



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

## Board of Directors

### Agenda

Wednesday, October 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 Mark Correia, 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 the removal of the item for separate action.)

4.1 Minutes: Approve Regular Board Meeting Minutes of September 13, 2023

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

Payroll and Benefits:	\$622,753.32
General Fund:	\$ 26,911.29
Capital Outlay:	\$ 6,408.75
SCHMIT:	\$ 0.00
TOTAL:	\$656,073.36

4.3 Adopt Revised Publicly Available Pay Schedule per Government Code §20636

**5. Discussion Items**

5.1 Branciforte Annexation Update

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

6.1 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*

7.2 Administrative Report – *Chief Officers*

**8. Correspondence**

8.1 None

**9. Request for Future Agenda Items**

**10. Adjournment**

Next Regularly Scheduled Board Meeting: Wednesday, November 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 September 13, 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, September 13, 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 Correia, Battalion Chiefs LoFranco McNeil and Stubendorff<br>and Administrative Services Manager Walton |
| D. Legal Counsel:       | Alan Smith  |

### 2. Special Presentations and Introductions

#### 2.1 Sudden Cardiac Arrest Survivor Crew Reunion

Chief Correia stated that tonight we get to celebrate a successful cardiac arrest resuscitation, which is a somewhat rare event in the fire service. Tonight, joining us is Linda Johnson and her husband Ken and the SVFPD crew who responded to the incident. The 911 call was received by Dispatcher Dillon Corbey who was invited tonight but unable to attend. Engine 2511 staffed by Captain Garrett Grigg, Engineer Paramedics Josh Nehf and Matthew Smith and Paid Call Firefighter Nathan Pisciotta arrived in 4:06 minutes from the time the 911 call was received. In addition, Battalion Chief McNeil responded to assist with the Lucas tool, which is an automated CPR device. Crews found Linda pulseless and not breathing and performed life saving measures. According to the American Heart Association, over 350,000 cardiac arrest events occur outside the hospital and only 10% survive. Chief Correia thanked the SVFPD firefighters for a phenomenal job well done. Linda shared her appreciation and thanked the firefighters.

### 3. Public Comment (GC §54954.3)

Becky Steinbruner stated that she is a leader of a Fire Wise community in the Aptos Hills and a new Living with Fire guide is available on the Santa Cruz County website. Becky Steinbruner stated that she would send Chief Correia a link for a YouTube video to shelter in place if you are unable to leave during a fire.

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

None

### 5. Consent Calendar

#### 5.1 Minutes: Approve Regular Board Meeting Minutes of August 9, 2023

#### 5.2 Approve SVFPD Claims Disbursements for the Month of August 1, 2023 through August 31, 2023 in the Amount of:

<u>Payroll and Benefits:</u>	\$513,709.83
<u>General Fund:</u>	\$ 85,633.65
<u>Capital Outlay:</u>	\$174,228.17

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SCHMIT:	\$ 4,368.98
TOTAL:	\$777,940.63

- 5.3 Review SVFPD CalPERS Safety Plans Annual Valuation Reports as of June 30, 2022 (Classic and PEPRA)
- 5.4 Review SVFPD CalPERS Miscellaneous Plans Annual Valuation Reports as of June 30, 2022 (Classic and PEPRA)
- 5.5 Approve Permit/Inspection Fee Waiver Request for the Scotts Valley High School Haunted House
- 5.6 Approve Permit/Inspection Fee Waiver Request for American Foundation for Suicide Prevention

**On motion of Director Parker seconded by Director Cosner to Approve the Consent Calendar Items 5.1, 5.2 5.3, 5.4, 5.5 and 5.6 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. Closed Session: Government Code §54956.9**

**6.1 Conference with Legal Counsel – Anticipated Litigation**

⇒ Significant exposure to litigation pursuant to § 54956.9: (1 case)

California Government Code 54956.9(d)(2). A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency, to wit: pursuant to Government Code 54956.9 (e) (4) A statement was made by a person in an open and public meeting threatening litigation on a specific matter within the responsibility of the legislative body.

At 6:15 p.m., President Pisciotta announced that the Board would be going into Closed Session for the purposes listed in Item 6.1. and inquired if there was any public comment.

Becky Steinbruner stated that she was concerned about BFPD representation after it has been dissolved. As the successor agency, Becky Steinbruner urged the Board to move to District Elections once the transfer has been completed. Becky Steinbruner stated that she didn't want to take legal action but would if necessary.

**7. Open Session: Government Code §54957.1**

**7.1 Report on Closed Session**

At 7:12 p.m., the Board reconvened to Open Session. President Pisciotta reported that the Board discussed the issue and no action was taken.

**8. Discussion Items**

**8.1 Branciforte (BFPD) Annexation Update**

Chief Correia reported that he attended the LAFCO meeting on Augst 2<sup>nd</sup> and September 5<sup>th</sup> with other Board Directors. At the September 5<sup>th</sup> meeting, the LAFCO Board considered the appeal with no action taken. Staff is working on transitional items that can be accomplished before the reorganization. The CalPERS actuary report has been requested and once completed, the timeline will be governed by CalPERS polices. The LFACO protest period will end in the next few weeks and if the 25% protest threshold is not met, LAFCO may approve the reorganization at the October 4<sup>th</sup> meeting. After it is approved, LAFCO Executive Director Joe Serrano will sign and execute the reorganization, dissolve the BFPD and all assets and liability will be transferred to the SVFPD.

President Pisciotta stated that the BFPD Ad Hoc Committee met and the process has been going smoothly as they work on the last few items for an easy transition.

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Becky Steinbruner stated that she was disappointed that LAFCO did not address her concerns. Becky Steinbruner stated that there were wrong dates in the public notices and that she has made a public records request for all LAFCO public notices. Becky Steinbruner stated that there has been no mention of the Barns Family Trust and restriction for the donation. Becky Steinbruner inquired if a vehicle was purchased with the donation, where would it be put and to keep this in mind as this moves forward.

