



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Board of Directors

Agenda

Wednesday, October 13, 2021, 6:00 P.M.

Scotts Valley City Hall

One Civic Center Drive, Scotts Valley CA 95066

Agendas and Board Packets are available on the Scotts Valley Fire Protection District (SVFPD) website at www.scottsvalleyfire.com.

Any person who requires a disability related modification or accommodation in order to participate in a public meeting should make such a request to Ron Whittle, Board Secretary, for immediate consideration.

1. Call to Order

1.1 Pledge of Allegiance and Moment of Silence

1.2 Roll Call

2. 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.

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

4. 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.)

4.1 Minutes: Approve Regular Board Meeting Minutes of September 8, 2021

4.2 Approve SVFPD Claims Disbursements for the Month of September 1, 2021 through September 30, 2021 in the Amount of:

Payroll and Benefits:	\$616,488.68
General Fund:	\$330,670.04
Capital Outlay:	\$ 1,544.78
SCHMIT:	\$ 0.00
TOTAL:	\$948,703.50

4.3 Approve Permit/Inspection Fee Waiver Request for the Scotts Valley High School's Haunted House

5. Discussion Items

5.1 None

**Scotts Valley Fire Protection District
Board of Directors Meeting for October 13, 2021
Agenda**

6. Action Items – Discussion/Action

6.1 Approve Resolution 2021-9: Resolution of Intent to Adopt an Ordinance Establishing a Schedule of Fees for Inspection Service, Plan Checks, Permits, Cost Recovery, and Other Fire Service Related Fees and Set Public Hearing for November 10, 2021

6.2 Approve the Following Revised Policies:

Policy #	Policy
1600	Purchasing
1605	Fiscal Accountability
2101	Committees of the Board of Directors

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*

7.2 Administrative Report – *Chief Officers*

8. Correspondence

8.1 Caldor Fire Thank You Notes

9. Closed Session: Government Code §54957.7

9.1 Conference with Labor Negotiators: Government Code §54957.6
Agency Designated Representative: Joe Parker, Ed Harmon
Employee Organization: All

9.2 Fire Chief Performance Review: Government Code §54957

10. Open Session

10.1 Report on Closed Session: Government Code §54957.1

11. Request for Future Agenda Items

12. Adjournment

Next Regularly Scheduled Board Meeting:
Wednesday, November 10, 2021 at 6:00 p.m.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF September 8, 2021

1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, September 8, 2021 at the City of Scotts Valley Council Chambers. President Parker called the meeting to order at 6:00 p.m.

1.1 Pledge of Allegiance and Moment of Silence

President Parker called for the Pledge of Allegiance and a Moment of Silence to follow.

1.2 Roll Call

- | | |
|-------------------------|--|
| A. Directors Present: | Directors Campbell, Parker, Patterson and Pisciotta |
| B. Directors Absent: | Director Harmon |
| 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 Minutes: Approve Regular Board Meeting Minutes of August 11, 2021

4.2 Approve SVFPD Claims Disbursements for the Month of August 1, 2021 through August 31, 2021 in the Amount of:

Payroll and Benefits:	\$561,375.68
General Fund:	\$ 24,149.69
Capital Outlay:	\$ 0.00
SCHMIT:	\$ 3,063.69
TOTAL:	\$588,589.06

4.3 Review SVFPD CalPERS Safety Plans Annual Valuation Reports as of June 30, 2020 (Classic and PEPRA)

4.4 Review SVFPD CalPERS Miscellaneous Plans Annual Valuation Reports as of June 30, 2020 (Classic and PEPRA)

4.5 Review SVFPD CERBT and CEPPT Account Update Summary as of June 30, 2021

4.6 Approve Budgeted Payment of \$155,000 to the CERBT and \$150,000 to the CEPPT

President Parker pointed out that the expenses are in a different format but with the same information.

On motion of Director Patterson seconded by Director Campbell to Approve the Consent Calendar Items 4.1 through 4.6 was approved by the following vote:

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting September 8, 2021

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

5. Discussion Item

5.1 None

6. Action Item

6.1 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

President Parker reported that the Finance Committee met and everything was in order. In addition, the Finance Committee reviewed revisions to the finance policies for discussion at the next Board Meeting.

Director Patterson stated that he and Chief Whittle attended a zoom meeting with Supervisor Koenig and community members of the Branciforte Fire Protection District (BFPD) to discuss concerns.

Chief Whittle stated that the Facilities Committee Meeting is 9/24/2021 at 10:30 a.m. and the agenda will be sent out shortly. Chief Whittle will email links with the FEMA webinar and the grant opens at the end of month.

7.2 Administrative Report – Chief Officers

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

- E2538 is still out on a strike team assignment, currently at the Caldor Fire. The Engine began on the Dixie Fire on August 5, and was sent to the Caldor Fire on August 17th. The Crew was rotated on August 18th and will be rotated again on September 2nd. Chief McNeil completed his second tour as the Strike Team leader, and Chief LoFranco is out on his second tour as a Trainee. Chief LoFranco should be signed off as a Strike Team Leader upon his return from this assignment.
- We have 5 candidates currently going through backgrounds for our next PCF academy, which should begin in January. We are going to continue to work with Cal Fire, however the academy will be scaled back to a basic academy rather than full Firefighter 1.
- The SVFPD secured Rapid Covid-19 tests which are available to employees and their family members.
- Administrative Captain Vandervoort completed 3 WUI/LE 100 inspections in Scotts Valley and another 4 in Branciforte. Most of the BFPD LE 100 inspections were assigned to the BFPD Captains.
- Administrative Captain Vandervoort completed State Mandated Occupancy Inspections at Coast Redwoods Montessori Preschool, Circle of Friends Preschool, Best Western Plus Hotel and in on schedule to complete all Mandated Occupancy Inspections.
- Meeting with the developer regarding the possible sale and future use of the La Madrona property. Starting the process will require Board action, which will hopefully be presented at the next Board Meeting.

Battalion Chief McNeil reported that as the strike team leader, he had a good crew and they did a lot of hard work.

Battalion Chief Stubendorff reported that the SVFPD responded with 10 personnel to a BFPD full evolved structure fire and the crews were able to keep it out of the wildland. Probationary Firefighter signoff to drive the Type 1 Engine has been completed and we are working on the Type 3 and Water Tender, which is ahead of schedule.

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

Chief Whittle stated that in 22 days, the agreement with the BFPD will end. The BFPD Board had a Special Meeting at the end of August with a potential part-time Interim Fire Chief candidate. There is a lot of public interest and 66 BFPD community members attended the Zoom Special Meeting and asked good questions. At the BFPD Regular Board Meeting next week, the Interim Fire Chief will be appointed and we have scheduled 4 days (2 hours each

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Regular Board Meeting September 8, 2021

day), of training to cover the bills and payroll. Discussion ensued regarding the administrative and operational transition of management back to the BFPD.

Director Patterson asked to have the BFPD Zoom Board Meeting link emailed to the SVFPD Board.

