



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

## Board of Directors

### Agenda

Wednesday, February 8, 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.

### Teleconference Notice

Director Patterson will be joining the meeting via teleconference from the following location: 5295 Lower Honoapiilani Road, Lahaina, HI, 96761.

#### 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 Special Board Meeting Minutes of January 5, 2023

4.2 Minutes: Approve Regular Board Meeting Minutes of January 8, 2023

4.3 Approve SVFPD Claims Disbursements for the Month of January 1, 2023 through January 31, 2023 in the Amount of:

Payroll and Benefits:	\$572,589.94
General Fund:	\$259,376.96
Capital Outlay:	\$ 21,902.15
SCHMIT:	<u>\$ 5,369.42</u>
TOTAL:	\$859,238.47

**Scotts Valley Fire Protection District  
Board of Directors Meeting for February 8, 2023  
Agenda**

**5. Discussion Items**

5.1 Branciforte Annexation Update

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

6.1 Approve the Following Policies:

- Policy 1705 Fire Captain Job Description
- Policy 1706 Engineer Job Description

**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*

7.2 Administrative Report – *Chief Officers*

**8. Correspondence**

8.1 Lockhart Shaded Fuel Break Update

**9. Request for Future Agenda Items**

**10. Closed Session: Government Code §54957.7**

10.1 Fire Chief Recruitment: Government Code §54957

**11. Open Session – Discussion/Action**

11.1 Report on Closed Session: Government Code §54957.1

**12. Adjournment**

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



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING OF January 5, 2023

### 1. Convene Meeting

#### 1.1 Call to Order

A Special Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Thursday, January 5, 2023, at the SVFPD Main Fire Station, 7 Erba Lane, Scotts Valley. President Pisciotta called the meeting to order at 9:05 a.m.

#### 1.2 Roll Call

Directors Present:

Directors Cosner, Hurst, Parker, Patterson and Pisciotta

Directors Absent:

None

Staff:

Chief Whittle, Battalion Chiefs LoFranco, McNeil and Stubendorff, Administrative Accounting Specialist Bridges, Captain Sundermier, Engineers Laine and Nehf

### 2. District Planning

Chief Whittle presented a Facilities PowerPoint and discussed the following:

- Brief History of Past and Present SVFPD Stations and Properties
- District Analysis Study Findings
- The Past Three Bond Measure Attempts
- Overview of the Erba Station Seismic Study
- Erba Remodel Considerations
- Scotts Valley Water District Intertie Project
- Financial Considerations and Types of Bonds/Taxes for Financing the New Station

The Board of Directors discussed the following:

- Potential Timelines for Going to the Voters
- Ideas on How to Get Information to the Residents
- The Importance of Having an All in Approach
- Creating a Committee to Raise Money for Advertising Expenses

Captain Andy Sundermier, Local 3577 President, stated that the Union is on Board and willing to do what they can to help spread information to the voters.

The Board of Directors inquired if it would be possible to have Cameron Weist come to the next Board of Directors meeting to discuss the different Bond Measure options. Chief Whittle stated that he would talk to Cameron and add him to the Agenda. The Board also requested to have the Request for Proposal for Architectural Services added to the next Board Agenda.

### 3. Adjournment

The meeting was adjourned at 10:34 p.m.

ATTEST

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

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



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF January 11, 2023

### 1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, January 11, 2023 at the City of Scotts Valley Council Chambers. President Pisciotta called the meeting to order at 6:00 p.m.

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

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

#### 1.2 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 December 14, 2022

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

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

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

**On motion of Director Patterson seconded by Director Cosner to Approve Consent Calendar Items 4.1 thru 4.3 was approved by the following vote:**

<b>AYES:</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>

### 5. Discussion Items

#### 5.1 Presentation from Cameron Weist, Bond Counsel

Mr. Weist with Weist Law Firm discussed revenue sources and funding options to build the La Madrona Station. The following revenue source options were presented and would require voter approval:

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
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- General Obligation Bond – The amount varies based on assessed value
- Special Tax – The amount is fixed based property type
- Benefit Assessment – The amount varies based on the fire protection benefit to each property

The Board discussed the options and a potential ballot measure in June 2023. Mr. Weist concluded that once the revenue source was approved, funding would be secured through the public or private market based on cost.

**5.2 Branciforte Annexation Update**

Chief Whittle stated that there has not been an Ad Hoc Meeting but one will be scheduled for the first part of February. After discussion with Staff and the Union, current BFPD staff may be able to transition to the SVFPD with one top step Engineer and two Firefighters. One BFPD Firefighter is not a US Citizen so based on current SVFPD Policy and legal review, would not meet the hiring requirements unless the policy was changed. The EMSIA Sub-Contract could be an issue with required response time. The SVFPD currently meets the required response time to 95% of the calls. Based on the addition of BFPD call data, the SVFPD would only meet the required response time to 88% of the calls, which may affect funding the EMSIA receives from AMR under the current sub-contract.

Mr. Jarvis with Jarvis Consulting Group stated that he has been working with the BFPD and welcomed the new SVFPD Board Members. The BFPD is not sustainable and will dissolve, so moving forward, we will be working on all the details to hopefully finalize by July 1, 2023.

Director Patterson inquired about the status of the two Board Directors who resigned. Mr. Jarvis stated that the Board will appoint two new Board Directors at the January 19<sup>th</sup> Board Meeting. Both Board Candidates have been on the Resident Advisory Committee so there should not be any issues moving forward.

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

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

President Pisciotta opened the Public Hearing. With no Public comment, the Public Hearing was closed.

**6.2 Accept the Environmental Check List as Submitted and Direct the Fire Chief to Make the Appropriate Filings**

Deputy Fire Marshal Collins stated that the first reading of the Fire Code was presented at the December Board Meeting. Once the Board accepts the Environmental Check List and adopts the Fire Code, it will go to Scotts Valley City Council next week for approval and will be effective February 10, 2023.