**8.2     7 Erba Lane Property if Measure W Passes**

Chief Correia stated that we have received questions from SVFPD residents regarding what will be done with the Erba Station if the Bond Measure is approved. President Pisciotta stated that the Board had previously discussed selling the Erba property, which will require a specific process to surplus and sell the property.

**9.     **Action Items – Discussion/Action****

**9.1     Authorization to Establish a Hiring List**

Chief Correia stated that a memo was included in the board packet detailing the need to establish a hiring list. We have been advised that an employee intends to retire at the end of the year. Policy 1501 requires the Board to authorize the Fire Chief to establish a hiring list. Policy 1501 was reviewed by the Organization and Personnel Committee and will be presented to the Board after a few legal questions have been addressed. Once the process is completed, an eligibility list will be presented to the Board for certification.

**On motion of Director Cosner seconded by Director Paker to *Authorize the Fire Chief to Establish a Hiring 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>
<b>ABSTAIN:</b>	<b>None</b>

**10.    **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**

Chief Correia stated that the Administrative Report was included in the Board packet and added the following:

- BC LoFranco led a strike team to northern California and did a great job, which included training another strike team leader and keeping the Chiefs informed on what was occurring.
- BC Stubendorff led a rural water supply training, began implementing the new EMS equipment (video laryngoscopes) approved in the final budget and was the IC at the double fatality accident on Mt. Hermon Road.
- BC McNeil has been working on BFPD transitional items and with RRM for the new fire station.
- Administrative staff has been preparing for the financial audit, which is occurring this week and coordinating Measure W educational information.
- Administrative Accounting Specialist Jackson coordinated the Facebook Live event, which as received over 850 views.

BC LoFranco stated that he was the strike team leader with type 3 engines from Central, Santa Cruz, Scotts Valley, Zayante and Sebastopol Fire and assigned for 11 days. The crews did great work.

BC Stubendorff stated that he attended a live burn with BC LoFranco, SVFPD staff and PCFs, which was great training.

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**11. Correspondence**

- 11.1 Incident Thank You Email – Chief Kelley
- 11.2 Incident Thank You Letter – Marilyn and Keith Humphrey
- 11.3 Letter Dated 8/28/2023 from Becky Steinbruner

The Board received and filed the correspondence.

**12. Request for Future Agenda Items**

None

**13. Adjournment**

The meeting was adjourned at 7:32 p.m.

