



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF AUGUST 10, 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, August 10, 2022 at the City of Scotts Valley Council Chambers. President Patterson called the meeting to order at 6:00 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 (<i>via teleconference</i>), Parker, Patterson and Pisciotta
B. Directors Absent:	None
C. Fire District Staff:	Chief Whittle, Battalion Chiefs LoFranco and McNeil, Deputy Fire Marshal Collins, and Administrative Accounting Specialist Mayfield

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 July 13, 2022

4.2 Approve SVFPD Claims Disbursements for the Month of July 1, 2022 through July 31, 2022 in the Amount of:

Payroll and Benefits:	\$1,821,331.25
General Fund:	\$ 109,545.28
Capital Outlay:	\$ 3480.00
SCHMIT:	\$ 7797.42
TOTAL:	\$1,942,153.95

On motion of Director Parker seconded by Director Campbell to *Approve Consent Calendar Items 4.1, and 4.2* 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 August 10, 2022

5. Discussion Items

5.1 Scotts Valley / Branciforte Annexation Update

Director Campbell stated he wishes to avoid public speculation on this matter as it is currently not decided on. President Patterson expressed interest in scheduling an Adhoc meeting on the matter before going to the public to get on the same page. Director Campbell agreed, and Chief Whittle stated he would reach out to LAFCO to schedule a meeting.

6. Action Items – Discussion/Action

6.1 Scheduled Public Hearing for the SVFPD Final Budget for Fiscal Year 2022/2023:

<u>685010 General Fund:</u>	\$ 12,210,153
<u>685030 Capital Outlay Zone A:</u>	\$ 2,305,409
<u>685040 SCHMIT:</u>	\$ 429,223

Chief Whittle stated that the Board of Directors must pass a preliminary budget before June 30th and a final budget by October 1st each year. Chief Whittle presented the final budget as follows:

General Fund – 685010

- The beginning fund balance is \$3,227,901.
- Total General Fund Budget is \$12,210,153.
- As recommended by the Auditor's Office, an estimated 4% increase in property tax has been budgeted at \$8,058,360.
- 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.
- Strike Team Revenue is budgeted at \$575,000, offsetting the overtime cost in expenditures.
- 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.
- CalPERS regular rate of payroll did not increase dramatically, however, the Unfunded Accrued Liability (UAL) increased this year due to lack of investment returns.
- Employee Group Insurance increased 15% from last FY at \$115,000 effective January 1, 2023.
- Workers Compensation Insurance is \$378,000 - a small increase from last FY and less than previously anticipated in the Preliminary Budget.
- The contribution to Other Agencies is the SVFPD share of LAFCO, which is \$8,668; 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 \$1,657,465.
- A 4% increase in property tax revenue is budgeted.
- The total budget including a \$500,000 transfer in is \$2,305,409.
- Service and Supplies is budgeted at \$414,500 for including \$68,000 for turnouts, \$56,000 for maintenance between both stations; as well as, \$150,000 in potential architectural fees for a future station, and \$50,000 in seismic study remaining balance carried over from last FY.
- Fixed Assets are budgeted at \$1,471,000 including \$805,000 for a new Type 1 Engine, \$55,000 for a new command vehicle, \$500,000 in Station improvements, \$18,000 for a training building, and \$23,000 to purchase one Lucas CPR Device.
- The General Reserves is budgeted at \$219,909 for future projects and \$200,000 for Contingencies.

SCHMIT – 685040

- The beginning fund balance is approximately \$200,000.
- A revenue increase of 4% has been applied.
- 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.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting August 10, 2022

- 6.2 Receive Public Comment and Adopt Resolution 2022-8: Resolution Adopting Final Budget for Fiscal Year 2022/2023

At 6:20 p.m., President Parker opened the Public Hearing. With no Public comment presented, the Public Hearing was closed.

On motion of Director Campbell seconded by Director Pisciotta to Adopt Resolution 2022-8: Resolution Adopting Final Budget for Fiscal Year 2022/2023 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.)

Action Items – Discussion/Action

- 7.1 New Type 1 Fire Engine Purchase
7.1.1 Approve the Specifications for a Type 1 Fire Engine.
7.1.2 Approve Pierce Manufacturing as a “Sole Source” Vendor for the required All Wheel Steering Functionality.
7.1.3 Execute a Contract with Golden State Fire Apparatus for the Purchase of a Pierce Type 1 Fire Engine Pursuant to the Specifications and for a Total Price not to Exceed \$805,000.
7.1.4 Approve Payment in Full at Time of Contract Execution to Achieve the Savings of \$42,572, which is Factored into the Identified Price.

