



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF May 10, 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, May 10, 2023 at the City of Scotts Valley Council Chambers. President Pisciotta called the meeting to order at 6:22 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 ( <i>via teleconference</i> ) and Pisciotta
B. Directors Absent:	None
C. Fire District Staff:	Chief Whittle, Battalion Chief 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 the Agenda adding Item 11.1 to Report on Closed Session. A copy of the amended Agenda was presented.

### 4. Consent Calendar

4.1 Minutes: Approve Regular Board Meeting Minutes of April 12, 2023

4.2 Minutes: Approve Special Board Meeting Minutes of April 26, 2023

4.3 Approve SVFPD Claims Disbursements for the Month of April 1, 2023 through April 30, 2023 in the Amount of:

<u>Payroll and Benefits:</u>	\$ 475,458.90
<u>General Fund:</u>	\$ 612,621.08
<u>Capital Outlay</u>	\$ 1,198.60
<u>SCHMIT:</u>	\$ 6,096.19
<u>TOTAL:</u>	\$1,095,374.77

On motion of Director Hurst seconded by Director Cosner to *Approve the Consent Calendar Items 4.1 thru 4.3* 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 – Ad Hoc Committee**

Chief Whittle reported that he received an updated timeline from LAFCO for the BFPD Annexation with a completion date in October of this year, which is consistent with the previous timelines. The Benefit Assessment will go to the voters in June and we should have the outcome in July. I have completed a station use plan for the Branciforte Station in the event the Benefit Assessment does not pass, which will be to keep the station maintained and in a state of readiness but not staffed. The plan will be presented at the Ad Hoc Committee Meeting next week.

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

**6.1 Approve Contract with RRM Design for Architectural Services**

Chief Whittle stated that SVFPD Legal Counsel made edits to the Contract, which were approved by RRM Design.

**On motion of Director Cosner seconded by Director Parker to Approve the Contract with RRM Design 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>

**6.2 Approve Resolution 2023-6 Appointing Bond Counsel and Municipal Advisor**

Chief Whittle stated that it is necessary to appoint Bond Counsel and Municipal Advisor in connection with the legal and financial work required to conduct a Special Election and subsequent issuance of General Obligation Bonds for the Construction of the new Fire Station. The recommendation is to adopt Resolution 2023-6 appointing Bound Counsel and Municipal Advisor and authorize the Fire Chief or Board President to execute the corresponding consulting agreements on behalf of the SVFPD.

**On motion of Director Cosner seconded by Director Pisciotta to Approve Resolution 2023-6 Appointing Bond Counsel and Municipal Advisor and Authorize the Fire Chief or Board President to Execute the Corresponding Consulting Agreements on Behalf of the SVFPD 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 Resolution 2023-5: Resolution Adopting Preliminary Budgets for Fiscal Year 2023/2024**

<u>685010</u>	<u>General Fund:</u>	\$12,599,481
<u>685030</u>	<u>Capital Outlay/Zone A:</u>	\$ 2,434,957
<u>685040</u>	<u>SCHMIT:</u>	\$ 487,195

Set public hearing for adoption of the final budget for the August 9, 2023, Regular Board Meeting: 6:00 P.M.

Direct staff to publish a public hearing notice and make the budget available for public review

Chief Whittle explained that the preliminary budget must be adopted by June 30<sup>th</sup> and the final budget by October 1<sup>st</sup> each year. The Preliminary Budget 2023/2024 Fiscal Year (FY) was included in the board packet and Chief Whittle reported on the following:

General Fund – 685010

- The estimated beginning fund balance is \$3,136,477.
- As recommended by the Auditor's Office, an estimated 4% increase in property tax has been budgeted.
- Revenue from Plan Check and Inspection Fees are estimated at \$50,000, while the estimated expenditures for contract plan check and inspection services are \$6,000.
- Revenue from the SCHMIT administrative cost is \$6,000.

