



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Board of Directors

Agenda

Wednesday, December 13, 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.

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 November 8, 2023

4.2 Minutes: Approve Special Board Meeting Minutes of November 29, 2023

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

Payroll and Benefits:	\$722,662.00
General Fund:	\$ 68,765.48
Capital Outlay:	\$ 20,770.83
SCHMIT:	<u>\$ 4,676.59</u>
TOTAL:	\$816,874.90

4.4 Adopt Regular Board Meeting Dates for 2024

4.5 Approve Policy 2108 Branciforte Service Zone Advisory Commission

**Scotts Valley Fire Protection District
Board of Directors Meeting for December 13, 2023
Agenda**

5. Discussion Items

5.1 Branciforte Annexation Update

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 Scotts Valley High School Haunted House Thank You Letter

9. Request for Future Agenda Items

10. Election of Board Officers for Calendar Year 2024, Discussion/Action

10.1 President

10.2 Vice-President

11. Adjournment

Next Regularly Scheduled Board Meeting: Wednesday, January 10, 2024 at 6:00 p.m.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF November 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, November 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 (<i>via teleconference</i>)
B. Directors Absent:	None
C. Fire District Staff:	Chief Correia, Battalion Chiefs McNeil, LoFranco and Stubendorff and Administrative Accounting Specialist Jackson

2. Public Comment (GC §54954.3)

No Public Comment.

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

No Agenda Amendments.

4. Consent Calendar

4.1 Minutes: Approve Regular Board Meeting Minutes of October 11, 2023

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

<u>Payroll and Benefits:</u>	\$502,393.31
<u>General Fund:</u>	\$ 51,187.91
<u>Capital Outlay:</u>	\$ 31,614.25
<u>SCHMIT:</u>	\$ 76.02
<u>TOTAL:</u>	\$585,271.49

4.3 Accept and File the SVFPD Financial Audit for Fiscal Year Ending June 30, 2023

4.4 Approve Side Letter of Agreement with I.A.F.F. Local 3577 – Conditions, Benefits and Salary for Branciforte Fire Protection District Transfer Employees

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

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

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting November 8, 2023

5. Discussion Items

5.1 Branciforte (BFPD) Annexation Update

Chief Correia stated the SVFPD continues to execute the transition agreement. CalPERS has completed the merged actuarial report for the two agencies needed for the LAFCO annexation to be finalized. Chief Correia attended the last BFPD Board Meeting where there were discussions concerning the Barns Family Trust donation. The Ad-hoc committee had their final meeting on November 8th. The final date of execution will be December 8th at 4:00 p.m. Chief Correia and President Pisciotta added that they intend to host an open house at the BFPD Station so that members of the BFPD community can meet their first responders and ask any questions they might have.

6. Action Items – Discussion/Action

6.1 Approve Revised Policy 1500: Hiring Practices

Chief Correia explained the memo in the packet provides more information on this Policy and its changes. This policy has been updated to remove conflicting hiring requirements and based on the recommendations of legal counsel. In addition, the policy moves hiring requirements from the Job Description Policies and places them in this Policy.

On motion of Director Cosner seconded by Director Hurst to *Approve Revised Policy 1500: Hiring Practices* was approved by the following vote:

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

6.2 Certify Firefighter/Paramedic Eligibility List

BC LoFranco reviewed the process used for establishing the hiring list.

On motion of Director Hurst seconded by Director Parker to *Certify Firefighter/Paramedic Eligibility List* was approved by the following vote:

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

6.3 Go Fund Me Donation from Tyrone and Shinobu McConney for \$3,100

Chief Correia stated the Finance and Planning Committee discussed how to utilize the donated funds with an idea being to donate the money to the Fire Wise Council to aid in their efforts within our SVFPD. Discussion ensued regarding various donation ideas. The Board decided to agendaize this action item for a future Board Meeting.

6.4 Appoint Fire Chief Mark Correia as Negotiator for a Real Estate Transaction Located at 6000 La Madrona Drive, and Authorize Him to Negotiate with the Scotts Valley Water District Negotiator(s)

On motion of Director Cosner seconded by Director Parker to *Appoint Fire Chief Mark Correia as Negotiator for a Real Estate Transaction Located at 6000 La Madrona and Authorize Him to Negotiate with the Scotts Valley Water District* was approved by the following vote:

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

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting November 8, 2023

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

The Organization and Personnel Committee met regarding the hiring process and updates to the policy. The Finance and Planning Committee met and went over the budget and finances to prepare for next years budget.

There was another intertie meeting with Scotts Valley Water District, Director Patterson stated that they hope to move things along.

7.2 Administrative Report – Chief Officers

Chief Correia stated that the Administrative Report was included in the board packet and reported the following:

- Measure W is currently behind in votes; however, there will be another count on November 9th with a hand count with official numbers to be reported later this month when it is certified.

BC Stubendorff reported in October they ran 182 calls for service including two structure fires, it was a steady yet busy month.

BC McNeil reported that drilling for soil engineering on the La Madrona lot has been put on hold pending the outcome of Measure W due to the cost associated with the testing.

BC LoFranco thanked CalFIRE for inviting our crews to take part in a two-day prescribed burn at Pomponio Ranch last month.

8. Correspondence

8.1 Letter Dated 10/18/2023 from Becky Steinbruner

The Board received and filed the correspondence.

9. Request for Future Agenda Items

9.1 Go Fund Me Donation from Tyrone and Shinobu McConney for \$3,100

10 Closed Session: Government Code §54956.8

10.1 Real Property Negotiations for Price and Terms of Payment

Real Property Transaction: 6000 La Madrona Drive

Negotiators: Fire Chief Mark Correia and Scotts Valley Water District

At 6:26 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: Government Code §54957.1

11.1 Report on Closed Session

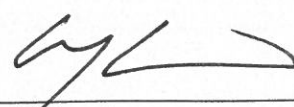
At 6:53 p.m., the Board reconvened to Open Session. President Pisciotta reported that the Board gave direction to the negotiator Fire Chief Mark Correia with no action was taken.

12. