



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

## Board of Directors

### Agenda

Wednesday, January 11, 2023, 6:00 P.M.

Scotts Valley City Hall

One Civic Center Drive, Scotts Valley CA 95066

Agendas and Board Packets are available on the Scotts Valley Fire Protection District (SVFPD) website at [www.scottsvalleyfire.com](http://www.scottsvalleyfire.com).

Any person who requires a disability related modification or accommodation in order to participate in a public meeting should make such a request to Ron Whittle, Board Secretary, for immediate consideration.

#### 1. Call to Order

1.1 Pledge of Allegiance and Moment of Silence

1.2 Roll Call

#### 2. Public Comment (GC §54954.3)

This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. Any matter that requires Board action will be referred to staff for a report and action at a subsequent Board meeting.

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

#### 4. Consent Calendar

(Consent calendar items will be enacted upon by one motion. There will be no separate discussion on items unless a Board Member, Staff, or member of the public requests removal of the item for separate action.)

4.1 Minutes: Approve Regular Board Meeting Minutes of December 14, 2022

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

Payroll and Benefits:	\$589,984.84
General Fund:	\$ 35,647.91
SCHMIT:	\$ 450.00
TOTAL:	\$626,082.75

4.3 Approve Budgeted Payment of \$155,000 to the CERBT

#### 5. Discussion Items

5.1 Presentation from Cameron Weist, Bond Counsel

5.2 Branciforte Annexation Update

**Scotts Valley Fire Protection District**  
**Board of Directors Meeting for January 11, 2023**  
**Agenda**

**6. Public Hearing/Action Items**

- 6.1 Scheduled Public Hearing to Adopt Ordinance No. 2022-1: The Fire Code of the Scotts Valley Fire Protection District with Amendments

Public Hearing Process: District staff will make a summary of the proposed ordinance. The Board President will ask for public comment. Each speaker should go to the podium, sign in for the record and state their name and address. Each speaker will be allowed three (3) minutes to speak in an effort to have as much public input as possible. Upon completion of the public hearing, the matter will be brought before the Board for discussion and action.

- 6.2 Accept the Environmental Check List as Submitted and Direct the Fire Chief to Make the Appropriate Filings, Discussion/Action

- 6.3 Adopt Ordinance No. 2022-1: The Fire Code of the Scotts Valley Fire Protection District with Amendments, Discussion/Action

**7. Action Items – Discussion/Action**

- 7.1 Board Standing Committee Appointments per Policy 2101

- Finance and Planning
- Organization and Personnel
- Facilities and Equipment
- Interagency Advisory

- 7.2 Approve Lump Sum Payment to CalPERS Miscellaneous Plan in the Amount of \$102,841

- 7.3 Approve Resolution 2023-1: Resolution Acknowledging Receipt of a Report made by the Fire Chief of the Scotts Valley Fire Protection District (SVFPD) Regarding the State Mandated Annual Inspections of certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code

- 7.4 Fire Chief Recruitment – Request for Proposals from Executive Recruitment Firms

- 7.5 Approve Request for Proposal for Architectural Services

**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*

- 8.2 Administrative Report – *Chief Officers*

**9. Correspondence**

- 9.1 CAL FIRE, Fire Hazard Severity Zone map

- 9.2 LAFCO Regular Member Seat Opening

**10. Request for Future Agenda Items**

**11. Adjournment**

Next Regularly Scheduled Board Meeting: Wednesday, February 8, 2023 at 6:00 p.m.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF December 14, 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, December 14, 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 Special Set Matter: Certificate of Election and Oath of Office for Newly Elected Directors Kris Hurst and Adam Cosner to Four-Year Terms

Chief Whittle administered the Oath of Office to Directors Hurst and Cosner to a four-year term.

#### 1.3 Roll Call

A. Directors Present:	Directors Cosner, Hurst, Parker, Patterson and Pisciotta
B. Directors Absent:	None
C. Fire District Staff:	Chief Whittle, Battalion Chiefs LoFranco, McNeil and Stubendorff, Deputy Fire Marshal Collins 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 November 9, 2022

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

<u>Payroll and Benefits:</u>	\$678,449.98
<u>General Fund:</u>	\$ 54,491.12
<u>Capital Outlay:</u>	\$ 0.00
<u>SCHMIT:</u>	\$ 207.48
<u>TOTAL:</u>	\$733,148.58

#### 4.3 Adopt Regular Board Meeting Dates for 2023

#### 4.4 Approved Revised Policy 2100: Policy For Conducting Board Meetings

**On motion of Director Parker seconded by Director Pisciotta to Approve Consent Calendar Items 4.1 thru 4.4 was approved by the following vote:**

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting December 14, 2022**

**AYES:** Cosner, Hurst, Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**5. Discussion Items**  
None

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

**6.1 Fire Chief Recruitment – Request for Proposals from Executive Recruitment Firms**

Chief Whittle stated that at the Board Meeting on November 9, 2022, the Board directed staff to publish a Request for Proposal for Executive Firm Fire Chief Recruitment Services. Four proposals were received and have been included in the Board Packet with a staff report listing a summary for each proposal including cost. Chief Whittle stated that a Fire Chief Recruitment Ad Hoc Committee should be established to work with the Firm.

President Patterson stated that all the proposals looked good but since this is such a big decision, the Ad Hoc Committee should review the proposals and make a recommendation at the January Board Meeting. President Patterson appointed Directors Cosner and Parker to the Fire Chief Recruitment Ad Hoc Committee.

**6.2 Adopt Resolution 2022-9 Adoption of 2022 Fire Code for the County of Santa Cruz**

Chief Whittle stated that in an effort to align the code requirements and provide consistency within all Santa Cruz County fire agencies, the County Fire Prevention Offices proposed adopting one Ordinance, The Fire Code of Santa Cruz County, which has been approved by the Board of Supervisors. Due to a glitch with the City of Scotts Valley, they cannot adopt a County Fire Code and will require a separate Ordinance adopted by the SVFPD. The SVFPD Ordinance will be the same as the Santa Cruz County Ordinance for the Fire Code with Amendments.

**On motion of Director Cosner seconded by Director Pisciotta to Approve Adoption of the Fire Code was approved by the following vote:**

**AYES:** Cosner, Hurst Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**6.3 Adopt Resolution 2022-11 Notice of Intent to Adopt the 2022 California Fire Code**

Chief Whittle explained that for the Santa Cruz County Fire Code, the adoption process was completed by the County. For the Fire Code for the City of Scotts Valley, the adoption process will be completed by the SVFPD. The process starts with adopting Resolution 2022-11: Notice of Intent to Adopt the 2022 California Fire Code with amendments and set a public hearing for January 11, 2023 at 6:00 p.m.

**On motion of Director Parker seconded by Director Cosner to Adopt Resolution 2022-11: Notice of Intent to Adopt the 2022 California Fire Code and Set a Public Hearing for January 11, 2023 was approved by the following vote:**

**AYES:** Cosner, Hurst Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**6.4 Adopt Resolution 2022-12 Resolution Finding Modification of State Housing Law**

DFM Collins stated that Modification of State Housing Law is required as part of the Fire Code adoption process.

**On motion of Director Pisciotta seconded by Director Hurst to Adopt Resolution 2022-12: Modification of State Housing Law was approved by the following vote:**

**SCOTTS VALLEY FIRE PROTECTION DISTRICT  
Regular Board Meeting December 14, 2022**

**AYES: Cosner, Hurst Parker, Patterson and Pisciotta**  
**NOES: None**  
**ABSENT: None**  
**ABSTAIN: None**

**6.5 Adopt Resolution 2022-13 Notice of Intent to Adopt a Negative Declaration**

DFM Collins stated the Environmental Impact Document will be presented at the January 11, 2023 Board Meeting. The Santa Cruz County Fire Code will take effect January 5, 2023. The Scotts Valley City Fire Code will not take effect until February 10, 2023 so there will be about a month gap and we are working on how to proceed during that time.

**On motion of Director Hurst seconded by Director Cosner to *Adopt Resolution 2022-13: Notice of Intent to Adopt a Negative Declaration* was approved by the following vote:**

**AYES: Cosner, Hurst Parker, Patterson and Pisciotta**  
**NOES: None**  
**ABSENT: None**  
**ABSTAIN: None**

**6.6 Adopt Resolution 2022-10 Certifying 180-Day Waiting Period Exemption and Approving Interim Fire Chief Employment Agreement**

Chief Whittle stated that a staff report to change his retirement date to December 24, 2022, updated Resolution 2022-10 and the Interim Fire Chief Employee Agreement reflecting the date change, were presented to the Board and Public at the meeting. Chief Whittle explained that due to CalPERS reporting, the County was not able to report contributions and retired annuitant hours in the same payroll. Changing the retirement date to align with the end of payroll, resolved this issue. SVFPD Legal Counsel has reviewed and approved.

**On motion of Director Cosner seconded by Director Parker to *Adopt Resolution 2022-10: Certifying 180-Day Waiting Period Exemption and Approving Interim Fire Chief Employment Agreement* was approved by the following vote:**

**AYES: Cosner, Hurst 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 reported that he and Director Pisciotta met with Chief Whittle and Bond Counsel regarding finance options to build the La Madrona Station, which will be discussed at the Board Workshop on January 5, 2023. Moving forward, the Board established a Station Ad Hoc Committee and President Patterson appointed himself and Director Pisciotta.

President Patterson asked to have an ongoing Discussion Item for Branciforte Fire (BFPD) added to the Regular Board Meeting Agenda. At the last BFPD Ad Hoc Committee Meeting with Director Campbell, there were some concerning issues discussed, which we hope to have resolved by July. The next meeting will be scheduled in January.

Chief Whittle stated that two BFPD Board Members resigned and later tried to rescind their resignation but Elections said that was not allowable. The BFPD has one new Board Member and is in the process of appoint two new Board Members to fill the vacant spots.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT  
Regular Board Meeting December 14, 2022**

7.2 Administrative Report – Chief Officers

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

- Admin Services Manager Walton and Admin Accounting Specialist Jackson attended the quarterly Santa Cruz County Teams meeting to review calendar year end deadlines.
- *Fail Safe* has completed the annual ladder testing for all department ladders.
- The carpet in the dayroom and captains’ office at SCO1 has been removed and will be replaced with similar laminate tile.
- The roof leak at SCO1 is believed to be coming from the deteriorating siding on the hose tower. Crews have scraped and caulked the north side of the tower and will wait for the next rain to make that determination.
- Crews finished with upgrading station one apparatus bay overhead lights to LED.
- Engineer Smiley completed The Bay Area’s Security Initiative’s Training and Exercises Program HAZMAT Series. This course was provided at no cost.
- Engineer Green completed the SVFD Acting Captains and NWCG Engine Boss task books.
- Deputy Fire Marshal Collins completed all initial state mandated inspections for the year.
- In order to eliminate the storage of hardcopy files and plans, DFM Collins is working on the process of converting blueprints to PDFs.
- I met with the new Board Members and will schedule station tours.
- We are working on the 2023/2024 Preliminary Budget, which will go to the Board for approval in April.
- The FDAC conference will be March 14-17, 2023 so if you would like to attend, please let me know.
- We are working on the 5-Year ISO survey.
- The Board Workshop is scheduled for January 5, 2023 and I will work with the Station Ad Hoc Committee to finalize the agenda.

**8. Correspondence – Information**

8.1 Thank You Letter Scotts Valley High School Haunted House

The Board received and filed the correspondence.

**9. Request for Future Agenda Items**

None

**10. Election of Board Officers for Calendar Year 2023, Discussion/Action**

10.1 President

President Patterson stated that based on past practice, the current Vice President would be the next Board President and he would nominate Director Pisciotta.

**On motion of Director Patterson seconded by Director Parker to *Elect Director Pisciotta for Board President* was approved by the following vote:**

<b>YES:</b>	<b>Cosner, Hurst, Parker, Patterson and Pisciotta</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

10.2 Vice-President

President Patterson nominated Director Parker for Vice President.

**On motion of Director Patterson seconded by Director Pisciotta to *Elect Director Parker for Board Vice President* was approved by the following vote:**

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting December 14, 2022**

**YES:** Cosner, Hurst, Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

- 11. Adjournment**  
The meeting was adjourned at 6:43 p.m.

ATTEST \_\_\_\_\_  
Daron Pisciotta  
Board President

\_\_\_\_\_  
Ron Whittle  
Board Secretary

## Actual Transactions

Transaction Type = Actual; Revenues/Expenditures = R/E; Chart Fields = GLKey,Character,Object

Post On [prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]

Run: 2023-01-03 07:34 AM

Fiscal Year	Fiscal Month	Post On	Document No	GL Key	Character	Object	Amount	Description
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>								
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>								
<b>Object: 51000 – REGULAR PAY-PERMANENT</b>								
2023	06	12/14/2022	PAYPERIOD 25	685010	50	51000	132,972.83	PAYPERIOD 25PAYDATE 12162022
2023	06	12/28/2022	PAYPERIOD 26	685010	50	51000	<u>144,018.71</u>	PAYPERIOD 26PAYDATE 12302022
Total 51000 – REGULAR PAY-PERMANENT							-276,991.54	
<b>Object: 51005 – OVERTIME PAY-PERMANENT</b>								
2023	06	12/14/2022	PAYPERIOD 25	685010	50	51005	14,852.98	PAYPERIOD 25PAYDATE 12162022
2023	06	12/28/2022	PAYPERIOD 26	685010	50	51005	<u>32,114.65</u>	PAYPERIOD 26PAYDATE 12302022
Total 51005 – OVERTIME PAY-PERMANENT							-46,967.63	
<b>Object: 51010 – REGULAR PAY-EXTRA HELP</b>								
2023	06	12/28/2022	PAYPERIOD 26	685010	50	51010	<u>1,847.40</u>	PAYPERIOD 26PAYDATE 12302022
Total 51010 – REGULAR PAY-EXTRA HELP							-1,847.40	
<b>Object: 51035 – HOLIDAY PAY</b>								
2023	06	12/14/2022	PAYPERIOD 25	685010	50	51035	10,766.66	PAYPERIOD 25PAYDATE 12162022
2023	06	12/28/2022	PAYPERIOD 26	685010	50	51035	<u>10,786.71</u>	PAYPERIOD 26PAYDATE 12302022
Total 51035 – HOLIDAY PAY							-21,553.37	
<b>Object: 51040 – DIFFERENTIAL PAY</b>								
2023	06	12/14/2022	PAYPERIOD 25	685010	50	51040	7,330.74	PAYPERIOD 25PAYDATE 12162022
2023	06	12/28/2022	PAYPERIOD 26	685010	50	51040	<u>7,330.74</u>	PAYPERIOD 26PAYDATE 12302022
Total 51040 – DIFFERENTIAL PAY							-14,661.48	
<b>Object: 52010 – OASDI-SOCIAL SECURITY</b>								
2023	06	12/14/2022	PAYPERIOD 25	685010	50	52010	2,418.63	PAYPERIOD 25PAYDATE 12162022
2023	06	12/28/2022	PAYPERIOD 26	685010	50	52010	<u>2,833.28</u>	PAYPERIOD 26PAYDATE 12302022
Total 52010 – OASDI-SOCIAL SECURITY							-5,251.91	
<b>Object: 52015 – PERS</b>								
2023	06	12/14/2022	PAYPERIOD 25	685010	50	52015	27,033.29	PAYPERIOD 25PAYDATE 12162022
2023	06	12/28/2022	PAYPERIOD 26	685010	50	52015	<u>27,037.42</u>	PAYPERIOD 26PAYDATE 12302022
Total 52015 – PERS							-54,070.71	
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>								
2023	06	12/02/2022	1222SVFD	685010	50	53010	4,565.52	HEALTH CARE EMP SVFD Group 367
2023	06	12/08/2022	DU92612	685010	50	53010	-48.56	M.Pasquini Dec22 Dental,CK#978
2023	06	12/09/2022	DEC22HLTH	685010	50	53010	56,753.67	SV FIRE DEC 2022
2023	06	12/14/2022	PAYPERIOD 25	685010	50	53010	750.00	PAYPERIOD 25PAYDATE 12162022
2023	06	12/14/2022	PAYPERIOD 25	685010	50	53010	-1,189.32	PAYPERIOD 25PAYDATE 12162022
2023	06	12/15/2022	DU92809	685010	50	53010	-48.56	S,Downey Dec22 Dental,CK#2339
2023	06	12/15/2022	DU92809	685010	50	53010	-137.94	S.Kovacs Dec22 Dental
2023	06	12/15/2022	DU92809	685010	50	53010	-91.85	H.Bustichi Dec22Dental,CK#4027
2023	06	12/15/2022	DU92809	685010	50	53010	-48.56	M.Marsano Dec22 Dental,CK#165
2023	06	12/16/2022	0123SVFD	685010	50	53010	4,654.90	HEALTH CARE EMP SVFD Group 367
2023	06	12/16/2022	0123SVFD	685010	50	53010	1,290.91	FDAC EBA SVFD
2023	06	12/29/2022	0123SVFD	685010	50	53010	849.00	THEILEN, LOTHAR SVFD Health In
2023	06	12/29/2022	0123SVFD	685010	50	53010	1,469.14	MCMURRY, MICHAEL SVFD Health In
2023	06	12/29/2022	0123SVFD	685010	50	53010	655.44	LOFRANCO, SAL SVFD Health Ins.
2023	06	12/29/2022	0123SVFD	685010	50	53010	1,358.24	BIDDLE, MIKE SVFD Health Ins.
2023	06	12/29/2022	0123SVFD	685010	50	53010	<u>364.73</u>	PHINN, MIKE SVFD Health Ins. 1
Total 53010 – EMPLOYEE INSURANCE & BENEFITS							-71,146.76	
<b>Object: 53015 – UNEMPLOYMENT INSURANCE</b>								
2023	06	12/28/2022	PAYPERIOD 26	685010	50	53015	<u>23.26</u>	PAYPERIOD 26PAYDATE 12302022
Total 53015 – UNEMPLOYMENT INSURANCE							-23.26	
<b>Object: 55020 – SICK LEAVE RESERVE</b>								
2023	06	12/28/2022	PAYPERIOD 26	685010	50	55020	<u>42,572.00</u>	PAYPERIOD 26PAYDATE 12302022
Total 55020 – SICK LEAVE RESERVE							-42,572.00	
<b>Object: 55021 – OTHER BENEFITS MISC</b>								
2023	06	12/14/2022	PAYPERIOD 25	685010	50	55021	10,253.71	PAYPERIOD 25PAYDATE 12162022
2023	06	12/28/2022	PAYPERIOD 26	685010	50	55021	<u>44,645.07</u>	PAYPERIOD 26PAYDATE 12302022
Total 55021 – OTHER BENEFITS MISC							-54,898.78	
Total 50 – SALARIES AND EMPLOYEE BENEF							-589,984.84	