**On motion of Director Hurst seconded by Director Cosner to *Accept the Environmental Check List* was approved by the following vote:**

<b>AYES:</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>

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

**On motion of Director Hurst seconded by Director Cosner to *Adopt Ordinance 2022-1: The Fire Code of the Scotts Valley Fire Protection District with Amendments* was approved by the following vote:**

<b>AYES:</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>

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

**7.1 Board Standing Committee Appointments per Policy 2101**

Board President Pisciotta appointed the following Standing Committees:

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
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- Finance and Planning – *Directors Hurst and Pisciotta*
- Organization and Personnel – *Directors Cosner and Parker*
- Facilities and Equipment – *Directors Patterson and Pisciotta*
- Interagency Advisory – *Director Pisciotta and Patterson (Alternate)*

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

Chief Whittle stated that a few years ago, the SVFPD established CERBT (Post Employment Healthcare) and CEPPT (Pension) Trusts to gain investment returns and manage increasing costs. Based on SVFPD Policy, funds have been budgeted to contribute to the Trusts. Due to poor investment returns, shifting the budgeted CEPPT funds to pay off the Miscellaneous Plan Unfunded Actuarial Liability will produce a bigger savings at this time.

**On motion of Director Parker seconded by Director Cosner to *Approve the Lum Sum Payment to CalPERS Miscellaneous Plan in the Amount of \$102,841* was approved by the following vote:**

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

**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**

Deputy Fire Marshal Collins stated that Santa Cruz County Juvenile Hall has been removed from the report as it is State Regulated and will be inspected biyearly as required. The violations with the Scotts Valley Schools are minor and plans to schedule regular inspections to resolve any outstanding issues.

**On motion of Director Cosner seconded by Director Hurst to *Approve Resolution 2023-1* was approved by the following vote:**

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

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

Director Parker reported that he met with Director Cosner to review the Executive Recruitment Firm proposals. Director Cosner made reference calls and they recommended Peckham and McKenney. Director Parker noted that everything was included in the fee for Peckham and McKenny so there will be no additional fees.

**On motion of Director Patterson seconded by Director Hurst to *Hire Peckham and McKenney for the Fire Chief Recruitment* was approved by the following vote:**

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

**7.5 Approve Request for Proposal for Architectural Services**

Chief Whittle stated that based on discussion at the Board Workshop last week, Battalion Chief McNeil put together the Request for Proposal for Architectural Services and the timeline was presented.

President Pisciotta stated that determining cost would be the next step before going to the voters. Chief Whittle will contact the Scotts Valley Water District for an updated on the pump station proposal for the La Madrona site.

**On motion of Director Parker seconded by Director Pisciotta to *Approve Request for Proposal for Architectural Services* was approved by the following vote:**

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
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**AYES:** Cosner, Hurst, Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

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

**8.1 Board of Directors Report – Directors**

None To Report

**8.2 Administrative Report – Chief Officers**

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

- Battalion Chief Stubendorff did a great job writing the Assistance to Firefighters Grants for radios but we did not receive the grant. We may look at working with a Grant Writer for assistance.
- The Crews made a good stop on a vehicle fire on Loma Linda Court and spent two hours cleaning up the neighborhood and moving the vehicle out of the middle of the cul-de-sac.
- The Crews made a good stop on a vehicle fire into a structure on Silverwood Drive. The structure sustained moderate external damage and the vehicle was a total loss.
- The SVFPD received the Lucas mechanical CPR device. The Lucas was placed into service in late December and will be carried on the Battalion Chief vehicles.
- The County Board of Supervisors adopted the 2022 Fire Code with Local Amendments effective 1/5/2023.
- Deputy Fire Marshal Collins completed compiling the data for all business occupancies in the SVFPD. 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.
- 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 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 have a report on that by the February meeting.
- The storm that hit us on New Year's 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.

**9. Correspondence – Information**

**9.1 CAL FIRE, Fire Hazard Severity Zone map**

**9.2 LAFCO Regular Member Seat Opening**

The Board received and filed the correspondence.

**10. Request for Future Agenda Items**

None

**11. Adjournment**

The meeting was adjourned at 7:10 p.m.

ATTEST

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

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Ron Whittle  
Board Secretary