ATTEST

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

\_\_\_\_\_  
Mark Correia  
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, 685020, 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>												
2024	03	9/06/2023	PAYPERIOD 18		Expenditures	685010	50	51000	-141,365.14	PAYPERIOD 18PAYDATE 09082023		
2024	03	9/20/2023	PAYPERIOD 19		Expenditures	685010	50	51000	-141,752.24	PAYPERIOD 19PAYDATE 09222023		
Total 51000 – REGULAR PAY-PERMANENT									-283,117.38			
<b>Object: 51005 – OVERTIME PAY-PERMANENT</b>												
2024	03	9/06/2023	PAYPERIOD 18		Expenditures	685010	50	51005	-108,093.00	PAYPERIOD 18PAYDATE 09082023		
2024	03	9/20/2023	PAYPERIOD 19		Expenditures	685010	50	51005	-29,689.91	PAYPERIOD 19PAYDATE 09222023		
Total 51005 – OVERTIME PAY-PERMANENT									-137,782.91			
<b>Object: 51010 – REGULAR PAY-EXTRA HELP</b>												
2024	03	9/06/2023	PAYPERIOD 18		Expenditures	685010	50	51010	-14,950.09	PAYPERIOD 18PAYDATE 09082023		
Total 51010 – REGULAR PAY-EXTRA HELP									-14,950.09			
<b>Object: 51035 – HOLIDAY PAY</b>												
2024	03	9/06/2023	PAYPERIOD 18		Expenditures	685010	50	51035	-10,121.88	PAYPERIOD 18PAYDATE 09082023		
2024	03	9/20/2023	PAYPERIOD 19		Expenditures	685010	50	51035	-10,704.19	PAYPERIOD 19PAYDATE 09222023		
Total 51035 – HOLIDAY PAY									-20,826.07			
<b>Object: 51040 – DIFFERENTIAL PAY</b>												
2024	03	9/06/2023	PAYPERIOD 18		Expenditures	685010	50	51040	-7,909.09	PAYPERIOD 18PAYDATE 09082023		
2024	03	9/20/2023	PAYPERIOD 19		Expenditures	685010	50	51040	-7,911.19	PAYPERIOD 19PAYDATE 09222023		
Total 51040 – DIFFERENTIAL PAY									-15,820.28			
<b>Object: 52010 – OASDI-SOCIAL SECURITY</b>												
2024	03	9/06/2023	PAYPERIOD 18		Expenditures	685010	50	52010	-5,027.16	PAYPERIOD 18PAYDATE 09082023		
2024	03	9/20/2023	PAYPERIOD 19		Expenditures	685010	50	52010	-2,786.63	PAYPERIOD 19PAYDATE 09222023		
Total 52010 – OASDI-SOCIAL SECURITY									-7,813.79			
<b>Object: 52015 – PERS</b>												
2024	03	9/06/2023	PAYPERIOD 18		Expenditures	685010	50	52015	-29,122.25	PAYPERIOD 18PAYDATE 09082023		
2024	03	9/13/2023	JV240138		Expenditures	685010	50	52015	925.52	ER PORTION OFFSET TO SV FIRE		
2024	03	9/20/2023	PAYPERIOD 19		Expenditures	685010	50	52015	-29,502.09	PAYPERIOD 19PAYDATE 09222023		
Total 52015 – PERS									-57,698.82			
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2024	03	9/06/2023	PAYPERIOD 18		Expenditures	685010	50	53010	-1,000.00	PAYPERIOD 18PAYDATE 09082023		
2024	03	9/06/2023	PAYPERIOD 18		Expenditures	685010	50	53010	1,063.19	PAYPERIOD 18PAYDATE 09082023		
2024	03	9/07/2023	DU99502	DU99502	Expenditures	685010	50	53010	91.85	H.Bustichi Sept23DentalCK#4139	C99999	
2024	03	9/07/2023	DU99502	DU99502	Expenditures	685010	50	53010	48.56	M.Marsano Sept23 Dental CK#223	C99999	
2024	03	9/08/2023	SEP23HLTH		Expenditures	685010	50	53010	-61,897.74	SV FIRE SEP 2023	V116512	15453
2024	03	9/13/2023	0923SVFD		Expenditures	685010	50	53010	-364.73	PHINN, MIKE SVFD Health Ins. 9	V103782	80059413
2024	03	9/13/2023	0923SVFD		Expenditures	685010	50	53010	-655.44	LOFRANCO, SAL SVFD Health Ins.	V105221	80059411
2024	03	9/13/2023	0923SVFD		Expenditures	685010	50	53010	-348.27	RONZANO, CHRIST SVFD Health In	V111324	80059414
2024	03	9/13/2023	0923SVFD		Expenditures	685010	50	53010	-849.00	THEILEN, LOTHAR SVFD Health In	V117701	80059415
2024	03	9/13/2023	0923SVFD		Expenditures	685010	50	53010	-711.06	WHITTLE, RON SVFD Health Ins.	V102822	80059416
2024	03	9/13/2023	0923SVFD		Expenditures	685010	50	53010	-1,358.24	BIDDLE, MIKE SVFD Health Ins.	V105980	80059410
2024	03	9/13/2023	0923SVFD		Expenditures	685010	50	53010	-1,469.14	MCMURRY, MICHA SVFD Health In	V105430	80059412
2024	03	9/14/2023	DU99698	DU99698	Expenditures	685010	50	53010	48.56	S.Downey Sept23 Dental CK#2370	C99999	
2024	03	9/14/2023	DU99698	DU99698	Expenditures	685010	50	53010	48.56	M.PasquiniSept23DentalCK#1037	C99999	
2024	03	9/14/2023	DU99698	DU99698	Expenditures	685010	50	53010	137.94	S.Kovacs Oct 2023 Dental	C99999	
2024	03	9/18/2023	0923SVFD		Expenditures	685010	50	53010	-1,313.20	FIRE RISK MANAG SVFD	V45930	00440557
2024	03	9/19/2023	1023SVFD		Expenditures	685010	50	53010	-1,313.20	FIRE RISK MANAG SVFD	V45930	00440707
2024	03	9/20/2023	1023SVFDO		Expenditures	685010	50	53010	-4,700.66	HEALTH CARE EMP SVFD Group 367	V108670	00440907
2024	03	9/20/2023	PAYPERIOD 19		Expenditures	685010	50	53010	-1,000.00	PAYPERIOD 19PAYDATE 09222023		
2024	03	9/20/2023	PAYPERIOD 19		Expenditures	685010	50	53010	1,063.19	PAYPERIOD 19PAYDATE 09222023		
2024	03	9/29/2023	1023SVFD		Expenditures	685010	50	53010	-348.27	RONZANO, CHRIST SVFD Health In	V111324	80059964
2024	03	9/29/2023	1023SVFD		Expenditures	685010	50	53010	-1,469.14	MCMURRY, MICHA SVFD Health In	V105430	80059962
2024	03	9/29/2023	1023SVFD		Expenditures	685010	50	53010	-655.44	LOFRANCO, SAL SVFD Health Ins.	V105221	80059961
2024	03	9/29/2023	1023SVFD		Expenditures	685010	50	53010	-1,358.24	BIDDLE, MIKE SVFD Health Ins.	V105980	80059960
2024	03	9/29/2023	1023SVFD		Expenditures	685010	50	53010	-364.73	PHINN, MIKE SVFD Health Ins. 1	V103782	80059963
2024	03	9/29/2023	1023SVFD		Expenditures	685010	50	53010	-849.00	THEILEN, LOTHAR SVFD Health In	V117701	80059965

## 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, 685020, 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: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2024	03	9/29/2023	1023SVFD		Expenditures	685010	50	53010	-711.06	WHITTLE, RON SVFD Health Ins.	V102822	80059966
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-80,234.71			
<b>Object: 53015 – UNEMPLOYMENT INSURANCE</b>												
2024	03	9/06/2023	PAYPERIOD 18		Expenditures	685010	50	53015	-134.27	PAYPERIOD 18PAYDATE 09082023		
Total 53015 – UNEMPLOYMENT INSURANCE									-134.27			
<b>Object: 55021 – OTHER BENEFITS MISC</b>												
2024	03	9/06/2023	PAYPERIOD 18		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 18PAYDATE 09082023		
2024	03	9/20/2023	PAYPERIOD 19		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 19PAYDATE 09222023		
Total 55021 – OTHER BENEFITS MISC									-4,375.00			
Total 50 – SALARIES AND EMPLOYEE BENEF									-622,753.32			
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61110 – CLOTHING &amp; PERSONAL SUPPLIES</b>												
2024	03	9/19/2023	737768		Expenditures	685010	60	61110	-280.34	L N CURTIS & SO SVFD Cust 3627	V115989	00440708
2024	03	9/19/2023	740602		Expenditures	685010	60	61110	-86.35	L N CURTIS & SO SVFD Cust 3627	V115989	00440708
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-366.69			
<b>Object: 61125 – UNIFORM REPLACEMENT</b>												
2024	03	9/12/2023	180		Expenditures	685010	60	61125	-173.91	SUMMIT UNIFORMS Scotts Valley	V45831	80059350
2024	03	9/29/2023	0174284-IN		Expenditures	685010	60	61125	-146.91	ENTENMANN- ROVI SVFD	V125946	00441552
2024	03	9/29/2023	0174607-IN		Expenditures	685010	60	61125	-411.76	ENTENMANN- ROVI SVFD	V125946	00441552
Total 61125 – UNIFORM REPLACEMENT									-732.58			
<b>Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES</b>												
2024	03	9/19/2023	0823SVFD3		Expenditures	685010	60	61425	-80.93	SCARBOROUGH LUM SVFD Acct 1169	V1233	00440710
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-80.93			
<b>Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES</b>												
2024	03	9/19/2023	15096		Expenditures	685010	60	61725	-1,855.00	PAGODA TECHNOLO SVFD	V125184	00440709
2024	03	9/20/2023	15083		Expenditures	685010	60	61725	-596.72	PAGODA TECHNOLO SVFD	V125184	00440909
2024	03	9/20/2023	15143		Expenditures	685010	60	61725	-350.00	PAGODA TECHNOLO SVFD	V125184	00440909
2024	03	9/20/2023	15149		Expenditures	685010	60	61725	-367.86	PAGODA TECHNOLO SVFD	V125184	00440909
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-3,169.58			
<b>Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV</b>												
2024	03	9/19/2023	0823SVFD2		Expenditures	685010	60	61845	-398.29	SCARBOROUGH LUM SVFD Acct 1169	V1233	00440710
2024	03	9/19/2023	91610328		Expenditures	685010	60	61845	-389.62	AIR EXCHANGE IN SVFD	V114057	00440704
2024	03	9/20/2023	71099		Expenditures	685010	60	61845	-700.00	COASTAL EVERGRE SVFD	V127241	00440905
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-1,487.91			
<b>Object: 61920 – MEDICAL, DENTAL &amp; LAB SUPPLIES</b>												
2024	03	9/19/2023	85063182		Expenditures	685010	60	61920	-45.76	BOUND TREE MEDI SVFD	V12149	00440705
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-45.76			
<b>Object: 62301 – ACCOUNTING AND AUDITING FEES</b>												
2024	03	9/20/2023	12464		Expenditures	685010	60	62301	-967.50	TOTAL COMPENSAT SVFD ACCOUNTS	V129212	00440911
Total 62301 – ACCOUNTING AND AUDITING FEES									-967.50			
<b>Object: 62381 – PROF &amp; SPECIAL SERV-OTHER</b>												
2024	03	9/19/2023	202381		Expenditures	685010	60	62381	-420.00	CENTRAL COAST C SVFD	V15383	00440706
2024	03	9/20/2023	52864		Expenditures	685010	60	62381	-274.00	CSG CONSULTANTS SVFD	V121100	00440906
2024	03	9/20/2023	53052		Expenditures	685010	60	62381	-1,233.00	CSG CONSULTANTS SVFD	V121100	00440906
2024	03	9/20/2023	8339414		Expenditures	685010	60	62381	-1,773.00	JACKSON LEWIS L SVFD	V128887	00440908
Total 62381 – PROF & SPECIAL SERV-OTHER									-3,700.00			
<b>Object: 62715 – SMALL TOOLS &amp; INSTRUMENTS</b>												
2024	03	9/20/2023	0823SVFD1		Expenditures	685010	60	62715	-642.04	SCARBOROUGH LUM SVFD Acct 1169	V1233	00440910
Total 62715 – SMALL TOOLS & INSTRUMENTS									-642.04			
<b>Object: 62826 – EDUCATION AND/OR TRAINING</b>												
2024	03	9/12/2023	0423SVFD		Expenditures	685010	60	62826	560.00	SMILEY, MATHEW SVFD	V42108	00428466



## Actual Transactions

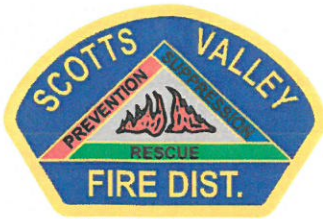
Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object  
Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685020, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 60 – SERVICES AND SUPPLIES												
Object: 62826 – EDUCATION AND/OR TRAINING												
2024	03	9/13/2023	0423SVFD		Expenditures	685010	60	62826	-560.00	SMILEY, MATHEW SVFD	V42108	00440139
Total 62826 – EDUCATION AND/OR TRAINING									0.00			
Object: 62914 – EDUCATION & TRAINING(REPT)												
2024	03	9/19/2023	0823SVFD4		Expenditures	685010	60	62914	-67.54	SCARBOROUGH LUM SVFD Acct 1169	V1233	00440710
Total 62914 – EDUCATION & TRAINING(REPT)									-67.54			
Object: 62920 – GAS, OIL, FUEL												
2024	03	9/20/2023	842570		Expenditures	685010	60	62920	-3,275.78	WESTERN STATES SVFD	V39738	00440912
Total 62920 – GAS, OIL, FUEL									-3,275.78			
Object: 63070 – UTILITIES												
2024	03	9/20/2023	0923SVFD		Expenditures	685010	60	63070	-86.97	PACIFIC GAS AND SVFD	V129169	00440813
2024	03	9/20/2023	0923SVFD1		Expenditures	685010	60	63070	-1,017.91	PACIFIC GAS AND SVFD	V129169	00440813
2024	03	9/20/2023	0923SVFD2		Expenditures	685010	60	63070	-1,029.44	PACIFIC GAS AND SVFD	V129169	00440813
2024	03	9/20/2023	0923SVFD3		Expenditures	685010	60	63070	-65.71	PACIFIC GAS AND SVFD	V129169	00440813
Total 63070 – UTILITIES									-2,200.03			
Total 60 – SERVICES AND SUPPLIES									-16,736.34			
Character: 70 – OTHER CHARGES												
Object: 75231 – CONTRIB TO OTHER AGENCIES-OTH												
2024	03	9/13/2023	JE518244		Expenditures	685010	70	75231	-10,174.95	LAFCO FY23/24 SCOTTS VLY FIRE		
Total 75231 – CONTRIB TO OTHER AGENCIES-OTH									-10,174.95			
Total 70 – OTHER CHARGES									-10,174.95			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-649,664.61			