8. Correspondence – Information

8.1 None

9. Request for Future Agenda Items

None

10. Adjournment

The meeting was adjourned at 6:32 p.m.

ATTEST

Joe Parker
Board President

Ron Whittle
Board Secretary

Scotts Valley Fire Protection District (SVFPD)

Date: October 13, 2021
To: Board of Directors
From: SVFPD
Subject: Approve Claim Disbursements

SVFPD Claims have been approved for payment out of SVFPD Funds totaling \$ 948,703.50

These payments have been approved by the Board of Directors during their meeting on October 13, 2021

September 2021/2022 F.Y.

685010- Payroll and Benefits:	\$616,488.68
685010- General Fund:	\$330,670.04
685030- Capital Outlay/Zone A:	\$ 1,544.78
685040- SCHMIT:	\$ 0.00

ATTEST

Joe Parker
Board President

Ron Whittle
Board Secretary

Expenditure Actual Transactions

Criteria: PostOn = 9/1/2021, 9/30/2021; EntryDate = 9/1/2021, 9/30/2021; GLKey = 685010, 685020, 685030, 685040; Summarize by = GLKey, Character, Object

FY	FM	Posted	Document	Doc Ref	GLKey	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character 50 – SALARIES AND EMPLOYEE BENEF												
Object 51000 – REGULAR PAY-PERMANENT												
2022	03	9/9/2021	DJ81409		685010	76585	68500000	51000	(2,712.62)	WC Cahr 8/19-9/1/21 CK#875801	C99999	DEP
2022	03	9/8/2021	PAYPERIOD		685010	76585	68500000	51000	133,806.63	PAYPERIOD 18PAYDATE 09102021		
2022	03	9/22/2021	PAYPERIOD		685010	76585	68500000	51000	133,870.47	PAYPERIOD 18PAYDATE 09242021		
2022	03	9/23/2021	DJ81759		685010	76585	68500000	51000	(3,875.17)	WComp Ronzano 8/29-9/17/21	C99999	DEP
2022	03	9/23/2021	DJ81759		685010	76585	68500000	51000	(2,712.62)	WComp Cahr 9/2-9/15/21	C99999	DEP
Total Object 51000									257,976.89			
Object 51005 – OVERTIME PAY-PERMANENT												
2022	03	9/22/2021	PAYPERIOD		685010	76585	68500000	51005	107,709.25	PAYPERIOD 18PAYDATE 09242021		
2022	03	9/16/2021	DJ81595		685010	76585	68500000	51005	(9,835.55)	CZULightingFEMA CK#69-599387	C99999	DEP
2022	03	9/8/2021	PAYPERIOD		685010	76585	68500000	51005	118,223.06	PAYPERIOD 18PAYDATE 09102021		
Total Object 51005									216,096.76			
Object 51010 – REGULAR PAY-EXTRA HELP												
2022	03	9/8/2021	PAYPERIOD		685010	76585	68500000	51010	2,293.34	PAYPERIOD 18PAYDATE 09102021		
Total Object 51010									2,293.34			
Object 51035 – HOLIDAY PAY												
2022	03	9/8/2021	PAYPERIOD		685010	76585	68500000	51035	5,169.26	PAYPERIOD 18PAYDATE 09102021		
2022	03	9/22/2021	PAYPERIOD		685010	76585	68500000	51035	4,946.74	PAYPERIOD 18PAYDATE 09242021		
Total Object 51035									10,116.00			
Object 51040 – DIFFERENTIAL PAY												
2022	03	9/22/2021	PAYPERIOD		685010	76585	68500000	51040	8,296.65	PAYPERIOD 18PAYDATE 09242021		
2022	03	9/8/2021	PAYPERIOD		685010	76585	68500000	51040	8,005.96	PAYPERIOD 18PAYDATE 09102021		
Total Object 51040									16,302.61			
Object 52010 – OASDI-SOCIAL SECURITY												
2022	03	8/8/2021	PAYPERIOD		685010	76585	68500000	52010	4,120.84	PAYPERIOD 18PAYDATE 09102021		
2022	03	9/22/2021	PAYPERIOD		685010	76585	68500000	52010	3,655.06	PAYPERIOD 18PAYDATE 09242021		
Total Object 52010									7,775.90			
Object 52015 – PERS												
2022	03	9/22/2021	PAYPERIOD		685010	76585	68500000	52015	25,133.78	PAYPERIOD 18PAYDATE 09242021		
2022	03	9/8/2021	PAYPERIOD		685010	76585	68500000	52015	25,396.10	PAYPERIOD 18PAYDATE 09102021		
Total Object 52015									50,529.88			
Object 53010 – EMPLOYEE INSURANCE & BENEFITS												
2022	03	9/8/2021	PAYPERIOD		685010	76585	68500000	53010	(1,126.60)	PAYPERIOD 18PAYDATE 09102021		
2022	03	9/10/2021	SEP21HLTH		685010	76585	68500000	53010	49,541.34	SV FIRE SEP 2021	V116512	US BANK
2022	03	9/9/2021	DJ81409		685010	76585	68500000	53010	(145.09)	S.Kovacs Sep121 Dental	C99999	DEP
2022	03	9/9/2021	DJ81409		685010	76585	68500000	53010	(51.01)	M.Paequini Sep121 Dental,CK#975	C99999	DEP
2022	03	9/9/2021	DJ81409		685010	76585	68500000	53010	(51.01)	M.Marsano Sep121 Dental,CK#822	C99999	DEP
2022	03	9/9/2021	DJ81409		685010	76585	68500000	53010	(96.58)	H.BustichSep121 Dental,CK#3862	C99999	DEP

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Expenditure Actual Transactions

Criteria: PosOn = 9/1/2021..9/30/2021; EntryDate = 9/1/2021..9/30/2021; GLKey = 685010, 685020, 685030, 685040; Summarize by = GLKey, Character, Object

