



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF March 9, 2022

1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, March 9, 2022 at the City of Scotts Valley Council Chambers. President Patterson called the meeting to order at 6:01 p.m.

1.1 Pledge of Allegiance and Moment of Silence

President Patterson 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, 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 February 9, 2022.

4.2 Approve SVFPD Claims Disbursements for the Month of February 1, 2022 through February 28, 2022 in the Amount of:

Payroll and Benefits:	\$432,240.64
General Fund:	\$ 28,252.82
Capital Outlay:	\$ 1,366.67
SCHMIT:	\$ 1,872.96
TOTAL:	\$463,733.09

4.3 Adopt Resolution 2022-2 Establishing Appropriation Limit in the Amount of \$23,252,464 for Fiscal Year 2021/2022.

4.4 Authorize the Fire Chief to Surplus and Dispose of SCBA Compressor.

On motion of Director Pisciotta seconded by Director Campbell to Accept the 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

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting March 9, 2022

5. Discussion Items

5.1 2023 Fire Code Adoption Process.

Chief Whittle explained that every three years, the California Fire Code (FC) is amended and the Santa Cruz County Fire Agencies work together to establish the local amendments. For the last FC adoption, the County Fire Prevention Officers worked with CSG (funded by the County Fire Chiefs) to facilitate the FC adoption and plan to do the same this year. The FC will be on the Board Agenda in August.

Director Campbell wanted to confirm that once the FC has been adopted, the local amendments will be filed with the State. Chief Whittle stated that through the FC adoption process, the specific details will be presented.

6. Action Items – Discussion/Action

6.1 Approve Revised Policy 1100 Sick Leave.

Chief Whittle stated that each bargaining group does not receive the same amount of sick leave accrual as listed in Policy 1100. The Policy has been revised to say that the accrual rates are detailed in SVFPD applicable collective bargaining agreements. The Organization and Personnel Committee has reviewed the changes.

On motion of Director Pisciotta seconded by Director Harmon to *Accept Revised Policy 1100 Sick Leave as Written and Edited* was approved by the following vote:

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

6.2 Approve Revised Policy 1506 Paid Call Firefighter Hiring.

Chief Whittle explained that Policy 1506 has been revised to allow Paid Call Firefighters to work as a volunteer for another Fire Agency, which is consistent with the Job Description and Duty Statement. The Organization and Personnel Committee has reviewed the changes.

On motion of Director Campbell seconded by Director Parker to *Approve Revised Policy 1506 Paid Call Firefighter Hiring as Presented* was approved by the following vote:

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

6.3 Direct the Fire Chief to Publish the Request for Proposal for the District's Financial Statement and Audit.

Chief Whittle stated that every three years, a Request for Proposal (RFP) for the SVFPD Financial Statement and Audit is published. For the last RFP, the SVFPD received five proposals that ranged from \$6,000 to \$20,000 per year.

On motion of Director Harmon seconded by Director Campbell to *Approve the RFP for the District's Financial Statement and Audit* was approved by the following vote:

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

6.4 Approve Purchase of Bauer SCBA Air Compressor as Budgeted.

Chief Whittle explained that the SCBA Air Compressor (Compressor) was budgeted but since there was a possibility of getting a 2008 Compressor from Cal Fire at little to no cost, the purchase was put on hold. Due to

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting March 9, 2022

the required surplus bidding process and ownership/age of the Cal Fire Compressor, purchasing a new Compressor was a better solution for the long term. The updated quote for the new Compressor is \$68,925.55.

Director Campbell inquired if the Compressor was from a single source vendor or met the threshold to require the bidding process. Chief Whittle stated that the bidding process was not utilized and that the SVFPD has always worked with Bauer Compressors. If the Board wanted to put out a Request for Proposal, we can carry this forward to the May Agenda.

Director Pisciotta stated that at Santa Clara County Fire, they exclusively used Bauer Compressors and not the bidding process. Director Parker stated that he thought the Compressor was from a single source vendor.

Chief Whittle will inquire if there are other purchasing options for the Compressor and email the Board for documentation.

On motion of Director Parker seconded by Director Pisciotta to *Direct the Chief to Purchase the SCBA Air Compressor not to Exceed \$70,000 Validating that we are not Obligated to Utilize the Bidding Process* was approved by the following vote:

AYES: Campbell, Harmon, Parker, Patterson and Pisciotta

NOES: None

ABSENT: None

ABSTAIN: None

6.5 Authorize Fire Chief to Execute Agreement for Services to Conduct Seismic Upgrade Evaluation of the Erba Lane Fire Station.

Chief Whittle stated that in May 2019, the SVFPD accepted a Facilities Master Plan (Report) that was conducted by Group 4 Architecture Research and Planning. The Report outlined options for the SVFPD Erba Lane Fire Station that included relocation or remodel of the current facility. In October 2019, the Board determined that the cost of building a new facility was not feasible and staff should research options to remodel the Erba Station. The main obstacle remodeling the Erba Station, is the seismic instability of the building. Staff met with the Equipment and Facilities Committee to discuss options moving forward and decided that the next step would be to complete a seismic upgrade evaluation including plans and bids for the Erba Station seismic retrofit, which is necessary for grant assistance as well. The SVFPD Legal Counsel reviewed the contract and the revised copy was presented to the Board.