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- The Salary and Benefits Budget includes the regular salary increase of 3% for safety and 4% for Admin.
- Earlier this FY, the Board approved payment in full of the CalPERS Miscellaneous Plan UAL so there will be no UAL payment due for the 2023/2024 FY and this will be reflected in the Final Budget.
- The total amount budgeted for CalPERS is \$1,826,480 minus \$23,956 for the Miscellaneous Plan UAL.
- An estimated 10% health insurance increase effective January 1, 2024 has been budgeted. Retiree health insurance is budgeted at \$100,298, which is an increase of \$11,242 from last FY.
- The estimated Workers Comp insurance is \$506,784 which is an increase of 34% from last FY.
- The Services and Supplies budget is \$865,157, which is a decrease of \$16,522 from last FY.
- The contribution to Other Agencies is the SVFPD share of LAFCO and is estimated at \$9,000, which may increase slightly for the final budget; as well as, contributions of \$155,000 to the OPEB Trust and \$150,000 to the Pension Prefunding Trust.
- A \$1,000,000 transfer to Capital Outlay/Zone A is budgeted and \$250,000 in Contingencies.
- The General Reserves is budgeted at \$1,450,674 in accordance with SVFPD Policy 1608.

**Capital Outlay/Zone A – 685030**

- The beginning fund balance is estimated at \$1,284,634.
- Revenue consists of Zone A Tax collection of \$140,349, \$1,000,000 transfer-in from the General Fund and \$5,000 in interest for a total budget of \$2,434,957.
- Besides Auditing and Accounting costs, equipment purchases include two (2) new Lifepak 15 monitor/defibrillators that will be purchased as part of a countywide purchase through AMR and turnout dryers for the Glenwood Station.
- For the La Madrona Fire Station, \$581,652 is budgeted for the architect contract, \$50,000 for permits and fees and \$1,000,000 for construction costs. Election costs of \$87,000 is budgeted for the November Bond Election.
- The General Reserves is budgeted at \$350,407 for future projects and \$200,000 for Contingencies.

**SCHMIT – 685040**

- The beginning fund balance is estimated at \$225,000. An increase of 20% has been applied.
- The Service and Supplies budget is \$88,024, which includes a \$6,000 charge to manage the program.
- Personnel costs include \$20,000 for reimbursement to response agencies in the event of an activation and \$240,000 for differential costs for the response agencies, which increases the amount per Tech from \$5,000 to \$8,000.

***On motion of Director Parker seconded by Director Cosner to Adopt Resolution 2023-5 Adopting Preliminary Budgets for Fiscal Year 2023/2024, Set Public Hearing for Adoption of the Final Budget for August 9, 2023, Direct Staff to Publish a Public Hearing Notice and make the Budget Available for Public Review 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>

**6.4 Approve Draft Letter to Board of Supervisors Regarding Allocation of Proposition 172 Funds**

Chief Whittle explained that in 1992, California Legislature and Governor Wilson instructed county auditors to shift local property tax revenues from local government to “educational revenue augmentation funds” (ERAF). Specified amounts of city, county and special district taxes (\$746,115 shifted from the SVFPD in the 2021/2022 FY) were deposited into these funds to support schools. To cushion the impact, voters approved a ½ cent sales tax dedicated to local public safety including sheriff, police, fire, county district attorneys and corrections. The County has full discretion on the use and distribution of Proposition 172 Funds to support public safety programs. In the 2021/2022 FY, the county allocated \$20,591,013 in Proposition 172 funds and the Santa Cruz County Fire Chiefs Association received only \$89,421 which represents 0.43% of the total funds. All local Fire Agencies Board of Directors will be submitting letters requesting the Board of Supervisors consider a more equitable adjustment to the current allocation of the Proposition 172 funds provide to the Santa Cruz County Fire Chief Association.



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**On motion of Director Cosner seconded by Director Pisciotta to Approve Letter to Board of Supervisors Regarding Allocation of Proposition 172 Funds 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**

Director Hurst stated that the Finance and Planning Committee met to review the Preliminary Budget, which was clearly presented and the SVFPD finances are in order.