FY	FM	Posted	Document	Doc Ref	GLKey	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 -- SCOTTS VALLEY FIRE PROT SVC												
Character 50 -- SALARIES AND EMPLOYEE BENEF												
Object 53010 -- EMPLOYEE INSURANCE & BENEFITS												
2022	03	9/9/2021	DJ81409	DJ81409	685010	76585	68500000	53010	(365.32)	M.Theodosis Sept-Dec21 Dental	C99999	DEP
2022	03	9/22/2021	PAYPERIOD		685010	76585	68500000	53010	(960.50)	PAYPERIOD 19PAYDATE 09242021	C99999	DEP
2022	03	9/23/2021	DJ81759	DJ81759	685010	76585	68500000	53010	(95.58)	H.Bustichi Oct21Dental,CK#3882	V3357	FIRE DISTRICTS ASSOC OF CA
2022	03	9/24/2021	0921SVFD		685010	76585	68500000	53010	1,130.87	FDAC EBA SVFD 10/2021	C99999	DEP
2022	03	9/16/2021	DJ81595	DJ81595	685010	76585	68500000	53010	(51.01)	S.Downey Sep21 Dental CK#2284	C99999	DEP
2022	03	9/16/2021	DJ81595	DJ81595	685010	76585	68500000	53010	(482.90)	A.Knox Jul-Dec21 Dental CK#5831	V105980	BIDDLE, MIKE
2022	03	9/30/2021	1021SVFD		685010	76585	68500000	53010	1,055.73	BIDDLE, MIKE SVFD Health Ins.	V105221	LOFRANCO, SAL
2022	03	9/30/2021	1021SVFD		685010	76585	68500000	53010	535.94	LOFRANCO, SAL SVFD Health Ins.	V105430	MCIMURRY, MICHAEL
2022	03	9/30/2021	1021SVFD		685010	76585	68500000	53010	1,728.68	MCIMURRY, MICHAEL SVFD Health In	V103762	PHINN, MIKE
2022	03	9/30/2021	1021SVFD		685010	76585	68500000	53010	393.04	PHINN, MIKE SVFD Health Ins. 1	V117701	THEILEN, LOTHAR
2022	03	9/30/2021	1021SVFD		685010	76585	68500000	53010	617.17	THEILEN, LOTHAR SVFD Health In	C99999	DEP
2022	03	9/30/2021	DJ81913	DJ81913	685010	76585	68500000	53010	(145.03)	S.Kovacs Oct21 Dental Ins.		
Total Object 53010									51,410.08			
Object 53015 -- UNEMPLOYMENT INSURANCE												
2022	03	9/8/2021	PAYPERIOD		685010	76585	68500000	53015	41.28	PAYPERIOD 18PAYDATE 09102021		
Total Object 53015									41.28			
Object 55021 -- OTHER BENEFITS MISC												
2022	03	9/8/2021	PAYPERIOD		685010	76585	68500000	55021	1,973.07	PAYPERIOD 18PAYDATE 09102021		
2022	03	9/22/2021	PAYPERIOD		685010	76585	68500000	55021	1,973.07	PAYPERIOD 09242021		
Total Object 55021									3,946.14			
Total Character 50									616,488.68			
Character 60 -- SERVICES AND SUPPLIES												
Object 61720 -- MAINT-MOBILE EQUIPMENT-SERV												
2022	03	9/24/2021	7782		685010	76585	68500000	61720	150.00	CENTRAL FIRE PR SVFD	V116886	CENTRAL FIRE PROTECTION DIST
2022	03	9/24/2021	7783		685010	76585	68500000	61720	298.82	CENTRAL FIRE PR SVFD	V116886	CENTRAL FIRE PROTECTION DIST
2022	03	9/24/2021	CS034662		685010	76585	68500000	61720	754.49	GOLDEN STATE EM SVFD PIE-0143	V129826	GOLDEN STATE EMERGENCY VEHICLE
2022	03	9/24/2021	CS034750		685010	76585	68500000	61720	412.24	GOLDEN STATE EM SVFD PIE-0143	V129826	GOLDEN STATE EMERGENCY VEHICLE
2022	03	9/24/2021	CS034808		685010	76585	68500000	61720	1,074.00	GOLDEN STATE EM SVFD PIE-0143	V129826	GOLDEN STATE EMERGENCY VEHICLE
2022	03	9/30/2021	1021SVFD		685010	76585	68500000	61720	151.88	SCARBOROUGH LUM SVFD Acct 1169	V1233	SCARBOROUGH LUMBER & BLDG INC
2022	03	9/9/2021	0110021076		685010	76585	68500000	61720	2,815.71	TEHAMA TIRE SER SVFD	V129108	TEHAMA TIRE SERVICE INC
2022	03	9/9/2021	0921SVFD		685010	76585	68500000	61720	57.03	GENUINE PARTS C SVFD	V39757	GENUINE PARTS COMPANY
Total Object 61720									5,714.17			
Object 61725 -- MAINT-OFFICE EQUIPMENT-SERVICES												
2022	03	9/9/2021	13623		685010	76585	68500000	61725	1,780.12	PAGODA TECHNOLO SVFD	V125184	PAGODA TECHNOLOGIES INC
2022	03	9/24/2021	13655		685010	76585	68500000	61725	91.08	PAGODA TECHNOLO SVFD	V125184	PAGODA TECHNOLOGIES INC
2022	03	9/24/2021	410246		685010	76585	68500000	61725	200.00	MONTEREY BAY SY SVFD	V125978	MONTEREY BAY SYSTEMS
Total Object 61725									2,071.20			

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Expenditure Actual Transactions

Criteria: PostOn = 9/1/2021..9/30/2021; EntryDate = 9/1/2021..9/30/2021; GLKey = 685010, 685020, 685030, 685040; Summarize by = GLKey, Character, Object

FY	FM	Posted	Document	Doc Ref	GL Key	Fund	Organization	GL Obj	Description	Amount	Vendor No	Vendor Name
GL Key 685010 -- SCOTTS VALLEY FIRE PROT SVC												
Character 80 -- SERVICES AND SUPPLIES												
Object 61730 -- MAINT-OTH EQUIP-SERVICES												
2022	03	9/30/2021	1021SVFD3		685010	76585	68500000	61730	16.44 SCARBOROUGH LUM SVFD Acct 1169	16.44	V1233	SCARBOROUGH LUMBER & BLDG INC
Total Object 61730												
Object 61845 -- MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2022	03	9/30/2021	1021SVFD1		685010	76585	68500000	61845	50.20 SCARBOROUGH LUM SVFD Acct 1169		V1233	SCARBOROUGH LUMBER & BLDG INC
2022	03	9/24/2021	8951080		685010	76585	68500000	61845	57.50 WESTERN EXTERMI SVFD		V15766	WESTERN EXTERMINATOR COMPANY
2022	03	9/24/2021	8952081		685010	76585	68500000	61845	57.50 WESTERN EXTERMI SVFD		V15766	WESTERN EXTERMINATOR COMPANY
2022	03	9/9/2021	0921SVFD		685010	76585	68500000	61845	616.72 SCARBOROUGH LUM SVFD Acct 1169		V1233	SCARBOROUGH LUMBER & BLDG INC
Total Object 61845										761.92		
Object 62020 -- MEMBERSHIPS												
2022	03	9/24/2021	01561		685010	76585	68500000	62020	225.00 SCOTTS VALLEY C SVFD		V102595	SCOTTS VALLEY CHAMBER COMMERCE
Total Object 62020										225.00		
Object 62219 -- PC SOFTWARE PURCHASES												
2022	03	9/9/2021	1660		685010	76585	68500000	62219	2,205.00 LOCALITY MEDIA SVFD		V39212	LOCALITY MEDIA INC
Total Object 62219										2,205.00		
Object 62223 -- SUPPLIES												
2022	03	9/9/2021	0921SVFD1		685010	76585	68500000	62223	19.73 SCARBOROUGH LUM SVFD Acct 1169		V1233	SCARBOROUGH LUMBER & BLDG INC
Total Object 62223										19.73		
Object 62301 -- ACCOUNTING AND AUDITING FEES												
2022	03	9/9/2021	1159		685010	76585	68500000	62301	4,554.00 PEHLING & PEHLI SVFD		V128403	PEHLING & PEHLING CPAS AN
Total Object 62301										4,554.00		
Object 62358 -- LAUNDRY SERVICES												
2022	03	9/14/2021	463417		685010	76585	68500000	62358	186.00 SCOTTS VALLEY C SVFD		V126090	SCOTTS VALLEY CLEANERS
Total Object 62358										186.00		
Object 62381 -- PROF & SPECIAL SERV-OTHER												
2022	03	9/14/2021	0921SVFD		685010	76585	68500000	62381	262.50 DAWSON PASSAFUI SVFD		V125913	DAWSON PASSAFUME & BOWDEN &
2022	03	9/14/2021	0921SVFD1		685010	76585	68500000	62381	393.75 DAWSON PASSAFUI SVFD		V125913	DAWSON PASSAFUME & BOWDEN &
2022	03	9/14/2021	38664		685010	76585	68500000	62381	100.00 CSG CONSULTANTS SVFD		V121100	CSG CONSULTANTS INC
2022	03	9/24/2021	8429		685010	76585	68500000	62381	4,875.00 REUBEN, DAVID P SVFD		V126713	REUBEN, DAVID P
Total Object 62381										5,631.25		
Object 62715 -- SMALL TOOLS & INSTRUMENTS												
2022	03	9/9/2021	0921SVFD2		685010	76585	68500000	62715	26.30 SCARBOROUGH LUM SVFD Acct 1169		V1233	SCARBOROUGH LUMBER & BLDG INC
2022	03	9/9/2021	519890-2		685010	76585	68500000	62715	263.40 L N CURTIS & SO SVFD Cust 3627		V115989	L N CURTIS & SONS
Total Object 62715										289.70		
Object 62914 -- EDUCATION & TRAINING(REPT)												
2022	03	9/30/2021	1021SVFD2		685010	76585	68500000	62914	200.17 SCARBOROUGH LUM SVFD Acct 1169		V1233	SCARBOROUGH LUMBER & BLDG INC
Total Object 62914										200.17		