## SVFPD Expenditure Transactions

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

Post On [@current-month-begin...@current-month-end] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<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	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	50	51000	133,812.15	PAYPERIOD 01PAYDATE 01132023		
2023	07	1/25/2023	PAYPERIOD 02		Expenditures	685010	50	51000	128,664.28	PAYPERIOD 02PAYDATE 01272023		
Total 51000 – REGULAR PAY-PERMANENT									-262,476.43			
<b>Object: 51005 – OVERTIME PAY-PERMANENT</b>												
2023	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	50	51005	13,602.29	PAYPERIOD 01PAYDATE 01132023		
2023	07	1/25/2023	PAYPERIOD 02		Expenditures	685010	50	51005	17,891.89	PAYPERIOD 02PAYDATE 01272023		
Total 51005 – OVERTIME PAY-PERMANENT									-31,494.18			
<b>Object: 51010 – REGULAR PAY-EXTRA HELP</b>												
2023	07	1/25/2023	PAYPERIOD 02		Expenditures	685010	50	51010	1,701.13	PAYPERIOD 02PAYDATE 01272023		
Total 51010 – REGULAR PAY-EXTRA HELP									-1,701.13			
<b>Object: 51035 – HOLIDAY PAY</b>												
2023	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	50	51035	10,786.71	PAYPERIOD 01PAYDATE 01132023		
2023	07	1/25/2023	PAYPERIOD 02		Expenditures	685010	50	51035	10,346.73	PAYPERIOD 02PAYDATE 01272023		
Total 51035 – HOLIDAY PAY									-21,133.44			
<b>Object: 51040 – DIFFERENTIAL PAY</b>												
2023	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	50	51040	7,517.96	PAYPERIOD 01PAYDATE 01132023		
2023	07	1/25/2023	PAYPERIOD 02		Expenditures	685010	50	51040	6,942.23	PAYPERIOD 02PAYDATE 01272023		
Total 51040 – DIFFERENTIAL PAY									-14,460.19			
<b>Object: 52010 – OASDI-SOCIAL SECURITY</b>												
2023	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	50	52010	3,220.42	PAYPERIOD 01PAYDATE 01132023		
2023	07	1/25/2023	PAYPERIOD 02		Expenditures	685010	50	52010	3,020.62	PAYPERIOD 02PAYDATE 01272023		
Total 52010 – OASDI-SOCIAL SECURITY									-6,241.04			
<b>Object: 52015 – PERS</b>												
2023	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	50	52015	25,824.69	PAYPERIOD 01PAYDATE 01132023		
2023	07	1/13/2023	UAL, CERBT23		Expenditures	685010	50	52015	102,841.00	CALPERS CLASSIC MISC 903 UAL	V116512	14905
2023	07	1/25/2023	PAYPERIOD 02		Expenditures	685010	50	52015	24,528.73	PAYPERIOD 02PAYDATE 01272023		
Total 52015 – PERS									-153,194.42			
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2023	07	1/06/2023	DU93284	DU93284	Expenditures	685010	50	53010	-48.56	S.Downey Jan23 Dental,CK#2342	C99999	
2023	07	1/10/2023	JAN23HLTH		Expenditures	685010	50	53010	62,773.98	SV FIRE JAN 2023	V116512	14887
2023	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	50	53010	1,000.00	PAYPERIOD 01PAYDATE 01132023		
2023	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	50	53010	-986.78	PAYPERIOD 01PAYDATE 01132023		
2023	07	1/12/2023	0223SVFD		Expenditures	685010	50	53010	1,232.23	FDAC EBA SVFD	V33857	00422124
2023	07	1/12/2023	DU93411	DU93411	Expenditures	685010	50	53010	-48.56	M.Marsano Jan23 Dental,CK#170	C99999	
2023	07	1/12/2023	DU93411	DU93411	Expenditures	685010	50	53010	-137.94	S.Kovacs Feb23 Dental	C99999	
2023	07	1/12/2023	DU93411	DU93411	Expenditures	685010	50	53010	-48.56	M.Pasquini Jan23 Dental,CK#984	C99999	
2023	07	1/12/2023	DU93411	DU93411	Expenditures	685010	50	53010	-275.55	D.Grebil Jan-Mar23 Dental	C99999	
2023	07	1/19/2023	DU93585	DU93585	Expenditures	685010	50	53010	-1,102.20	M.Theodosis 2023Dental CK#1080	C99999	
2023	07	1/25/2023	PAYPERIOD 02		Expenditures	685010	50	53010	1,000.00	PAYPERIOD 02PAYDATE 01272023		
2023	07	1/25/2023	PAYPERIOD 02		Expenditures	685010	50	53010	-929.77	PAYPERIOD 02PAYDATE 01272023		
2023	07	1/26/2023	DU93766	DU93766	Expenditures	685010	50	53010	-91.85	H.Bustichi Jan23 DentalCK#4045	C99999	
2023	07	1/26/2023	DU93766	DU93766	Expenditures	685010	50	53010	-551.10	A.Knox Jan-Jun23 DentalCK#5951	C99999	
2023	07	1/27/2023	0123SVFD		Expenditures	685010	50	53010	348.27	RONZANO, CHRIST SVFD 1/2023	V111324	
2023	07	1/27/2023	0223SVFD		Expenditures	685010	50	53010	655.44	LOFRANCO, SAL SVFD 2/2023	V105221	
2023	07	1/27/2023	0223SVFD		Expenditures	685010	50	53010	573.12	WHITTLE, RON SVFD 2/2023	V102822	
2023	07	1/27/2023	0223SVFD		Expenditures	685010	50	53010	1,358.24	BIDDLE, MIKE SVFD 2/2023	V105980	
2023	07	1/27/2023	0223SVFD		Expenditures	685010	50	53010	849.00	THEILEN, LOTHAR SVFD 2/2023	V117701	
2023	07	1/27/2023	0223SVFD		Expenditures	685010	50	53010	364.73	PHINN, MIKE SVFD 2/2023	V103782	
2023	07	1/27/2023	0223SVFD		Expenditures	685010	50	53010	348.27	RONZANO, CHRIST SVFD 2/2023	V111324	
2023	07	1/27/2023	0223SVFD		Expenditures	685010	50	53010	1,469.14	MCMURRY, MICHAEL SVFD 2/2023	V105430	
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-67,751.55			
<b>Object: 53015 – UNEMPLOYMENT INSURANCE</b>												
2023	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	50	53015	2,561.23	PAYPERIOD 01PAYDATE 01132023		

## SVFPD Expenditure Transactions

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

Post On [@current-month-begin..@current-month-end] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>												
<b>Object: 53015 – UNEMPLOYMENT INSURANCE</b>												
2023	07	1/25/2023	PAYPERIOD 02		Expenditures	685010	50	53015	571.10	PAYPERIOD 02PAYDATE 01272023		
Total 53015 – UNEMPLOYMENT INSURANCE									-3,132.33			
<b>Object: 55020 – SICK LEAVE RESERVE</b>												
2023	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	50	55020	7,809.09	PAYPERIOD 01PAYDATE 01132023		
Total 55020 – SICK LEAVE RESERVE									-7,809.09			
<b>Object: 55021 – OTHER BENEFITS MISC</b>												
2023	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	50	55021	1,598.07	PAYPERIOD 01PAYDATE 01132023		
2023	07	1/25/2023	PAYPERIOD 02		Expenditures	685010	50	55021	1,598.07	PAYPERIOD 02PAYDATE 01272023		
Total 55021 – OTHER BENEFITS MISC									-3,196.14			
Total 50 – SALARIES AND EMPLOYEE BENEF									-572,589.94			
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61110 – CLOTHING &amp; PERSONAL SUPPLIES</b>												
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	61110	1,104.75	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-1,104.75			
<b>Object: 61125 – UNIFORM REPLACEMENT</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	61125	434.57	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	61125	1,291.88	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61125 – UNIFORM REPLACEMENT									-1,726.45			
<b>Object: 61215 – RADIO</b>												
2023	07	1/20/2023	0123SVFD		Expenditures	685010	60	61215	30,633.00	SANTA CRUZ REGI SVFD	V13917	00422639
Total 61215 – RADIO									-30,633.00			
<b>Object: 61221 – TELEPHONE-NON TELECOM 1099</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	61221	980.65	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	61221	502.10	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61221 – TELEPHONE-NON TELECOM 1099									-1,482.75			
<b>Object: 61310 – FOOD</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	61310	163.71	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	61310	21.47	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61310 – FOOD									-185.18			
<b>Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	61425	232.92	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/12/2023	SVFD3		Expenditures	685010	60	61425	41.68	SCARBOROUGH LUM SVFD Acct 1169	V1233	00422128
2023	07	1/20/2023	267899		Expenditures	685010	60	61425	152.02	MID VALLEY SUPP SVFD	V481	00422636
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	61425	256.52	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-683.14			
<b>Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	61720	2,893.66	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/12/2023	174742		Expenditures	685010	60	61720	19,487.88	HI-TECH EMERGEN SVFD 10536	V11946	00422125
2023	07	1/12/2023	8972		Expenditures	685010	60	61720	255.00	CENTRAL FIRE PR SVFD	V116886	00422123
2023	07	1/12/2023	SVFD1		Expenditures	685010	60	61720	37.04	SCARBOROUGH LUM SVFD Acct 1169	V1233	00422128
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	61720	1,867.18	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-24,540.76			
<b>Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES</b>												
2023	07	1/12/2023	14515		Expenditures	685010	60	61725	1,846.00	PAGODA TECHNOLO SVFD	V125184	00422126
2023	07	1/20/2023	439249		Expenditures	685010	60	61725	449.98	MONTEREY BAY SY SVFD	V125978	00422637
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-2,295.98			
<b>Object: 61730 – MAINT-OTH EQUIP-SERVICES</b>												
2023	07	1/12/2023	109433		Expenditures	685010	60	61730	123.44	SANTA CRUZ FIRE SVFD	V125908	00422127
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	61730	1,333.69	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	61730	781.36	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61730 – MAINT-OTH EQUIP-SERVICES									-2,238.49			

## SVFPD Expenditure Transactions

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

Post On [@current-month-begin...@current-month-end] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]


Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	61845	1,987.36	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/12/2023	SVFD2		Expenditures	685010	60	61845	77.20	SCARBOROUGH LUM SVFD Acct 1169	V1233	00422128
2023	07	1/26/2023	3512		Expenditures	685010	60	61845	1,007.25	R & S ERECTION SVFD	V112584	00422990
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	61845	2,207.74	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-5,279.55			
<b>Object: 61920 – MEDICAL, DENTAL &amp; LAB SUPPLIES</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	61920	405.32	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	61920	104.00	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-509.32			
<b>Object: 62219 – PC SOFTWARE PURCHASES</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	62219	922.45	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/20/2023	14554		Expenditures	685010	60	62219	252.94	PAGODA TECHNOLO SVFD	V125184	00422638
2023	07	1/26/2023	0123SVFD		Expenditures	685010	60	62219	1,250.00	POINT & PAY SVFD	V36739	00422989
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	62219	103.49	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62219 – PC SOFTWARE PURCHASES									-2,528.88			
<b>Object: 62223 – SUPPLIES</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	62223	285.17	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/12/2023	14500		Expenditures	685010	60	62223	983.35	PAGODA TECHNOLO SVFD	V125184	00422126
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	62223	34.14	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62223 – SUPPLIES									-1,302.66			
<b>Object: 62327 – DIRECTORS' FEES</b>												
2023	07	1/11/2023	PAYPERIOD 01		Expenditures	685010	60	62327	2,000.00	PAYPERIOD 01PAYDATE 01132023		
Total 62327 – DIRECTORS' FEES									-2,000.00			
<b>Object: 62381 – PROF &amp; SPECIAL SERV-OTHER</b>												
2023	07	1/26/2023	48511		Expenditures	685010	60	62381	780.00	CSG CONSULTANTS SVFD	V121100	00422988
Total 62381 – PROF & SPECIAL SERV-OTHER									-780.00			
<b>Object: 62420 – LEGAL NOTICES</b>												
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	62420	165.00	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62420 – LEGAL NOTICES									-165.00			
<b>Object: 62715 – SMALL TOOLS &amp; INSTRUMENTS</b>												
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	62715	510.59	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62715 – SMALL TOOLS & INSTRUMENTS									-510.59			
<b>Object: 62826 – EDUCATION AND/OR TRAINING</b>												
2023	07	1/06/2023	DU93284	DU93284	Expenditures	685010	60	62826	-16.00	ETO Overage-Crivello,R#4084	C99999	
2023	07	1/20/2023	0123SVFD		Expenditures	685010	60	62826	68.98	WALTON, ALICIA SVFD	V119128	00422506
2023	07	1/23/2023	0123SVFD		Expenditures	685010	60	62826	837.00	SHAUGHNESSY, PA SVFD	V44994	00422651
2023	07	1/26/2023	0123SVFD		Expenditures	685010	60	62826	102.78	BRIDGES, JOHN SVFD	V43637	00422985
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	62826	3,576.05	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62826 – EDUCATION AND/OR TRAINING									-4,568.81			
<b>Object: 62888 – SPEC DIST EXP-SERVICES</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	62888	192.91	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	62888	147.48	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62888 – SPEC DIST EXP-SERVICES									-340.39			
<b>Object: 62914 – EDUCATION &amp; TRAINING(REPT)</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	62914	1,243.50	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/26/2023	1222SVFD-1		Expenditures	685010	60	62914	1,500.00	CARDIOLOGY MADE SVFD	V44927	00422986
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	62914	8,030.29	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62914 – EDUCATION & TRAINING(REPT)									-10,773.79			
<b>Object: 62920 – GAS, OIL, FUEL</b>												
2023	07	1/12/2023	834823		Expenditures	685010	60	62920	2,312.57	WESTERN STATES SVFD	V39738	00422130
2023	07	1/26/2023	111636		Expenditures	685010	60	62920	888.00	COUNTY OF SANTA SVFD	V103950	00422987