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, 685020, 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: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV</b>												
2024	03	9/20/2023	12709		Expenditures	685030	60	61845	-210.00	PACIFIC CREST E SVFD	V11635	80059689
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-210.00			
<b>Object: 62381 – PROF &amp; SPECIAL SERV-OTHER</b>												
2024	03	9/19/2023	3001-02-0823		Expenditures	685030	60	62381	-6,198.75	RRM DESIGN GROU SVFD	V126553	80059639
Total 62381 – PROF & SPECIAL SERV-OTHER									-6,198.75			
Total 60 – SERVICES AND SUPPLIES									-6,408.75			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-6,408.75			
									-656,073.36			



**Mark Correira**  
**Fire Chief**

# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: October 4, 2023  
To: Hon. Board of Directors  
From: Mark Correira, Fire Chief  
Subject: Revised Public Pay Schedule

## **Recommendation:**

Approve the Revised July 1, 2021 Pay Schedule.

## **Discussion:**

On September 26, 2023, the California Department of Industrial Relations notified the District that the State Minimum Wage will increase to \$16 per hour on January 1, 2024. The District's July 1, 2021 Public Pay Schedule pay rate for Paid Call Firefighter was below this amount (\$15.50). To accommodate this State mandated change, Staff has revised the July 1, 2021 Pay Schedule to \$16 for the Paid Call Firefighter position.

Additionally, the Hydrant Maintenance position pay scale has not been adjusted in many years. Staff performed a market analysis for this position using Hydrant Maintenance Worker and other similar positions titles including Maintenance Worker 1, Parks Maintenance Worker, and Public Works Maintenance Worker. Salaries were evaluated from nearby agencies including City Santa Cruz, Merced, Sunnyvale, San Mateo, Daly City and Cupertino. Recruitment sites including Glassdoor and Zip Recruiter were also consulted for market research. Wages for these positions ranged from \$15.50 to \$37.85 per hour. Based on this research, Staff is recommending placing this position at 55% of Entry Level Firefighter which equals \$24.04 for this fiscal year, and \$24.76 for the July 1, 2024 fiscal year.

The July 1, 2021 Public Pay Schedule has been revised to reflect these recommendations and can be found attached to this document .

## **Attachments:**

Public Pay Schedule

Board of Directors  
Adam Cosner   Kris Hurst   Joe Parker   Russ Patterson   Daron Pisciotta

Effective 7/1/2021 and revised on 10/11/2023

Time Base Monthly	7/1/2021		7/1/2022		7/1/2023		7/1/2024	
Confidential Employees	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Admin Accounting Specialist	\$4,979.78	\$5,489.81	\$5,328.36	\$5,874.10	\$5,541.50	\$6,109.06	\$5,763.16	\$6,353.43
Admin Services Manager	\$6,314.79	\$6,961.62	\$6,756.82	\$7,448.94	\$7,027.09	\$7,746.89	\$7,308.18	\$8,056.77
Education Incentive	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00
<b>IAFF Local 3577</b>								
Firefighter	\$7,356.96	\$7,724.08	\$7,356.96	\$7,724.08	\$7,577.67	\$7,955.80	\$7,805.00	\$8,194.48
Engineer	\$8,113.04	\$9,637.68	\$8,113.04	\$9,637.68	\$8,356.43	\$9,926.81	\$8,607.12	\$10,224.61
Captain	\$10,600.72	\$11,466.00	\$10,600.72	\$11,466.00	\$10,918.74	\$11,809.98	\$11,246.30	\$12,164.28
Admin Captain	\$11,025.04	\$11,924.64	\$11,649.00	\$12,600.00	\$11,998.00	\$12,978.00	\$12,358.00	\$13,367.00
Deputy Fire Marshal	N/A	N/A	\$11,649.00	\$12,600.00	\$11,998.00	\$12,978.00	\$12,358.00	\$13,367.00
Holiday Pay	\$363.84	\$567.00	\$727.68	\$1,134.00	\$749.52	\$1,168.08	\$771.84	\$1,203.12
Paramedic Incentive	\$231.72	\$772.41	\$231.72	\$772.41	\$238.67	\$795.58	\$245.83	\$819.45
Haz Mat Incentive	\$367.85	\$475.00	\$367.85	\$475.00	\$378.88	\$475.00	\$390.25	\$475.00
Education Incentive	N/A	N/A	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00
<b>Chief Officers</b>								
Battalion Chief	\$13,185.12	\$13,989.04	\$13,185.12	\$13,989.04	\$13,580.67	\$14,408.71	\$13,988.09	\$14,840.97
Holiday Pay	\$652.01	\$691.77	\$1,304.02	\$1,383.53	\$1,343.14	\$1,425.04	\$1,383.44	\$1,467.79
Management Incentive	\$975.00	\$975.00	\$1,029.17	\$1,029.17	\$1,083.33	\$1,083.33	\$1,137.50	\$1,137.50
<b>Fire Chief</b>								
Fire Chief	\$16,604.00	\$17,617.00	\$17,387.00	\$18,447.00	\$17,908.00	\$19,000.00	\$18,446.00	\$19,570.00
Management Incentive	\$975.00	\$975.00	\$1,029.17	\$1,029.17	\$1,083.33	\$1,083.33	\$1,137.50	\$1,137.50
Education Incentive					\$150.00	\$300.00	\$150.00	\$300.00
<b>Time Base Hourly</b>	<b>1/1/2021</b>		<b>1/1/2022</b>		<b>1/1/2023</b>	<b>7/1/2023</b>	<b>1/1/2024</b>	<b>7/1/2024</b>
Paid Call Firefighter (PCF)	\$14.00		\$15.00		\$15.50	\$15.50	\$16.00	\$16.00
Hydrant Maintenance	\$18.00		\$18.00		\$18.00	\$18.00	\$24.04	\$24.76
Temporary Firefighter	\$30.32		\$30.32		\$30.32	\$31.23	\$31.23	\$32.16