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Expenditure Actual Transactions

Criteria: PostOn = 9/1/2021..9/30/2021; EntryDate = 9/1/2021..9/30/2021; GLKey = 685010, 685020, 685030, 685040; Summarize by = GLKey,Character,Object

FY	FM	Posted	Document	Doc Ref	GLKey	Fund	Organization	GL Obj	Amount	Description	Vendor No	Vendor Name
GL Key 685010 -- SCOTTS VALLEY FIRE PROT SVC												
Character 60 -- SERVICES AND SUPPLIES												
Object 62920 -- GAS, OIL, FUEL												
2022	03	9/9/2021	821192		685010	76585	68500000	62920	1,699.39	WESTERN STATES SVFD	V39738	TOP LOPES DISTRIBUTING
Total Object 62920									1,699.39			
Object 63070 -- UTILITIES												
2022	03	9/14/2021	0921SVFD		685010	76585	68500000	63070	967.51	PACIFIC GAS AND SVFD	V129169	PACIFIC GAS AND ELECTRIC CO
2022	03	9/14/2021	0921SVFD1		685010	76585	68500000	63070	963.32	PACIFIC GAS AND SVFD	V129169	PACIFIC GAS AND ELECTRIC CO
2022	03	9/14/2021	0921SVFD2		685010	76585	68500000	63070	85.95	PACIFIC GAS AND SVFD	V129169	PACIFIC GAS AND ELECTRIC CO
2022	03	9/21/2021	0921SVFD3		685010	76585	68500000	63070	59.29	PACIFIC GAS AND SVFD	V129169	PACIFIC GAS AND ELECTRIC CO
Total Object 63070									2,076.07			
Total Character 60									25,670.04			
Character 70 -- OTHER CHARGES												
Object 75233 -- CONTRIB TO TRUST/AGENCY FUND												
2022	03	9/15/2021	INV 945-946		685010	76585	68500000	75233	155,000.00	CALPERS INV 100000016538945	V116512	US BANK
2022	03	9/15/2021	INV 945-946		685010	76585	68500000	75233	150,000.00	CALPERS INV 100000016538946	V116512	US BANK
Total Object 75233									305,000.00			
Total Character 70									305,000.00			
Total GL Key 685010									947,158.72			
GL Key 685030 -- SCOTTS VLY FIRE DIST.-CAPITAL												
Character 60 -- SERVICES AND SUPPLIES												
Object 61845 -- MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2022	03	9/30/2021	1021SVFD4		685030	76585	68500000	61845	502.15	SCARBOROUGH LUM SVFD Acct 1169	V1233	SCARBOROUGH LUMBER & BLDG INC
Total Object 61845									502.15			
Object 62710 -- FIELD EQUIPMENT												
2022	03	9/9/2021	519980-1		685030	76585	68500000	62710	1,042.63	L N CURTIS & SO SVFD Cust 3627	V115989	L N CURTIS & SONS
Total Object 62710									1,042.63			
Total Character 60									1,544.78			
Total GL Key 685030									1,544.78			

Scotts Valley Fire Station 1
7 Erba Lane
Scotts Valley, California 95066

October 6th, 2021

Dear Scotts Valley Fire Chief Vandervoort,

This year, the annual Scotts Valley Haunted House returns. Planning continues throughout the entire year, with shows planned on October 21-23 and October 28-30

All proceeds from the Haunted House are donated to the Leukemia and Lymphoma Society each year. Participating students earn community service hours towards their graduation requirement.

Previously, you have waived the \$330 fee generated by the permit inspection. All of us in the Haunted House and school community would greatly appreciate your consideration in allowing this waiver again.

Thank you for your continued support.

Sincerely,



Greta Feague
Safety Manager



Mike Hanson
Principal, SVHS



Phoebe Clifton
Ringleader



Erik Wyner
Ringleader

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2021-9

**NOTICE OF INTENT TO ADOPT AN ORDINANCE ESTABLISHING
A SCHEDULE OF FEES FOR INSPECTION SERVICE, PLAN CHECKS, PERMITS, COST
RECOVERY, AND OTHER FIRE SERVICE RELATED FEES**

WHEREAS, The Board of Directors of the Scotts Valley Fire Protection District (SVFPD) on November 10, 2021 at 6:00 p.m. will conduct a public hearing to consider adoption of Ordinance 2021-1 establishing a schedule of fees for inspection service, plan checks, permits, cost recovery, and other fire service related fees. The hearings will be held at the Scotts Valley City Hall, One Civic Center Drive, Scotts Valley, CA 95066.

Copies of the proposed Ordinance are available for review at the SVFPD Office, located at 7 Erba Lane, Scotts Valley California.