## SVFPD Expenditure Transactions

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

Post On [@current-month-begin...@current-month-end] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 62920 – GAS, OIL, FUEL</b>												
2023	07	1/26/2023	835502		Expenditures	685010	60	62920	2,792.85	WESTERN STATES SVFD	V39738	00422992
Total 62920 – GAS, OIL, FUEL									-5,993.42			
<b>Object: 63070 – UTILITIES</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685010	60	63070	875.52	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
2023	07	1/20/2023	0123SVFD		Expenditures	685010	60	63070	749.88	PACIFIC GAS AND SVFD	V129169	00422531
2023	07	1/20/2023	0123SVFD2		Expenditures	685010	60	63070	682.75	PACIFIC GAS AND SVFD	V129169	00422531
2023	07	1/20/2023	0123SVFD3		Expenditures	685010	60	63070	615.52	PACIFIC GAS AND SVFD	V129169	00422531
2023	07	1/20/2023	0123SVFD4		Expenditures	685010	60	63070	678.26	PACIFIC GAS AND SVFD	V129169	00422531
2023	07	1/27/2023	0123SVFD-1		Expenditures	685010	60	63070	1,132.12	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 63070 – UTILITIES									-4,734.05			
Total 60 – SERVICES AND SUPPLIES									-104,376.96			
<b>Character: 70 – OTHER CHARGES</b>												
<b>Object: 75233 – CONTRIB TO TRUST/AGENCY FUND</b>												
2023	07	1/13/2023	UAL, CERBT23		Expenditures	685010	70	75233	155,000.00	CALPERS INV 100000016536945	V116512	14905
Total 75233 – CONTRIB TO TRUST/AGENCY FUND									-155,000.00			
Total 70 – OTHER CHARGES									-155,000.00			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-831,966.90			
<b>GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL</b>												
<b>Character: 80 – FIXED ASSETS</b>												
<b>Object: 86204 – EQUIPMENT</b>												
2023	07	1/12/2023	3987884		Expenditures	685030	80	86204	15,209.59	STRYKER SALES C SVFD	V128398	00422129
2023	07	1/12/2023	3992149		Expenditures	685030	80	86204	1,585.76	STRYKER SALES C SVFD	V128398	00422129
2023	07	1/12/2023	3992775		Expenditures	685030	80	86204	5,106.80	STRYKER SALES C SVFD	V128398	00422129
Total 86204 – EQUIPMENT									-21,902.15			
Total 80 – FIXED ASSETS									-21,902.15			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-21,902.15			
<b>GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61221 – TELEPHONE-NON TELECOM 1099</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685040	60	61221	76.02	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
Total 61221 – TELEPHONE-NON TELECOM 1099									-76.02			
<b>Object: 61730 – MAINT-OTH EQUIP-SERVICES</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685040	60	61730	829.97	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
Total 61730 – MAINT-OTH EQUIP-SERVICES									-829.97			
<b>Object: 62715 – SMALL TOOLS &amp; INSTRUMENTS</b>												
2023	07	1/12/2023	1222SVFD-1		Expenditures	685040	60	62715	26.33	U S BANK CORPOR SVFD 4246-0445	V992019	80051406
Total 62715 – SMALL TOOLS & INSTRUMENTS									-26.33			
<b>Object: 62914 – EDUCATION &amp; TRAINING(REPT)</b>												
2023	07	1/26/2023	641		Expenditures	685040	60	62914	4,042.00	RW JONES AND AS SVFD	V129231	00422991
2023	07	1/27/2023	0123SVFD-1		Expenditures	685040	60	62914	395.10	U S BANK CORPOR SVFD 4246-0445	V992019	
Total 62914 – EDUCATION & TRAINING(REPT)									-4,437.10			
Total 60 – SERVICES AND SUPPLIES									-5,369.42			
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP									-5,369.42			
									-859,238.47			

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1705</b>	<b>SUBJECT: Fire Captain Job Description</b>
<b>DATE APPROVED: 2-8-2023</b>	
<b>BOARD PRESIDENT: _____</b>	<b>FIRE CHIEF: _____</b>

## **FIRE CAPTAIN**

### **Job Description**

**REPORTS TO:** Chief Officer


**SUPERVISES:** Firefighters and Engineers

### **BASIC FUNCTION:**

The Fire Captain performs supervisory and technical firefighting and fire prevention duties on an assigned shift, evaluates performance of employees, and directs the activities of a fire company at the station, at the scene of an emergency and during other company activities. Will also perform related duties as required within any assigned Division.

Primary duties will be to:

- Take command of assigned fire stations, organize work schedules, assign personnel, and review job performances;
- Supervise the maintenance and use of all fire apparatus and other emergency equipment;
- Drill firefighters in latest firefighting techniques, including pre-plan fire extinguishment of key structures and areas in the Fire District;
- Fill out reports on all incidents;
- Lead and direct firefighters at fire sites or under emergency conditions;
- Dispatch fire apparatus;
- Supervise periodic maintenance and performance test of equipment;
- Supervise personnel in fire prevention company inspections within key areas of the Fire District;
- Conduct Fire Safety Equipment and other district training programs.
- Perform related work as required.

Scotts Valley Fire Protection District	
POLICY: 1705	SUBJECT: Fire Captain Job Description

### **CAPTAIN Step 1**

#### **MINIMUM QUALIFICATIONS:**

- Shall have worked a minimum of one year as an *Engineer Step 4* (72 months service) with the Scotts Valley Fire Protection District and met all requirements for *Engineer Step 4*.
- Must be a department Acting Company Officer
- Shall have completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: Two Company Officer 2 series classes and S-231 (Engine Boss).
- Must possess and maintain a valid Class C Driver License with a Firefighter Endorsement or a Class B California Driver License.
- Maintain a current EMT certification or better.

### **CAPTAIN Step 2**

#### **MINIMUM QUALIFICATIONS:**

- Shall have worked a minimum of one year as a *Captain Step 1* with the Scotts Valley Fire Protection District and met all the requirements for *Captain Step 1*.
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Policies and Procedures prior to moving to *Captain Step 2*.
- Shall have completed and have on record with the Training Officer, the following courses as outlined in the Career Development Guide: Two additional Company Officer 2 series classes and S-219 (Firing Operations).


### **CAPTAIN Step 3**

#### **MINIMUM QUALIFICATIONS:**

- Shall have worked a minimum of one year as a *Captain Step 2* with the Scotts Valley Fire Protection District and meet all the requirements for *Captain Step 2*.
- Shall have completed and have on record with the Training Officer, the following courses as outlined in the Career Development Guide: One additional Company Officer 2 series class and S-270 (Basic Air Operations).

#### **DESIREABLE QUALIFICATIONS:**

- College degree in Fire Protection technology or related field.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1706</b>  <b>DATE APPROVED: 2-8-2023</b>  <b>BOARD PRESIDENT: _____</b>	<b>SUBJECT: Engineer Job Description</b>   <b>FIRE CHIEF: _____</b>

## **ENGINEER**

### **Job Description**

**REPORTS TO:** Company Officer


**SUPERVISES:** Non-Supervisory Position

### **BASIC FUNCTION:**

The Engineer shall, under the supervision of the officer in charge, be responsible for the condition and operation of apparatus to which they are assigned, and shall be held accountable for its readiness for service.

