

SCOTTS VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF November 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, November 9, 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, Parker, Patterson and Pisciotta
B. Directors Absent:	None
C. Fire District Staff:	Chief Whittle, Battalion Chiefs McNeil and Stubendorff and Administrative Services Manager Walton

2. Special Presentations

2.1 Presentation to Robert Campbell for His Public Service as a Board of Director

Director Campbell was presented a plaque for his Public Service as a Board Director from 2014 to 2022.

2.2 Presentation to Ed Harmon for His Public Service as a Board of Director

Director Harmon was presented a plaque for his Public Service as a Board Director from 2018 to 2022.

3. Public Comment (GC §54954.3)

Becky Steinbruner addressed the Board and stated that she is a resident of Aptos but has many friends in the Branciforte Fire Protection District (BFPD) and is concerned about the cost to keep the BFPD station open, which will be determined by the Benefit Assessment Study that is currently being done. Becky Steinbruner stated that she has closely followed the Central/Aptos Fire Consolidation and learned a lot through the process. Becky Steinbruner requested open communication from the Ad Hoc Committee and inquired about the status of the County Fire Code.

President Patterson stated that the SVFPD Board doesn't have any input regarding the Benefit Assessment Study or cost to keep the BFPD station open and that any comments or concerns should be directed to the BFPD Board. President Patterson referred to staff to respond to the status of the County Fire Code.

Chief Whittle stated that the County will be adopting the Fire Code so the timeline and process is a little different from previous Fire Code Adoption and will be on the Board Agenda next month.

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

5. Consent Calendar

5.1 Minutes: Approve Regular Board Meeting Minutes of October 12, 2022

5.2 Minutes: Approve Special Meeting Minutes of October 19, 2022

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- 5.3 Approve SVFPD Claims Disbursements for the Month of October 1, 2022 through October 31, 2022 in the Amount of:

<u>Payroll and Benefits:</u>	\$525,550.09
<u>General Fund:</u>	\$ 23,321.86
<u>Capital Outlay:</u>	\$ 431.05
<u>SCHMIT:</u>	\$ 4,042.00
<u>TOTAL:</u>	\$553,345.00

- 5.4 Adopt Revised Publicly Available Pay Schedule per Government Code §20636

On motion of Director Campbell seconded by Director Parker to Approve Consent Calendar Items 5.1 thru 5.4 was approved by the following vote:

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

6. Discussion Items

None

7. Action Items – Discussion/Action

- 7.1 Accept and File the SVFPD Financial Audit for Fiscal Year Ending June 30, 2022

Mr. Zach Pehling completed the SVFPD audit and presented the findings for the fiscal year ending June 30, 2022. Mr. Pehling reviewed the following: Independent Auditor's Report with no misstatements, Management Discussion completed by Fire Chief Whittle and Administrative Services Manager Walton for an overview of the financials, Financial Statements including the Governmental Accounting Standards used to report pension and retiree healthcare liability, Fiduciary Funds Financial Statements for SCHMIT and notes to the Financial Statements. Mr. Pehling stated that he reviewed internal controls and found no issues.

On motion of Director Harmon seconded by Director Pisciotta to Approve Action Item 7.1: Accept and File the SVFPD Financial Audit for Fiscal Year Ending June 30, 2022 was approved by the following vote:

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

- 7.2 Fire Chief Recruitment RFP

Chief Whittle stated that he will be retiring on December 31, 2022. After meetings and discussions, there were no internal candidates interested in promoting to Fire Chief. A draft Request for Proposal (RFP) for Executive Recruitment Services has been included in the board packet. The Organization and Personnel Committee reviewed the draft RFP. If the Board would like to discuss specific details, there is a Closed Session available at the end of the meeting.

The Board discussed the Fire Chief Recruitment and will not need further discussion in Closed Session.

On motion of Director Parker seconded by Director Harmon to Direct the Chief to send the Request for Proposal to the Firms Listed on the Last Page was approved by the following vote:

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

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7.3 Approve amendment to Fire Chief Employment Contract to add VEBA option

Chief Whittle stated that at the Board Meeting last month, the Chief Officers submitted a letter to request participation in VEBA to align with the Union so when moving from bargaining units, there is still access to VEBA.