Board of Directors

Robert Campbell Edward Harmon Joe Parker Russ Patterson Daron Pisciotta



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: October 11, 2023  
To: Hon. Board of Directors  
From: Mark Correira, Fire Chief  
Subject: Administrative Report – October 2023

## Administration

- Open enrollment is underway.
- Annual NFPA 1582 Medical Evaluations has begun. The District is contracting with BaySport who provides this service in a District fire station, and across all three shifts.
- The Financial Audit was completed with no findings or notable concerns
- A new phone system has been installed in the Fire Stations. BC Stubendorff researched and lead this effort to completion. The old phones will be surplussed

## Operations

- Held two post incident analysis presentation on two significant incidents (double fatal MVC on Mount Herman, and structure fire on Glenwood)
- Engineer Laine updated the radio load in all apparatus. The BC vehicles got updated Kenwood radio heads (recycled from stock) that can hold the new radio loads.
- Portable CO detectors have been added to each of the lead engines EMS bags. These detectors are constantly monitoring and can alert the crew if they are entering an area with elevated CO. This was the case last month where Santa Cruz City FD went to a hotel room for a medical that ended up being a CO poisoning.
- The extractor at station 2 has been repaired and is operational.
- Strike Team XCZ2325C returned from the Deep fire in Norther California. Strike Team Leader LoFranco along with E2537 (Petteys, Pedemonte, Smiley, Kailani), Central Fire, Santa Cruz City Fire, and Zayante Fire were on a Federal assignment for nearly 2 weeks.
- The Department hosted two post incident analysis (PIA) events for the double fatal car accident and Mt Hermon Road and the structure fire on Glenwood. PIAs are designed to critically review an incident using factual and objective information from the incident, as well as look for ways to improve in these types of responses. These PIAs will be reviewed at the next Captains Meeting and the group will discuss suggested operational changes made by the Staff on these incidents

## Training

- Engineer Avila has completed his engine boss task book and is now qualified as an Acting Captain/ Engine Boss for out of county assignments.
- All District Paramedics participated in a 2 hours intubation training using the new video laryngoscopes.
- Paid Call Firefighter (PCF) hirings have been occurring. Interviews and initial background checks have been completed. With the pending Branciforte annexation occurring soon, staff worked with Interim Chief Lackey and his staff to merge the process and allow Scotts Valley Fire Staff to take the lead on the hirings.

Board of Directors

Joe Parker Russ Patterson Daron Pisciotta Kris Hurst Adam Cosner

- All staff are completing mandatory sexual harassment training.
- Emergency Response Staff is completing heat injury and illness training.
- Block training this month is (ladder) Truck Training. Emergency Response Staff are working with other Fire Department's in the region to complete this training. Block training is used to work with mutual and automatic aid partners and assure the training is consistent across the County.

### **Fire Prevention / Community Risk Reduction**

Deputy Fire Marshall (DFM) Collins completed the following inspections and building plan reviews:

- 23 annual inspections
- 10 construction inspections
- 4 weed abatement complaint follow-up inspection
- 2 overhead sprinkler plan reviews
- 1 single family remodel plan review

DFM Collins and an engine company observed a fire drill at the Santa Cruz County Juvenile Detention Center.

Megan Bridges inspected two car seats, and attended the County Regional Car Seat Meeting

### **EMS**

- The County implemented an update to the Patient Care Reporting system (PCR). The new system has many bugs that are being worked out. County EMS will be working towards doing a better job at vetting and testing before rolling out PCR changes. This includes having a user's group of ALS/BLS providers from different agencies.
- The video laryngoscopes have been placed in service on the lead engine EMS bags.

### **Chief Report**

- Attended LAFCO Ad Hoc Committee Meeting to work on final details of Branciforte reorganization
- Met with staff to implement work plans for the last quarter of 2023. These work plans will track and implement high-priority initiatives beyond the day-to-day work.
- Presented at State of the City event.
- Met with Rotary, Kiwanis, Exchange Club, and Santa Cruz County Democrats to discuss and present Measure W information.
- Was appointed by the County Fire Chiefs to represent them on the Countywide Public Safety Radio Replacement Steering Committee.
- On duty staff attended a breakfast that was hosted by the Brookdale Staff. They wanted to show their appreciation for the emergency response workers. The breakfast was hosted in a private room, and firefighters chose their breakfasts from a menu. Brookdale Staff did a great job and we were all very grateful for their generosity.
- Staff continues to work with the Water District and RRM Architects on the La Madrona Fire Station. The goal with these meetings is to have everything ready for submittal if Measure W passes.

*Others Items:*

- None

Board of Directors  
Joe Parker   Russ Patterson   Daron Pisciotta   Kris Hurst   Adam Cosner