Primary duties will be to:

- Drive and operate apparatus in a manner consistent with safety and due regard for the welfare of the public and the district;
- Acquaint themselves with the topography, physical conditions, and other matters affecting response within the District's boundaries;
- Familiarize themselves with practices and procedures relative to water supply, fire streams, pump, motor, and other operations that will enable them to efficiently perform their duties; Respond to fire alarms, aid in the suppression of fires, operate pumper trucks, aerial trucks and other special emergency apparatus;
- Use fire hose, forcible entry tools (axes, bars, door openers, pike poles) and self-contained breathing apparatus;
- Administer first-aid, operate resuscitator and rescue equipment. Perform salvage operations with use of tarps, brooms, mops, shovels, etc;
- Maintain all fire equipment, apparatus, as well as fire stations, and station quarters. Issue fire permits;
- Assist and participate in fire prevention and public safety training programs, and departmental training programs;
- Study fire department rules and regulations, fire hazards, and fire fighting techniques; Perform other agency services such as voter registration;
- Participate in the pre-fire planning by inspecting and drawing floor plans of commercial and industrial buildings;
- May be required to respond to fire calls during non-duty hours;
- Perform related work as required.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1706</b>	<b>SUBJECT: Engineer Job Description</b>

- Under the supervision of the Company Officer, the firefighter will be a mentor and help with training the volunteers and PCF's

### **ENGINEER Step 1**

#### **MINIMUM QUALIFICATIONS:**

- Shall have worked a minimum of one year as a *Firefighter Step 2* (24 months service) with the Scotts Valley Fire Protection District and met all requirements for Firefighter steps.
- Shall have successfully passed the SCO Driver Operator 24 month manipulative and written exam within the 24 month probationary period.
- Must possess and maintain a valid Class C Driver License with a Firefighter Endorsement or Class B California Driver License.
- Maintain a current EMT certification or better.

### **ENGINEER Step 2**

#### **MINIMUM QUALIFICATIONS:**

- Shall have worked a minimum of one year as an *Engineer Step 1* (36 months service) with the Scotts Valley Fire Protection District and have met all the requirements for *Engineer Step 1*.
- Shall successfully complete the SCO Engineer Program: Special Operations, Pump Test, and Mechanics.
- Shall have completed and have on record with the Training Officer, the following courses as outlined in the Career Development Guide: One approved 40 hour Rescue class (Ex. Trench Rescue, Rescue Systems 1, or Confined Space Rescue Tech.) ,and S-215 (Fire Operations in Wildland/Urban Interface).

### **ENGINEER Step 3**

#### **MINIMUM QUALIFICATIONS:**

- Shall have worked a minimum of one year as an *Engineer Step 2* (48 months service) with the Scotts Valley Fire Protection District and have met all the requirements for *Engineer Step 2*.
- Shall completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: Instructor Methodology, IS-800B National Response Framework (FEMA-Online), ICS-300 (Intermediate ICS) and S-212 (Wildland Chainsaws).

### **ENGINEER Step 4**

#### **MINIMUM QUALIFICATIONS:**

- Shall have worked a minimum of one year as an *Engineer Step 3* (60 months service) with the Scotts Valley Fire Protection District and have met all requirements for *Engineer Step 3*.
- Shall completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: Hazardous Materials On-Scene Commander, S-290 (Intermediate Wildland Fire Behavior).



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: February 8, 2023  
To: Board of Directors  
From: Chief Whittle  
Subject: January Administrative Report

## **Administration**

- Attended LCW Webinar for Payroll System FLSA Compliance
- Attended CalPERS 2 Part Disability Retirement Webinar
- Completed OSHA 300 Forms for required posting
- Completed changes for payroll, health insurance and retiree reimbursements for the new calendar year beginning January 1, 2023

## **Operations**

- Storm Mode activation for weather related responses
- Numerous roads in the District have been impacted by the January storms. Most notable impacts are to Bean Creek Rd, Lockhart Gulch, Glenwood Dr, and Granite Creek Rd. Many spots have repairs underway but some of the more significant damaged roadways will take months, if not longer to repair.
- Equipment: Hurst extrication tools received annual services.
- Apparatus: E2512 is at Golden State Fire Apparatus for new radiator and other cooling system repairs.
- Engineer Luke Duncan has been cleared to return to duty after a 7-month absence. Luke has been refreshing his firefighter, paramedic, and driver operator skills with the A-Shift Crew in accordance with the return to duty policy. Luke has been doing very well since his return.
- BC McNeil has received estimates to repair and/or Band-Aid the hose tower water leak.
- The question and answering period has ended for architects requesting information about the La Madrona RFP.

## **EMS:**

- District paramedics participated in ACLS and PALS recertification through Heart Share and Above Bar CPR.
- New EMS tablets were placed on each lead engines. The tablets are cellular thus allowing connectivity when away from the engine. Crews have reported that the new tablets have been working very well and have virtually no issues as opposed to the Wifi only tablets.

Board of Directors

Adam Cosner   Kris Hurst   Joseph Parker   Russ Patterson   Daron Pisciotta

### **Training:**

- County truck ops training. Thank you to Santa Cruz City for sharing the acquired structure on Eucalyptus St.
- SCHMIT quarterly training and team member annual recertification testing.
- County Fire Academy. Week 5. The majority of training has been hosted and lead by SVFD. Thank you to the on duty crews as well as off duty employee that have stepped up to be instructors.
- SVFD TIC Thermal Imaging Camera training. Thanks to Captain Sundermier for updating the training materials and getting the info out to the crews.
- Crews are attending career development guide classes and outside education. Classes include: Chief Officer series, Company officer series, S290 Fire Weather, Engine Boss and Single Resource, ETC.
- BC Stubendorff attended the Cal Chiefs Technology summit at the ESRI campus in Redlands, CA

### **Prevention:**

Chief Whittle and DFM Collins attended the 1/18/23 city council meeting. City Council passed the resolution to accept the local amendments for the 2022 Fire Code. The city amendments take effect 2/10/23.

Out of approximately 271 biennial occupancies for 2023, 106 initial commercial occupancy inspections were completed in January. The projected goal is to complete all initial inspections by May in order to concentrate on re-inspections and state mandated inspections for the remainder of the year.

2022 school re-inspections were completed on 1/26/23 with many of the violations repaired. Annual school inspections will now be scheduled in April in order to inspect the schools during winter break.

DFM Collins completed 7 construction inspections, 1 defensible space inspection and 5 in-house plan reviews.

### **Chief Report**

The month of January brought a series of atmospheric river weather events to our area. The storm damage was widespread throughout the County, and each jurisdiction had it's own unique set of problems. For Scotts Valley Fire District the largest impact was multiple road closures due to mud slides, trees and power lines down, and some areas where the roadbed was undermined and determined unsafe to pass. Our crews did an amazing job of responding to theses incidents and taking action to reopen roads, close roads when appropriate and make the necessary notifications. The Battalion Chiefs did a great job of following up with utility and communication companies, as well as County Public Works to ensure our residents were not isolated. We had over a dozen closures on 4-5 major roadways. The County has been working hard to shore up many of these areas to ensure an engine can pass safely through.

