



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF May 11, 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, May 11, 2022 at the City of Scotts Valley Council Chambers. Vice President Pisciotta called the meeting to order at 6:00 p.m.

#### 1.1 Pledge of Allegiance and Moment of Silence

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

#### 1.2 Roll Call

- A. Directors Present: Directors Campbell, Harmon (*Via Teleconference*), Parker, Patterson (*Via Teleconference*), and Pisciotta
- B. Directors Absent: None
- C. Fire District Staff: Chief Whittle, Battalion Chiefs LoFranco, McNeil and Stubendorff, and Admin 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 March 9, 2022

#### 4.2 Minutes: Approve Special Board Meeting Minutes of April 13, 2022

#### 4.3 Approve SVFPD Claims Disbursements for the Month of March 1, 2022 through March 31, 2022 in the Amount of:

<u>Payroll and Benefits:</u>	\$454,069.39
<u>General Fund:</u>	\$ 24,881.40
<u>SCHMIT:</u>	\$ 2,649.23
<u>TOTAL:</u>	\$481,600.02

#### 4.4 Approve SVFPD Claims Disbursements for the Month of April 1, 2022 through April 30, 2022 in the Amount of:

<u>Payroll and Benefits:</u>	\$439,837.51
<u>General Fund:</u>	\$ 93,949.73
<u>Capital Outlay:</u>	\$ -1,313.00
<u>SCHMIT:</u>	\$ 1,695.79
<u>TOTAL:</u>	\$534,170.03

#### 4.5 Approve Computer Surplus Equipment List

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

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

**5. Discussion Items**

5.1 None

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

6.1 Approve Agreement with the Santa Cruz Consolidated Emergency Communications Center for Communications Services

Chief Whittle stated that the Agreement with the Santa Cruz Consolidated Emergency Communications Center is for three years and includes a 3.4% cost share increase. Legal Counsel for Central Fire District made minor edits; otherwise it is the same as the previous agreement. SVFPD Legal Counsel has also reviewed the Agreement.

**On motion of Director Parker seconded by Director Campbell to *Approve Agreement with the Santa Cruz Consolidated Emergency Communications Center for Communications Services* was approved by the following vote:**

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

6.2 Adopt Resolution 2022-5: Resolution Adopting Preliminary Budgets for Fiscal Year 2022/2023

<u>685010</u>	<u>General Fund:</u>	<u>\$11,405,523</u>
<u>685030</u>	<u>Capital Outlay/Zone A:</u>	<u>\$ 2,200,944</u>
<u>685040</u>	<u>SCHMIT:</u>	<u>\$ 418,563</u>

Set public hearing for adoption of the final budget for the August 10, 2022, Regular Board Meeting: 6:00 P.M.

Direct staff to publish a public hearing notice and make the budget available for public review

Chief Whittle explained that the preliminary budget must be adopted by June 30<sup>th</sup> and the final budget by October 1<sup>st</sup> each year. The Preliminary Budget 2022/2023 Fiscal Year (FY) was included in the board packet and Chief Whittle reported on the following

General Fund – 685010

- The estimated unassigned 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 \$25,000, while the estimated expenditures for contract plan check and inspection services are \$5,000.
- Revenue from the SCHMIT administrative cost is \$6,000.
- The salaries and benefits budget includes the cost of the holiday and regular salary increases effective July 1, 2022.
- The overtime account includes \$575,000 for out-of-county strike team response. All allocated positions are funded with exception of the Administrative Captain, which will be replaced with Deputy Fire Marshal.
- The budgeted amount for CalPERS is \$1,766,421 which is an increase of \$193,712 from last FY.
- An estimated 10% health insurance increase effective January 1, 2023 has been budgeted. Retiree health insurance is budgeted at \$88,076, which is an increase of \$3,345 from last FY.
- The estimated Workers Comp insurance is \$435,000 which is an increase of 20% from last FY. Part of the estimated increase is due to pending litigation but the actual cost is currently unknown.
- The Services and Supplies budget is \$881,679, which is an increase of \$46,265 from last FY.