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District of Santa Cruz County, County of Santa Cruz, State of California, this 13th day of October 2021, by the following vote:

AYES NOES ABSENT ABSTAIN

Director Robert Campbell
Director Edward Harmon
Director Joseph Parker
Director Russ Patterson
Director Daron Pisciotta

ATTEST:

Ron Whittle
Board Secretary

Joe Parker
Board President

APPROVED AS TO FORM:

Phillip Passafiume
SVFPD Legal Counsel

cc: County Auditor/Controller

SCOTTS VALLEY FIRE PROTECTION DISTRICT

ORDINANCE NO 2021-1

AN ORDINANCE ESTABLISHING A SCHEDULE OF FEES FOR INSPECTION SERVICES, PLAN CHECKS, PERMITS, COST RECOVERY, AND OTHER FIRE SERVICE RELATED FEES

WHEREAS, the California Health and Safety Code, Section 13916, authorizes the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) to charge a fee to cover the cost of any service which the SVFPD provides, or for the cost of enforcing any regulation for which a fee is charged;

WHEREAS, the following fees reflect the actual cost borne by the SVFPD in providing the service or enforcing the regulation;

WHEREAS, the current fee schedule is in need of revision and update;

NOW THEREFORE BE IT RESOLVED AND ORDERED THAT, the SVFPD adopts the schedule of fees attached as the current Fire Prevention and Fire Service Fees;

FUTHER BE RESOLVED AND ORDERED THAT, this Ordinance rescinds Ordinance 2005-2 and any other previous Fee Schedule Ordinances.

Fee Schedule

A fee in accordance with the following schedule shall be paid to the SVFPD at the time of application or upon receipt of an invoice for services rendered for:

Inspection Service

When a fire inspection is requested or required by state or local ordinance, the standard hourly fee shall be charged. This fee is one hundred fifty-eight dollars (\$158) per hour with a one hour minimum for each inspection and staff member. After the first hour, seventy-nine dollars (\$79.00) per half hour shall be charged with a one-half hour minimum. The fee is for actual office hours and field hours per project/inspection.

Such fee shall not be refunded upon failure of an applicant to obtain necessary permits. Failure to apply for necessary permits or services may result in an order from the Fire Chief or their designee to obtain a permit for service.

Plan Review Service/Required Permits

When a plan review is requested or required by state or local ordinance under any of the following categories, the standard hourly fee shall be charged for actual office hours and field hours per project review. Included are fire alarm, sprinkler system and fixed extinguishing system required permits, and other plans as required.

Building Plan Review including commercial and residential construction. The total fee due prior to a building permit being issued is determined by the size of the project. Inclusive in these fees are office time, field inspection time and phone consultation time. Square footage calculations are computed on total floor area which includes all floors, heated and unheated, porches, and garages. Plan review and site visits (inspections) are included in the permit price.

Development Review Fees	Fee
1. <u>Design Review</u>	\$158.00 per hour
2. <u>Tenant Improvement</u>	\$158.00 per hour
3. <u>All Occupancy Groups Residential and Commercial</u>	\$0.20 per square foot

Inspection Permit Fees	Fee
1. <u>Fire Alarm System</u>	
a) 1 – 9 Devices	\$395.00
b) 10 + Devices	\$474.00
2. <u>Sprinkler Systems</u>	
a) 1 – 5 Heads	\$158.00
b) 6 – 20 Heads	\$316.00
c) 21 – 50 Heads	\$395.00
d) 51 – 100 Heads	\$553.00
e) 101 – 150 Heads	\$711.00
f) 150 + Heads	\$869.00
3. <u>Residential Underground Supply</u> (when different from sprinkler contractor)	\$158.00
4. <u>Commercial Underground Supply</u>	\$316.00
5. <u>Fixed Extinguishing System</u>	\$395.00

Work Without Permits and Missed Appointments	Fee
1. <u>Work Without Permits</u>	DOUBLE FEES
2. <u>Missed Field Appointments (not cancelled prior)</u>	\$158.00

False Alarms	Fee
1. <u>False Alarms (per 30 day period)</u>	
a) First Response	No Charge
b) Second Response	No Charge
c) Third and each Additional Response	\$182 per response

Administrative Fees	Fee
1. <u>Incident, Investigations and PCR Reports</u> (one free copy to the affected persons)	\$25.00 per report
2. <u>File Copies</u>	\$0.25 per page
3. <u>Returned Check Fee</u>	\$25.00 + County Fees
4. <u>Late Payments Past 30 Days</u>	5% of the total invoice per month
5. <u>Deposition/Interview</u>	\$158.00 per hour
6. <u>Administrative Fee</u>	15%

Other Charges	Fee
1. Chipper Program	
a) Chipper Rental	\$50.00 per hour
b) Staff	\$100.00 per hour per staff member
2. <u>Erba Lane Meeting Room</u>	
a) Resident	\$20.00 per hour/\$120 per day
b) Nonresident	\$25.00 per hour/\$150 per day
3. <u>Glenwood Meeting Room</u>	
a) Resident	\$20.00 per hour/\$120 per day
b) Nonresident	\$25.00 per hour/\$150 per day

Meeting Room Facility Fees are required to be paid in advance of the use of the facility. Charges for damages or other loss will be charged at actual cost for repairs plus an administrative fee.

HOURLY EQUIPMENT AND PERSONNEL FEES

The SVFPD will seek cost recovery for the following types of incidents:

1. Hazardous materials releases
2. Flagrant false alarms
3. Incident involving illegal activities
4. Incident resulting from negligence

The following components will be factored into the recovery charge:

1. Personnel costs
2. Mobile equipment costs
3. Tools, materials and supply costs
4. Dispatch and communications cost
5. Specialty equipment

Recovery costs will be based on actual cost to provide the service plus a 20% administrative fee.

Personnel

Personnel costs will be calculated utilizing a “fully loaded” actual cost. The hourly rate will include actual salary and benefit costs based on the position and the current memorandum of understanding. Overtime premium will be charged based on actual personnel response and/or required cover.

Mobile Equipment

Mobile equipment will be charged at the current OES/FEMA schedule of hourly equipment rates plus mileage with a \$50.00 minimum charge. All other equipment will be charged at actual cost.

Materials and Supply Costs

Materials and supplies will be charged at the actual cost of replacement including tax and freight.

Dispatch and Communications Costs

The cost of dispatch will be actual cost as determined by the SVFPD agreement with Santa Cruz Consolidated Emergency Communications Center. Other telecommunication charges will be billed based on actual costs.

Waiver of Fees

Any request for the waiver of fees will be presented to the SVFPD Board of Directors in writing and agendized for the next regular Board meeting. A majority vote of the Board is required to waive fees.

This Ordinance shall become effective sixty (60) days after passage of the Board of Directors. This Ordinance shall remain in full force and effect until a subsequent superseding Ordinance becomes effective.

PASSED AND ADOPTED this 10th day of November 2021, by the Board of Directors of the Scotts Valley Fire Protection District by the following vote:

AYES

Director Robert Campbell
Director Edward Harmon
Director Joseph Parker
Director Russ Patterson
Director Daron Pisciotta

NOES

ABSENT

ABSTAIN


ATTEST:

Ron Whittle
Board Secretary

Joe Parker
Board President

APPROVED AS TO FORM:

Phillip Passafuime
SVFPD Legal Counsel

Scotts Valley Fire Protection District	
POLICY: 1600 DATE APPROVED: 10/13/2021 BOARD PRESIDENT: _____	SUBJECT: Purchasing FIRE CHIEF: _____

Policy 1600: Purchasing

The California Government Code Section 935.4 permits the Board of Directors to delegate its authority for the allowance, compromise and settlement of claims provided the claim does not exceed fifty thousand dollars (\$50,000).