Character: 60 – SERVICES AND SUPPLIES

Object: 61125 – UNIFORM REPLACEMENT

2023	06	12/02/2022	0178541	685010	60	61125	<u>4,697.61</u>	ENTENMANN- ROVI SVFD
Total 61125 – UNIFORM REPLACEMENT							-4,697.61	

Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES

2023	06	12/22/2022	2673880	685010	60	61425	<u>279.44</u>	MID VALLEY SUPP SVFD
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES							-279.44	

Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV

2023	06	12/02/2022	219244	685010	60	61720	490.55	KUSSMAUL ELECTR SVFD SC0002
2023	06	12/02/2022	36693	685010	60	61720	270.27	GOLDEN STATE EM SVFD PIE-0143
2023	06	12/02/2022	36704	685010	60	61720	3,068.93	GOLDEN STATE EM SVFD PIE-0143
2023	06	12/16/2022	1222SVFD	685010	60	61720	4,860.00	ABBOTT, JOHN M SVFD E2511
2023	06	12/16/2022	1222SVFD-1	685010	60	61720	2,700.00	ABBOTT, JOHN M SVFD Annuals
2023	06	12/16/2022	CI036633	685010	60	61720	<u>27.09</u>	GOLDEN STATE EM SVFD PIE-0143
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV							-11,416.84	

Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES

2023	06	12/09/2022	14461	685010	60	61725	<u>1,846.00</u>	PAGODA TECHNO SVFD
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES							-1,846.00	

Object: 61730 – MAINT-OTH EQUIP-SERVICES

2023	06	12/22/2022	12591	685010	60	61730	910.55	HILL, JUSTIN SVFD
2023	06	12/22/2022	INV659736-1	685010	60	61730	<u>89.96</u>	L N CURTIS & SO SVFD Cust 3627
Total 61730 – MAINT-OTH EQUIP-SERVICES							-1,000.51	

Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV

2023	06	12/02/2022	SVFD12222	685010	60	61845	<u>659.86</u>	SCARBOROUGH LUM SVFD Acct 1169
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV							-659.86	

Object: 61920 – MEDICAL, DENTAL & LAB SUPPLIES

2023	06	12/22/2022	84793886	685010	60	61920	<u>10.75</u>	BOUND TREE MEDI SVFD PO# 22-01
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES							-10.75	

Object: 62219 – PC SOFTWARE PURCHASES

2023	06	12/09/2022	14497	685010	60	62219	<u>3,635.55</u>	PAGODA TECHNO SVFD
Total 62219 – PC SOFTWARE PURCHASES							-3,635.55	

Object: 62381 – PROF & SPECIAL SERV-OTHER

2023	06	12/02/2022	47095	685010	60	62381	260.00	CSG CONSULTANTS SVFD
2023	06	12/16/2022	22-0019	685010	60	62381	175.00	SANTA CRUZ COUN SVFD
2023	06	12/16/2022	47885	685010	60	62381	845.00	CSG CONSULTANTS SVFD
2023	06	12/16/2022	617297	685010	60	62381	<u>196.00</u>	DEPT OF JUSTICE SVFD
Total 62381 – PROF & SPECIAL SERV-OTHER							-1,476.00	

Object: 62715 – SMALL TOOLS & INSTRUMENTS

2023	06	12/02/2022	649746	685010	60	62715	339.13	L N CURTIS & SO SVFD Cust 3627
2023	06	12/02/2022	650903	685010	60	62715	1,095.31	L N CURTIS & SO SVFD Cust 3627
2023	06	12/22/2022	INV659736	685010	60	62715	<u>3,699.98</u>	L N CURTIS & SO SVFD Cust 3627
Total 62715 – SMALL TOOLS & INSTRUMENTS							-5,134.42	

Object: 62826 – EDUCATION AND/OR TRAINING

2023	06	12/08/2022	DU92612	685010	60	62826	<u>-221.00</u>	ETO Overage Reimb. R#4071
Total 62826 – EDUCATION AND/OR TRAINING							221.00	

Object: 62914 – EDUCATION & TRAINING(REPT)

2023	06	12/02/2022	SVFD12221	685010	60	62914	205.93	SCARBOROUGH LUM SVFD Acct 1169
2023	06	12/09/2022	2203	685010	60	62914	74.00	EMT CERTIFICATI SVFD EMT-McNei
2023	06	12/13/2022	2203-1	685010	60	62914	<u>200.00</u>	SANTA CRUZ COUN SVFD EMT- McNei
Total 62914 – EDUCATION & TRAINING(REPT)							-479.93	

Object: 62920 – GAS, OIL, FUEL

2023	06	12/02/2022	833877	685010	60	62920	<u>2,558.21</u>	WESTERN STATES SVFD
Total 62920 – GAS, OIL, FUEL							-2,558.21	

Object: 63070 – UTILITIES

2023	06	12/02/2022	SVFD12221	685010	60	63070	133.27	CITY OF SCOTTS SVFD
2023	06	12/02/2022	SVFD12222	685010	60	63070	170.01	CITY OF SCOTTS SVFD
2023	06	12/16/2022	1222SVFD1	685010	60	63070	623.40	PACIFIC GAS AND SVFD Acct# 649
2023	06	12/16/2022	1222SVFD2	685010	60	63070	431.22	PACIFIC GAS AND SVFD Acct#9380
2023	06	12/16/2022	1222SVFD3	685010	60	63070	698.52	PACIFIC GAS AND SVFD Acct#6536
2023	06	12/16/2022	1222SVFD4	685010	60	63070	<u>617.37</u>	PACIFIC GAS AND SVFD Acct# 605
Total 63070 – UTILITIES							-2,673.79	

Total 60 – SERVICES AND SUPPLIES

-35,647.91

Total 685010 – SCOTTS VALLEY FIRE PROT SVC

-625,632.75

GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP

Character: 60 – SERVICES AND SUPPLIES

Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV

2023	06	12/16/2022	1222SVFD-2	685040	60	61720	<u>450.00</u>	ABBOTT, JOHN M SVFD HM2560
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV							-450.00	

Total 60 – SERVICES AND SUPPLIES

-450.00

Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP

-450.00

-626,082.75



California Public Employees' Retirement System  
 P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)  
 TTY: (877) 249-7442 Fax: (800) 959-6545  
 www.calpers.ca.gov

California Employers' Retiree Benefit Trust (CERBT, OPEB)

REMITTANCE ADVICE

January 03, 2023

Employer Name: Scotts Valley Fire Protection District  
 Employer Address: 7 ERBA LANE  
 SCOTTS VALLEY, CA 95066  
 CalPERS ID: 4027652040  
 Receivable ID: 100000017040646  
 Receivable Description: CERBT Contributions, CERBT

Project Payment Date	Account Number	Strategy	Payment Amount
January 17, 2023	4027652040-001	SKB7-CERBT Strategy 2	\$155,000.00
		Total Payment Amount:	\$155,000.00



SCOTTS VALLEY FIRE PROTECTION DISTRICT

INITIAL STUDY

ENVIRONMENTAL CHECKLIST FORM

I. Background

- 1. Name of Proponent: Scotts Valley Fire Protection District
- 2. Address and Phone Number of Proponent:  
7 Erba Lane, Scotts Valley, CA 95066 (831) 438-0211
- 3. Date Check list Submitted: 12/20/2022

Name of Proposal (if applicable): Adoption of the Scotts Valley Fire Protection District Fire Code and prescribing regulations governing conditions hazardous to life and property from fire and explosion, and providing for the issuance of permits.

II. Environmental Impacts

	<u>Yes</u>	<u>Maybe</u>	<u>No</u>
1. <b>Earth.</b> Will the proposal result in:			
a. Unstable earth conditions or in changes in geologic substructures?	_____	_____	<u>X</u>
b. Disruptions, displacements, compaction or over-covering of the soil?	_____	_____	<u>X</u>
c. Change in topography or ground surface relief features?	_____	_____	<u>X</u>
d. The destruction, covering or modification of any unique geologic or physical features?	_____	_____	<u>X</u>
e. Any increase in wind or water erosion of soils, either on or off the site?	_____	_____	<u>X</u>
f. Changes in deposition or erosion of beach sands, or changes in siltation, deposition or erosion which may modify the channel of a river or stream or the bed of the ocean or any bay, inlet or lake?	_____	_____	<u>X</u>
g. Exposure of people or property to geologic hazards such as earthquakes, landslides, mudslides, ground failure, or similar hazards?	_____	_____	<u>X</u>

SCOTTS VALLEY FIRE PROTECTION DISTRICT

	<u>Yes</u>	<u>Maybe</u>	<u>No</u>
2. <b>Air.</b> Will the proposal result in:			
a. Substantial air emissions or deterioration of ambient air quality?	_____	_____	_____X_____
b. The creation of objectionable odors?	_____	_____	_____X_____
c. Alteration of air movement, moisture, or temperature, or any change in climate, either locally or regionally?	_____	_____	_____X_____
3. <b>Water.</b> Will the proposal result in:			
a. Changes in currents, or the course of direction of water movements, in either marine or fresh water?	_____	_____	_____X_____
b. Changes in absorption rates, drainage patterns, or the rate and amount of surface runoff?	_____	_____	_____X_____
c. Alterations to the course or low of flood waters?	_____	_____	_____X_____
d. Change in the amount of surface water in any water body?	_____	_____	_____X_____
e. Discharge into surface waters, or in any alteration of surface water quality, including but not limited to temperature, dissolved oxygen or turbidity?	_____	_____	_____X_____
f. Alteration of the direction or rate of flow of ground waters?	_____	_____	_____X_____
g. Change in the quantity of ground waters, either through direct additions or withdrawals, or through interception of an aquifer by cuts or excavations?	_____	_____	_____X_____
h. Substantial reduction in the amount of water otherwise available for public water supplies?	_____	_____	_____X_____
i. Exposure of people or property to water related hazards such as flooding or tidal waves?	_____	_____	_____X_____
4. <b>Plant Life.</b> Will the proposal result in:			
a. Change in the diversity of species, or number of any species of plants (including trees, shrubs, grass, crops, and aquatic plants)?	_____	_____	_____X_____

SCOTTS VALLEY FIRE PROTECTION DISTRICT

	<u>Yes</u>	<u>Maybe</u>	<u>No</u>
b. Reduction of the numbers of any unique, rare or endangered species of plants?	_____	_____	_____X_____
c. Introduction of new species of plants into an area, or in a barrier to the normal replenishment of existing species?	_____	_____	_____X_____
d. Reduction in acreage of any agricultural crop?	_____	_____	_____X_____
<b>5. Animal Life.</b> Will the proposal result in:			
a. Changes in the diversity of species, or numbers of any species of animals (birds, land animals including reptiles, fish and shellfish, benthic organisms or insects)?	_____	_____	_____X_____
b. Reduction of the numbers of any unique, rare or endangered species of animals?	_____	_____	_____X_____
c. Introduction of new species of animals into an area, or result in a barrier to the migration or movement of animals?	_____	_____	_____X_____
d. Deterioration to existing fish or wildlife habitat?	_____	_____	_____X_____
<b>6. Noise.</b> Will the proposal result in:			
a. Increases in existing noise levels?	_____	_____	_____X_____
b. Exposure of people to severe noise levels?	_____	_____	_____X_____
<b>7. Light and Glare.</b> Will the proposal produce new light or glare?			
	_____	_____	_____X_____
<b>8. Land Use.</b> Will the proposal result in a substantial alteration of the present or planned land use of the area?			
	_____	_____	_____X_____
<b>9. Natural Resources.</b> Will the Proposal result in:			
a. Increase in the rate of use of any natural resources?	_____	_____	_____X_____
<b>10. Risk of Upset.</b> Will the proposal involve:			
a. A risk of an explosion or the release of hazardous substances (including, but not limited to, oil, pesticides, chemicals or radiation) in the event of an accident or upset conditions?	_____	_____X_____	_____

SCOTTS VALLEY FIRE PROTECTION DISTRICT

	<u>Yes</u>	<u>Maybe</u>	<u>No</u>
b. Possible interference with an emergency response plan or an emergency evacuation plan?	_____	_____	<u>X</u>
11. <b>Population.</b> Will the proposal alter the location, distribution, density, or growth rate of the human population of an area?	_____	_____	<u>X</u>
12. <b>Housing.</b> Will the proposal affect existing housing, or create a demand for additional housing?	_____	_____	<u>X</u>
13. <b>Transportation/Circulation.</b> Will the proposal result in:			
a. Generation of substantial additional vehicular movement?	_____	_____	<u>X</u>
b. Effects on existing parking facilities, or demand for new parking?	_____	_____	<u>X</u>
c. Substantial impact upon existing transportation systems?	_____	_____	<u>X</u>
d. Alternatives to present patterns of circulation or movement of people and/or goods?	_____	<u>X</u>	_____
e. Alterations to waterborne, rail or air traffic?	_____	_____	<u>X</u>
f. Increase in traffic hazards to motor vehicles, bicyclists or pedestrians?	_____	_____	<u>X</u>
14. <b>Public Services.</b> Will the proposal have an effect upon, or result in a need for new or altered governmental services in any of the following areas:			
a. Fire Protection?	_____	_____	<u>X</u>
b. Police Protection?	_____	_____	<u>X</u>
c. Schools?	_____	_____	<u>X</u>
d. Parks or other recreational facilities?	_____	_____	<u>X</u>
e. Maintenance of public facilities, including roads?	_____	_____	<u>X</u>
f. Other government services?	_____	_____	<u>X</u>
15. <b>Energy.</b> Will the proposal result in:			
a. Use of substantial amounts of fuel or energy?	_____	_____	<u>X</u>

SCOTTS VALLEY FIRE PROTECTION DISTRICT

	<u>Yes</u>	<u>Maybe</u>	<u>No</u>
b. Substantial increase in demand upon existing sources of energy, or require the development of new sources of energy?	_____	_____	_____X_____
16. <b>Utilities.</b> Will the proposal result in a need for new systems, or substantial alterations to the following utilities:			
a. Power or natural gas	_____	_____	_____X_____
b. Communications systems	_____	_____	_____X_____
c. Water	_____	_____	_____X_____
d. Sewer or septic tanks	_____	_____	_____X_____
e. Storm water drainage	_____	_____	_____X_____
f. Solid waste disposal	_____	_____	_____X_____
17. <b>Human Health.</b> Will the proposal result in:			
a. Creation of any health hazard or potential health hazard (excluding mental health)?	_____	_____	_____X_____
b. Exposure of people to potential health hazards?	_____	_____X_____	_____
18. <b>Aesthetics.</b> Will the proposal result in the obstruction of any scenic vista or view open to the public, or will the proposal result in the creation of an aesthetically offensive site open to public view?	_____	_____	_____X_____
19. <b>Recreation.</b> Will the proposal result in an impact upon the quality or quantity of existing recreational opportunities?	_____	_____	_____X_____
20. <b>Cultural Resources.</b>			
a. Will the proposal result in the alteration of or the destruction of a prehistoric or historic archaeological site?	_____	_____	_____X_____
b. Will the proposal result in adverse physical or aesthetic effects to a prehistoric or historic building, structure, or object?	_____	_____	_____X_____
c. Does the proposal have the potential to cause a physical change which would affect unique ethnic cultural values?	_____	_____	_____X_____
d. Will the proposal restrict existing religious or sacred uses within the potential impact area?	_____	_____	_____X_____

SCOTTS VALLEY FIRE PROTECTION DISTRICT

Yes      Maybe      No

**21. Mandatory findings of Significance**

- |   |              |              |                     |
|---|--------------|--------------|---------------------|
| <p>a. Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range or a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?</p> | <p>_____</p> | <p>_____</p> | <p><u>  X  </u></p> |
| <p>b. Does the project have the potential to achieve short-term, to the disadvantage of long-term, environmental goals? (A short-term impact on the environment is one which occurs in a relatively brief, definitive period of time while long-term impacts will endure well into the future.)</p>   | <p>_____</p> | <p>_____</p> | <p><u>  X  </u></p> |
| <p>c. Does the project have impacts which are individually limited, but cumulatively considerable? (A project may impact on two or more separate resources where the impact on each resource is relatively small, but where the effect of the total of those impacts on the environment is significant.)</p>  | <p>_____</p> | <p>_____</p> | <p><u>  X  </u></p> |
| <p>d. Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?</p>  | <p>_____</p> | <p>_____</p> | <p><u>  X  </u></p> |

**III. Discussion of Environmental Evaluation**

- 10.a. Because provisions of the Ordinance would govern the control and disposition of certain situations hazardous to life and property resulting from fire and explosion, and would control the potential for fire and explosion, through imposing certain standards and/or procedures, it is possible that in implementing provisions of the Ordinance there may be a risk of upset. The intent and purpose of the Ordinance is to alleviate same, and as a result there should be no significant adverse impact on the environment.
- 13.d. To the extent that the Ordinance requires a certain type and kind of response to conditions hazardous to life, the environment and property resulting from fire and explosion based on the location and time of day for required response, there may be alterations to the present patterns of circulation or movement of people and/or goods, but, because the project would establish standards for the safeguarding or protection of that circulation or movement, there is no possibility of an adverse impact on the environment.
- 17.b. Conditions that are hazardous to life, the environment and property may occur which would be subject to standards or procedures authorized by the Ordinance. Due to this, there is the potential for exposure of people to health impacts. However, it is the intent

SCOTTS VALLEY FIRE PROTECTION DISTRICT

and purpose of the Ordinance to alleviate hazardous conditions, thus alleviating an adverse impact to the environment.

**IV. Determination**

On the basis of this initial evaluation, I find that the project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.

Date: 12/20/22



Signature:

Ron Whittle  
Fire Chief  
Scotts Valley Fire Protection District

**SCOTTS VALLEY FIRE PROTECTION DISTRICT  
OF SANTA CRUZ COUNTY**

**ORDINANCE NO. 2022-1**

An ordinance of the SCOTTS VALLEY FIRE PROTECTION DISTRICT adopting the 2022 edition of the California Fire Code, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in SCOTTS VALLEY FIRE PROTECTION DISTRICT providing for the issuance of permits and collection of fees therefore; repealing Ordinance 2019-1 of the SCOTTS VALLEY FIRE PROTECTION DISTRICT and all other ordinances and parts of the ordinances in conflict therewith.

**PART 1**

The Board of Directors of the SCOTTS VALLEY FIRE PROTECTION DISTRICT does ordain as follows:

That portion of the 2022 California Fire Code that imposes substantially the same requirements as are contained in the International Fire Code, 2021 Edition published by the International Code Council and the California Building Standards Commission with Errata, together with those portions of the International Fire Code, 2021 Edition, including Appendices B, BB, C, CC, I, N and O as published by the International Code Council not included in the California Fire Code, as modified and amended by this ordinance, are adopted by this reference into this code, and are hereby collectively declared to be the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT, in the State of California regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees for same; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the SCOTTS VALLEY FIRE PROTECTION DISTRICT are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Part 2 of this ordinance.