The County EOC was activated, and a Fire and Law branch was established. We conducted daily virtual meetings to give and receive updates on resources and storm damage assessments. During the peak of the storms, we met twice a day, and received up to the minute weather forecasts from the NWS Monterey. We evacuated 1 zone in the Weston Road area as a precaution due to the potential for a major mudslide cutting off their egress. The evacuation was lifted within about 48 hours.

Over the course of the month, the County and City delivered approximately 80 yards of sand to the parking lot across from the Erba station, and residents and firefighters filled over 1,000 sandbags.

Directors Parker and Cosner and I met with Kimberly Petersen of Peckham and McKenney to kick-off the Fire Chief recruitment process. Ms. Petersen also met with the Battalion Chiefs, Admin Manager Walton and representatives from SV Firefighters Local 3577 to give feedback for the fire chief's profile.

The Finance Committee met to review current budget status, and discuss the upcoming preliminary budget projections for FY 2023/2024.

Directors Pisciotta and Patterson and I met with Chuck Maffia to discuss the District's plan for financing a new fire station, and the possibility of going to the voters for a bond or tax assessment.

I met with Interim Chief Lackey, Joe Serrano and Don Jarvis regarding the impact to ALS response times to the Branciforte area post-annexation. I'm still working on gathering data to determine if the calls in that zone will cost the EMSIA reimbursement money for lack of compliance.

# Scotts Valley Fire Protection District

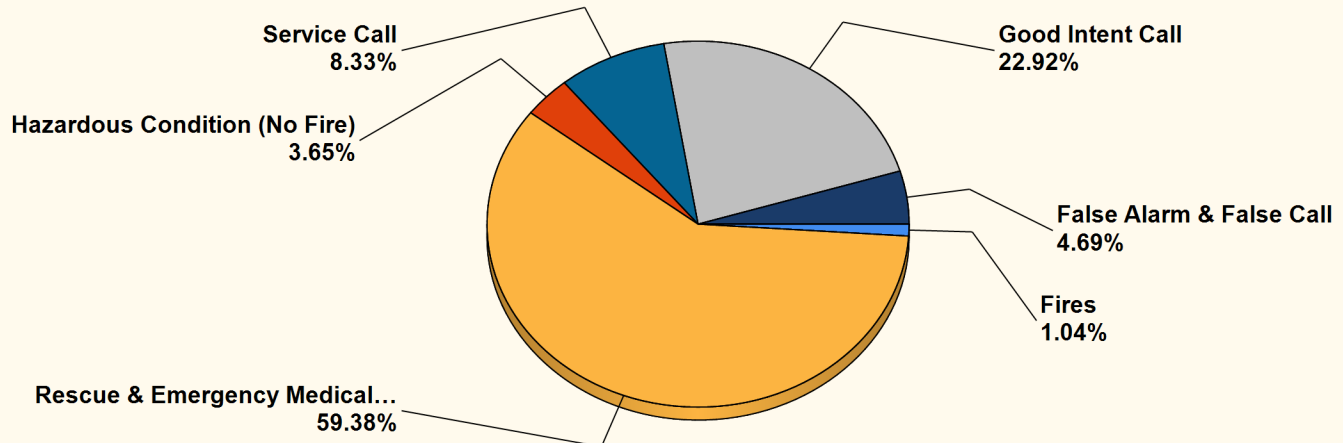
Scotts Valley, CA

This report was generated on 2/2/2023 8:32:55 AM



## Breakdown by Major Incident Types for Date Range

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



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.04%
Rescue & Emergency Medical Service	114	59.38%
Hazardous Condition (No Fire)	7	3.65%
Service Call	16	8.33%
Good Intent Call	44	22.92%
False Alarm & False Call	9	4.69%
<b>TOTAL</b>	<b>192</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
131 - Passenger vehicle fire	2	1.04%
311 - Medical assist, assist EMS crew	1	0.52%
320 - Emergency medical service, other	3	1.56%
321 - EMS call, excluding vehicle accident with injury	102	53.12%
322 - Motor vehicle accident with injuries	1	0.52%
324 - Motor vehicle accident with no injuries.	5	2.6%
353 - Removal of victim(s) from stalled elevator	1	0.52%
356 - High-angle rescue	1	0.52%
412 - Gas leak (natural gas or LPG)	5	2.6%
422 - Chemical spill or leak	1	0.52%
445 - Arcing, shorted electrical equipment	1	0.52%
511 - Lock-out	1	0.52%
531 - Smoke or odor removal	1	0.52%
551 - Assist police or other governmental agency	1	0.52%
553 - Public service	4	2.08%
554 - Assist invalid	9	4.69%
600 - Good intent call, other	1	0.52%
611 - Dispatched & cancelled en route	30	15.62%
622 - No incident found on arrival at dispatch address	5	2.6%
631 - Authorized controlled burning	5	2.6%
651 - Smoke scare, odor of smoke	3	1.56%
700 - False alarm or false call, other	3	1.56%
735 - Alarm system sounded due to malfunction	1	0.52%
736 - CO detector activation due to malfunction	1	0.52%
743 - Smoke detector activation, no fire - unintentional	3	1.56%
745 - Alarm system activation, no fire - unintentional	1	0.52%
<b>TOTAL INCIDENTS:</b>	<b>192</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