This policy authorizes the Chief Officers of the Scotts Valley Fire Protection District (SVFPD) to review, verify and approve claims made against the SVFPD, which do not exceed fifty thousand dollars (\$50,000). The claims are then transmitted to the Santa Cruz County Auditor-Controller authorizing payment from the funds of the SVFPD. At the next regular board meeting, the Board of Directors will review all claims and take action to officially authorize payment.

Claims in excess of \$50,000 shall be authorized by the Board of Directors prior to payment.

1. Fixed Assets

Budgeting, purchasing, and capitalization of fixed assets shall be according to the following specifications:

- Fixed assets (other than land), which are expected to be useful for at least three years
- Cost at least \$5,000, if structures, or equipment

Improvements to fixed assets which are to be capitalized are those which significantly extend its life, and have the following cost limitations:

- Cost at least \$5,000, if structures, or equipment


2. Supplies, Materials, Equipment, and Contractual Services

The purpose of this policy is to secure for the SVFPD Taxpayers the advantages and economies which will result from centralized control over the expenditures of SVFPD funds for supplies, materials, equipment and contractual services.

A. Definitions

Supplies and Equipment - Any and all articles or services and supplies which shall be furnished to or used by the SVFPD.

Contractual Services - Any and all services which a contractor provides which are required by the SVFPD, but are not furnished by its own employees.

Scotts Valley Fire Protection District	
POLICY: 1600	SUBJECT: Purchasing

Responsible Bid - An offer, submitted by a responsible bidder in ink or typewritten form, to furnish supplies, equipment, or contractual services in conformity with the specifications, delivery terms and conditions, and other requirements included in the invitation for bids.

Responsible Bidder - A bidder who submits a responsible bid; who has furnished, when requested, information and data to prove that the financial resources, production or service facilities, service reputation and experience are adequate to make satisfactory delivery of the supplies, materials, equipment, or contractual service based on the bid; and who has not violated, attempted to violate, any provisions of these regulations.

Bidders' List - A current file of sources of supply of articles purchased for SVFPD use.

B. Competitive Bids

Purchases to be made on competitive bids - All purchases of and contracts for supplies, equipment, and contractual services in excess of \$10,000 shall be based on competitive bids.

Competitive bids to be solicited by public notice - If the amount of the purchase is estimated to exceed \$10,000, contract bids shall be solicited by public notice and written contracts.


Method and extent of notice - The method and extent of public notice soliciting contract bids shall be as prescribed by the Board of Directors. Said notice shall set forth the deadline for submission of bids to the SVFPD and the terms, conditions, and specifications of the proposed purchase.

Posting on bulletin board - Competitive bid purchases shall, in all cases, be advertised by posting a copy of the invitation for bids on a public bulletin board in or adjacent to the SVFPD Administrative Office.

Solicitation of bidders on bidders' list - The Fire Chief or their designee shall, in addition, solicit bids from prospective bidders on any pertinent District bidders' list by sending them copies of the invitation for bids.

Submission of bids - All bids shall be sealed and submitted to the SVFPD on or before the deadline therefore.

Surety - If required by the Board of Directors, each bid shall be accompanied by surety in the form of a certified cashier's check or bid bond in such amount as shall be prescribed in the public notice inviting bids.

Scotts Valley Fire Protection District	
POLICY: 1600	SUBJECT: Purchasing

Bid opening - The Fire Chief or their designee shall open all bids in the presence of a SVFPD Battalion Chief or Confidential Employee and other interested parties immediately after the deadline set for submission thereof. A tabulation of all bids received, whether accepted or rejected, shall be made by the SVFPD and shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

Rejection of bid - The Board of Directors may reject any and all bids and may re-advertise for bids when it determines the public interest will be served thereby.

Award of contract for purchases - The contract shall be awarded by the Board of Directors to the lowest responsible bidder whose bid conforms to the invitation for bids.

Tie bids - In the case of a tie for lowest responsible bid, and if the public interest will not permit the delay of re-advertising for bids, the Board of Directors will award the contract to one of the bidders by drawing lots in public, or may make the purchase in the open market, provided the price paid in the open market shall not exceed the lowest contract bid price submitted.


Determining lowest responsible bidder - In determining the lowest responsible bidder, the Board of Directors shall take into consideration the quality offered and its conformity with the specifications, the delivery and discount terms and conditions of the bid, the service reputation of the bidder, and other information and data required to prove his responsibility.

Failure of successful bidder to enter contract - If the successful bidder does not enter into a contract within ten (10) days after mailing or personal delivery of notice of award of contract, the bidder shall forfeit in cash an amount equal to the amount of any surety which accompanied the bond, unless the SVFPD is responsible for the delay. The bidder shall also be liable for any cost in excess of the bid price which the SVFPD incurs in purchasing the commodities or services elsewhere.

Faithful performance bond - If the Board of Directors so requires, the successful bidder shall furnish surety in the form of a certified or cashier's check or bond for the faithful performance of the contract in the amount specified.

Approval, execution, and filing of contracts - All contract bid forms and all contracts shall be approved by the SVFPD counsel as to form and legality. Following such approval, all contracts shall be signed on behalf of the SVFPD by the President of the Board of Directors.

3. Open Market Purchases

Scotts Valley Fire Protection District	
POLICY: 1600	SUBJECT: Purchasing

- A. *When open market purchases are authorized* - If the amount of the purchase is estimated to be \$10,000 or less, it shall be an open market purchase and shall not be subject to the competitive bidding requirements.

An open market purchase shall, wherever possible, be based on at least three price quotations, except for an open market purchase for less than \$5,000.


- B. *Soliciting bids for open market purchases* - The Fire Chief shall solicit quotations by contacting parties on the pertinent bidders' list by posting a copy of an invitation for quotations on a public bulletin board in or adjacent to the SVFPD Administrative Office. The Fire Chief shall also contact others who, in their judgment, would be responsible suppliers.
- C. *Submission, opening, tabulation* - Quotations shall be submitted to the Fire Chief. The SVFPD shall make a record of all written and telephoned quotations and such record shall be open to public inspection during regular business hours at least thirty (30) days after the date of the award of the contract.
- D. *Award to open market bidder* - All open market purchases shall be awarded to the party making the lowest responsible quotation. However, price and quality being equal, preference may be given to responsible local bidders.

4. Suspension of Regulations

- A. These regulations may be suspended by vote of four/fifths (4/5) of the Board of Directors upon the finding recorded in its minutes that competitive bidding or quotations would not be in the public interest.
- B. In the case of an emergency, the Board of Directors may adopt a resolution by a four/fifths (4/5) vote of all the members declaring that the public interest and necessity demand immediate expenditure of public money to safeguard life, health, or property. The Board of Directors may expend any sum required in the emergency without submitting such expenditure to bid.