# Scotts Valley Fire Protection District

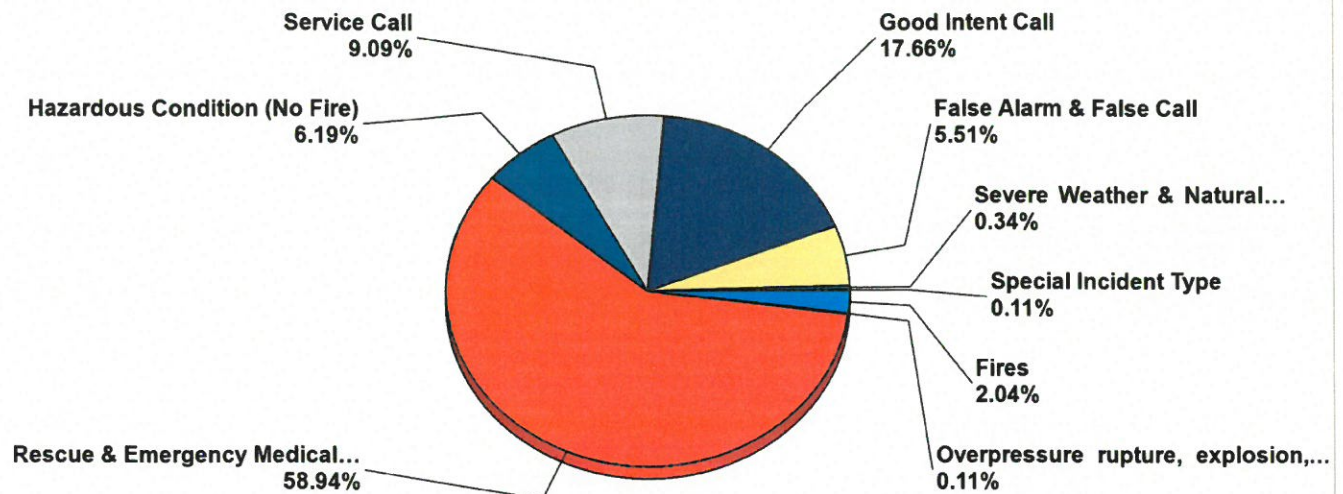
Scotts Valley, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	36	2.04%
Overpressure rupture, explosion, overheating - no fire	2	0.11%
Rescue & Emergency Medical Service	1038	58.94%
Hazardous Condition (No Fire)	109	6.19%
Service Call	160	9.09%
Good Intent Call	311	17.66%
False Alarm & False Call	97	5.51%
Severe Weather & Natural Disaster	6	0.34%
Special Incident Type	2	0.11%
TOTAL	1761	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
100 - Fire, other	3	0.17%
111 - Building fire	5	0.28%
112 - Fires in structure other than in a building	2	0.11%
113 - Cooking fire, confined to container	2	0.11%
114 - Chimney or flue fire, confined to chimney or flue	2	0.11%
118 - Trash or rubbish fire, contained	2	0.11%
131 - Passenger vehicle fire	7	0.4%
132 - Road freight or transport vehicle fire	3	0.17%
141 - Forest, woods or wildland fire	5	0.28%
142 - Brush or brush-and-grass mixture fire	1	0.06%
143 - Grass fire	1	0.06%
150 - Outside rubbish fire, other	2	0.11%
151 - Outside rubbish, trash or waste fire	1	0.06%
200 - Overpressure rupture, explosion, overheat other	1	0.06%
251 - Excessive heat, scorch burns with no ignition	1	0.06%
311 - Medical assist, assist EMS crew	1	0.06%
320 - Emergency medical service, other	25	1.42%
321 - EMS call, excluding vehicle accident with injury	912	51.79%
322 - Motor vehicle accident with injuries	43	2.44%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.06%
324 - Motor vehicle accident with no injuries.	48	2.73%
350 - Extrication, rescue, other	1	0.06%
351 - Extrication of victim(s) from building/structure	1	0.06%
352 - Extrication of victim(s) from vehicle	3	0.17%
353 - Removal of victim(s) from stalled elevator	1	0.06%
356 - High-angle rescue	2	0.11%
400 - Hazardous condition, other	6	0.34%
410 - Combustible/flammable gas/liquid condition, other	2	0.11%
411 - Gasoline or other flammable liquid spill	2	0.11%
412 - Gas leak (natural gas or LPG)	20	1.14%
413 - Oil or other combustible liquid spill	2	0.11%
420 - Toxic condition, other	2	0.11%
424 - Carbon monoxide incident	1	0.06%
440 - Electrical wiring/equipment problem, other	8	0.45%
442 - Overheated motor	1	0.06%
444 - Power line down	63	3.58%
445 - Arcing, shorted electrical equipment	2	0.11%
500 - Service Call, other	3	0.17%
511 - Lock-out	1	0.06%
522 - Water or steam leak	1	0.06%
531 - Smoke or odor removal	1	0.06%
542 - Animal rescue	2	0.11%
550 - Public service assistance, other	14	0.8%
551 - Assist police or other governmental agency	2	0.11%
553 - Public service	59	3.35%
554 - Assist invalid	75	4.26%
561 - Unauthorized burning	2	0.11%
600 - Good intent call, other	7	0.4%
611 - Dispatched & cancelled en route	235	13.34%
622 - No incident found on arrival at dispatch address	26	1.48%
631 - Authorized controlled burning	5	0.28%
650 - Steam, other gas mistaken for smoke, other	2	0.11%
651 - Smoke scare, odor of smoke	30	1.7%
652 - Steam, vapor, fog or dust thought to be smoke	4	0.23%
653 - Smoke from barbecue, tar kettle	1	0.06%

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
661 - EMS call, party transported by non-fire agency	1	0.06%
700 - False alarm or false call, other	20	1.14%
714 - Central station, malicious false alarm	1	0.06%
730 - System malfunction, other	2	0.11%
733 - Smoke detector activation due to malfunction	17	0.97%
734 - Heat detector activation due to malfunction	2	0.11%
735 - Alarm system sounded due to malfunction	7	0.4%
736 - CO detector activation due to malfunction	5	0.28%
740 - Unintentional transmission of alarm, other	4	0.23%
741 - Sprinkler activation, no fire - unintentional	3	0.17%
743 - Smoke detector activation, no fire - unintentional	9	0.51%
744 - Detector activation, no fire - unintentional	6	0.34%
745 - Alarm system activation, no fire - unintentional	18	1.02%
746 - Carbon monoxide detector activation, no CO	3	0.17%
800 - Severe weather or natural disaster, other	4	0.23%
812 - Flood assessment	1	0.06%
813 - Wind storm, tornado/hurricane assessment	1	0.06%
900 - Special type of incident, other	1	0.06%
911 - Citizen complaint	1	0.06%
<b>TOTAL INCIDENTS:</b>	<b>1761</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