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- The contribution to Other Agencies is the SVFPD share of LAFCO, which is estimated at \$8,700; as well as, contributions of \$155,000 to the OPEB Trust and \$150,000 to the Pension Prefunding Trust.
- A \$500,000 transfer to Capital Outlay/Zone A is budgeted and \$250,000 in Contingencies.
- The General Reserves is budgeted at \$1,059,713 in accordance with SVFPD Policy 1608.

**Capital Outlay/Zone A – 685030**

- The beginning fund balance is estimated at \$1,550,000.
- A 4% increase in property tax revenue is estimated.
- Besides Auditing and Accounting costs, \$750,000 is budgeted for purchase of a new Type 1 Engine, \$55,000 to replace a command vehicle, \$55,000 to install solar at the Glenwood Station, \$50,000 for a training building at the Erba Station and \$500,000 for future Erba Station facility upgrades and improvements.
- The General Reserves is budgeted at \$487,944 for future projects and \$100,000 for Contingencies.

**SCHMIT – 685040**

- The beginning fund balance is estimated at \$200,000.
- The Service and Supplies budget is \$80,524, which includes a \$6,000 charge to manage the program.
- Personnel costs include \$20,000 for reimbursement to response agencies in the event of an activation and \$150,000 for differential costs for the response agencies.
- A revenue increase of 4% has been applied.

**On motion of Director Campbell seconded by Director Parker to Approve Resolution 2022-5 as Presented to Set the Public Hearing for Adoption of the Final Budget for August 10, 2022, Regular Board Meeting: 6:00 PM and Direct Staff to Publish a Public Hearing Notice and Make the Budget Available for Public Review 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>

- 6.3     Consider audit proposals received from the request for proposal to conduct financial audits and preparation of the District's Financial Statement for fiscal years ending 2022, 2023, and 2024. The Board will review the proposals and possibly enter into an agreement with an auditing firm.**

Chief Whittle stated that based on Board past practice, a request for proposal (RFP) to conduct the SVFPD financial audit has been published every three years. This year, the RFP was sent to eight firms and two proposals were received back. The proposals were in the board packet and included Mr. Zach Pehling who is our current auditor since 2012 and Fechter & Company out of Sacramento. The audit cost was nearly the same for each but Fechter & Company included up to an additional \$1,800 for expenses.

The Board discussed the audit proposals and inquired if staff was happy with the current auditor or had any recommendations.

Chief Whittle explained that in the beginning with Mr. Pehling, the County questioned the quality of the audit but currently there are no concerns and staff is happy to work with Mr. Pehling. Based on the proposal, Fechter & Company will review and report findings and recommendations regarding the SVFPD internal accounting and administrative controls. Mr. Pehling has been easy to work with and knows our system but has not reviewed internal accounting and administrative controls. Going with a new firm could be beneficial but at the same time, we will be starting all over.

The Board discussed that the proposal from Mr. Pehling did not appear to include review of internal accounting and administrative controls (review). Chief Whittle stated that this was included in the RFP and we can confirm that Mr. Pehling will be completing the review.

**On motion of Director Campbell seconded by Director Pisciotta to Approve the Audit Contract with Mr. Zach Pehling with the Caveat that we Direct him to Review Processes was approved by the following vote:**

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**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**

Director Campbell stated that the Ad Hoc Committee met on April 27, 2022 and discussed moving forward and setting up workshops. The Ad Hoc Committee will meet again to establish taking points for the workshops. Director Patterson stated that the BFPD is mainly concerned what they are getting out of this but it needs to be beneficial for both agencies and the SVFPD will make sure that is the case.

**7.2 Annual SCHMIT Report – Battalion Chief LoFranco**

The SCHMIT Report was included in the board packet and Battalion Chief LoFranco reported on the following:

- The four quarterly trainings have been completed and the goals have been met as outlined.
- There have been zero activations.
- The four quarterly trainings have been scheduled for next year.
- There are currently 30 reimbursable positions and 35 qualified team members.
- As the managing agency, the SVFPD team members will be meeting to discuss equipment and training readiness for an incident.
- In the future, we will be setting up a meeting with the Santa Clara County Hazardous Response Team to reaffirm best practices.