5. Purchasing Policy - Miscellaneous

- A. *Unlawful purchases* - If an employee contracts for any supplies, materials, equipment or contractual services contrary to the purchasing policy, such purchases or contract shall be void and of no effect, and the cost shall not constitute a legal charge against the SVFPD.
- B. *Return of merchandise* - No supplies, materials or equipment shall be returned to the vendor for trade, credit, repair, or for any other reason without approval of the Fire Chief or their designee.


Scotts Valley Fire Protection District	
POLICY: 1600	SUBJECT: Purchasing

- C. *Budgeted items* - All line items that have been approved in the current budgets shall be deemed to have prior board approval for purchase. Items that need to be returned to the Board of Directors for action shall be agendized.
- D. *Non-budgeted items* - Non-budget services and repairs where bids and analysis have been completed that require Board action, shall be agendized.

6. Exemptions

This policy shall not apply to purchases of:

- Legal Advertising
- Medical Equipment or Supplies
- Professional Services
- Insurance
- Public Utility Services
- Ordinary Travel Expenses

Scotts Valley Fire Protection District	
POLICY: 1605 DATE APPROVED: 10/13/2021 BOARD PRESIDENT: _____	SUBJECT: Fiscal Accountability FIRE CHIEF: _____

Policy 1605: Fiscal Accountability

Purpose

The Scotts Valley Fire Protection District (SVFPD) will provide fiscal accountability at all levels. As a public agency, it is crucial to maintain a high degree of public trust through the wise use of resources for the benefit of the public.

Transparency

The financial condition and transactions of the SVFPD will be open to the public for review. This will be accomplished through availability of financial statements in print or on the SVFPD website, availability of records and reports, and open review of financial records unless restricted for confidentiality by law consistent with the Public Records Act.

Budgets


The financial operation of the SVFPD will be conducted in accordance with an annual budget that has been reviewed and adopted by the Board of Directors in compliance with all applicable laws and regulations. Each year a preliminary budget will be prepared and presented to the Board in open session normally at the May public meeting. A final budget will be presented, normally in August for public hearing and adoption by the Board at a meeting that has been fully noticed. The SVFPD financial performance will be reviewed against the adopted budget by the Finance Committee of the Board at least quarterly, and the results of this review presented to the full Board at the first public meeting following the review.

External Audits

Financial audits will be conducted annually by a firm qualified in governmental accounting standards. The audit will be conducted in accordance with the then current Governmental Accounting Standards Board requirements. The completed audit will be presented to the audit committee of the Board of Directors in open session for review and acceptance. Once accepted by the Board, the annual audit will be the official audited financial statement of the SVFPD and will be available for review by the public.

Internal Audits

On a monthly basis, and prior to the presentation of the warrants to the Board for approval, the Fire Chief will verify that the SVFPD warrants are complete, accurate, and properly authorized, and that the records maintained by the County are true and consistent with the SVFPD records.

Scotts Valley Fire Protection District	
POLICY: 1605	SUBJECT: Fiscal Accountability

The Finance Committee may conduct a separate audit of the SVFPD warrants and supporting documentation to verify that the warrants as presented to the Board are a complete and true record of expenditures.

The results of the Finance Committee's audits will be reported to the Board at the next regularly scheduled meeting and documented in the minutes of that meeting.

Approval Authority and Payment Processing

The Fire Chief is authorized to settle warrants as defined in the Purchasing Policy 1600 within the limits of the adopted budget. All other claims will require authorization by the Board of Directors prior to settling the claim.

A summary list of all warrants processed within a calendar month will be presented to the Board for review and approval at the first regular open meeting following the end of the month in question. The summary list will be available for public inspection.

The (SVFPD) uses the services of the Santa Cruz County Auditor's Office to settle authorized claims of the (SVFPD). The staff will prepare claims weekly to be submitted to the Auditor's office for payment to the vendor. Specific procedures are detailed in Standard Operating Procedure 1208: District Claim Payments.

Revenues and Deposits

The bulk of the (SVFPD) funds are received by the County Treasury in the form of property taxes. The County Auditor posts the amount of taxes as received based on formulas established by State law.


Funds are received in the administrative office in the form of checks and cash, particularly for permit issuance, sale of surplus assets as authorized and donations. A receipt will be issued for all over the counter funds received in the administrative office and will be securely locked until such time a deposit can be made to the County Treasury. Deposits will be made once a week or as necessary due to receipt of significant amounts of money.

Treasury Reports

The funds of the (SVFPD) are invested by the Santa Cruz County Treasurer. In accordance with GASB 31, the Santa Cruz County Treasurer will provide an annual Investment Report, which is included in the SVFPD annual audit. The Board of Directors will review the annual investment report in order to satisfy the fiduciary responsibility of the (SVFPD). Any discrepancies or concerns will be immediately forwarded to the Santa Cruz County Treasurer for resolution.

Reports and Records

The (SVFPD) will maintain appropriate records and reports for fiscal accountability and accuracy. In addition to the internal records and reports of the (SVFPD) fiscal records will be reconciled with the Santa Cruz County Auditor's Office. Any discrepancy will be researched and reconciled.

Scotts Valley Fire Protection District	
POLICY: 2101	SUBJECT: Committees of the Board of Directors
DATE APPROVED: 10/13/2021	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

Policy 2101: Committees of the Board of Directors

The Board of Directors of the Scotts Valley Fire Protection District hereby authorizes the following standing committees:

- Finance and Planning Committee

The primary role of the Finance and Planning Committee of the Board is to work with staff on development of budgets, financial projections, and financial strategic planning. Recommendations are made to the Board of Directors with regard to budgeting and allocation of financial resources. The Finance and Planning Committee may also meet with the District's auditor, the Santa Cruz County Auditor and other related entities for the purpose of financial planning.

The Board Finance and Planning Committee may conduct routine quarterly reviews of the current financial status of the District as well as spot checking invoices, statements and warrants for conformance with District policies and procedures.

- Organization and Personnel Committee


Maintains sufficient policies and procedures to assure efficient personnel management and leadership. Recommends organizational structures to the full Board.

- Facilities and Equipment Committee

Conducts capital planning on the replacement, procurement and construction of facilities, apparatus and equipment.

- Interagency Committee

The Interagency objectives are to provide a unified source of accurate information on community related matters, demonstrate effective interagency relationships and through transparency build and maintain trust of local public agencies.

Scotts Valley Fire Protection District	
POLICY: 2101	SUBJECT: Committees of the Board of Directors

- Audit Committee

The Audit Committee of the Board of Directors is hereby established as the full Board of Directors of the Scotts Valley Fire Protection District. The purpose of establishing the Audit Committee is to formally identify that the entire Board of Directors has the fiduciary responsibility for oversight of District administration, governance and financial accountability in the interest of the public.

The role of the Audit Committee is to provide oversight and accountability for all aspects of fiscal affairs including:

- Selection and hiring of the financial audit firm
- Audits are performed on an annual basis
- Formal acceptance, in open session, of the audit report
- Assurance that fiscal processes are adequate and being followed
- Payments are made accurately and promptly
- Records and reports are accurate

The purpose of the committee is to conduct detailed analysis and study in the appointed area of District functions and report the findings to the full Board for action.