The Board discussed the need for the seismic upgrade evaluation to determine the actual cost of the Erba Station remodel vs. the cost to build a new station.

On motion of Director Pisciotta seconded by Director Harmon to *Authorize the Fire Chief to Execute Agreement for Services to Conduct Seismic Upgrade Evaluation of the Erba Lane Fire Station* was approved by the following vote:

AYES: Campbell, Harmon, Parker, Patterson and Pisciotta

NOES: None

ABSENT: None

ABSTAIN: None

6.6 Adopt Resolution 2022-03 Requesting Transfer of Funds for Professional and Specialized Services.

Chief Whittle stated that the seismic upgrade evaluation was not budgeted so it is necessary to transfer funds to pay for the evaluation and the payment schedule is outlined in the contract.

On motion of Director Parker seconded by Director Campbell to *Adopt Resolution 2022-03 Requesting Transfer of Funds for Professional and Specialized Services* was approved by the following vote:

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting March 9, 2022

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

6.7 Approve Organization and Hiring Plan.

The Organization and Hiring Plan includes the following components:

- Approve revised Policy 400 Organizational Chart.
- Approve revised Policy 1700 Job Descriptions.
- Approve Policy 1704 Deputy Fire Marshal Job Description.
- Approve recommended Salary and Benefits Package for the Deputy Fire Marshal position, and direct the Fire Chief and District Labor Negotiators to formalize benefits into a new or existing MOU.
- Authorize the Chief to post job announcement, fill the newly created position and leave the Administrative Captain Position in place as an unfilled position.

Chief Whittled explained that in 2005, the District promoted the Deputy Fire Marshal to Fire Marshal. The position was in place until the Fire Marshal retired in 2014. At that time, the Fire Chief handled the majority of the fire prevention workload assisted by Admin Staff and the Battalion Chiefs. In 2016, the District created an Administrative Captain position to focus primarily on fire prevention duties, with the ability to perform other duties as needed. The current Administrative Captain has been in the position for three years and has done a great job but recently submitted a request to return to an engine assignment. With a pending opening for the Administrative Captain position, now is a good time to revisit the Deputy Fire Marshal position. The Organization and Personnel Committee met and discussed the Deputy Fire Marshal position, which included aligning the benefit structure with 40-hour Administrative Staff, tying the salary to the Captains wages and adding the position to the Chief Offices MOU. Due to management incentive, the Chief Officers MOU may not be the best option.

The Board discussed the components of the Organization and Hiring Plan for Deputy Fire Marshal. Director Parker stated that the Organization and Personnel Committee did not want a single MOU so since the benefits are aligned with Administrative Staff, adding the Deputy Fire Marshal to the Confidential Employees MOU would be a good option.

On motion of Director Harmon seconded by Director Parker to *Approve the Organization and Hiring Plan* 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

President Patterson stated that various Board of Directors reports were discussed previously in the meeting. For the Ad Hoc Committee with Branciforte Fire, the BFPD Board approved a resolution to dissolve the BFPD at their meeting last month. An item regarding this resolution will be on the SVFPD Board Agenda in the future. Based on call volume and the lack of money to keep the station open, it will be important for the SVFPD Board to have all the facts, establish talking points and give the Branciforte Community a voice through the process.

Director Pisciotta reported that as of next week, the BFPD will not have a Fire Chief and that the BFPD Board will need to figure out a plan. Director Pisciotta shared his frustration with the amount of misinformation that has been circulated and agreed that the SVFPD Board should establish talking points to clarify matters.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting March 9, 2022

7.2 Administrative Report – Chief Officers

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

- The City of Scotts Valley is considering hosting the 4th of July fireworks show at Skypark on July 3rd. The City has hired a consultant to plan the event and I met with the police chief, public works director, and the consultant to go over the event details.
- Bud Abbott has completed all apparatus annuals with exception of E2511, which is due in October.
- The apparatus committee met to discuss specifications for the new Type 1 Engine that is scheduled for purchase in FY 2022/2023. After May 1, 2022, prices are due to increase by 7%.
- The trial use of the LUCAS device has started though there has not been a need for one yet. The device will be placed on the duty Battalion Chief's command vehicle and the SVFPD will be evaluating the effectiveness in cardiac arrest calls over the next 90 days.
- Both lead engine LP-15 monitors are now connected to new Wi-Fi modems allowing crews to upload data for the monitors to a cloud server with the ability to later download the data into their chart. The new connection also allows better analysis of cardiac arrest calls in the field.
- Currently we have three people out on injuries including one on workers comp, one due back next month and one out for approximately six months.

Battalion Chief LoFranco stated that due to lack of involvement, we have pulled out of the joint academy. We currently have 2 candidates and the crews are completing the academy at the SVFPD.

Battalion Chief Stubendorff reported that due to AMR staffing issues, we are seeing more BLS transports, which requires SVFPD paramedics to ride to the hospital more often than usual. In addition, there is lack of skilled ALS employees and several agencies have been helping to fill the void.

8. Correspondence – Information

8.1 None

9. Request for Future Agenda Items

None


10. Adjournment

The meeting was adjourned at 7:03 p.m.

ATTEST



Russ Patterson
Board President



Ron Whittle
Board Secretary