**PART 2**

**Ordinance No. 2019-1 of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is hereby repealed and replaced with Ordinance 2022-1 to read as follows:**

**California Fire Code Adopted.**

That portion of the 2022 California Fire Code that imposes substantially the same requirements as are contained in the International Fire Code, 2021 Edition published by the International Code Council and the California Building Standards Commission with errata, together with those portions of the International Fire Code, 2021 Edition, including Appendices B, BB, C, CC, I, N and O published by the International Code Council not included in the 2019 California Fire Code, as modified and amended by this ordinance, are adopted by this reference into code, and are hereby collectively declared to be the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT for the purpose of regulating and governing the safeguarding of life, property and public welfare to a reasonable degree from the hazards of fire, hazardous materials release and explosion arising from the storage, use and handling of dangerous and hazardous materials, substances and devices, conditions hazardous to life or property in the occupancy and use of buildings and premises, the operation, installation, construction, location, safeguarding and maintenance of attendant equipment, the installation and maintenance of adequate means of egress not provided for by the building code, and providing for the issuance of permits and collection of fees for same.

**Section 101.1 is amended – Title.**

Section 101.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**101.1 - Title.** These regulations shall be known as the Fire Code the SCOTTS VALLEY FIRE PROTECTION DISTRICT, hereinafter referred to as “this code.”

**Section 102.1 is amended – Construction and design provisions.**

Section 102.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**102.1 - Construction and design provisions.** The construction and design provisions of this code shall apply to:

1. Structures, facilities and conditions arising after the adoption of this code.
2. Existing structures, facilities and conditions not legally in existence at the time of adoption of this code.
3. Existing structures, facilities and conditions where required in Chapter 11.
4. Existing structures, facilities and conditions that, in the opinion of the fire code official, constitute a distinct hazard to life or property.
5. Existing structures, alterations and repairs. All new work performed in alterations and/or repairs to existing structures shall comply with the current provisions of this chapter. When alterations and/or repairs result in the removal, alteration, modification, replacement and/or repair of fifty percent or more of the external walls of a building, or result in the removal, modification, replacement and/or repair of fifty percent or more of the existing internal structural and/or non-structural framework, independently or in combination thereof, within a five year period, the entire building shall be made to conform to the current provisions of this chapter. The determination under this section of the requirement for upgrading any existing structure to full conformance with current provisions of this chapter shall be at the sole discretion of the fire code official.

**Section 102.9 is amended - Matters not provided for.**

Section 102.9 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**102.9 - Matters not provided for.** Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, which are not specifically provided for by this code shall be determined by the fire code official.

The fire chief is authorized to render interpretations of this code and to make and enforce rules, supplemental regulations and standards in order to carry out the application and intent of its provisions. Such interpretations, rules, regulations and standards shall be in conformance with the intent and purpose of this code and shall be available to the public during normal business hours. Those standards promulgated by the Santa Cruz County Fire Chiefs Association shall be deemed as prima facie evidence of compliance with this code.

**Section 103.4 is added – Law enforcement powers.**

Section 103.4 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**103.4 - Law enforcement powers.** The fire code official and their deputies shall have the powers of law enforcement officers in performing their duties under this code. When requested to do so by the fire code official, the primary law enforcement agency with jurisdiction is authorized to assign such available law enforcement as necessary to assist the fire code official with enforcing the provisions of this code.

**Section 105.1 is amended – General.**

Section 105.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**105.1 - General.** Permits shall be in accordance with Sections 105.1.1. through 105.6.24 or other provisions of this code as required by the jurisdiction having authority.

**Section 108.2.1 is added – Inspection requests.**

Section 108.2.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**108.2.1 – Inspection requests.** It shall be the duty of the holder of the permit or their duly authorized agent to notify the fire code official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

**Section 109.6 is added – Overcrowding.**

Section 109.6 of Chapter 1 of the Fire Code the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**109.6 – Overcrowding.** Overcrowding or admittance of any person beyond the approved capacity of a building or a portion thereof shall not be allowed. The fire code official, on finding any overcrowding conditions or obstruction in aisles, passageways or other means of egress, or on finding any condition that constitutes a life safety hazard, shall be authorized to cause the event to be stopped until such condition or obstruction is corrected.

**Section 111.1 is amended - Board of Appeals established.**

Section 111.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**111.1 - Board of Appeals established.** In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there shall be and is hereby created a Board of Appeals. The Board of Appeals shall be the Board of Directors of the SCOTTS VALLEY FIRE PROTECTION DISTRICT. The fire code official shall be an ex-officio member of said board but shall have no vote on any matter before the board. The board may adopt additional rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official.

**Section 111.3 is deleted – Qualifications.**

Section 111.3 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is deleted.

**Section 111.5 is added – Appeals process.**

Section 111.5 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**111.5.1 - Initiating appeal.** Any beneficially interested party has the right to appeal the order served by the fire code official by filing a written "NOTICE OF APPEAL" with the office of the fire code official within fourteen (14) days after service of such order. The notice shall state the order appealed from, the identity and mailing address of the appellant, and the specific grounds upon which the appeal is made.

**111.5.2 - Stay of order.** The filing of a properly completed notice of appeal shall have the effect of staying the implementation of the order appealed from, until the final decision of appeal.

**Exception:** Orders affecting acts or conditions which in the opinion of the fire code official, pose an immediate threat to life, property, or the environment as a result of panic, fire, explosion, or release.

**111.5.3 - Hearing of appeal.** Following is the process for establishing and hearing appeals:

1. The Board of Appeals, or the secretary thereof, shall set the matter to be heard at a date within thirty days of receipt of such notice of appeal. Written notice of the time and place set for hearing shall be served on the appellant by first class mail to the mailing address given in the notice of

appeal at least five days prior to the date set for the hearing. The fire code official shall transmit to the Board of Appeals all records related to the appeal.

2. At the hearing on the appeal, the appellant shall, in the first instance present evidence in support of the grounds enumerated in their notice of appeal. The fire code official shall next present evidence in support of their order. The appellant and the fire code official shall each have one opportunity to rebut the evidence presented by the other. The hearing shall be de novo in all respects.

**111.5.4 - Decision of the board of appeals.** Upon hearing the appeal, the Board of Appeals may issue a decision affirming, modifying or vacating the order of the fire code official. The decision shall be in writing and shall be served upon the appellant by first class mail to the mailing address given in the notice of appeal.

**111.5.5 - Time of decision.** The Board of Appeals shall have the power to continue any hearing and may, in its discretion, take the appeal under submission. The Board of Appeals shall render a decision not later than the seventh day following the date the matter was taken under submission, and forthwith notify the interested parties as previously set forth.

**Section 112.4 is amended – Violation penalties.**

Section 112.4 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**112.4 - Violation penalties.** Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents, or of a permit or certificate used under provisions of this code, shall be guilty of an infraction.

Acts denominated as infractions shall not be punishable by imprisonment. Every violation determined to be an infraction is punishable by:

1. A fine not exceeding one hundred dollars for a first violation;
2. A fine not exceeding two hundred dollars for a second violation of the same provision of this code within one year;
3. A fine not exceeding five hundred dollars for each additional violation of the same provision of this code within one year.

A person charged with an infraction shall not be entitled to a trial by jury. A judgment that a person convicted of an infraction be punished by fine may also provide for the payment to be made within a specified time or in specified installments, contingent upon the person giving their written promise to either pay the fine as provided or to appear in court on the due date. Any person who willfully violates any such written promise is guilty of a misdemeanor.

Each day that a violation continues after due notice has been served shall be deemed a separate offense.

**Section 112.4.1 is amended – Abatement of violation.**

Section 112.4.1 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**110.2.1 - Abatement of violation.** In addition to the imposition of the penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises. Any violation of this code shall be deemed a public nuisance pursuant to Santa Cruz County Code Section 1.12.050 and/or the SCOTTS VALLEY FIRE PROTECTION DISTRICT. In the event that a public nuisance is not abated in accordance with the fire code official's order or the order of the Board of Appeals, if any, the fire code official may, upon securing approval of the SCOTTS VALLEY FIRE PROTECTION DISTRICT proceed to abate the nuisance by force account, contract, or any other method deemed most expedient by the Board. The

cost of such abatement may be charged to the owner of record or assessed to the property in a manner provided in Sections 1.14.040 through 1.14.080 of the County of Santa Cruz Code.

**Section 112.4.2 is added – Enforcement.**

Section 112.4.2 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**112.4.2 - Enforcement.** The fire code official and their delegated subordinates, pursuant to the provisions of Section 836.5 of the Penal Code of the State of California, are hereby authorized to arrest a person without a warrant whenever they have reasonable cause to believe that the person has committed a violation of any of the provisions of this Code in their presence.

Upon making such an arrest, the fire code official or their delegated subordinate shall prepare a citation and release the person arrested pursuant to Section 853.6 of the Penal Code of the State of California, the provisions of which are hereby adopted by reference as part of this section.

**Section 113.4 is amended – Failure to comply.**

Section 113.4 of Chapter 1 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**113.4 - Failure to comply.** It is unlawful for any person, firm or corporation to violate or fail to comply with any lawful order of the fire code official; fail to comply with an order by the Board of Appeals; or, fail to comply with an order of the court of competent jurisdiction within the time fixed therein. Every such violation shall be deemed a misdemeanor and shall be punishable by a fine of not more than \$500.00 plus court assigned fees or by imprisonment not exceeding 1 year in the county jail, or both such fine and imprisonment.

**Section 202 is amended-Definitions.**

**202 is amended – Definition of All-Weather Surface.**

Definition of All-Weather Surface in Section 202 of Chapter 2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added after Alcohol-Blended Fuels to read as follows:

**ALL WEATHER SURFACE.** An all-weather surface shall be a minimum of 6 inches (152 mm) of 95% compacted Class II base rock for grades up to and including 5%, oil and screened for grades up to and including 15%, and asphaltic concrete for grades exceeding 15%. No grade shall be allowed to exceed 16% in State Responsibility Area (SRA) or 20% in Local Responsibility Area (LRA).

Definition of Bridge in Section 202 of Chapter 2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added after Breakout to read as follows:

**BRIDGE.** A bridge shall be defined as a structure designed to carry a roadway over a depression or obstacle.

Definition of De Novo in Section 202 of Chapter 2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added after Deluge System to read as follows:

**DE NOVO.** adj. Latin for "anew," which means starting over, as in a trial de novo. For example, a decision in a small claims case may be appealed to a local trial court, which may try the case again, de novo.

Definition of Greenhouse in Section 202 of Chapter 2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added after Grandstand to read as follows:

**GREENHOUSE:** A greenhouse means an agricultural structure constructed of glass or an opaque material which allows natural light to enter and a framing material (e.g. wood, steel, aluminum) that may be open to the elements periodically, including by retracting the walls or roof.

Definition of Local Responsibility Area (LRA) in Section 202 of Chapter 2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added after Listed to read as follows:

**LOCAL RESPONSIBILITY AREA (LRA).** Shall mean lands on which neither the state nor the federal government has any legal responsibility for providing fire protection. Local responsibility areas include incorporated cities and cultivated agriculture lands. Local responsibility area fire protection is typically provided by city fire departments, fire protection districts, special districts, counties, and by CAL FIRE under contract to local government.

Definition of Stage in Section 202 of Chapter 2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added after Spraying Space to read as follows:

**STAGE.** A space within a building utilized for entertainment or presentations, which includes overhead hanging curtains, drops, scenery or stage effects other than lighting and sound. Stage area shall be measured to include the entire performance area and adjacent backstage and support areas not separated from the performance area by fire-resistance rated construction. Stage height shall be measured from the lowest point on the stage floor to the highest point of the roof or floor deck above the stage.

Definition of State Responsibility Area (SRA) in Section 202 of Chapter 2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added after State-owned/Leased Building of to read as follows:

**STATE RESPONSIBILITY AREA (SRA).** Shall mean lands that are classified by the Board of Forestry pursuant to Public Resources Code Section 4125-4127; and the California Code of Regulations, Title 14, Division 1.5, Chapter 7, Article 1, Sections 1220-1220.5 where the financial responsibility of preventing and suppressing forest fires is primarily the responsibility of the State of California.

Definition of Turnaround in Section 202 of Chapter 2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added after Tube Trailer to read as follows:

**TURNAROUND.** A roadway, unobstructed by parking, which allows for a safe opposite change of direction for emergency equipment. Maximum grade in all directions may not exceed 5% and maximum distance from the structure is 150 feet (45,720 mm) or as approved by the fire code official. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

Definition of Turnout in Section 202 of Chapter 2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added after Turnaround to read as follows:

**TURNOUT.** A widening in a roadway to allow vehicles to pass. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

**Section 304.1.2 is amended - Vegetation.**

Section 304.1.2 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**304.1.2 - Vegetation.** Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. Vegetation clearance requirements in urban-wildland interface areas shall be maintained around and adjacent to buildings and structures. A firebreak shall be made by removing and clearing away, for a distance of not less than 30 feet (9144 mm) on each side of the building or structure or to the property line, whichever is nearer, all flammable vegetation or other combustible growth. This does not apply to single specimens of trees or other vegetation that is well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to any building or structure.

When required by state law, or local ordinance, rule or regulation, an additional fire protection zone or firebreak may be made by removing all brush, flammable vegetation, or combustible growth that is located within 100 feet (30,480 mm) from the building or structure or to the property line. This section does not prevent an insurance company that insures a building or structure from requiring the owner of the building

or structure to maintain a firebreak of more than 100 feet (30,480 mm) around the building or structure. Grass and other vegetation located more than 30 feet (9144 mm) from the building or structure and less than 18 inches (457 mm) in height above the ground may be maintained where necessary to stabilize the soil and prevent erosion. This does not apply to single specimens of trees or other vegetation that is well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to a dwelling or structure.

**Section 305.4 is added – Deliberate or negligent burning.**

Section 305.4 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**305.4 - Deliberate or negligent burning.** It shall be unlawful to deliberately or through negligence set fire to or cause the burning of combustible material in such a manner as to endanger the safety of persons or property.

**Section 307.2 is amended – Permit required.**

Section 307.2 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**307.2 - Permit required.** When required by the fire chief, a permit shall be obtained in accordance with Section 105.5 prior to kindling a fire for recognized silvicultural or range or wildlife management practices, prevention or control of disease or pests, or a bonfire. Application for such permit shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled.

The open burn season for Santa Cruz County unless otherwise declared shall be December 1<sup>st</sup> through April 30<sup>th</sup> of the calendar year. The dates may only be changed by the Monterey Bay Area Unified Air Pollution Control District.

**Exception:** During the “declared open burn season” (as declared by the Monterey Bay Area Unified Air Pollution Control District) pile burning is allowed, at the discretion of the fire chief, when the “Guidelines for Pile Burning” (published by the California Department of Forestry and Fire Protection or Monterey Bay Area Unified Air Pollution Control District) are strictly adhered to.

**Section 307.2.1 is added – Authorization.**

Section 307.2.1 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**307.2.1 - Authorization.** Where required by state or local law or regulations, open burning shall only be permitted with prior approval from the state or local air and water quality management authority, provided that all conditions specified in the authorization are followed.

**Section 307.3 is added – Extinguishment authority.**

Section 307.3 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**307.3 - Extinguishment authority.** The fire code official is authorized to order the extinguishment by the permit holder, another person responsible or the fire department of open burning that creates or adds to a hazardous or objectionable situation.

**Section 307.4 is added - Location.**

Section 307.4 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**307.4 – Location.** The location for open burning shall not be less than 50 feet (15,240 mm) from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet (15,240 mm) of any structure.

**Exceptions:**

1. Fires in approved containers that are not less than 15 feet (4572 mm) from a structure.
2. The minimum required distance from a structure shall be 25 feet (7620 mm) when the pile size is 3 feet (914 mm) or less in diameter and 2 feet (609 mm) or less in height.

**Section 307.4.1 is added – Bonfires.**

Section 307.4.1 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**307.4.1 – Bonfires.** A bonfire shall not be conducted within 50 feet (15240 mm) of a structure or combustible material unless the fire is contained in a barbecue pit. Conditions which could cause a fire to spread within 50 feet (15240 mm) of a structure shall be eliminated prior to ignition.

**Section 307.4.2 is added – Recreational fires.**

Section 307.4.2 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**307.4.2 – Recreational fires.** Recreational fires shall not be conducted within 25 feet (7620 mm) of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet (7620 mm) of a structure shall be eliminated prior to ignition.

**Section 307.4.3 is added – Portable outdoor fireplaces.**

Section 307.4.3 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**307.4.3 – Portable outdoor fireplaces.** Portable outdoor fireplaces shall be used in accordance with the manufacturer's instructions and shall not be operated within 15 feet (4572 mm) of a structure or combustible material.

**Exception:**

Portable outdoor fireplaces used at one- and two-family dwellings.

**Section 307.5 is added - Attendance.**

Section 307.5 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**307.5 – Attendance.** Open burning; bonfires, recreational fires and use of portable outdoor fireplaces shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher complying with Section 906 with a minimum 4-A rating or other approved on-site fire – extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

**Section 308.1.2 is added – Throwing or placing sources of ignition.**

Section 308.1.2 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**308.1.2 - Throwing or placing sources of ignition.** A person shall not throw or place, or cause to be thrown or placed, a lighted match, cigar, cigarette, matches, or other flaming or glowing substance or object on any surface or article where it can cause an unwanted fire.

**Section 308.1.4 is deleted – Open-flame cooking devices.**

Section 308.1.4 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is hereby deleted:

**Section 308.1.6.3 is added – Sky lanterns.**

Section 308.1.6.3 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**308.1.6.3 - Sky lanterns.** A person shall not release or cause to be released an untethered sky lantern.

**Section 308.1.7 is added – Religious ceremonies.**

Section 308.1.7 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**308.1.7 – Religious ceremonies.** When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.

**Section 311.5 is amended – Placards.**

Section 311.5 of Chapter 3 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**311.5 – Placards.** When required by the fire code official, any building or structure determined to be unsafe pursuant to Section 110 of this code relating to structural or interior hazards shall be marked as required by Sections 311.5.1 through 311.5.5.

**Section 403.11 is added – Special requirements for public safety.**

Section 403.11 of Chapter 4 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**403.11 - Special requirements for public safety** shall be in accordance with Sections 403.11.1 through 403.11.3.3.

**403.11.1 - Fire watch personnel.** Where, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved. Fire watch personnel shall comply with Sections 403.11.1.1 and 403.11.1.2

**403.11.1.1 – Duty times.** Fire watch personnel shall remain on duty while places requiring a fire watch are open to the public, or when activity requiring a fire watch is being conducted.

**403.11.1.2 – Duties.** On-duty fire watch personnel shall have the following responsibilities:

1. Keep diligent watch for fires, obstructions to means of egress and other hazards.
2. Take prompt measures for remediation of hazards and extinguishment of fire that occur.
3. Take prompt measures to assist in the evacuation of the public from the structure.

