getting trained firefighters on the line quicker. SVFPD and Central Fire have decide to continue with requiring Firefighter 1. We are launching on a joint endeavor to hold a certified Firefighter 1 academy. The tentative start date is scheduled for Oct 9th. SVFPD has 5 Candidates headed to backgrounds and physicals with hopes that all 5 will pass.

- The County Fire Chiefs are continuing to work with the Sheriff's office, police agencies and other County government entities to come up with a recommendation to present to the County Supervisors to replace our ailing radio infrastructure. We have decide to partner with the County to have an outside consultant come in and evaluate the system and provide a recommendation. The County Fire Chiefs have agreed to share the cost of the consultant with all involved agencies.
- Chief Whittle met with Joe Serrano, the Executive Officer for LAFCO regarding our agreement with Branciforte and discussed the past, present and future relationship opportunities. LAFCO has prepared a draft fire service report that encompasses all county fire agencies, which has not been reviewed yet. The final report should be released in October.
- On the evening of July 28, Chief Whittle attended the Fire Awareness and Education meeting at Happy Valley School in Branciforte. Following the Fire Awareness presentation by Captain Vandervoort, BRN Board Chair O'Connell talked to the residents about the status of Branciforte Fire, and their future. The meeting was also attended by LAFCO Executive Officer Joe Serrano and approximately 130 residents.
- Chief Stipes from Zayante Fire and Chief Hajduk from Santa Cruz Fire are retiring. Chief Larkin from Cal Fire will be retiring in November.
- A second round strike team was sent to the Dixie Fire and BC LoFranco the Strike Team Leader Trainee.
- Chief Whittle spoke with a Real Estate Attorney regarding the sale of the La Madrona Property and the process to sale public agency land. To start the process will require Board action at the next Board Meeting.
- The Dominican Sisters have contacted Chief Whittle regarding purchasing back the Marywood Property and will be a discussion item at the next Board Meeting.
- BC McNeil was the strike team leader for a two week assignment. The fire went through fast and the crew saved the small town of Paxton. Santa Cruz County was well represented and the crews did an amazing job.
- The Glenwood Station men's bathroom remodel has been completed and the women's bathroom remodel is underway.
- The Erba Station Admin Office front door has been received and will be installed shortly.
- The proposal to identify the seismic and structural upgrade construction details and cost estimates has been received and will be emailed to the Facilities Committee.
- Firefighter Smith has completed Driver-Operator testing to drive a Type 1 engine. Firefighter Shaughnessy is working on his SC County Paramedic Accreditation.

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

Chief Whittle stated that the BFPD is making slow progress and that the end of the Agreement on September 30<sup>th</sup> is quickly approaching. Chief Whittle stated that he spoke with the BFPD Board President today and expressed frustration with the way the BFPD Board is handling the process. The BFPD Board Meeting is next week and hopefully they will have a decision but regardless, the SVFPD is working on the transition plan on our end.

President Parker stated that if Chief Whittle needed any assistance meeting with the BFPD Board, he would be available.

**8. Correspondence – Information**

8.1 None

**9. Request for Future Agenda Items**

None

**10. Adjournment**

The meeting was adjourned at 7:05 p.m.

ATTEST

  
Joe Parker  
Board President

  
Ron Whittle  
Board Secretary