**7.3 Administrative Report – Chief Officers**

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

- Battalion Chief (BC) McNeil, BC Stubendorff, and Captain Petteys met with the Pierce sales rep to go over the final specifications of the new Type 1 engine. We are waiting on a price from Golden State Fire Apparatus, which will be approximately \$200K more than anticipated and two years out.
- The Erba station on-site seismic testing has been completed. Block walls were scanned for grout, rebar, and samples removed for compression testing along with a foundation evaluation. Currently waiting for results from the structural engineer.
- The Bauer SCBA compressor has been ordered and should be arriving soon.
- BC LoFranco and BC Stubendorff attended a demonstration of the Bryx Station Alerting system along with other agencies including Santa Cruz City, Central Fire, and Watsonville. The general consensus was that it was a good system that was modestly priced and easy to install. Should SVFD get the FEMA AFG Grant, the Bryx station alerting system would be our most likely choice.
- SCO responded to a fatality motor vehicle accident in Branciforte jurisdiction. SCO BC assumed command, and E2512 provided ALS Care. The Zayante FD BLS ambulance also responded for assistance.
- SCO was dispatched to confirmed structure fire that ended up being a fully involved vehicle fire in Branciforte. BC LoFranco assumed command, the fire was extinguished by SCZ E3112 with assistance from E2512.
- One PCF has taken a leave of absence to work as a seasonal firefighter for Cal Fire. We reinstated two PCFs who were previously on leave of absence while working for Cal Fire. We also added 2 new PCFs from the academy, to bring our total PCF count to 7.
- Engineer Laine returned to full duty after a 6 month absence. He completed all return-to-duty proficiencies for Firefighter, Paramedic, and Engineer.
- The Lucas device has been used on several occasions of the past few months. Crews have reported the device is easy to use and greatly enhances their abilities to provide care on cardiac arrest calls. BC Stubendorff will be working closely with Dominican Hospital Staff in mid-May to better facilitate the transition of the patient from the field to the ER when the Lucas device is in place.

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- A new study is coming to the county called the "Red Lights and Siren" project. This is a nationwide study where EMS systems try to reduce the number of code 3 responses based on outcome data from the 911 call type. A collaborative effort between Fire Agencies, AMR, and County EMS will look at our current data and evaluate which type of 911 responses should be altered.
- BC Stubendorff, Captain Sundermier, Engineers Crivello, Post, and Pedemonte attended the Fresno Training Symposium on March 28-April 1. Areas of training included engine company operations, forcible entry, and SFM Chief Officer classes. The symposium provided great training for all who attended and will aid in our operational functions.
- The annual active shooter drill will be returning to Scotts Valley High School in June. This drill will be spread out over two weeks with 8 total days. Crews will participate both as participants and training proctors.
- In the former Kmart shopping center, The Fault Line Brewing Company and Target are under construction, and being inspected regularly.
- If the Board decides to go to the voters in November, we will need to look at obtaining Bond Counsel very soon to meet the election filing deadlines.

**8. Correspondence – Information**

8.1 Thank You Letter Senior Life Online

8.2 Thank You Letters Scotts Valley High School Students

The Board received and filed the correspondence.

**9. Request for Future Agenda Items**

Director Harmon inquired about the status of the request from the Scotts Valley Water District (SVWD) to purchase a small corner of the La Madrona property for the intertie water project. Chief Whittle stated that the SVWD had the portion of the La Madrona property they needed appraised but that he had not received a proposal. The Board asked Chief Whittle to follow up and he will make contact with the SVWD.

Chief Whittle stated that the Santa Cruz County Fire Chiefs will be discussing the SCHMIT program. The SCHMIT program is the responsibility of the County and Cities and should be cost neutral to the participating agencies. Currently the participating agencies are receiving \$5,000 per team member and the actual cost is about \$8,000. The SVFPD is subsidizing the SCHMIT program \$25,000 annually. This will be a future discussion item for the Board.

**10. Adjournment**

The meeting was adjourned at 6:48 p.m.

ATTEST

  
Russ Patterson  
Board President

  
Ron Whittle  
Board Secretary