**Section 501.3 is amended – Construction documents.**

Section 501.3 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**501.3 – Construction documents.** Construction documents for proposed fire apparatus access, location of fire lanes, security gates across fire apparatus access roads and construction documents and hydraulic calculations for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction. When grading work is needed for the access road(s) within the jurisdiction of Santa Cruz County, application for a grading permit shall be made with the Santa Cruz County Planning Department pursuant to the Santa Cruz County Grading Ordinance. Such Permits shall be reviewed by the Santa Cruz County Environmental Coordinator as required.

**Section 503 is added – FIRE APPARATUS ACCESS ROADS.**

Section 503 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added and amended below.

**Section 503.2.1 is amended – Dimensions.**

Section 503.2.1 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**503.2.1 – Dimensions.** Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 15 feet (4572 mm).

**Exceptions:**

1. Within the State Responsibility Area (SRA) of Santa Cruz County, all driveways serving two or fewer habitable structures shall have an unobstructed width of not less than 12 feet (3658 mm) and an unobstructed vertical clearance of not less than 15 feet (4572 mm).
2. Within the Local Responsibility Area (LRA) of Santa Cruz County, access roads shall be a minimum of 18 feet (5486 mm) wide for all access roads or driveways serving more than two habitable structures, and 12 feet (3658 mm) for an access road or driveway serving two or fewer habitable structures. Where it is environmentally inadvisable to meet these criteria (due to excessive grading, tree removal or other environmental impacts), a 12-foot (3658 mm) wide all-weather surface access road with 12-foot (3658 mm) wide by 35-foot (10,668 mm) long turnouts located approximately every 500 feet (152,400 mm) may be provided with the approval of the fire code official.
3. Vertical clearance may be reduced; provided such reduction does not impair access by fire apparatus and approved signs are installed and maintained indicating the established vertical clearance when approved by the fire code official.

**Section 503.2.1.1 is added – Vegetation clearance along access roads.**

Section 503.2.1.1 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**503.2.1.1 – Vegetation clearance along access roads.** Areas within 10 feet (3048 mm) horizontal and 15 feet (4572 mm) vertical on each side of portions of highways, public and private streets, roads and driveways which are ordinarily used for vehicular traffic shall be cleared of flammable vegetation and other combustible growth. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

**Exception:** Single specimens of trees or cultivated ground cover such as green grass, ivy, succulents or similar plants used as ground covers, are exempt provided they do not form a means of readily transmitting fire at the discretion of the fire code official.

**Section 503.2.3 is amended – Surface.**

Section 503.2.3 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**503.2.3 - Surface.** An all-weather surface shall be a minimum of 6 inches (152 mm) of 95% compacted Class II base rock for grades up to and including 5%, oil and screened for grades up to and including 15%, and asphaltic concrete for grades exceeding 15%. No grade shall be allowed to exceed 16% in State Responsibility Area (SRA) or 20% in Local Responsibility Area (LRA).

**Section 503.2.4 is amended – Turning radius.**

Section 503.2.4 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**503.2.4 – Turning radius.** In the State Responsibility Area (SRA) no roadway shall have a horizontal inside radius of curvature of less than 50 feet (15,240 mm) and additional surface width of 4 feet (1219 mm) shall be added to curves of 50-100 feet (15,240-30,480 mm) radius; 2 feet (609 mm) to those from 100-200 feet (30,480-60,960 mm). In the Local Responsibility Area (LRA) the minimum centerline radius shall be 35 feet (10,668 mm).

**Section 503.2.5.1 is added – New dead-end access roads.**

Section 503.2.5.1 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**503.2.5.1 – New dead-end access roads.** New dead-end roads are prohibited, without secondary access, serving more than one parcel in new minor land divisions or subdivisions which exceed the following distances from an adequate through road unless approved by the applicable fire protection agency, the Department of Public Works, and by the Planning Commission; in no case shall a new dead-end road exceed ½ mile in length.

Urban & Suburban General Plan and LCP Land Use Plan designation	500 feet (152,400 mm)
Rural General Plan and LCP Land Use Plan designation	1000 feet (304,800mm)
Mountain General Plan and LCP Land Use Plan designation	1500 feet (457,200 mm)

**Section 503.2.6.1 is added – Width.**

Section 503.2.6.1 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**503.2.6.1 - Width.** All bridges shall be a minimum of 20 feet (6096 mm) of clear width. The fire code official may allow the width to be reduced for access to U or R-3 occupancies in accordance with Objective 6.5 – Fire Hazards of the Santa Cruz County General Plan.

**Section 503.2.6.2 is added – Certification.**

Section 503.2.6.2 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**503.2.6.2 - Certification.** Every private bridge hereafter constructed shall be engineered by a licensed civil or structural engineer and approved by the fire code official. Certification shall be provided by the licensed engineer in writing that the bridge complies with the design standard required by this section to the fire code official.

**Section 503.2.6.3 is added – Recertification.**

Section 503.2.6.3 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**503.2.6.3 - Recertification.** Every private bridge shall be recertified every ten years or whenever deemed necessary by the fire code official. Such recertification shall be in accordance with the requirements of 503.2.6.2.

**Section 503.2.6.4 is added – Existing private bridges.**

Section 503.2.6.4 of Chapter 5 of the Fire Code the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**503.2.6.4 - Existing private bridges.** An existing private bridge not conforming to these regulations may be required to conform when in the opinion of the fire code official, such repairs are necessary for public safety.

**Section 503.2.6.5 is added – Fees.**

Section 503.2.6.5 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**503.2.6.5 - Fees.** All fees charged for the purpose of certification or recertification shall be at the owner's expense.

**Section 503.2.7 is amended – Grade.**

Section 503.2.7 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**503.2.7 – Grade.** The grade for all roads, streets, private lanes and driveways shall not exceed 16% in State Responsibility Area (SRA) and 20% in Local Responsibility Area (LRA).

**Section 503.3 is added – Marking.**

Section 503.3 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**503.3 Marking.** Where required by the fire code official, approved signs or other approved notices or markings that include the words “NO PARKING—FIRE LANE” shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

**Section 503.7 is added – Gates.**

Section 503.7 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**503.7 – Gates.** All Gates providing access from a road to a driveway, or within any access road, shall be located at least 30 feet (9144 mm) from the roadway and shall open to allow a vehicle to stop without obstructing traffic on the road. Gate entrances shall be at least 2 feet (609 mm) wider than the access road being secured, but in no case shall the width be less than 14 feet (4267 mm) unobstructed horizontal clearance and unobstructed vertical clearance of 15 feet (4572 mm). When gates are to be locked, the installation of a key box or other acceptable means for immediate access may be required as in Section 503.6.

**Section 505.2 is amended – Street and road signs.**

Section 505.2 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**505.2 - Street and road signs.** Streets and roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained until replaced by permanent signs. Posting of any road names and numbers not authorized by the Office of Street Naming and Numbering of the County of Santa Cruz, and the fire code official is prohibited.

**Section 507.3 is amended – Fire flow.**

Section 507.3 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**507.3 – Fire flow.** Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method Appendix B, or Appendix BB (for school buildings as scoped in BB 101.1)

Parcels not within the boundaries of a public or private water purveyor shall have a minimum water supply capable of supplying a flow of 500 gallons per minute for 20 minutes (10,000 gallons) for all new fire sprinklered (NFPA 13D) dwellings, residential additions in excess of 500 square feet, and other structures classified as residential accessory uses such as garages, storage buildings, barns, etc..

Privately owned water that is not supplied by a licensed water purveyor shall:

1. Serve no more than two dwellings and no more than 10,000 square feet of habitable dwelling space, and;
2. Be provided pursuant to a recorded covenant that runs with the land if the water supply originates from another parcel. If a water purveyor supplies the water, the applicant must submit with the building plan written verification from the licensed purveyor that the water supply meets the flow requirement.

**Exception:** A 2% reduction will be allowed for flow supplied by approved stationary water tanks, to account for the nominal standardized capacity of such tanks.

**Section 507.5.7 is added – Painting.**

Section 507.5.7 of Chapter 5 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**507.5.7 – Painting.** When required by the fire code official, fire hydrants shall be painted in accordance with NFPA 291 and Santa Cruz County Fire Prevention Officers Standards.

**CFC Sections 903.1 through 903.2.10.2 are deleted and replaced – Automatic Sprinkler Systems.**

Sections 903.1 through 903.2.10.2 of Chapter 9 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT are deleted and replaced to read as follows:

**903.1 - General.** Automatic sprinkler systems shall comply with this section.

**903.1.1 - Alternative protection.** Alternative automatic fire-extinguishing systems complying with Section 904 shall be permitted in lieu of automatic sprinkler protection where recognized by the applicable standard and approved by the fire code official.

**903.2 - Where required.** Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in this section.

**903.2.1 - New structures.** An automatic fire sprinkler system shall be provided in all new occupancies as defined in Chapter 3 of the California Building Code, regardless of type of construction and/or floor area, unless otherwise pre-empted by the California Health and Safety Code. Any occupancy not specifically mentioned shall be included in the group that it most nearly resembles based on the proposed life and fire hazard;

**Exceptions:**

1. Private garages, carports, workshops, office, art studio, and/or sheds not more than 1,000 square feet (93 m<sup>2</sup>) of total floor area shall not require fire sprinklers where they are detached and separate from other structures and provided with exterior wall and opening protection as per the California Building Code.
2. Sheds exceeding 1,000 square feet, (93 m<sup>2</sup>) but not exceeding 3,000 square feet (278 m<sup>2</sup>) shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates that the applicant's proposal does not increase the fire hazard or fire load.
3. Agricultural buildings as defined in Appendix Chapter C, of the California Building Code having a clear unobstructed side yard exceeding 60 feet (18,280 mm) in all directions, not exceeding 25 feet (7620 mm) in height and located within an Agricultural zoned district, as defined in the Santa Cruz County Planning Code.
  - a. Not exceeding 2,000 square feet (186 m<sup>2</sup>) or as exempted by the fire chief, shall not require fire sprinklers.
  - b. Exceeding 2,000 square feet (186 m<sup>2</sup>) but not exceeding 5,000 square feet, shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates the applicant's proposal does not increase the fire hazard or fire load.
  - c. Greenhouses of non-combustible construction.
4. Group B and Group M Occupancies not more than 500 square feet (46.5 m<sup>2</sup>) shall not require fire sprinklers where they are detached and separate from other structures and provided with exterior wall and opening protection as per the California Building Code, Table 508.4.
5. For public school state-funded construction projects see CFC Section 903.2.19.

**903.2.2 Existing Structures.** An automatic sprinkler system shall be provided in existing structures when, after the effective date of this code, a building permit is issued to allow additions to be made to existing structures which either:

1. Are already six thousand (6,000) square feet or greater in total floor area; or

2. Will increase the existing square footage to greater than > (6,000) square feet in total floor area; or
3. Will increase the total floor area of a structure by 10% or more; or
4. When there is a change in the character of the occupancy or use of any building which in the opinion of the fire chief increases or may cause to increase the hazard of fire or threat to life or safety.
5. When additions are made to a structure which contains an existing fire sprinkler system. The fire sprinkler system shall be augmented, thus, creating fire sprinkler protection in the entire structure.

**Exceptions:**

1. Group U occupancies not more than one thousand (1,000) square feet.
2. Group B and Group M occupancies not more than five hundred (500) square feet.
3. Group R-3 dwellings:
  - a) Where additions do not increase the total existing square footage by more than 50%. Or,
  - b) Where alterations and/or repairs result in the removal, alteration, modification, replacement and/or repair of fifty percent or more of the external walls of a building, or result in the removal, modification, replacement and/or repair of fifty percent or more of the existing internal structural and/or non-structural framework, independently or in combination thereof, within a five year period, the entire building shall be made to conform to the current provisions of this chapter. The determination under this section of the requirement for upgrading any existing structure to full conformance with current provisions of this Chapter shall be at the sole discretion of the Fire Code Official.
4. Accessory Dwelling Unit constructed on lots with an existing sprinklered primary residence:
  - a) Attached to main residence – fire sprinklers required.
  - b) Detached from main residence, fire sprinklers required.
5. Accessory Dwelling Unit constructed on lots with an existing non-sprinklered primary residence:
  - a) Attached to main residence and is less than or equal to 50% of the existing sq-ft. of the primary residence – fire sprinklers not required.
  - b) Detached from main residence and meets the required fire flow – fire sprinklers not required.

**Sections 903.2.11 through 903.2.12.1 are amended – Specific buildings areas and hazards.**

Sections 903.2.11 through 903.2.12.1 of Chapter 9 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT are added or amended, as applicable, to read as follows:

**903.2.11 Specific building areas and hazards.** An automatic sprinkler system shall be installed in the locations set forth in Sections 903.2.11.1 through 903.2.12.

**Exception:** Group R-3 and Group U

**903.2.11.1 Stories without openings.** An automatic sprinkler system shall be installed throughout all stories including basements, of all buildings where the floor area exceeds 1,500 square feet (139.4 m<sup>2</sup>) and where the story does not comply with the following criteria for exterior wall openings:

1. Openings below grade that lead directly to ground level by an exterior stairway complying with Section 1009 or an outside ramp complying with Section 1010. Openings shall be located in each 50 linear feet

(15,240 mm), or fraction thereof, of exterior wall in the story on at least one side. The required openings shall be distributed such that the lineal distance between adjacent openings does not exceed 50 feet (15,240 mm).

2. Openings entirely above the adjoining ground level totaling at least 20 square feet (1.86 m<sup>2</sup>) in each 50 linear feet (15,240 mm), or fraction thereof, of exterior wall in the story on at least one side. The required openings shall be distributed such that the lineal distance between adjacent openings does not exceed 50 feet (15,240 mm). The height of the bottom of the clear opening shall not exceed 44 inches (1,118 mm) measured from the floor.

**903.2.11.1.1 Opening dimensions and access.** Openings shall have a minimum dimension of not less than 30 inches (762 mm). Such openings shall be accessible to the fire department from the exterior and shall not be obstructed in a manner that firefighting or rescue cannot be accomplished from the exterior.

**903.2.11.1.2 Openings on one side only.** Where openings in a story are provided on only one side and the opposite wall of such story is more than 75 feet (22,860 mm) from such openings, the story shall be equipped throughout with an approved automatic sprinkler system or openings as specified above shall be provided on at least two sides of the story.

**903.2.11.1.3 Basements.** Where any portion of a basement is located more than 75 feet (22,860 mm) from openings required by Section 903.2.4.1.1, the basement shall be equipped throughout with an approved automatic sprinkler system.

**903.2.11.2 Rubbish and linen chutes.** An automatic sprinkler system shall be installed at the top of rubbish and linen chutes and in their terminal rooms. Chutes shall have additional sprinkler heads installed at alternate floors and at the lowest intake. Where a rubbish chute extends through a building more than one floor below the lowest intake, the extension shall have sprinklers installed that are recessed from the drop area of the chute and protected from freezing in accordance with Section 903.3.1.1. Such sprinklers shall be installed at alternate floors beginning with the second level below the last intake and ending with the floor above the discharge. Chute sprinklers shall be accessible for servicing.

**903.2.11.3 Buildings 55 feet or more in height.** An automatic sprinkler system shall be installed throughout buildings with a floor level having an occupant load of 30 or more that is located 55 feet (16,764 mm) or more above the lowest level of fire department vehicle access, measured to the finished floor.

**Exceptions:**

1. Open parking structures.
2. Occupancies in Group F-2.

**903.2.11.4 Ducts conveying hazardous exhausts.** Where required by the California Mechanical Code, automatic sprinklers shall be provided in ducts conveying hazardous exhausts, flammable or combustible materials.

**Exception:** Ducts where the largest cross-sectional diameter of the duct is less than 10 inches (254 mm).

**903.2.11.5 Commercial cooking operations.** An automatic sprinkler system shall be installed in a commercial kitchen exhaust hood and duct system where an automatic sprinkler system is used to comply with Section 904.

**903.2.11.6 Other required suppression systems.** In addition to the requirements of Section 903.2, the provisions indicated in Table 903.2.11.6 require the installation of a fire suppression system for certain buildings and areas.

**903.2.11.6.1 Change of hazard.** The fire code official may require the installation of an automatic fire system when there is a change in the character of the occupancy or use of any building which increases or may cause to increase the hazard of fire or threat to life or safety.

**903.2.11.7 Change in access.** The fire code official may require the installation of an automatic fire system when any alteration or change in the use of a building or portion thereof changes access to property so as to impede the fire department's ability to control a fire.

**903.2.12 During construction.** Automatic sprinkler systems required during construction, alteration and demolition operations shall be provided in accordance with Section 3313.

**903.2.12.1 Inspectors Test Valve.** All structures, commercial and residential, shall include the installation of a fire sprinkler inspectors test valve to be located at the most remote part of the sprinkler system.

**Section 903.3.1.1.2 is deleted – Bathrooms.**

Section 903.3.1.1.2 of Chapter 9 of the Fire Code of Santa Cruz County is deleted.

~~903.3.1.1.2 – Bathrooms. In Group R occupancies, sprinklers shall not be required in bathrooms that do not exceed 55 square feet (5 m<sup>2</sup>) in area and are located within individual dwelling units or sleeping units, provided that walls and ceilings, including the walls and ceilings behind a shower enclosure or tub, are of noncombustible or limited combustible materials with a 15-minute thermal barrier rating.~~

**Section 903.3.1.3 is amended – NFPA 13D sprinkler systems.**

Section 903.3.1.3 of Chapter 9 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**903.3.1.3 - NFPA 13D sprinkler systems.** Automatic sprinkler systems installed in one and two-family dwellings, Group R-3 and R-4 congregate living facilities and townhouses, non-habitable structures classified as accessory to a residential use and not intended for commercial usage or mercantile, shall be permitted to be installed throughout in accordance with NFPA 13D and installation guidelines as promulgated by the Santa Cruz County Fire Chiefs Association.

**Section 903.3.7 is amended – Fire department connections.**

Section 903.3.7 of Chapter 9 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**903.3.7 - Fire department connections.** Fire department connections for automatic sprinkler systems shall be installed in accordance with Section 912. Buildings equipped with a fire sprinkler system in accordance with this chapter shall have a fire department connection located within 100 feet (183m). The location of the fire department connections shall be approved by the fire code official.

**Exception:** Single- and two-family dwellings protected by a fire sprinkler system in accordance with Section 903.3.1.3.

**Section 1201.4 is added – Alternate power sources.**

Section 1201.4 of Chapter 12 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**1201.4 - Alternate power sources.** All permanent installations of electrical generators, wind generators, solar photovoltaic cells, or other power sources shall be approved by the building code official. In addition to all applicable provisions of Title 24 CCR for any such installation, a sign reading:

“WARNING – This premise is provided with an Alternate Power Source. Disconnection of commercial power may not disable the electrical power source”

shall be permanently affixed. Sign shall be red in color with a minimum of ½” tall contrasting lettering and shall be permanently affixed on each electrical panel subject to back-feed from alternate power sources. Any and all power disabling switches shall be clearly labeled.