Meetings of the committees shall be posted to meet the Brown Act provisions of the California Government Code. Minutes of committee meetings are not required to be taken.

Committees shall be appointed by the Board President at the January Board meeting for the calendar year. Each committee shall be composed of two Board members except the Audit Committee which shall be the full Board.

Ad Hoc committees may be established from time to time to deal with specific issues as determined by the Board. The Board President will make such appointments to Ad Hoc committees as required.

Committees of the Board are required to carry out the Board's wishes in the best interest of the District. The committees will report back to the Board monthly based on activities. Committees may not take any formal action. Any action requires a majority vote of the full Board in open or closed session (and reported in open session) as appropriate.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: October 13, 2021
To: Board of Directors
From: Chief Whittle
Subject: September Administrative Report

Incident Type	July		August		September		Year To Date	
	2020	2021	2020	2021	2020	2021	2020	2021
Fires	7	4	10	8	7	7	59	58
Explosion / Rupture	0	0	0	0	0	0	0	1
EMS	91	115	78	109	76	114	793	972
Hazardous Condition	5	3	8	3	3	4	50	59
Service Calls	30	18	17	9	14	16	144	126
Good Intent	37	36	35	31	41	37	304	297
False Alarms	13	18	22	17	18	7	132	98
Severe Weather	0	1	0	0	0	0	3	1
Totals	183	195	170	177	159	185	1485	1612

Operations

E2511 was placed out of service due to significant brake wear. All replacement parts have arrived and the engine will have a thorough inspection by an outside mechanic. E2511 should be back in service by the second week of October.

E2512 is going back to the Central shop to have its radiator repaired. There have been multiple problems with replacement radiator parts from an outside vendor. Central is handling the repairs and as of now will be warranting the work.

Several online based emergency reporting systems were looked at to replace our current Firehouse incident report program. Firehouse will cease support for our current software in the near future. The goal is to have a new emergency reporting system in place with personnel trained by the end of the year.

On September 2nd, we completed our second crew rotation on the Caldor Fire. BC LoFranco STEN(T), Captain Petteys, Eng Green, FF Smiley and FF Vandiver replaced the crew that had been out for 14 days.

Board of Directors

Robert Campbell Edward Harmon Joseph Parker Russ Patterson Daron Pisciotta

On September 26th we responded to the Fawn Fire in Shasta County. BC McNeil was the strike team leader, E2538 was staffed by Captain Petteys, Eng Pedemonte, FF Vandiver and FF Shaughnessy. They returned to the District in the evening of September 28th.

Training

Firefighters Matt Smith and Matt Smiley have successfully completed their probationary period. They will now progress into the SVFD Engineer program.

Each shift trained on rural water supply operations for structure fires in our non-hydrant areas.

FF Shaughnessy is nearing completion of his County paramedic accreditation program.

CICCS applications have been approved for BC Lofranco as a qualified Strike Team Leader, and Safety Officer trainee. BC McNeil has been approved for Safety Officer trainee as well.

EMS

Hospitals have reported a lack of staffing at ERs and have requested help from local agencies to fill in. The EMSIA and County EMS is currently working on an agreement with the hospitals to utilize off duty fire paramedics, however we will not be participating at this time.

Prevention

Captain Vandervoort completed 5 WUI/LE100 inspections, 2 new construction underground inspections, state mandated occupancy inspections at Santa Cruz County Juvenile Hall, Acorn Court Apartments, and Emerald Hills Apartments. He also completed 5 plan check/permits, investigated 3 Fire Hazard Complaints and a driveway inspection for a prospective builder interested in building a house off Glen Canyon Road in Scotts Valley.

Captain Vandervoort also met with the Glenwood Open Space Preserve manager to discuss their vegetation management needs, and has been working closely with the owners and developers of Polo Ranch and the Valley Gardens property to mitigate fire hazard complaints on those properties.

Fire Chief

I was contacted by the County Auditor to be an alternate on the County Treasury Oversight Commission representing Special Districts. On September 28th, the County Supervisors approved the nomination.

I met with the Board Finance committee to review policies and proposed fee schedule.

The Board Facilities committee met and discussed future plans for the Erba station.

Captain Vandervoort and I met with the City of Scotts Valley City Manager, Community Development Director and Administrative Services Director regarding the current and future collection of fire fees. Currently the City collects some design and plan review fees for the District, and then issues the District payment once fees are collected. However, we have had difficulty reconciling the fees we charge with what the City sends us, therefore we are working on a solution that will work for both agencies.

The women's bathroom remodel at Glenwood is almost complete, crews have some touch up work to do. Special thanks to BC McNeil and the crews at the Glenwood station for taking on this project.

We met with the auditor Zack Pehling as he is working on our 2020/2021 financial audit.

Attended a Branciforte community meeting hosted by Supervisor Koenig on September 1st, then attended a follow up town hall meeting on September 13th.

We worked a lot this month on transitioning administrative responsibilities back to Branciforte Fire. Our administrative staff provided the new Branciforte fire chief with hands-on instruction, as well as providing a comprehensive training manual to assist in a successful transition. I also met with Chief Sweeden to pass on relative information for the transition.

Admin staff moved all files to Branciforte station at the end of the month, and created an operational workspace for their office needs. They assembled a new desk, set up computer and cleaned and organized the office.

We received the FEMA reimbursement from the CZU complex for Chief Kovacs' time.

Admin staff attended the County quarterly meeting regarding the transition to their new financial software program for budgets and GASB reporting.

The actuarial study of Retiree Health Liabilities under GASB 74/75 roll-forward valuation has been completed by Total Compensation Systems, the report will be included in the financial audit.

Admin Specialist Bridges installed 4 cars seats in September.

We still have 2 employees off on Work Comp injuries. One employee is back to working light duty, and is expected to return to full duty in November. We still have PCF Morin filling in as a Temp FF/PM.

Caldor Fire

Thank you for all your assistance
in saving our home -

God bless you and keep
you safe

You are awesome

The Mitchells
1539 Maple St



Dear Scotts Valley F.D.
Caldor Responders

SACRAMENTO CA 957

13 SEP 2021 PM 3 L

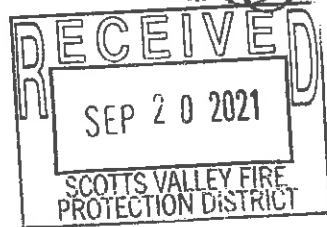
Thinking of you



I am so deeply appreciative
and in admiration for your
hard work during the Caldor
Fire. Each of you made a
difference to the wildlife,
habitat, homes, and the
soul of our community - the
Sierra mts. You truly are
SUPERHEROS!

Thank-you so very much!
Stay safe!

♥ Debbie Katz
Placerville



Caldor Fire Responders
Scotts Valley Fire Dept
7 Erba Ln
Scotts Valley, CA 95666

