



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 March 8, 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, March 8, 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 and Administrative Services Manager Walton

2. Public Comment (GC §54954.3)

None

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

Chief Whittle stated that there was an amendment to Item 6.3: Policy 1601 Travel Request and Expense Reimbursement. The Policy name was changed from Travel Request and Expense Reimbursement to Travel Expense Reimbursement and revised Policy 1601 was presented to the Board.

4. Consent Calendar

4.1 Minutes: Approve Regular Board Meeting Minutes of February 8, 2023

4.2 Approve SVFPD Claims Disbursements for the Month of February 1, 2023 through February 28, 2023 in the Amount of:

Payroll and Benefits:	\$466,629.47
General Fund:	\$ 58,460.78
Capital Outlay:	\$ 698.20
SCHMIT:	\$ 261.60
TOTAL:	\$526,050.05

4.3 Adopt Resolution 2023-2 Establishing Appropriation Limit in the Amount of \$25,006,866 for Fiscal Year 2022/2023

On motion of Director Cosner seconded by Director Parker to Approve the Consent Calendar was approved by the following vote:

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

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5. Discussion Items

5.1 Branciforte Annexation Update

Chief Whittle stated that the Branciforte Ad Hoc Committee met today. The discussion included the revised operational plan and updated timeline with a target date of October 2023. SVFPD Legal Counsel has confirmed that the Board can pass a Resolution to make a onetime exception to hire the BFPD employee who is not a U.S. Citizen and not change current SVFPD Policy. The BFPD revenue will fund moving their employees to the SVFPD and the cost to maintain the BFPD station so there shouldn't be any financial implications.

Director Patterson stated that this was the best Ad Hoc Committee meeting to date. At the BFPD Board Meeting next week, it appears that the Board will move forward with the Benefit Assessment to let the residents decide if they want to fund staffing the BFPD station. The timeline was reviewed and issues addressed including the status of the station if it is not staffed, which would be to maintain possession of the property rather than sell it. Director Patterson inquired if BC McNeil would work with Chief Lackey to order a Type 5 Engine. BC McNeil confirmed he would work with Chief Lackey.

Chief Whittle stated that it may not have been previously discussed but the plan was always to keep the station in a state of readiness with the lights on, water and basic maintenance, so if needed, that station would be ready to use. Chief Whittle stated that for Station 2 (barn in back of the winery), the reserve equipment (engine) will be removed.

President Pisciotta stated that things are moving in a positive direction and a lot was accomplished in the meeting.

6. Action Items – Discussion/Action

6.1 Vote for Regular District Member Seat on LAFCO

Chief Whittle stated that the two candidates running for the LAFCO special district regular member seat are Rachél Lather (Soquel Creek Water District; Incumbent) and James Joseph Gallagher (Pajaro Valley Health Care District). The Board reviewed and discussed the candidate's applications.

On motion of Director Parker seconded by Director Patterson to *Move to Vote for Dr. Gallagher* was approved by the following vote:

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

6.2 Review and Award Bid for Architectural Services

Chief Whittle stated that a Request for Proposal for Architectural Services was sent out and four proposals were received back. This morning Chief Whittle met with BC McNeil and the Station Ad Hoc Committee Directors Patterson and Pisciotta to review the proposals. The Ad Hoc Committee recommended RRM Design Group. The Board reviewed and discussed the proposals.

On motion of Director Patterson seconded by Director Pisciotta to *Award the Bid for Architectural Services to RRM Design Group* was approved by the following vote:

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

6.3 Approve the Following Policies:

- Policy 1104 Family Medical Leave

Chief Whittle stated that Policy 1104 has not been revised since 2005. Liebert Cassidy Whitmore (LCW) has updated Policy 1104, which reflects changes in the law effective January 1, 2023.

- Policy 1113 Pregnancy Disability Leave

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Chief Whittle explained that with the revision to Policy 1104 and reference to Pregnancy Disability Leave, a new policy was required.

- Policy 1601 Travel Expense Reimbursement

Chief Whittle stated that Policy 1601 has been revised to simplify the reimbursement process for travel expenses. When using the per diem reimbursement rates and completing an expense report, receipts are not required. To receive reimbursement, the expense report must be submitted within 30 days. The Board was presented a projected expense report for the FDAC conference next week based on revised Policy 1601.

On motion of Director Parker seconded by Director Cosner to *Approve Policy 1104, 1113 and 1601* 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

None to report.