**Section 3905.1.3 is amended – Operation**

Section 3905.1.3 of Chapter 39 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**3905.1.3 – Operation.** Activation of the gas detection system shall result in all of the following:

1. Initiation of distinct audible and visual alarm signals in extraction room.
2. Deactivation of all heating systems located in the extraction room.
3. Activation of the mechanical ventilation system, where the system is interlocked with gas detection.
4. For detection levels at or exceeding 25% of the LEL/LFL shall result in the activation of the building's fire alarm system.

**Section 5303.5.3 is amended – Securing compressed gas containers, cylinders and tanks.**

Section 5303.5.3 of Chapter 53 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**5303.5.3 - Securing compressed gas containers, cylinders and tanks.** Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods:

1. Securing containers, cylinders and tanks to a fixed object with two or more non-combustible restraints. The object used to anchor the restraint shall be capable of withstanding the anticipated load(s) imposed. Anchor(s) shall be attached to a structural framing member or similar.
2. Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks.
3. Nesting of compressed gas containers, cylinders and tanks at container filling or servicing facilities or in seller's warehouses not accessible to the public. Nesting shall be allowed provided the nested containers, cylinders or tanks, if dislodged, do not obstruct the required means of egress.
4. Securing of compressed gas containers, cylinders and tanks to or within a rack, framework, cabinet or similar assembly designed for such use.

**Exception:** Compressed gas containers, cylinders and tanks in the process of examination, filling, transport or servicing.

**CHAPTER 56 is amended - EXPLOSIVES AND FIREWORKS.**

Chapter 56 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is amended to read as follows:

**5601.1.3 – Fireworks.** The possession, manufacture, storage, sale, handling and use of fireworks are prohibited.

**Exception:** The use of fireworks for fireworks displays, pyrotechnics before a proximate audience and pyrotechnic special effects in motion pictures, television, theatrical or group entertainment productions as allowed in Title 19, Division 1, Chapter 6 Fireworks reprinted in Section 5608 and Health and Safety Code Division 11.

**5601.2 – Permit required.** Permits shall be required as set forth in 105.5 and regulated in accordance with this Chapter. Permits for explosives as contained within this chapter, with the exception of display fireworks, shall be obtained by the law enforcement agency of jurisdiction.

**5601.2.2 - Sale and retail display.** Persons shall not construct a retail display nor offer for sale explosives, explosive materials or fireworks.

**CHAPTER 90 is added – SUPPRESSION AND CONTROL OF FIRE IN WILDFIRE RISK AREAS.**

Chapter 90 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is added to read as follows:

**9001 - SCOPE.** The unrestricted use of grass-, grain-, brush- or forest-covered land in wildfire risk areas is a potential menace to life and property from fire and resulting erosion. Safeguards to prevent the occurrence of fires and to provide adequate fire-protection facilities to control the spread of fire which might

be caused by recreational, residential, commercial, industrial or other activities shall be in accordance with Chapter 90.

**9002 - RESTRICTED ENTRY.** The fire code official shall determine and publicly announce when wildfire risk areas shall be closed to entry and when such areas shall again be opened to entry. Entry on and occupation of wildfire risk areas, except public roadways, inhabited areas or established trails and camp sites which have not been closed during such time when the wildfire risk area is closed to entry, is prohibited.

**Exceptions:**

1. Residents and owners of private property within wildfire risk areas and their invitees and guests going to or being upon their lands.
2. Entry, in the course of duty, by peace or police officers, and other duly authorized public officers, members of a fire department and members of the United States Forest Service.

**9003 - TRESPASSING ON POSTED PROPERTY.**

**9003.1 - General.** When the fire code official determines that a specific area within a wildfire risk area presents an exceptional and continuing fire danger because of the density of natural growth, difficulty of terrain, proximity to structures or accessibility to the public, such areas shall be closed until changed conditions warrant termination of closure. Such areas shall be posted as hereinafter provided.

**9003.2 - Signs.** Approved signs prohibiting entry by unauthorized persons and referring to §9002 shall be placed on every closed area.

**9003.3 - Trespassing.** Entering and remaining within areas closed and posted is prohibited.

**Exception:** Owners and occupiers of private or public property within closed and posted areas, their guests or invitees, and local, state and federal public officers and their authorized agents acting in the course of duty.

**9004 - USE OF FIRE ROADS AND FIREBREAKS.** Motorcycles, motor scooters and motor vehicles shall not be driven or parked upon, and trespassing is prohibited upon, fire roads or firebreaks beyond the point where travel is restricted by a cable, gate or sign, without the permission of the property owners. Vehicles shall not be parked in a manner which obstructs the entrance to a fire road or firebreak.

**Exception:** Public officers acting within their scope of duty.

Radio and television aerials, guy wires thereto, and other obstructions shall not be installed or maintained on fire roads or firebreaks unless located 16 feet (4877 mm) or more above such fire road or firebreak.

**9005 - USE OF MOTORCYCLES, MOTOR SCOOTERS AND MOTOR VEHICLES.** Motorcycles, motor scooters and motor vehicles shall not be operated within wildfire risk areas, without a permit by the fire code official, except upon clearly established public or private roads. Permission from the property owner shall be presented when requesting a permit.

**9006 - LIABILITY FOR DAMAGE.** The expenses of fighting fires which result from a violation of this chapter shall be a charge against the person whose violation caused the fire. Damages caused by such fires shall constitute a debt of such person and are collectable by the fire code official in the same manner as in the case of an obligation under a contract, expressed or implied.

**PART 3**

The geographic limits referred to in certain sections of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT are hereby established as follows:

**Establishment of limits of districts in which storage of flammable or combustible liquids in outside aboveground tanks is prohibited.** The limits referred to in Sections 5704.2.9.6.1 and 5706.2.4.4 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT in which the storage of Class I

flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is restricted are hereby established as the incorporated area of the political boundary of the SCOTTS VALLEY FIRE PROTECTION DISTRICT.

**Exceptions:** Such use is allowed in the following zoning districts:

1. The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in A or A-1 Zones;
2. The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in M-1, M-2 or M-3 Zones;
3. The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in NR Zones.

**Establishment of limits of districts in which storage of flammable cryogenic fluids in stationary containers is to be prohibited.** The limits referred to in Section 5806.2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT in which storage of flammable cryogenic fluids in stationary containers is prohibited are hereby established as the political boundary of the SCOTTS VALLEY FIRE PROTECTION DISTRICT.

**Exceptions:**

1. The storage of flammable cryogenic fluids in stationary containers is allowed in an M-2 Zone with a Conditional Use Permit issued by the Planning Department.
2. The storage of flammable cryogenic fluids in stationary containers is allowed in an M-3 Zone.

**Establishment of limits for storage of Liquefied Petroleum Gas.** The limits referred to in Section 6104.2 of the Fire Code of the SCOTTS VALLEY FIRE PROTECTION DISTRICT are hereby limited to a maximum of 2,000 gallons water capacity within the political boundary of the SCOTTS VALLEY FIRE PROTECTION DISTRICT

#### **PART 4**

Ordinance No. 2022-1 of the SCOTTS VALLEY FIRE PROTECTION DISTRICT entitled “2019 Fire Code”, and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

#### **PART 5**

That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Directors of the SCOTTS VALLEY FIRE PROTECTION DISTRICT hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

#### **PART 6**

That nothing in this ordinance or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Part 4 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

#### **PART 7**

That the fire chief of the SCOTTS VALLEY FIRE PROTECTION DISTRICT is hereby ordered and directed to cause a notice of this ordinance to be published in a newspaper in general circulation in accordance with Section 6066 of the California Government Code.

#### **PART 8**

That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect February 10, 2023 pursuant to Health and Safety Code Section 18941.5. This Ordinance shall remain in full force and effect until a subsequent superseding ordinance becomes effective.

PASSED AND ADOPTED this 11th day of January 2023, by the Board of Directors of the Scotts Valley Fire Protection District by the following vote:

AYES    NOES    ABSENT    ABSTAIN

Director Kris Hurst  
Director Adam Cosner  
Director Joseph Parker  
Director Russ Patterson  
Director Daron Pisciotta

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Daron Pisciotta  
Board President

ATTEST:

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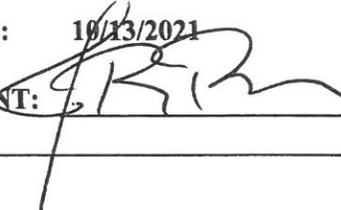
Ron Whittle  
Board Secretary

APPROVED AS TO FORM:

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Phillip Passafuime  
District Counsel

DISTRIBUTION:    City Council

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 2101</b>	<b>SUBJECT: Committees of the Board of Directors</b>
<b>DATE APPROVED: 10/13/2021</b>	
<b>BOARD PRESIDENT:</b> 	<b>FIRE CHIEF:</b> 

**Policy 2101: Committees of the Board of Directors**

The Board of Directors of the Scotts Valley Fire Protection District hereby authorizes the following standing committees:

- Finance and Planning Committee

The primary role of the Finance and Planning Committee of the Board is to work with staff on development of budgets, financial projections, and financial strategic planning. Recommendations are made to the Board of Directors with regard to budgeting and allocation of financial resources. The Finance and Planning Committee may also meet with the District's auditor, the Santa Cruz County Auditor and other related entities for the purpose of financial planning.

The Board Finance and Planning Committee may conduct routine quarterly reviews of the current financial status of the District as well as spot checking invoices, statements and warrants for conformance with District policies and procedures.

- Organization and Personnel Committee

Maintains sufficient policies and procedures to assure efficient personnel management and leadership. Recommends organizational structures to the full Board.

- Facilities and Equipment Committee

Conducts capital planning on the replacement, procurement and construction of facilities, apparatus and equipment.

- Interagency Committee

The Interagency objectives are to provide a unified source of accurate information on community related matters, demonstrate effective interagency relationships and through transparency build and maintain trust of local public agencies.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 2101</b>	<b>SUBJECT: Committees of the Board of Directors</b>

- Audit Committee

The Audit Committee of the Board of Directors is hereby established as the full Board of Directors of the Scotts Valley Fire Protection District. The purpose of establishing the Audit Committee is to formally identify that the entire Board of Directors has the fiduciary responsibility for oversight of District administration, governance and financial accountability in the interest of the public.

The role of the Audit Committee is to provide oversight and accountability for all aspects of fiscal affairs including:

- Selection and hiring of the financial audit firm
- Audits are performed on an annual basis
- Formal acceptance, in open session, of the audit report
- Assurance that fiscal processes are adequate and being followed
- Payments are made accurately and promptly
- Records and reports are accurate

The purpose of the committee is to conduct detailed analysis and study in the appointed area of District functions and report the findings to the full Board for action.

Meetings of the committees shall be posted to meet the Brown Act provisions of the California Government Code. Minutes of committee meetings are not required to be taken.

Committees shall be appointed by the Board President at the January Board meeting for the calendar year. Each committee shall be composed of two Board members except the Audit Committee which shall be the full Board.

Ad Hoc committees may be established from time to time to deal with specific issues as determined by the Board. The Board President will make such appointments to Ad Hoc committees as required.

Committees of the Board are required to carry out the Board's wishes in the best interest of the District. The committees will report back to the Board monthly based on activities. Committees may not take any formal action. Any action requires a majority vote of the full Board in open or closed session (and reported in open session) as appropriate.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

**Ron Whittle**  
Fire Chief

January 11, 2023

To: Board of Directors  
From: Chief Ron Whittle  
Subject: Cal PERS Miscellaneous Plan UAL Payment

## **Recommendation**

Approve a lump sum payment in the amount of \$102,841 to CalPERS for the payoff of the Unfunded Accrued Liability for the Classic Miscellaneous Plan.

## **Background**

In the ongoing effort to manage pension costs, the District has been contributing to the California Employers' Pension Prefunding Trust (CEPPT), which is a Section 115 trust account with CalPERS. This year, we have an opportunity to significantly reduce our liability by redirecting the annual deposit from the CEPPT trust, and paying off the CalPERS Classic Miscellaneous plan UAL balance. The amount of interest we would be charged on this would be greater than the amount of interest it would earn based on recent activity in the CEPPT account. We will still contribute our annual contribution to the California Employers' Retiree Benefit Trust (CERBT).



**California Public Employees' Retirement System  
Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744  
**888 CalPERS** (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

December 7, 2022

CalPERS ID: 4027652040  
 Employer Name: SCOTTS VALLEY FIRE PROTECTION DISTRICT  
 Rate Plan: MISCELLANEOUS PLAN [903]

Re: Lump Sum Payment to reduce the Unfunded Accrued Liability

Dear Requestor:

As requested, information on the fiscal year 2023-24 employer contribution requirement following your lump sum payment is shown below.

**If you are aware of others interested in this information (e.g., payroll staff, county court employees, port districts), please inform them.**

The information is based on the most recent annual valuation and assumes payment by *January 15, 2023* and no further contractual or financing changes taking effect before June 30, 2023. The Unfunded Accrued Liability (UAL) will be eliminated by a lump sum payment in the amount of **\$102,841**.

**There will be no change to your FY 2022-23 contributions.**

Valuation as of June 30, 2021	Pre-Payment	Post-Payment
Projected 6/30/2023 Total Unfunded Liability	\$105,962	
Payment on January 15, 2023	\$102,841	
<b>Revised 6/30/2023 Total Unfunded Liability</b>		<b>\$0</b>
FY 2023-24 Employer Contributions		
Base Total Normal Cost for Formula	18.76%	18.76%
Surcharges for Class 1 Benefit		
a) FAC 1	0.63%	0.63%
Phase out of Normal Cost Difference	<u>0.00%</u>	<u>0.00%</u>
Plan's Total Normal Cost	19.39%	19.39%
<b>Formula's Expected Employee Contribution Rate</b>	<u>6.92%</u>	<u>6.92%</u>
Employer Normal Cost Rate	12.47%	12.47%
Employer Unfunded Liability Payment	\$22,675	\$0

The attached schedule of the plan's amortization bases includes the additional discretionary payment(s) listed above.

	Fiscal Year
<b>Required Employer Contribution</b>	<b>2023-24</b>
<b>Employer Normal Cost Rate</b>	<b>12.47%</b>
<i>Plus</i>	
<b>Required Payment on Amortization Bases</b>	
<i>Paid either as</i>	
<b>1) Monthly Payment</b>	<b>\$0.00</b>
<i>Or</i>	
<b>2) Annual Prepayment Option*</b>	<b>\$0</b>
<p><i>The total minimum required employer contribution is the <b>sum</b> of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) <b>plus</b> the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (<b>which must be received in full no later than July 31</b>).</i></p>	

To initiate this payment, the enclosed Lump Sum Payment Request must be completed and returned to the CalPERS Fiscal Services Division with payment by Electronic Funds Transfer (EFT) or wire transfer by January 15, 2023. A copy should be sent to us.

If you have questions, please call 888 CalPERS (or 888-225-7377).



DAVID CLEMENT, ASA, MAAA, EA  
Senior Actuary, CalPERS

## Schedule of Amortization Bases

Reason for Base	Date Est.	Ramp Level 2023-24	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/21	Expected Payment 2021-22	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Minimum Required Payment 2023-24
FRESH START	06/30/19	No Ramp		0.00%	11	208,012	24,061	197,291	203,888	0	0
NON-INVESTMENT (GAIN)/LOSS	06/30/20	No Ramp		0.00%	19	3,122	0	3,334	3,446	0	0
INVESTMENT (GAIN)/LOSS	06/30/20	40%	Up Only	0.00%	19	17,692	0	18,895	19,527	0	0
RISK MITIGATION OFFSET	06/30/21	No Ramp		0.00%	1	(26,375)	0	(28,169)	(29,111)	0	0
RISK MITIGATION	06/30/21	No Ramp		0.00%	1	24,747	(858)	27,316	28,229	0	0
NON-INVESTMENT (GAIN)/LOSS	06/30/21	No Ramp		0.00%	20	(4,202)	0	(4,488)	(4,638)	0	0
NET INVESTMENT (GAIN)	06/30/21	20%	Up Only	0.00%	20	(90,615)	0	(96,777)	(100,013)	0	0
ASSUMPTION CHANGE	06/30/21	No Ramp		0.00%	20	3,019	(845)	4,098	4,235	0	0
<b>TOTAL</b>						<b>135,400</b>	<b>22,358</b>	<b>121,500</b>	<b>125,563</b>	<b>0</b>	<b>0</b>

This schedule assumes an additional discretionary payment is made in the amount and by the date stated on page 1 of this letter.

# Scotts Valley Fire Protection District

## State Mandated Fire Inspection Report

2022

Senate Bill 1205 (SB1205) passed in 2018 requires Fire Districts to report to their Board of Directors the status of state mandated inspections of certain occupancies. These are comprised of E (Educational - Kindergarten-12<sup>th</sup> Grade), I (Institutional), R1 (Hotels/Motels), and R2 (Apartment Buildings). The Scotts Valley Fire Protection District (SVFPD) has included C (Organized Camps), as they have large “lodge” buildings that could be included in the R1 occupancy classification. Within the SVFPD, we have identified twenty-six (26) occupancies that fall into these categories.

For the calendar year 2022, the Scotts Valley Fire Protection District has completed inspections of all twenty-six (26) occupancies within our jurisdiction. Twenty (20) occupancies failed their first inspection. Fourteen (14) of those occupancies passed on re-inspection. The remaining six (6) occupancies are actively working on corrections for those violations

Beginning in 2023, we will no longer be inspecting preschools as “State Mandated”, but will continue annually inspecting these occupancies. According to the OSFM, State Mandated E occupancies are grades K-12.

In the summer of 2020, the 2019-2020 Santa Cruz County Civil Grand Jury released a report titled “Fire and Safety Inspections in Santa Cruz County”. One recommendation from the report is that fire departments report the state mandated inspection findings to the public, via department websites. The SVFPD agreed to implement this following the next annual resolution approval from the Board. Attached to this report is our spreadsheet showing our findings for the completed annual inspections. This document will be posted to [scottsvalleyfire.com](http://scottsvalleyfire.com) following Board approval of resolution 2023-1.