Director Parker stated that the Fire Chief Amendment reads "All employees who are members of a bargaining unit are eligible to participate in the VEBA" and since the Fire Chief is a single employee, this line should be changed or removed.

Chief Whittle will remove the line from the Fire Chief Amendment.

On motion of Director Harmon seconded by Director Campbell to Approve Amendment to Fire Chief Employment Contract to add VEBA Option with Modification as Discussed by the Board was approved by the following vote:

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

7.4 Approve amendment to Chief Officers MOU to add VEBA option

On motion of Director Pisciotta seconded by Director Harmon to Approve Item 7.4: Amendment to Chief Officers MOU to add VEBA Option 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

President Patterson stated that the Equipment and Facilities Committee met this morning and Director Pisciotta added that they reviewed the seismic report and discussed options moving forward. President Patterson stated we are working on a RFP for site work and drawings and a Board Workshop will be scheduled for early January.

President Patterson stated that the Ad Hoc Committee received an email from Joe Serrano with LAFCO that the BFPD Board approved the Benefit Assessment Study to determine the cost to keep the station open. Moving forward, the BFPD residents will determine if they want approve the benefit assessment. If it doesn't pass, they will not have the funds to keep the station open and at that time, the SVFPD will respond.

Director Parker stated that the Organization and Personnel Committee met and discussed the Fire Chief Recruitment RFP and VEBA Amendments.

8.2 Administrative Report – Chief Officers

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

- Admin staff has been working on finalizing the Financial Audit, Open Enrollment and the PCF Hiring.
- Station 1 Generator received general maintenance and service with no issues noted.
- Station 1 Captains office and living room carpet was pulled and floors cleaned by the on duty crews. All remaining carpet at Station 1 steam cleaned by the crews.
- Station 1 had a roof leak at the rear wall of the app bays. We had the roof inspected but have been unable to detect the location of the leak. BC McNeil is working with the roofing contractor on a solution.
- Engineer/PM Nehf taught a CPR class at SV High School for District teachers and Admin.
- Captain Cortes, Engineers Post and Pedemonte attended a 2-day FDAC Leadership Symposium in Sacramento.

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- FF/PM Patrick Shaughnessy obtained his DMV Firefighter endorsement/licensure for operating the apparatus.
- FF/PM Jared Vandiver has successfully completed his 24 month probation.
- Engine companies completed our annual Public Education for K-2nd grade students at Vine Hill, Baymonte, and Brook Knoll schools.
- Deputy Fire Marshal Collins completed 10 annual inspections/re-inspections including the schools.
- Met with both engine companies for a building tour at 100 Enterprise Way. We discussed with the property manager putting in emergency radio cover, which they were not willing to consider due to cost but based on the Fire Code, could be required for future tenant improvements.
- I met with retired Division Chief Mike Phinn, currently working with Fire Safe Council, regarding possible Fire Wise communities and projects. We will be working with the Fire Safe Council and residents of the Weston Rd area in the spring to focus on vegetation management projects in their neighborhood.
- The Santa Cruz Occupational Medical Center, whom we contract with for medical physicals and provide work comp services has sold to Agile Occupational Medicine. I met with representatives of the new provider and we'll working closely with them to improve the services provided.
- I attended the annual State of the City event held at the new Performing Arts Center. The event featured presentations by the Mayor and City Manager, as well as the Fire District, Water District and School District leaders.

9. Correspondence – Information

- 9.1 Incident Thank You Note
- 9.2 Notice from Santa Cruz Water Department
- 9.3 Notice from Bender Rosenthal Incorporated

The Board received and filed the correspondence.

10. Request for Future Agenda Items

None

11. Closed Session: Government Code §54957.7

- 11.1 Fire Chief Employment: Government Code §54957.(b)(1).

President Patterson announced that there would be no Closed Session tonight as the Fire Chief Recruitment was discussed in Open Session.

12. Open Session – Discussion/Action

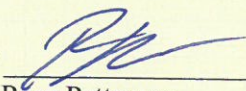
- 11.1 Report on Closed Session: Government Code §54957.1

No Closed Session.


13. Adjournment

The meeting was adjourned at 6:46 p.m.

ATTEST



Russ Patterson
Board President



Ron Whittle
Board Secretary