Director Cosner reported that the Negotiation Committee met to review the Fire Chief Employment Contract, which will be discussed in Closed Session.

**7.2 Annual SCHMIT Report – Chief Whittle**

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

- There were no team activations in 2022.
- The four quarterly trainings have been completed by RW Jones.
- There are currently 30 reimbursable positions.
- Over the years, the SCHMIT Budget has not been adjusted for the increases in personal cost and the participating agencies have been subsidizing the program (last year the SVFPD subsidized \$24,000). To correct this, the budget has been increased by 20% to increase the reimbursement for participating agencies providing Haz Mat Response Personal to the SCHMIT Program as it is the responsibility of the County to have a Haz Mat Program.

**7.3 Administrative Report – Chief Officers**

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

- Admin staff attended a virtual MS Teams meeting for an overview on the new OES reimbursement system, MARS (Mutual Aide Reimbursement System).
- Admin staff attended Zoom meeting presentation from Fire Risk Management Services (FRMS), which is the consolidation of FASIS and FDAC EBA (SVFPD Life and Vision Insurance).
- Admin Manager Walton attended a CalPERS online training for Congo's Reports and Payroll Adjustments.
- Santa Cruz City Fire Captain Brian Tracy passed away after a well fought and lengthy battle with cancer. His procession was on April 20th and the SVFPD sent an engine to SC to cover and BC duty coverage. Thoughts and prayers to his family, and the Santa Cruz Fire Department.
- The SVFPD acquired 50 Motorola portable radios including remote mics from the San Jose Fire Department. These portable radios are in good condition and being thoroughly gone through by Engineer Laine. Future plans for the radios, is to purchase batteries and charging stations and issue each crew member a portable radio for on-duty use. The portable radios are intended to be used while the SVFPD waits for the outcome of the AFG grant. The current BK portable radios will remain on all engines.
- Battalion Chief McNeil attended Recycled Water Site Superior training put on by the Scotts Valley Water District. This training is mandatory for all recycled water users and refresher training every two years. Currently only station two is using recycled water.
- E2510 was towed to San Leandro for oil leaking into the coolant side. Both oil and coolant were flushed/cleaned and parts replaced.

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- All crews participated in the County block training in Santa Cruz. The training was at an acquired large building. Crews were tasked with advancing hose lines and rescuing a down firefighter. All engine companies and BCs attended the training.
- Engine companies and Battalion Chiefs have been participating in Code Red drills with Scotts Valley Schools.
- BC McNeil and I met with representatives from Local 3577 regarding our current and future medical physical standards, and provider. We hope to transition to a new company this fall.
- I attended a ribbon cutting ceremony for a new solar cell manufacturing company in Scotts Valley called Ambient Photonics.
- I've spent much time working with legal counsel to finalize the RRM Architectural contract, Bond Counsel contract and the Financial Consulting contract.

**8. Correspondence**

None

**9. Request for Future Agenda Items**

None

**10. Closed Session: Government Code §54957**

10.1 Labor Negotiations: Government Code §54957.6

Conference with Labor Negotiators, Directors Cosner and Parker  
Fire Chief Contract

At 7:02 p.m., President Pisciotta announced that the Board would be going into Closed Session for the purposes listed in Item 10.1.

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

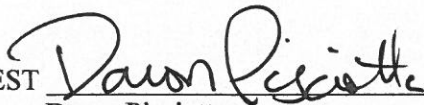
11.1 Report on Closed Session: Government Code §54957.1


At 7:24 p.m., the Board reconvened to Open Session. President Pisciotta reported that for Item 10.1, the Board discussed terms of proposed Fire Chief Agreement and gave direction to the SVFPD Negotiators. No action was taken.

**12. Adjournment**

The meeting was adjourned at 7:24 p.m.

ATTEST

  
Daron Pisciotta  
Board President

  
Ron Whittle  
Board Secretary