**State Mandated Inspections - 2022  
Fire Board Report**

Initial Inspection	Address	Occupancy	Occ. Type	Pass/Fail	Reinspection Date	Pass/Fail	Violations Remaining on Reinspection
4/7/2022	3192 Glen Canyon Road	The Camp Recovery Center	R-2.1	Pass	n/a		
3/31/2022	3100 Bean Creek Road	Camp Redwood Glen	C	Pass	n/a		
5/3/2022	740 N. Plymouth Street	Stepping Out Housing	R-2	Pass	n/a		
5/25/2022	6001 La Madrona Drive	Hilton Scotts Valley-Santa Cruz	R-1	Fail	6/8/2022	Pass	0
7/27/2022	123 S. Navarra Drive	Montessori Community School	E	Fail	8/26/2022	Pass	0
3/30/2022	1050 Lockhart Gulch Rd.	Mission Springs Conference	C	Pass	n/a		
5/11/2022	5030 Scotts Valley Drive	Four Points Sheraton	R-1	Fail	7/18/22 & 8/11/22	Pass	0
8/2/2022	555 SR 17	Inn at Pasatiempo	R-1	Fail	10/13/2022	Fail	2
9/15/2022	111 N. Navarra Drive	Circle of Friends Preschool	E	Fail	10/20/2022	Fail	1
8/16/2022	255-B Mt. Hermon Road	Coast Redwoods Montessori School	E	Fail	10/27/2022	Pass	0
7/19/2022	6020 Scotts Valley Drive	Best Western Plus Inn Scotts Valley	R-1	Fail	7/25/2022	Pass	0
7/27/2022	100 Acorn Court	Acorn Court Apartments	R-2	Pass	n/a		
7/19/2022	101/102 Civic Center Drive	Emerald Hill Apartments	R-2	Fail	9/8/2022	Pass	0
10/3/2022	125 Bethany Drive	Brite Horizons School	E	Fail	10/27/2022	Pass	0
4/19/2022	4110 Scotts Valley Drive	Scotts Valley Apartment Homes	R-2	Fail	8/3/2022	Pass	0
6/30/2022	800 Bethany Drive	1440 Multiversity	R-1	Fail	7/5/2022	Pass	0
11/16/2022	800 Flora Ln	Bay Tree Apartments	R-2	Fail	12/28/2022	Fail	1
8/3/2022	100 Lockewood Lane	Brookdale Scotts Valley	R-2.1	Fail	8/4/2022	Pass	0
4/20/2022	106 Vine Hill School Road	Building Kidz Preschool	E	Pass	n/a		
9/12/2022	5000 Granite Creek Road	Baymonte Christian School	E	Fail	11/30/2022	Pass	0
9/6/2022	4901 Scotts Valley Drive	Baymonte Christian Preschool	E	Fail	11/30/2022	Pass	0
9/6/2022	570 Bethany Drive	Baymonte Early Childhood Learning Center	E	Fail	11/30/2022	Pass	0
10/31/2022	151 Brook Knoll Drive	Brook Knoll Elementary School & KCE	E	Fail			4
10/31/2022	151 Vine Hill School Road	Vine Hill Elementary School & KCE	E	Fail			3
10/31/2022	8 Bean Creek Road	Scotts Valley Middle School	E	Fail			3
10/31/2022	555 Glenwood Drive	Scotts Valley High School	E	Fail			10

# SCOTTS VALLEY FIRE PROTECTION DISTRICT

## RESOLUTION NO. 2023-1

RESOLUTION ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT (SVFPD) REGARDING THE STATE MANDATED ANNUAL INSPECTIONS OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the SVFPD, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided and,

WHEREAS, California Health & Safety Code Section 13146.2 requires all fire departments, including the SVFPD, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

WHEREAS, the Board of the SVFPD intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the SVFPD's compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the Board of the SVFPD that said Board expressly acknowledges the measure of compliance of the SVFPD with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the SVFPD, as follows:

### A. EDUCATIONAL GROUP E OCCUPANCIES:

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the SVFPD, there lie twelve (12) Group E occupancies, buildings, structures and/or facilities.

During calendar year 2022, the SVFPD completed the annual inspection of twelve (12) Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100 % for this reporting period.

### B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R and C occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the SVFPD, there lie twelve (12) Group R (and their associated sub-categories) and two (2) Group C occupancies of this nature.

During calendar year 2022, the SVFPD completed the annual inspection of twelve (12) Group R and two (2) Group C occupancies, buildings, structures and/or facilities. This is a compliance rate of 100 % for this reporting period.

PASSED AND ADOPTED by the Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, this 11th day of January 2023, by the following vote:

	<u>AYES</u>	<u>NOES</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Director Adam Cosner				
Director Kris Hurst				
Director Joseph Parker				
Director Russ Patterson				
Director Daron Pisciotta				

ATTEST:

\_\_\_\_\_  
Ron Whittle  
Board Secretary

\_\_\_\_\_  
Daron Pisciotta  
Board President



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

**Ron Whittle**  
Fire Chief

Date: December 14, 2022  
To: Board of Directors  
From: Chief Whittle  
Subject: Executive Firm Recruitment Selection

## **Recommendation**

Staff recommends that the Board of Directors provide direction on the selection of a firm to lead the recruitment process of a new permanent fire chief and authorize the fire chief to execute a professional agreement with the selected firm.

Staff also recommends that the Board of Directors select an ad-hoc subcommittee to work with the selected recruiter to finalize recruitment activities and the selection process.

## **Background**

On September 12, 2022 I announced my retirement effective December 31, 2022. The Board opened recruitment to in-house candidates, and received interest from one candidate. The candidate was interviewed by the full Board on October 10, 2022. At the regular meeting of October 12, 2022 the candidate accepted the offer to become the next fire chief. The following week the candidate notified the Board that he was no longer interested in the fire chief position.

At the November 9, 2022 regular board meeting, the Board approved a Request for Proposal for an executive recruiting firm to lead the recruitment of a new permanent fire chief.

## **Analysis**

Staff received proposals from 4 executive recruiting firms: Peckham and McKenney, Bob Murray and Associates, William Avery and Associates and WBCP Inc. Each proposal included experience, recruitment timelines, costs and deliverables.

All proposals have been included in your Board packet for review. The costs range from \$22,900 – \$31,800. With the exception of Peckham and McKenney, all proposals have a set professional services consulting fee, with the addition of a 'Not to Exceed' reimbursement costs for miscellaneous out-of-pocket expenses. The following table provides a brief comparison of the 4 professional recruiting firms.

<b>Firm</b>	<b>Timeline</b>	<b>Recent Recruitments</b>	<b>Extras</b>	<b>Assigned Recruiter</b>	<b>Fee</b>
Peckham and McKenney	13 weeks	Benecia, Consumnes, Sonoma Valley		Kimberly Petersen	\$28,000
Bob Murray & Associates	13-16 weeks	Lathrop-Manteca, Laguna Beach, San Rafael City	One year guarantee	Gary Phillips	\$19,000 plus costs not to exceed \$6,000
William Avery & Associates	17 Weeks	Lodi, Carpinteria-Summerland, Rodeo-Hercules	One year guarantee	Bill Avery	\$17,900 plus costs not to exceed \$5,000
WBCP Inc	12 weeks	Sacramento City, Hemet, Boulder Creek	18 month guarantee	Sam Sackman, Marissa Sanchez, or Wendi Brown	\$24,900 plus costs not to exceed \$6,900

Attachments:

- A. Peckham and McKenney proposal
- B. Bob Murray and Associates' proposal
- C. William Avery and Associates' proposal
- D. WBCP proposal

## **REQUEST FOR PROPOSAL**

The Scotts Valley Fire Protection District is seeking proposals for architectural services for the design and preparation of drawings and complete construction documents for a new fire station facility. Professional architects may submit a proposal. The proposal must have the following information, documents and materials to be considered:

Create specifications and complete documents for a fire station to house six people incorporating the following specifications:

- ❑ Approximate square footage of the total structure.
- ❑ Approximate square footage of each room and description of each room.
- ❑ Able to accommodate four fire engines and one BC vehicle.
- ❑ Drive through garage capability for a minimum of two apparatus bays.
- ❑ Ability to expand on the lot at a future date to accommodate administration. (4000sf)
- ❑ Consistent with the architectural design and features in the area and as approved by the City of Scotts Valley.

Start of the fire station project may begin with site and underground work possibly in the spring of 2024. The work will likely be done in phases based on the District's finances.

The proposal is to include:

- ❑ Conceptual floor plan and front elevation on 8 1/2" x 11" paper for means of evaluating proposal only.
- ❑ Architectural duties before, during and after construction.
- ❑ Cost for project detailed by type of work.
- ❑ Qualifications and experience with similar projects.

From the proposals submitted, a selection panel may select the firm best able to meet the needs of this project, or may create a "short list" of several firms to meet a panel to discuss the project and the firm's qualifications. The consultant deemed most qualified by the selection panel will be required to prepare a detailed scope of services and a milestone bar chart for the project.

Proposals will be evaluated on the following:

- ❑ Content
- ❑ Design concept
- ❑ Experience/qualifications
- ❑ Identification of key people who will work on the project
- ❑ Price

The District will provide a topographic survey map of the site.

## **Obligation of Architect**

The Architect shall possess or secure all licenses, permits, qualifications and approvals legally required to conduct business. Architect will have all of the necessary professional capabilities and experience, as well as tools, facilities, and other resources necessary to provide the District with the services contemplated by the proposal. Architect further warrants that he/she will follow best current, generally accepted and professional practices to make findings, render opinions, prepare factual presentations, and provide professional advice and recommendations regarding the services.

## **Interest of Architect**

Architect represents that he/she presently has no interest and shall not acquire any interest, direct, or indirect, which would conflict in any manner or degree with the performance of services.

## **Submittal Process**

### Submit Proposals to:

Scotts Valley Fire Protection District  
Attn: Chief Ron Whittle  
7 Erba Lane  
Scotts Valley, CA 95066

### Point of Contact:

Jeff McNeil, Battalion Chief  
7 Erba Lane  
Scotts Valley, CA 95066  
E-mail: [jmcneil@scottsvalleyfire.com](mailto:jmcneil@scottsvalleyfire.com)

Any inquiries or requests regarding this RFP should be submitted to Battalion Chief McNeil in writing. Proposers may contact only Chief McNeil regarding this RFP. The deadline for written questions is 2/1/2023 2pm (PST). Response to questions will be posted no later than 2/7/2023 2pm (PST). A walk-through of the site will be conducted on 2/8/2023 10am (PST)

The Board of Directors of the Scotts Valley Fire Protection District reserves the right to reject any and all proposals. Since this is a professional services contract, the Board is not obligated to award to the lowest bidder. All aspects of the proposal will be considered in the process.

Proposals received after the Submittal Deadline of March 1, 2023 at 12:00 noon will not be considered. Post marks will not be considered.

## Appendix A

### Fire Station Building Requirements:

A fire station to be built on the District's property on La Madrona Drive in Scotts Valley. (APN 021-141-20) A topographic site map is available from the District.

The construction of the Fire Station Facility will comply with California Building Codes (CBC), Essential Services Building Seismic Safety Act, American with Disabilities Act (ADA), National Fire Protection Association (NFPA), and OSHA standards.

The fire station will be two story, should be approximately 10000-12000 square feet and incorporate the following features:

Three drive-through style vehicle bays with the minimum depth of Width 62' each.

- Bays should be equipped with appropriate in-floor trench drainage
- Bays shall be designed with a vehicle exhaust removal system
- Work shop area accessible from the apparatus bay
- Bay doors shall be insulated and a minimum of 14'x14'
- Ventilated turn-out gear storage room to house 21 sets of turn-out gear
- Decontamination room accessible from the bay area to contain a shower, commercial turn-out gear extractor washing machine and residential washer & dryer
- (3-4) Small storage rooms off of the bay to house equipment/supplies/utilities/SCBA
- Apparatus bay restroom
- The station will have secured parking, an emergency generator and an above ground fuel tank

Living areas of the station shall be buffered from bay and equipment areas in order to limit firefighter exposure to carcinogens and other biohazards.

- Living area should be adequate for up to (6) personnel
  - 6 individual sleeping rooms with (3) cabinets/closets each
  - Dayroom sufficient to seat (6) people
- Three unisex locker room/showers/restrooms
- Kitchen including:
  - Table seating for (6)
  - (3) pantry cabinets
  - (3) residential refrigerators
  - Commercial stove/hood
  - Residential microwave

- Residential dishwasher
- Access to exterior patio with grill
- Allowance for the purchase of all appliances

Fitness room – should have direct access to outdoors with space for the following:

- (3) Treadmills
- Stairmaster / elliptical
- Rowing machine
- Stationary bicycle
- Smith machine
- Free weight / dumbbell area
- Allowance for the purchase of all fitness equipment

Radio room

Captains office- to be shared with three captains and include a paramedic computer workstation.

Lobby or entry area:

- (1) public restroom
- Small seating area

Building shall be outfitted for high speed internet service with WI FI capability.

Building shall have an emergency diesel back-up generator placed on an exterior concrete pad, with a transfer switch.

The building should be set back off of the roadway in order to provide adequate space for apparatus parking on apron.

A minimum of 12 staff parking spaces shall be provided.

The District reserves the right to modify this list based on costs, future identified needs and funding ability throughout the term of the project.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Date: January 11, 2023  
To: Board of Directors  
From: Chief Whittle  
Subject: December Administrative Report

## **Administration**

- SVFD was not awarded the FY2021 AFG grant which was applied for back in December 2020. The District is weighing options for applying for the FY2022 AFG which opens January 9, 2023.
- The County went live with EZ Finance (new finance management software) on December 1, 2022. EZ Finance is completely different, which makes learning the software challenging but worth it for the many new and improved features.
- Admin Staff has been working on setting up Point and Pay for the ability to take credit card payments.
- Admin Accounting Specialist Bridges inspected one car seat in December.

## **Operations:**

- Vehicle Fire Loma Linda CT. Crews made a good stop on the fire and spent two hours cleaning up the neighborhood and moving the vehicle out of the middle of the cul-de-sac.
- Vehicle Fire into structure Silverwood Dr. Crews made a good stop on the fire. The structure sustained moderate external damage and the vehicle was a total loss.
- New 2.5" nozzles were placed in service on each of the lead engines. The new nozzles have more dependable water flow and operate with less nozzle reaction.
- All SVFD Battalions attended a zone coordinator meeting with Central Fire and NETCOM to discuss the various roles and responsibilities of the zone coordinator.

## **EMS:**

- Vector / Target Solutions pre-course work for CPR, ACLS, PALS recert
- The District received the Lucas mechanical CPR device. The Lucas was placed into service in late December and will be carried on the BC vehicles.
- Members of the EMSIA subcommittee demoed video laryngoscopes. SVFD will look into purchasing a video laryngoscope for each lead engine once the final device is selected.
- 2 new iPads were purchased for EMS field use. These iPads are cellular and are being evaluated whether they provide better data download and transfer in the field.
- Greg Benson is the new County EMS Manager replacing Brenda Brenner. Greg was formally the Santa Cruz AMR Operations Manager.

## Board of Directors

Robert Campbell   Edward Harmon   Joseph Parker   Russ Patterson   Daron Pisciotta

### **Training:**

- SVFD in house rope rescue AZTEK equipment training
- Santa Cruz County Block training pre-course work for truck operations
- A new laptop was purchased and configured for the training room. The old laptop will be used for radio programming.

### **Prevention:**

- DFM Collins completed 13 construction inspections, 1 annual inspection and 7 in-house plan reviews.
- The County Board of Supervisors adopted the 2022 Fire Code with Local Amendments with an effective date of January 5, 2023.
- DFM Collins completed compiling the data for all business occupancies in the district. For 2023, there is an anticipated 263 occupancies that will be inspected. In 2024, there is approximately 240 occupancies. The goal is to have B occupancies inspected every other year, with all other occupancies inspected annually.

### **Chief Report**

- The fire station ad-hoc committee and I met with Cameron Weist of the Weist Law Firm to discuss public financing options for the proposed La Madrona fire station.
- I met with Director Cosner prior to the last Board meeting to welcome him to the District.
- I have reached out to Supervisors Koenig and McPherson and requested to meet with them regarding the distribution of Prop 172 funds within the County. I should a report on that by the February meeting.
- I spent quite a bit of time during the last week of December planning for the upcoming weather events.
- The storm that hit us on New Years Eve produced over 4 inches of rain and caused some minor surface flooding in the streets. The biggest impact so far has been a large slide at the entrance to the Weston Road neighborhood.

# Scotts Valley Fire Protection District

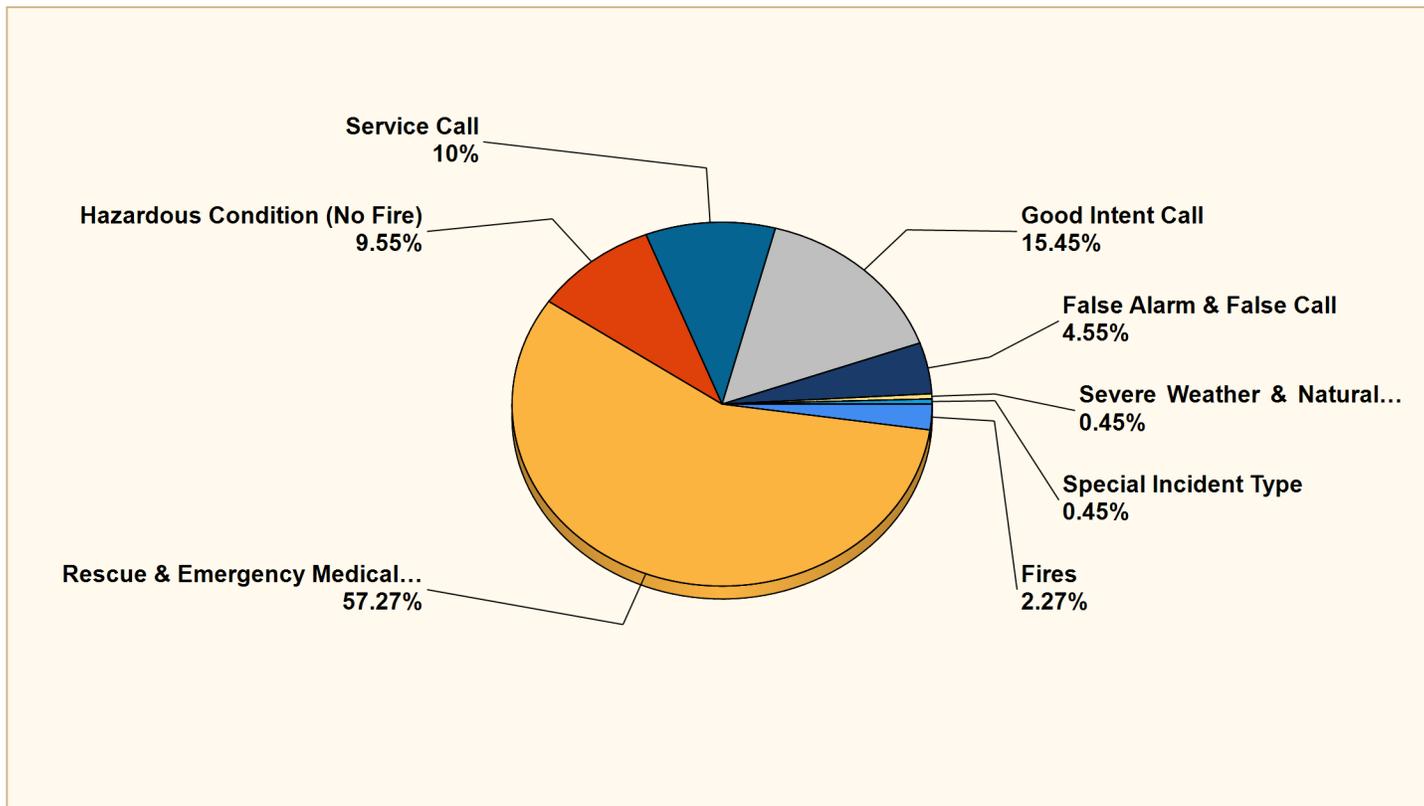
Scotts Valley, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2022 | End Date: 12/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	2.27%
Rescue & Emergency Medical Service	126	57.27%
Hazardous Condition (No Fire)	21	9.55%
Service Call	22	10%
Good Intent Call	34	15.45%
False Alarm & False Call	10	4.55%
Severe Weather & Natural Disaster	1	0.45%
Special Incident Type	1	0.45%
<b>TOTAL</b>	<b>220</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.45%
131 - Passenger vehicle fire	2	0.91%
132 - Road freight or transport vehicle fire	1	0.45%
160 - Special outside fire, other	1	0.45%
320 - Emergency medical service, other	3	1.36%
321 - EMS call, excluding vehicle accident with injury	105	47.73%
322 - Motor vehicle accident with injuries	11	5%
324 - Motor vehicle accident with no injuries.	7	3.18%
400 - Hazardous condition, other	3	1.36%
412 - Gas leak (natural gas or LPG)	5	2.27%
440 - Electrical wiring/equipment problem, other	5	2.27%
444 - Power line down	6	2.73%
445 - Arcing, shorted electrical equipment	2	0.91%
500 - Service Call, other	1	0.45%
511 - Lock-out	1	0.45%
522 - Water or steam leak	1	0.45%
542 - Animal rescue	1	0.45%
552 - Police matter	1	0.45%
553 - Public service	8	3.64%
554 - Assist invalid	9	4.09%
611 - Dispatched & cancelled en route	25	11.36%
622 - No incident found on arrival at dispatch address	8	3.64%
651 - Smoke scare, odor of smoke	1	0.45%
700 - False alarm or false call, other	2	0.91%
733 - Smoke detector activation due to malfunction	2	0.91%
735 - Alarm system sounded due to malfunction	1	0.45%
743 - Smoke detector activation, no fire - unintentional	2	0.91%
744 - Detector activation, no fire - unintentional	2	0.91%
745 - Alarm system activation, no fire - unintentional	1	0.45%
800 - Severe weather or natural disaster, other	1	0.45%
900 - Special type of incident, other	1	0.45%
<b>TOTAL INCIDENTS:</b>	<b>220</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Scotts Valley Fire Protection District