Chief Whittle reported that Battalion Chief McNeil met with the Facilities and Equipment Committee to select an engine similar to Engine 2511.

Battalion Chief McNeil explained that they are slightly modifying the design to best suit the SVFPD’s needs which included raising the roof of the cab by 10 inches to allow more passenger room in the rear cab that adds no additional over all height due to the light bar was moved to the front. No other additional changes were made.

Chief Whittle stated that since 1996, the SVFPD has purchased All Wheel Steer Engines from Pierce. He then reported the price and the delivery time, now 26 months, which has increased due to supply and demand issues. Chief Whittle stated he looked into financing options and consulted with the County Investment Officer and confirmed the best option would be to utilize the savings from paying for the engine up front.

Director Parker thanked staff for looking into the financing options to find the best way to finance the engine purchase.

On motion of Director Pisciotta seconded by Director Parker to Approve Item 7.1 New Type 1 Fire Engine Purchase was approved by the following vote:

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

8. **Board of Directors and Administrative Reports – Information/Discussion**
(No action will be taken on any questions raised by the Board at this time.)
8.1 Board of Directors Report – *Directors*

None.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting August 10, 2022

8.2 Administrative Report – Chief Officers

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

- On July 24th at 0300 hours, E2538 was deployed as part of strike team XCZ2325C to the Oak Fire near Mariposa. The strike team was released on 8/1 and reassigned to the McKinney Fire in Siskiyou County, they returned on August 8th. We sent a crew as part of a local Task Force to the Six Rivers Complex on August 9th.
- The soils engineers have drilled and collected the soil samples needed for testing and waiting for the final report to come in.
- SCHMIT Quarterly training was held at Zayante Fire Station July 20th. The training consisted of apparatus and equipment familiarization, table top exercises, monitoring equipment, donning and doffing level A suits and decon.
- Captain Sundermier and crew attended a joint water tender training at the Summit Restaurant with Santa Clara County Fire Captain Brook Hardy and crew. The drill focused on drafting and jet syphoning utilizing 2 portable tanks.
- Crews have been working on identifying and pre-planning all the elevators within the SVFPD. A big thank you to Matt Smiley who has been doing the majority of the site visits and data entry and to Brian Green who put together the new passive forcible entry and elevator tool kits on the engines.
- Crews did a second flow test of the hydrant system at Spring Lakes Mobile Home Park. The pressure was boosted in the park increasing the flow of the hydrants by approximately 200 GPM. SVFPD will be working with the pipe contractor, engineer, and home owners associations on other ways to help improve fire flow in the park.
- Deputy Fire Marshal Collins worked alongside Captain Vandervoort the first week of July, which included County Building and the City of Scotts Valley plan review processes, and discussing open projects. DFM Collins and Captain Vandervoort also completed the inspection of the 4th of July fireworks event. DFM Collins met with a representative from SV Water District to inspect several of their tank sites to discuss vegetation clearance. DFM Collins has been working on the Streamline database that is currently being used to track inspections. She has also been working with Streamline to try and track all construction plan submittal, reviews, permits, fees and inspections. In following the SVFPD's record retention policy, DFM Collins cleared out a file cabinet of old plans and looking into converting the remaining documents to electronic in order to discard the remaining paper documents and plans.
- Chief Whittle met with Marilyn Underwood, the Director of County Environmental Health, and John Gerbrandt from County Environmental Health to discuss the SCHMIT program past present and future, including operations, administration and finance.
- Felton Fire requested 5 parcels be annexed to their District as they are at the edge of the SVFPD. This would have little impact on our revenue. Chief Whittle will bring this to the Board at the next meeting.
- County Radio Study is completed and does not look favorable or a good fit for the SVFPD. Other avenues are being researched.

9. Correspondence

9.1 None

10. Closed Session: Government Code §54957.7

10.1 Conference with Labor Negotiators: Government Code §54957.6
Agency Designated Representatives: Joe Parker and Robert Campbell
Employee Organization: All Bargaining Groups

At 6:39 p.m., Board President Patterson announced that the Board would be going into Closed Session for the purposes listed above.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting August 10, 2022

11. Open Session – Discussion/Action

11.1 Report on Closed Session: Government Code §54957.1

At 7:01 p.m., the Board reconvened to Open Session. President Patterson reported that no action was taken.


12. Request for Future Agenda Items

None.

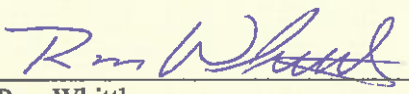
13. Adjournment

The meeting was adjourned at 7:02 p.m.

ATTEST



Russ Patterson
Board President



Ron Whittle
Board Secretary