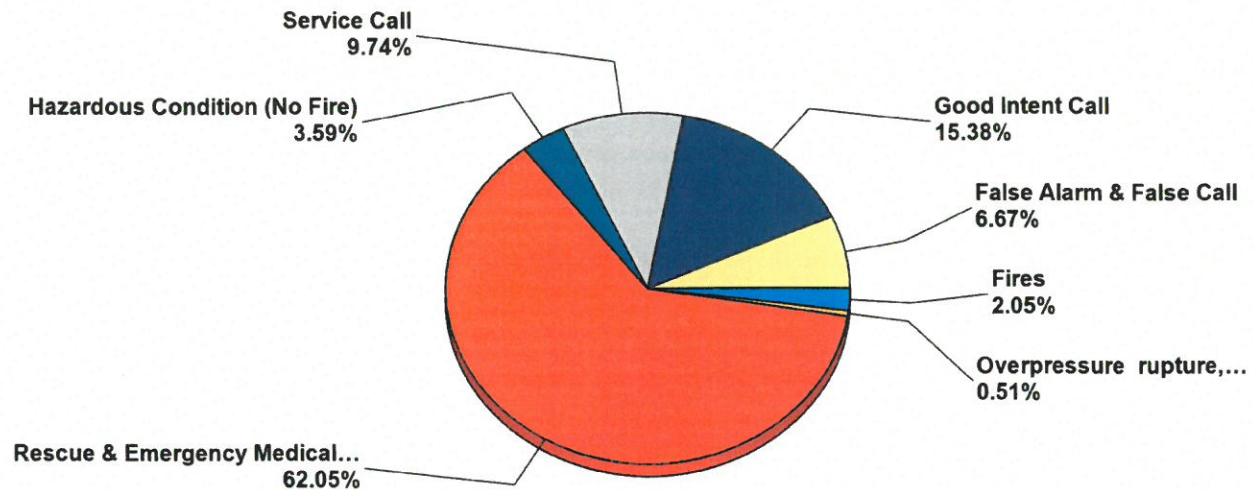
Scotts Valley, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	2.05%
Overpressure rupture, explosion, overheating - no fire	1	0.51%
Rescue & Emergency Medical Service	121	62.05%
Hazardous Condition (No Fire)	7	3.59%
Service Call	19	9.74%
Good Intent Call	30	15.38%
False Alarm & False Call	13	6.67%
TOTAL	195	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	0.51%
131 - Passenger vehicle fire	2	1.03%
150 - Outside rubbish fire, other	1	0.51%
251 - Excessive heat, scorch burns with no ignition	1	0.51%
320 - Emergency medical service, other	6	3.08%
321 - EMS call, excluding vehicle accident with injury	109	55.9%
322 - Motor vehicle accident with injuries	3	1.54%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.51%
324 - Motor vehicle accident with no injuries.	2	1.03%
412 - Gas leak (natural gas or LPG)	2	1.03%
413 - Oil or other combustible liquid spill	1	0.51%
440 - Electrical wiring/equipment problem, other	2	1.03%
444 - Power line down	1	0.51%
445 - Arcing, shorted electrical equipment	1	0.51%
550 - Public service assistance, other	2	1.03%
553 - Public service	5	2.56%
554 - Assist invalid	12	6.15%
611 - Dispatched & cancelled en route	21	10.77%
622 - No incident found on arrival at dispatch address	4	2.05%
651 - Smoke scare, odor of smoke	4	2.05%
653 - Smoke from barbecue, tar kettle	1	0.51%
700 - False alarm or false call, other	3	1.54%
714 - Central station, malicious false alarm	1	0.51%
733 - Smoke detector activation due to malfunction	6	3.08%
736 - CO detector activation due to malfunction	1	0.51%
743 - Smoke detector activation, no fire - unintentional	1	0.51%
746 - Carbon monoxide detector activation, no CO	1	0.51%
<b>TOTAL INCIDENTS:</b>	<b>195</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

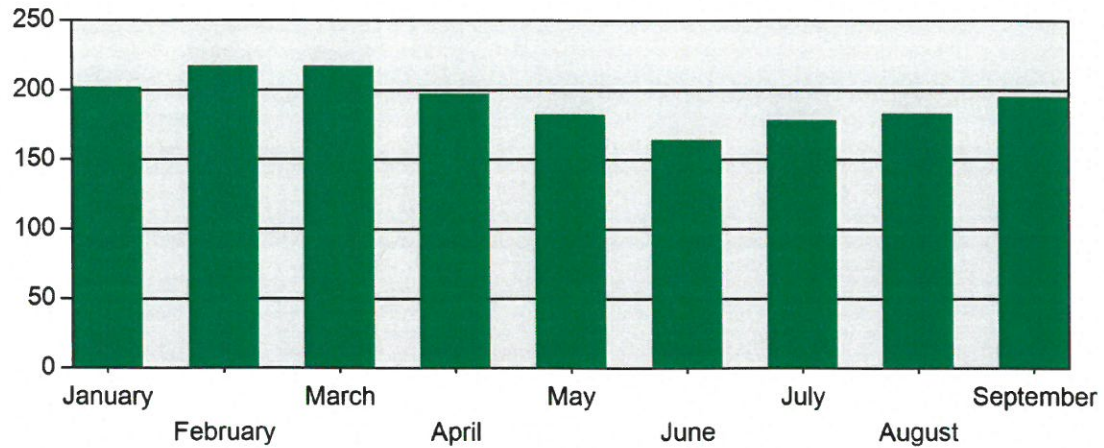
Scotts Valley, CA

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## Incidents by Month for Month Range

Start Month: January | End Month: September | Year: 2023



MONTH	INCIDENTS
January	202
February	217
March	217
April	197
May	182
June	164
July	178
August	183
September	195

Only REVIEWED incidents included



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