



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF October 13, 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, October 13, 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, Harmon, Parker and Patterson                                 |
| B. Directors Absent:    | Director Pisciotta   |
| C. Fire District Staff: | Chief Whittle, Battalion Chief McNeil 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 September 8, 2021

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

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

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

**On motion of Director Campbell seconded by Director Patterson to *Approve the Consent Calendar Items 4.1, 4.2 and 4.3* was approved by the following vote:**

<b>AYES:</b>	<b>Campbell, Harmon, Parker and Patterson</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Pisciotta</b>
<b>ABSTAIN:</b>	<b>None</b>

### 5. Discussion Item

#### 5.1 None

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**6. Action Item**

- 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**

Chief Whittle explained that the current fee schedule was established in 2005. Staff has spent the last six month revising the fee schedule by looking at other agencies fee schedules and updating the actual cost to provide the services as allowable by law. The Finance Committee and SVFPD Legal Counsel has reviewed the fee schedule.

**On motion of Director Patterson seconded by Director Harmon to *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* was approved by the following vote:**

<b>AYES:</b>	<b>Campbell, Harmon, Parker and Patterson</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Pisciotta</b>
<b>ABSTAIN:</b>	<b>None</b>

- 6.2 Approve the Following Revised Policies:**

<u>Policy #</u>	<u>Policy</u>
<u>1600</u>	<u>Purchasing</u>
<u>1605</u>	<u>Fiscal Accountability</u>
<u>2101</u>	<u>Committees of the Board of Directors</u>

Chief Whittle stated that the Finance Committee reviewed the policy revisions, which were minor edits to reflect current practice.

**On motion of Director Harmon seconded by Director Campbell to *Approve Policy 1600: Purchasing, Policy 1605: Fiscal Accountability and Policy 2101: Committees of the Board of Directors* was approved by the following vote:**

<b>AYES:</b>	<b>Campbell, Harmon, Parker and Patterson</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Pisciotta</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 Campbell reported that the Finance Committee met and reviewed the policy revisions that were previously approved.

Director Patterson reported that he attended the LAFCO meeting this morning and will have a request for a future agenda item later in the meeting.

**7.2 Administrative Report – Chief Officers**

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

- E2511 was placed out of service due to significant brake wear. There was a delay in getting the replacement parts, which was resolved today.
- E2512 is going back to the Central shop to have the 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.

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- Firefighters Matt Smith and Matt Smiley have successfully completed their probationary period. They will now progress into the SVFPD Engineer program.
- CICC 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.
- 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 SVFPD, and then issues the SVFPD 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.
- On October 2, a Type 3 Strike Team was sent to the KNP Complex Fire, resigned to the Alisal Fire in Santa Barbara and will likely return home on Friday. A new Strike Team may be requested shortly after they return.
- A task force from Santa Clara County was part of a preposition assignment due to the anticipated wind event and the number of Santa Cruz County engines assigned to the KNP Complex Fire.
- Thank you to Director Campbell for assisting Baymonte with his fire prevention expertise so they were able to complete their five-year fire sprinkler inspection.
- The LAFCO Countywide Services and Sphere Review for Fire Protection Services was approved today. Based on the LAFCO report, the SVFPD has one of the lowest ISO ratings, second fastest response time, reserves, financial stability but did recommend merging with the Branciforte Fire Protection District (BFPD).
- Administrative Captain Vandervoort has investigated a few suspicious fires recently.
- The Dominican Sisters are interested in getting back the Marywood Property, which appears that they make this request every 8-10 years. This will require some research and the options will be presented to the Board.
- For the BFPD, Administrative Staff completed a procedure manual and setup the computer, desk and office supplies. Since the Fire Chief was not appointed until September 16<sup>th</sup>, there was limited time for hands on training. The CAD response was returned to auto mutual aid as it was prior to the management agreement.

**8. Correspondence – Information**

**8.1 Caldor Fire Thank You Notes**

The Board received and filed the correspondence.

**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**

At 6:30 p.m., Board President Parker announced that the Board would be going into Closed Session for the purposes listed above.

**10. Open Session**

**10.1 Report on Closed Session: Government Code §54957.1**

At 6:53 p.m., the Board reconvened to Open Session. President Parker reported that no action was taken in Closed Session.

**11. Request for Future Agenda Items**

Director Patterson requested that Chief Whittle invite LAFCO Executive Officer Joe Serrano to present the Countywide Fire Service and Sphere review to the Board. In addition, Director Patterson would like the Board to discuss creating an Ad-Hoc Committee to address the LAFCO report findings.

**12. Adjournment**

The meeting was adjourned at 7:00 p.m.

ATTEST

  
Joe Parker  
Board President

  
Ron Whittle  
Board Secretary