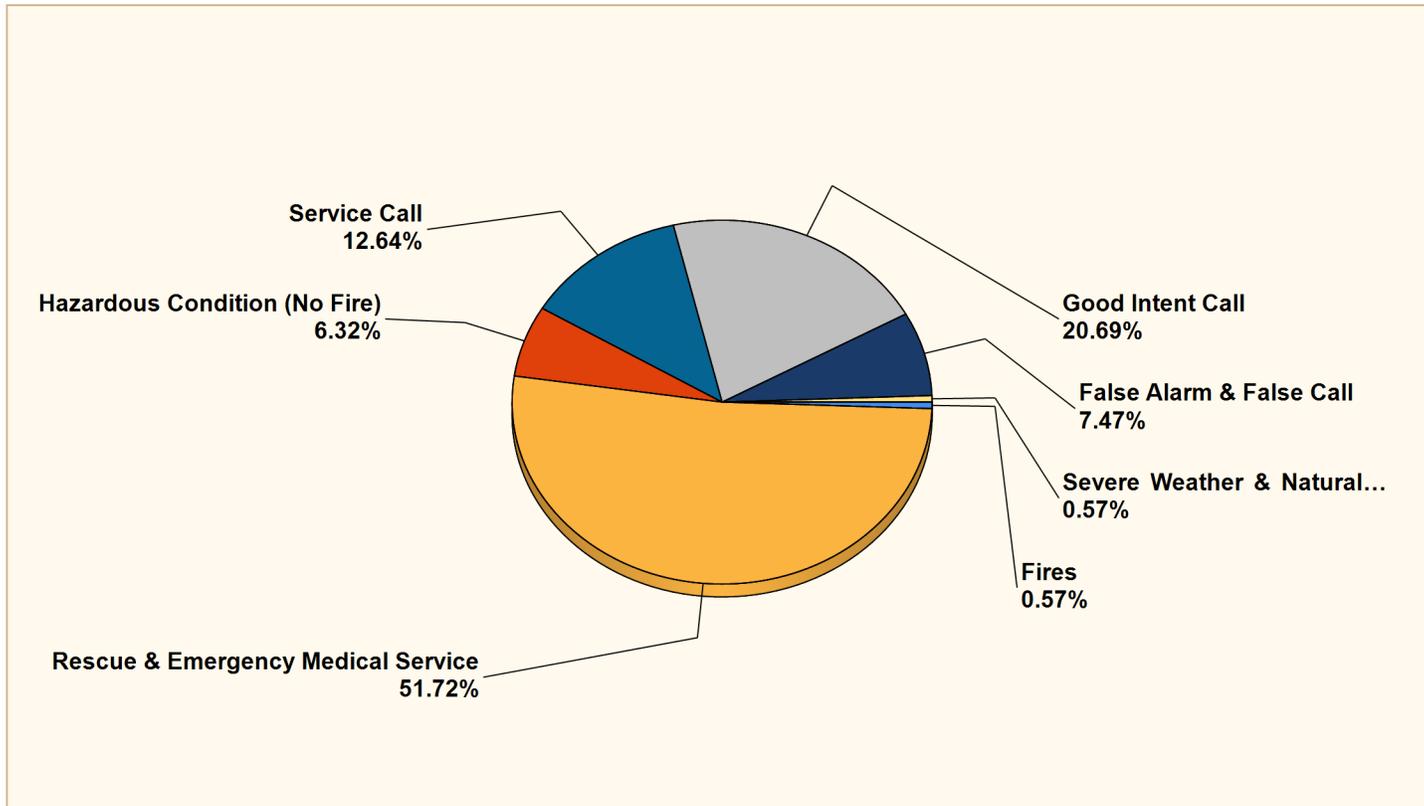
Scotts Valley, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2021 | End Date: 12/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	0.57%
Rescue & Emergency Medical Service	90	51.72%
Hazardous Condition (No Fire)	11	6.32%
Service Call	22	12.64%
Good Intent Call	36	20.69%
False Alarm & False Call	13	7.47%
Severe Weather & Natural Disaster	1	0.57%
<b>TOTAL</b>	<b>174</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
162 - Outside equipment fire	1	0.57%
300 - Rescue, EMS incident, other	2	1.15%
321 - EMS call, excluding vehicle accident with injury	76	43.68%
322 - Motor vehicle accident with injuries	6	3.45%
324 - Motor vehicle accident with no injuries.	4	2.3%
352 - Extrication of victim(s) from vehicle	1	0.57%
360 - Water & ice-related rescue, other	1	0.57%
412 - Gas leak (natural gas or LPG)	1	0.57%
424 - Carbon monoxide incident	2	1.15%
440 - Electrical wiring/equipment problem, other	1	0.57%
444 - Power line down	5	2.87%
461 - Building or structure weakened or collapsed	1	0.57%
480 - Attempted burning, illegal action, other	1	0.57%
500 - Service Call, other	4	2.3%
510 - Person in distress, other	3	1.72%
511 - Lock-out	1	0.57%
520 - Water problem, other	2	1.15%
550 - Public service assistance, other	3	1.72%
553 - Public service	5	2.87%
554 - Assist invalid	4	2.3%
600 - Good intent call, other	4	2.3%
611 - Dispatched & cancelled en route	27	15.52%
622 - No incident found on arrival at dispatch address	3	1.72%
651 - Smoke scare, odor of smoke	2	1.15%
700 - False alarm or false call, other	8	4.6%
730 - System malfunction, other	1	0.57%
733 - Smoke detector activation due to malfunction	1	0.57%
743 - Smoke detector activation, no fire - unintentional	1	0.57%
744 - Detector activation, no fire - unintentional	1	0.57%
746 - Carbon monoxide detector activation, no CO	1	0.57%
800 - Severe weather or natural disaster, other	1	0.57%
<b>TOTAL INCIDENTS:</b>	<b>174</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Scotts Valley Fire Protection District

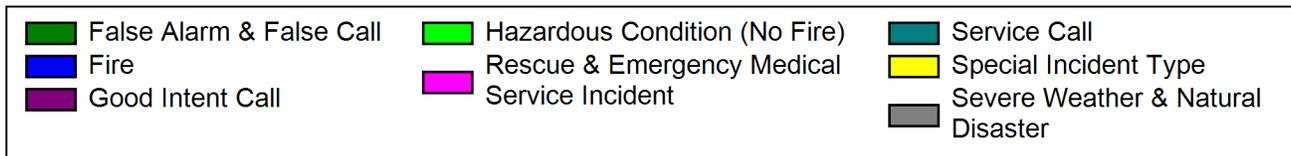
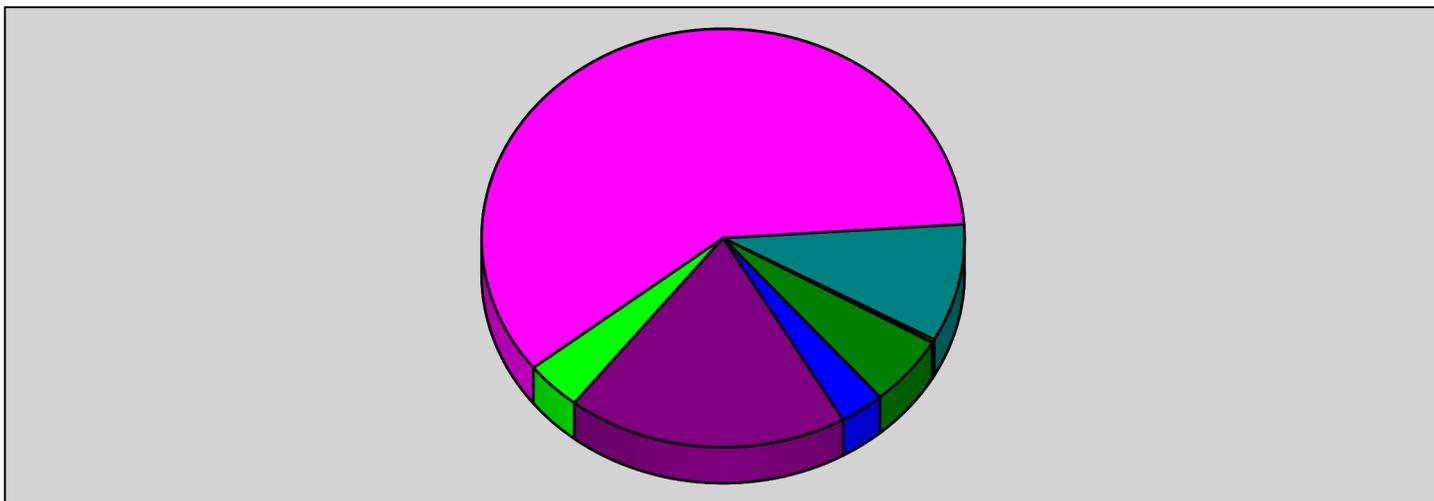
Scotts Valley, CA

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## Major Incident Types by Month for Date Range

Start Date: 01/01/2022 | End Date: 12/31/2022



INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
False Alarm & False Call	9	9	7	9	11	7	13	12
Fire	2	4	6	5	4	5	7	10
Good Intent Call	44	32	31	42	38	23	37	21
Hazardous Condition (No Fire)	7	7	4	6	5	6	5	4
Rescue & Emergency Medical Service Incident	114	86	108	100	122	119	115	114
Service Call	16	7	17	12	24	18	24	15
Severe Weather & Natural Disaster								
Special Incident Type						1	1	
<b>Total</b>	<b>192</b>	<b>145</b>	<b>173</b>	<b>174</b>	<b>204</b>	<b>179</b>	<b>202</b>	<b>176</b>

Only REVIEWED incidents included



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Page # 1 of 2

INCIDENT TYPE	SEP	OCT	NOV	DEC	TOTAL
False Alarm & False Call	14	12	6	10	119
Fire	3	8	7	5	66
Good Intent Call	40	28	45	34	415
Hazardous Condition (No Fire)	9	3	7	21	84
Rescue & Emergency Medical Service Incident	105	102	102	126	1313
Service Call	19	10	17	22	201
Severe Weather & Natural Disaster				1	1
Special Incident Type		1	1	1	5
<b>Total</b>	190	164	185	220	2204

Only REVIEWED incidents included



# Scotts Valley Fire Protection District

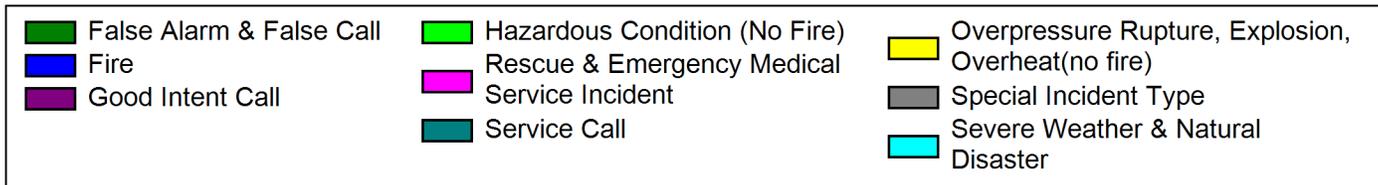
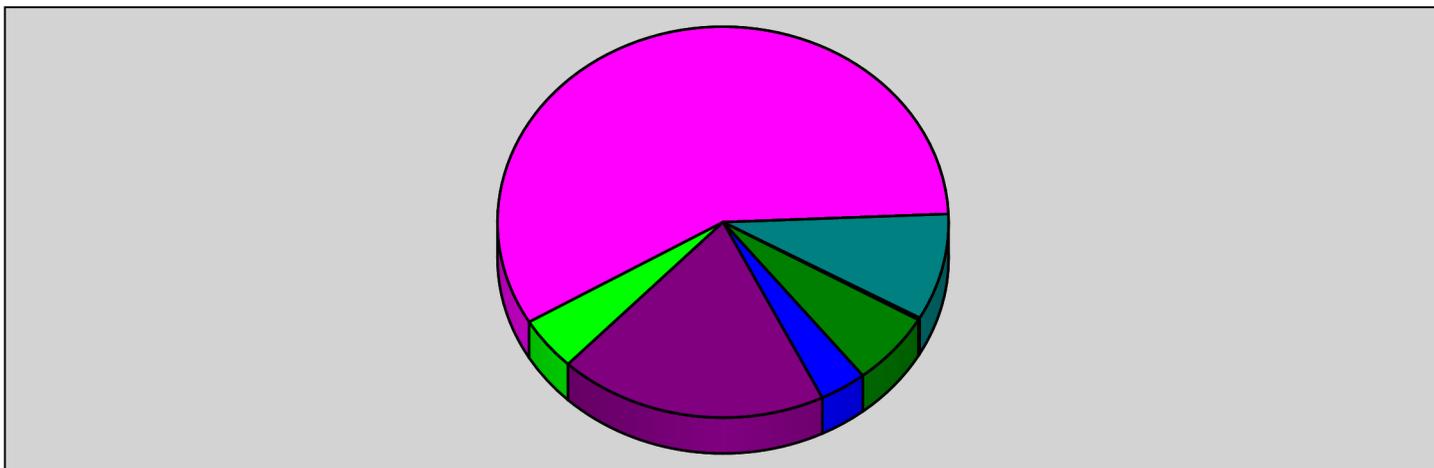
Scotts Valley, CA

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## Major Incident Types by Month for Date Range

Start Date: 01/01/2021 | End Date: 12/31/2021



INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
False Alarm & False Call	12	13	13	9	5	5	18	17
Fire	8	4	2	3	10	12	4	8
Good Intent Call	48	23	34	34	27	27	36	31
Hazardous Condition (No Fire)	24	2	5	3	5	9	3	3
Overpressure Rupture, Explosion, Overheat(no fire)				1				
Rescue & Emergency Medical Service Incident	82	95	109	108	133	107	115	109
Service Call	15	17	11	18	14	8	18	10
Severe Weather & Natural Disaster								
Special Incident Type							1	
<b>Total</b>	<b>189</b>	<b>154</b>	<b>174</b>	<b>176</b>	<b>194</b>	<b>168</b>	<b>195</b>	<b>178</b>

Only REVIEWED incidents included



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Doc Id: 495

Page # 1 of 2

INCIDENT TYPE	SEP	OCT	NOV	DEC	TOTAL
False Alarm & False Call	7	11	7	13	130
Fire	6	14	1	1	73
Good Intent Call	37	55	28	36	416
Hazardous Condition (No Fire)	4	25	1	11	95
Overpressure Rupture, Explosion, Overheat(no fire)					1
Rescue & Emergency Medical Service Incident	114	86	99	90	1247
Service Call	16	24	17	22	190
Severe Weather & Natural Disaster	1			1	2
Special Incident Type					1
<b>Total</b>	185	215	153	174	2155

Only REVIEWED incidents included





**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL**

P.O. Box 944246  
SACRAMENTO, CA 94244-2460  
(916) 568-3800  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)



December 13, 2022

Dear Stakeholder,

CAL FIRE - Office of the State Fire Marshal will begin a public comment period for the regulatory adoption process of the Fire Hazard Severity Zone (FHSZ) map, which is a comprehensive map that ranks the State Responsibility Area (SRA) of California based on the likelihood different areas will experience wildfire.

As part of the adoption process of the map, CAL FIRE invites public comment on the proposed map between December 16, 2022, and February 3, 2023. The public may submit written comment at the address below or through email at [FHSZcomments@fire.ca.gov](mailto:FHSZcomments@fire.ca.gov). In addition, CAL FIRE will host a public comment hearing in all 56 counties that have SRA to receive public comment. Information on the hearings can be found on CAL FIRE's website at [osfm.fire.ca.gov/FHSZ](https://osfm.fire.ca.gov/FHSZ).

Written comments may be submitted by U.S. mail to the following address:

Office of the State Fire Marshal  
C/O: FHSZ Comments  
California Department of Forestry and Fire Protection  
P.O. Box 944246  
Sacramento, CA 94244-2460

CAL FIRE's fire scientists, and wildfire mitigation experts, developed the map using a science-based and field-tested model that assigns a hazard score based on the factors that influence fire likelihood and fire behavior. Many factors are considered, such as fire history, existing and potential fuel (natural vegetation), predicted flame length, blowing embers, terrain, and typical fire weather for an area. These zones fall into the following classifications – moderate, high, and very high.

Overall, the map shows increased fire hazard, reflecting California's increase in wildfire severity as a result of many factors including a changing climate. The map has been updated to more accurately reflect the zones in California that are susceptible to wildfire, to help provide transparency for planning and preparedness efforts, and to provide communities a forecasting tool so that the public can take steps to prevent and prepare for wildfire. The hazard mapping process incorporates local climate data and changes in burn probability based on recent trends in fire occurrence. The model was reviewed and validated by members of the science community, as well as with outreach with various stakeholders including insurance, building, fire, and local agencies.