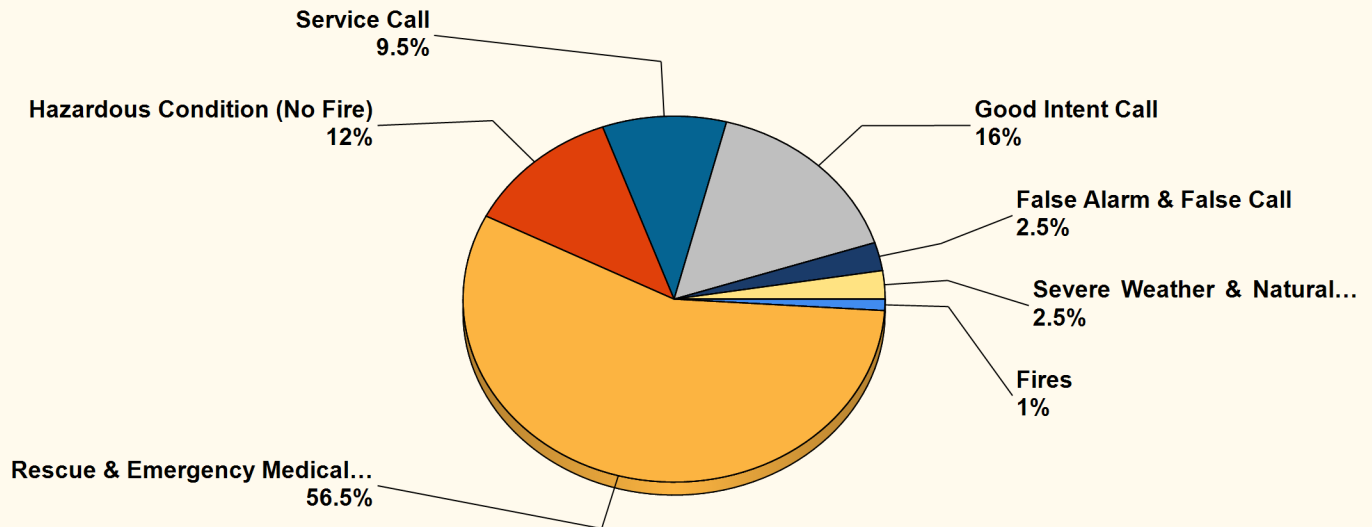
Scotts Valley, CA

This report was generated on 2/2/2023 8:31:44 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 01/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1%
Rescue & Emergency Medical Service	113	56.5%
Hazardous Condition (No Fire)	24	12%
Service Call	19	9.5%
Good Intent Call	32	16%
False Alarm & False Call	5	2.5%
Severe Weather & Natural Disaster	5	2.5%
TOTAL	200	100%

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	0.5%
112 - Fires in structure other than in a building	1	0.5%
320 - Emergency medical service, other	3	1.5%
321 - EMS call, excluding vehicle accident with injury	93	46.5%
322 - Motor vehicle accident with injuries	6	3%
324 - Motor vehicle accident with no injuries.	9	4.5%
350 - Extrication, rescue, other	1	0.5%
352 - Extrication of victim(s) from vehicle	1	0.5%
400 - Hazardous condition, other	2	1%
412 - Gas leak (natural gas or LPG)	2	1%
440 - Electrical wiring/equipment problem, other	5	2.5%
444 - Power line down	15	7.5%
550 - Public service assistance, other	2	1%
553 - Public service	11	5.5%
554 - Assist invalid	6	3%
600 - Good intent call, other	1	0.5%
611 - Dispatched & cancelled en route	27	13.5%
622 - No incident found on arrival at dispatch address	2	1%
650 - Steam, other gas mistaken for smoke, other	1	0.5%
651 - Smoke scare, odor of smoke	1	0.5%
733 - Smoke detector activation due to malfunction	2	1%
745 - Alarm system activation, no fire - unintentional	3	1.5%
800 - Severe weather or natural disaster, other	4	2%
812 - Flood assessment	1	0.5%
<b>TOTAL INCIDENTS:</b>	<b>200</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.



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## Lockhart Shaded Fuel Break Update January 12, 2023

### **Project Manager Contact Information:**

Angie Richman

[arichman@rcdsantacruz.org](mailto:arichman@rcdsantacruz.org)

831-205-3581

### **Project Background:**

The Lockhart shaded fuel break will help protect multiple communities throughout the Santa Cruz County Wildland Urban Interface (WUI) from the effects of wildfire by creating and maintaining defensible space around homes and creating a strategic shaded fuel break. This project will improve ingress/egress route safety in the event of wildfire and allow firefighters to access the area more easily. It will also reduce greenhouse gas emissions by lessening the intensity and duration of a wildfire. This vital project will create defensible space around the high fire risk communities of Felton and Scotts Valley which have combined populations of 16,713 according to the 2020 US Census. The fuel break will stretch from Graham Hill Road on the southern boundary of Morgan Sandhills Preserve (formerly Hanson Quarry) and extend along the ridgetop to the west side of the Lockhart Gulch drainage and tie into Weston Road to the north.

The objectives of the project are to: (1) reduce the potential for loss of human life and property and damage to infrastructure and public improvements from wildfire, (2) increase the ability of CAL FIRE and other emergency responders to suppress wildfires and evacuate people during a wildfire.

Outcomes of this project are: (1) improved emergency response ingress and egress in and near at-risk communities within the WUI and (2) decreased fuel loads, reducing chances of high carbon dioxide emissions in the event of fire.

### **Project Details:**

This project will create a new shaded fuel break that will extend from Graham Hill Road to a Santa Cruz Water Department property called Railroad Grade on upper Zayante Road. This shaded fuel break (SFB) will cover 5.5 miles and treat approximately 95 acres of land. We will be removing small trees, underbrush, and low hanging limbs on trees within the approximate 100 ft corridor of the SFB. Large (over 8 inches in diameter), healthy trees will be retained while dead or dying trees will be removed. Trees leaning over the roadway that are at increased susceptibility to falling over the corridor during wildfires will be removed to reduce the risk of

the road being blocked. Dead trees that have fallen onto the ground will also be removed to reduce the amount of hazardous fuel available in the event of a wildfire. This area is considered high-risk in Santa Cruz County and thus ranks very high in priority for this type of work by CAL FIRE, Santa Cruz County and local officials.

**Number of Landowners: 7**

**Funding:** Currently funded by CalFire Fire Prevention Grant #5GA21110

**Planning:** The Board of Forestry is providing technical assistance to the RCDSCC to assist with planning and development of a CalVTP Project Specific Analysis (PSA) permit for the work. The permit development will begin in Spring 2023 and will take 6-9 months for completion.

**Implementation:** Assuming planning and permitting are completed on the timeline above, the project will be implemented in late 2024.

**Notes:** Many acres in this project area are in Santa Cruz Sandhills. The endemic Sandhills are ecological areas of high value due to the unique Zayante soils which are low-nutrient. Because of the unique characteristics of the Sandhills, they host many endemic species that have narrow geographic region (<4000 acres) and require this habitat type to survive. Much of the Santa Cruz Sandhills habitat has been lost from development and habitat degradation, and the remaining ecosystems are threatened by fire exclusion, and thus display excessive fuel build up, increase density of vegetation, and introduction of non-native species.

As such, many of the Sandhills obligate plants and animals are federally-listed as threatened or endangered. Performing fuels reduction and restoration work requires especially careful planning, permitting and coordination with regulatory agencies. Restoring these areas by reducing fuel loads, managing invasive plant populations, and promoting pristine Sandhills habitat will enable these special status species populations to thrive while improving the fire safety of the many adjacent WUI communities. The RCD and their project partners have identified local Sandhills biological consultant Jodi McGraw to assist in developing ecologically sensitive guidance for this work in Sandhills. As of January 2023, Jodi McGraw is under contract for this work.