7.2 Administrative Report – Chief Officers

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

- The Point and Pay credit card processing system has been implemented and is working well.
- BC Stubendorff will be presenting the SVFPD iOS application known as “Run Book” (formerly SCO Maps) to the Fire Operations group. Interested agencies would purchase the application from the SVFPD. The cost of the application will vary between agencies and any revenue will be used to cover developer cost.
- DFM Collins completed 80 annual initial inspections, 23 annual re-inspections, 14 construction inspections, and 3 in-house plan reviews.
- 70+ occupancies with old construction plans were sent to CSG to scan and digitize. The electronic files were added to the Streamline database and this will continue until all blueprints have been digitized.
- I received a phone call from the wife of a patient we responded to on February 12, 2023. She called to express her extreme gratitude to the crew that responded to her residence, and cared for her husband. Thank you to Captain Vandervoort and ENG/PMs Brian Green and John Bridges for a job well done.
- Admin Manager Walton and I met with Central Fire Chief Nee and two of his administrative staff to discuss their recent experience with consolidation. We are particularly interested in how to effectively make a smooth transition within the County Finance systems.
- We received two new Bendix King KNGM150-R mobile radios through a 2019/2020 State Homeland Security Grant Program. We installed the first one in E2538 so crews can familiarize themselves with the operation. The second one will be installed in E2511 once everyone has been trained. We are scheduled to receive two more radios sometime this year from the 2020/2021 funding as well.
- Admin Manager Walton, Captain Petteys, Captain Sundermier and myself met with representatives of Bay Sports Medicine of Los Gatos. We are exploring the option of changing medical physical providers. We currently utilize Agile Occupational Medicine, who recently purchased the Santa Cruz Occupational Medical Center that we have used for many years.
- BC Stubendorff submitted a FEMA Assistance to Firefighters Grant (AFG) application for mobile and portable radios as well as a station alerting system for both stations. Many thanks to BC Stubendorff for his efforts and persistence on getting this grant prepared and submitted on-time.
- I received an email from SV Water District General Manager Dave McNair with the recent property appraisal for the proposed easement on the La Madrona property. We have not yet received a proposal for the property, however Mr. McNair followed up his email with a phone call stating that an official offer

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was going to follow. This proposal/offer will be discussed with the station ad-hoc committee and brought to the full Board in a future meeting for discussion in closed session.

- The SCHMIT report and preliminary budget will be presented at the April Board Meeting.
- The Conflict of Interest Form 700 is due April 1, 2023. If you didn't receive an email from the County with instructions, please notify Admin Staff.
- Due to the significant weather and the possibility of 8-12 inches of rain over the next few days, we have been attending OES and County conference calls to prepare.

Battalion Chief Stubendorff reported on the following:

- E2512: Returned from Hi-Tech with a new radiator and is back in service.
- 2/21/2023 A-shift responded to a wildland fire off of Jack Rabbit Ridge and Weston Road. Central Fire, Branciforte Fire and Cal Fire assisted. 50'x50' fire on a steep slope caused by power lines slapping together and sparking. The evening of the fire saw winds 30-40 mph with gusts up to 50 mph. The fire was controlled within 10 minutes of arrival.
- 2/27/2023 A-shift responded to a vehicle roll over with injuries NB Hwy 17 and El Rancho. Crews provided vehicle stabilization and patient extrication. The extrication was quite technical due to the patients' level of entrapment.
- The new LUCAS device was used on 4 cardiac arrest calls in the month of February.
- The SVFPD will be looking to purchase two new video laryngoscopes next fiscal year. The county medical director recently approved the use of video laryngoscopes by ALS providers.

Battalion Chief LoFranco reported on the following:

- There was the first line of duty death at the Fire Academy while completing the SCBA confidence course during firefighter survival training. ENG/PM Green was the paramedic on scene and did a good job. EAP counseling has been provided.
- Fire Academy: RIC / Rapid Intervention Crew training. Roof top ventilation training.
- County Block Training hosted by SVFD: Topic: HAZMAT FRO DECON/First Responder Decontamination.
- Engineer Paramedic Luke Duncan completed return to work sign offs for third man. Working on completing driving and pump operations.

8. Correspondence – Information
None

9. Request for Future Agenda Items
None

10. Closed Session: Government Code §54957.7
10.1 Fire Chief Recruitment: Government Code §54957

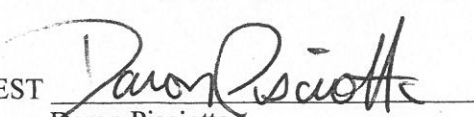
At 6:44 p.m., President Pisciotto announced that the Board would be going into Closed Session for the purposes listed in Item 10.1.

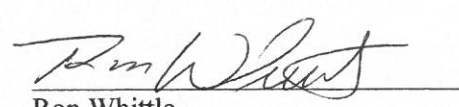
11. Open Session – Discussion/Action
11.1 Report on Closed Session: Government Code §54957.1

At 7:10 p.m., the Board reconvened to Open Session. President Pisciotto reported that the Board discussed the Fire Chief Recruitment. No action was taken.

12. Adjournment
The meeting was adjourned at 7:11 p.m.

ATTEST


Daron Pisciotto
Board President


Ron Whittle
Board Secretary