Stakeholder  
Page 2  
December 13, 2022

In order to help California residents better understand the FHSZ map and answer questions, CAL FIRE has created a public toolkit on its website to include new and easy to follow sections, including maps, frequently asked questions, and an automated “hotline” to contact for specific information. The new website also includes dates, times, and locations of FHSZ public hearings that will be held in the 56 Counties that have FHSZs within the SRA. For information about FHSZs, visit the program’s website at [osfm.fire.ca.gov/FHSZ](https://osfm.fire.ca.gov/FHSZ). The public can also call an automated hotline at (916) 633-7655.

Following the adoption of the SRA FHSZ Map, CAL FIRE - Office of the State Fire Marshal will begin providing local agencies updated FHSZ maps for Local Responsibility Areas. Under California Government Code 51178, the State Fire Marshal is required to provide local agencies with the areas within their jurisdiction that meet FHSZ criteria for their local adoption and implementation.

Enclosed you will find the following documents:

- FHSZ Draft Regulation
- Your County’s Specific Map

For information about FHSZs, visit the program’s website at [osfm.fire.ca.gov/FHSZ](https://osfm.fire.ca.gov/FHSZ). If you have additional questions, please feel free to contact our Team at [FHSZinformation@fire.ca.gov](mailto:FHSZinformation@fire.ca.gov).

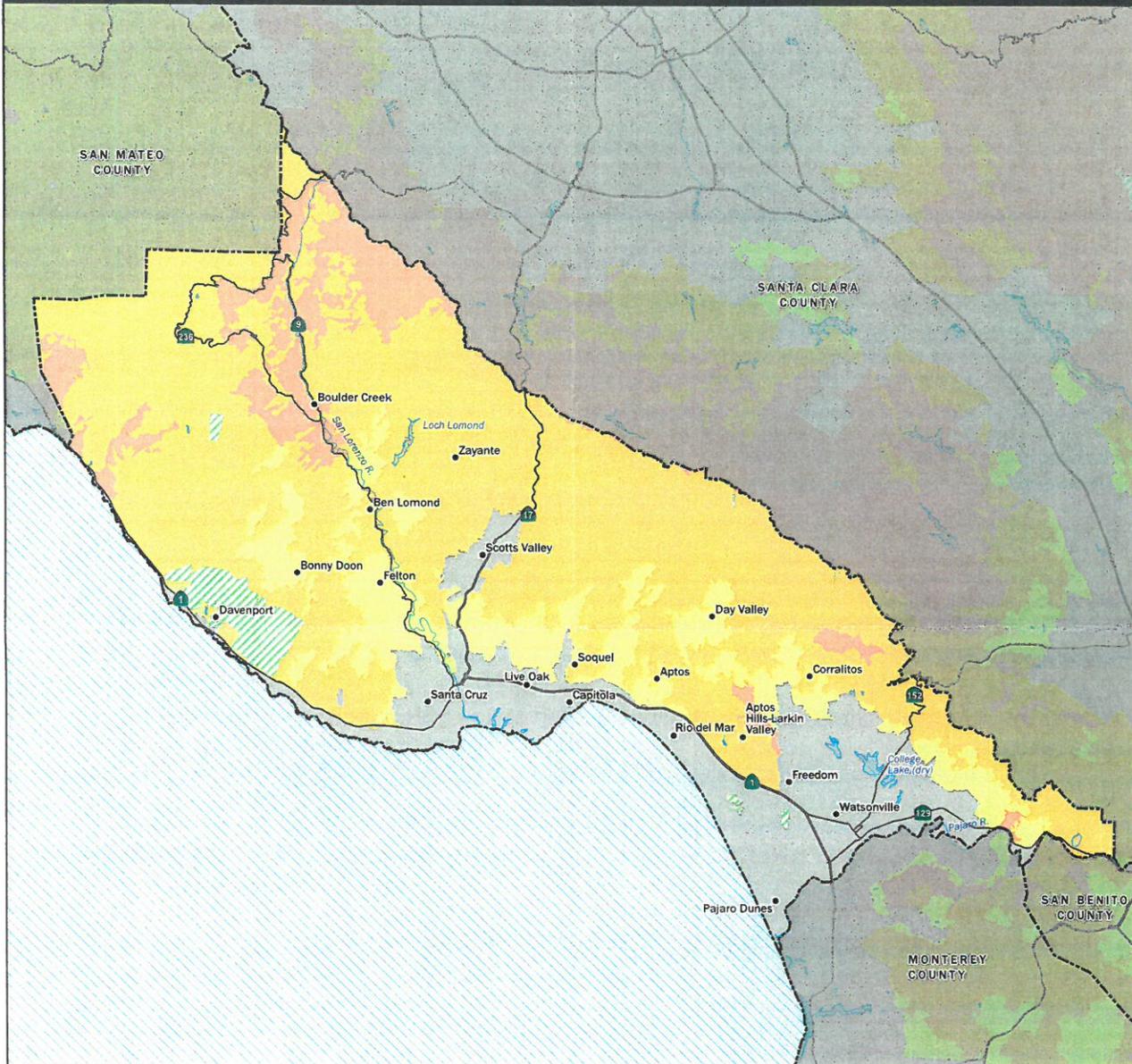
Sincerely,



Daniel Berlant  
Deputy Director  
Community Wildfire Preparedness & Mitigation  
CAL FIRE – Office of the State Fire Marshal

# State Responsibility Area Fire Hazard Severity Zones

November 21, 2022

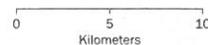


### Fire Hazard Severity Zones in State Responsibility Area (SRA)

	Very High	24,933 Acres
	High	169,689 Acres
	Moderate	33,954 Acres

### Fire Protection Responsibility Areas (non-SRA)

	Federal Responsibility Area (FRA)
	Local Responsibility Area (LRA)



Projection: NAD 83 California Teale Albers  
Scale: 1:260,000 at 11" x 17"

Public Resources Code 4201-4204 directs the California Department of Forestry and Fire Protection (CAL FIRE) to map fire hazard within State Responsibility Areas (SRA) based on fuel loading, slope, fire weather, and other relevant factors present, including areas where winds have been identified by the department as a major cause of wildfire spread. These zones, referred to as Fire Hazard Severity Zones (FHSZ), classify a wildland zone as Moderate, High, or Very High fire hazard based on the average hazard across the area included in the zone.

Access PDF versions of the maps at <https://osfm.fire.ca.gov/fhsz-maps>. For more information, please visit the Frequently Asked Questions document for the 2023 Fire Hazard Severity Zones at <https://osfm.fire.ca.gov/fhsz> or scan the QR code at right. If you have further questions, please call 916-633-7655 or email [FHSZcomments@fire.ca.gov](mailto:FHSZcomments@fire.ca.gov).



Scan or click the QR code for more information and to visit the interactive FHSZ viewer.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Obtain FRAP maps, data, metadata, and publications at <https://frap.fire.ca.gov>. For more information, please call 916-633-7655 or email [FHSZcomments@fire.ca.gov](mailto:FHSZcomments@fire.ca.gov).

Gavin Newsom, Governor, State of California  
Wade Crowfoot, Secretary for Natural Resources,  
California Natural Resources Agency  
Mike Richwine, State Fire Marshal,  
California Department of Forestry and Fire Protection

Data Sources:  
CAL FIRE Fire Hazard Severity Zones (FHSZSRA\_DRAFT\_23\_1)  
CAL FIRE State Responsibility Areas (SRA22\_2)



December 14, 2022

Ron Whittle, Fire Chief  
Scotts Valley Fire Protection District  
7 Erba Lane  
Scotts Valley, CA 95066

**SUBJECT: UPCOMING VACANCY FOR THE REGULAR MEMBER SEAT ON LAFCO**

Dear Chief Whittle:

The purpose of this letter is to solicit applications for the regular member seat on the Local Agency Formation Commission ("LAFCO"). The independent special districts in Santa Cruz County get three seats on LAFCO. The two regular member seats are currently held by Jim Anderson (Felton Fire Protection District) with a term ending in May 2025, and Rachél Lather (Soquel Creek Water District) with a term ending in May 2023. The alternate member seat is currently held by Ed Banks (Pajaro Valley Public Cemetery District) with a term ending in May 2025. The term limit for one of the two regular member seats is set to expire in the coming months, and as a result, the independent special districts in Santa Cruz County must address the vacancy through an election process before May 2023.

**Nomination Process**

LAFCO's Independent Special District Selection Committee Policy (refer to **Attachment 1**) indicates that the two regular members cannot be from the same type of district (fire, water, recreation, miscellaneous). Since the regular member currently in the middle of a term is from a fire district, the regular position being filled cannot be from another fire district. Therefore, the pool of people eligible to apply for the regular member seat in question is anyone who is on the board of an independent special district in Santa Cruz County, except for fire districts in accordance with the adopted policy. The term of office for the newly appointed regular member will begin May 3, 2023 and will end on May 3, 2027.

**Nomination Deadline**

Please share this letter with your board members. The deadline for returning completed applications is **Friday, February 3, 2023 at 4:00pm**. A complete overview of the selection process timeline is shown in **Attachment 2**. I have also attached a form by which any interested and eligible board member may apply for the regular member seat (refer to **Attachment 3**).

Feel free to contact me if you have any questions about the selection process. After February 3rd, each independent special district will be sent a subsequent letter with information about the proposed candidate(s) and an explanation on how each district will cast their vote to appoint the district representative on LAFCO.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joe A. Serrano', is written over a blue line.

Joe A. Serrano  
Executive Officer

Attachments:

- 1) Independent Special District Selection Committee Policy
- 2) Selection Process Timeline
- 3) Application Form



LOCAL AGENCY FORMATION COMMISSION  
OF SANTA CRUZ COUNTY

**INDEPENDENT SPECIAL DISTRICTS SELECTION POLICY**

Adopted on September 7, 1994 (Resolution No. 801-B)

Last Revision on May 6, 2020 (Resolution No. 2020-11)

**1. OVERVIEW**

The purpose of the Independent Special District Selection Committee shall be to appoint the regular and alternate special district members of the Local Agency Formation Commission (LAFCO) and to fill unexpired terms when vacancies occur. It is important to note that nothing in these Rules of Procedure shall supersede Government Code Section 56332, which governs the establishment of the Independent Special District Selection Committee.

**2. MEMBERSHIP**

Membership of the Independent Special District Selection Committee shall be composed of the presiding officer or designated board member of the legislative body of each independent special district either located wholly within Santa Cruz County or containing territory within the county that represents 50% or more of the assessed value of taxable property of the district.

**3. MEETINGS**

**3.1 Notification and Solicitation of Nominations**

The Executive Officer of the Commission shall give written notice to all eligible independent special districts of any meeting of the Independent Special District Selection Committee, specifying the date, time, and place.

Any person qualified to serve as an Independent Special District representative to LAFCO shall be qualified to submit a nomination which shall be accompanied by a brief resume on the form provided by LAFCO. Each district shall be encouraged to submit nominations.

**3.2 Registration**

Each member of the Selection Committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer.

In the event that the presiding officer is unable to attend a meeting of the Committee, the legislative body may appoint one of its members to attend in the presiding officer's place. Such a designated member shall submit written authorization at the time of registration.

Each voting member shall register and complete a declaration of qualification. The voting member will then be given the required number of ballots and other voting materials.

### **3.3 Quorum**

Members representing a majority of the eligible districts shall constitute a quorum for the conduct of Committee business. No meeting shall be called to order earlier than the time specified in the notice and until a quorum has been declared to be present.

Before calling the meeting to order, the Executive Officer shall announce that a quorum is present and request that any voting member who has not yet registered do so at that time. Only those eligible members registered and present shall be allowed to vote.

### **3.4 Sequential Balloting**

If there is more than one position to fill, sequential balloting will be held in the following order using a ballot with names of all eligible nominees: (1) Full term, regular member; (2) Partial term, regular member; and (3) Alternate member.

If a candidate is elected to a position, his or her name will be crossed out on the subsequent ballots.

### **3.5 Majority to Win**

In order for a candidate to be elected, that candidate must receive a majority of the votes being cast.

If no candidate receives a majority, a subsequent round of voting shall be conducted with the eligible candidates limited to the two candidates who received the most votes in the previous round and any candidates who received the same number of votes as the second candidate.

## **4. COMPOSITION OF SPECIAL DISTRICT REPRESENTATION ON LAFCO**

It is desirable that the special district members on LAFCO have a broad cross-section of duties and experience in district matters. Therefore, the following four classes of districts are established:

### **Class 1: Fire Protection Districts**

- ~~Aptos/La Selva Fire Protection District<sup>1</sup>~~
- Ben Lomond Fire Protection District
- Boulder Creek Fire Protection District
- Branciforte Fire Protection District
- Central Fire Protection District
- Felton Fire Protection District
- Pajaro Valley Fire Protection District<sup>2</sup>
- Scotts Valley FPD
- Zayante FPD

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<sup>1</sup> Aptos/La Selva Fire Protection District and Central Fire Protection District were consolidated into the "Central Fire District"

<sup>2</sup> Freedom Fire Protection District and the Salsipuedes Fire Protection District were consolidated into the "Pajaro Valley Fire Protection District"

### **Class 2: Water Districts**

- Central Water District
- San Lorenzo Valley Water District<sup>3</sup>
- Scotts Valley Water District
- Soquel Creek Water District

### **Class 3: Recreation and Park Districts**

- Alba Recreation and Park District
- Boulder Creek Recreation and Park District
- La Selva Beach Recreation and Park District
- ~~Opal Cliffs Recreation and Park District<sup>4</sup>~~

### **Class 4: Miscellaneous Districts**

- Pajaro Valley Cemetery District
- Pajaro Valley Water Management Agency
- Reclamation District No. 2049 (College Lake)
- Salsipuedes Sanitary District
- Santa Cruz County Resource Conservation District
- Santa Cruz Port District

#### **4.1 Overlapping Classes**

At no time shall the two regular special district members on LAFCO come from the same class of districts.

#### **4.2 Class Diversity**

Where feasible, nominations for vacancies on LAFCO may not come from the class that already has a regular member sitting on LAFCO.

#### **4.3 Conflicting Classes**

Any election that would result in the two regular special district members being from the same class of district shall be immediately deemed invalid, and a subsequent ballot will be prepared excluding the conflicting class of candidates and voted upon.

## **5. MAILED-BALLOT ELECTIONS**

### **5.1 Authority**

A mailed-ballot election may be conducted if the Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible.

### **5.2 Notification and Solicitation of Nominations**

The Executive Officer of the Commission shall give written notice to all eligible independent special districts of the intention to conduct a mailed-ballot election. Each district shall acknowledge receipt of the Executive Officer's notice.

Each district shall be encouraged to submit nominations, accompanied by a brief resume on the form provided by LAFCO. All nominations must be received by a specified date that shall be at least six weeks from the date of notification. Emailed

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<sup>3</sup> Lompico County Water District was dissolved and annexed into the San Lorenzo Valley Water District.

<sup>4</sup> Opal Cliffs Recreation and Park District was dissolved and annexed into County Service Area 11

copies of nominations may be submitted, if necessary, to meet the established deadline; however, replacement originals must be submitted as soon thereafter as possible.

### **5.3 Distribution and Return of Ballots**

All eligible districts shall be sent, by certified mail, return receipt requested, the following materials: (1) copies of all nominations received by the deadline, (2) ballot(s) as required to vote for Commission members, and (3) voting instructions.

The following outlines the necessary information and steps to submit a complete ballot:

1. The ballots shall include the names of all nominees.
2. Each ballot shall be accompanied by a certification sheet to be completed by the presiding officer or designated alternate who cast that district's vote.
3. A specified period of time, not less than six weeks, shall be allowed for the districts to cast their votes and return their ballots.
4. Ballots shall be sent by certified mail, return receipt requested.
5. Emailed copies of ballots may be submitted, if necessary, to meet the established deadline; however, replacement originals must be submitted as soon thereafter as possible.
6. All ballots received by the deadline shall be counted and the results announced within seven days.
7. Certified ballots representing a simple majority of the eligible districts must be returned for a valid election.

### **5.4 Appointment by Majority Vote**

A candidate for a regular or alternate member of the Commission must receive at least a majority of the votes cast in order to be selected. Results of the election will be reviewed and adopted by the Commission during an open session of a regularly scheduled LAFCO Meeting.

In the event that no candidate receives the required number of votes, a run-off election shall be conducted, either by a second mailed ballot or a meeting of the Independent Special District Selection Committee, at the discretion of the Executive Officer.



LOCAL AGENCY FORMATION COMMISSION OF SANTA CRUZ COUNTY

**LAFCO'S DISTRICT REGULAR MEMBER SEAT VACANCY**  
 (Independent Special District Selection Committee Election Process)

Action	Deadline	Notes
Request for Applications	Wednesday, December 14, 2022	LAFCO will send out letters to the independent special districts to solicit applications from eligible board members
Application due back to LAFCO	Friday, February 3, 2023	Applications are due no later than 4:00pm
Election Process Begins	Monday, February 6, 2023	LAFCO will send out letters with ballots and information about the candidates
Election Process Ends	Friday, March 24, 2023	Ballots due no later than 4:00pm
LAFCO Meeting (Certify Results)	Wednesday, April 5, 2023	LAFCO will consider adopting a resolution certifying the election results
LAFCO Meeting (Oath of Office)	Wednesday, May 3, 2023	LAFCO will officially introduce the newly elected district representative



LOCAL AGENCY FORMATION COMMISSION OF SANTA CRUZ COUNTY

**APPLICATION FOR LAFCO'S DISTRICT REGULAR MEMBER SEAT  
(TERM BEGINNING MAY 2023 AND ENDING IN MAY 2027)**

**INSTRUCTIONS:**

If you are interested in serving as a special district regular member on LAFCO, please complete and sign the following application. The complete application can be mailed, hand delivered, or emailed (as a PDF with signature) to: 701 Ocean Street, Room 318-D, Santa Cruz, CA 95060 (mailing address) or [joe@santacruzlafco.org](mailto:joe@santacruzlafco.org) (email).

Applications must be submitted to LAFCO no later than  
**4:00 p.m. on February 3, 2023**

**\*\*\*Note that fire district board members are NOT eligible for the proposed regular member position because a fire district board member currently occupies the other regular seat.\*\*\***

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE(s): Home: \_\_\_\_\_ Cell/Business: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DISTRICT BOARD ON WHICH YOU CURRENTLY SERVE: \_\_\_\_\_

PREVIOUS BOARD, COMMISSION, OR COMMITTEE SERVED (Identify organization[s] and length of term[s]):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATEMENT OF INTEREST:**

You may attach a separate sheet to present additional qualifications or a statement of interest in serving on LAFCO.

**CERTIFICATION:**

I certify that the above information is true and correct and I authorize the verification of the information in the application.

\_\_\_\_\_  
Signature of Board Member Interested in Serving on LAFCO

\_\_\_\_\_  
Date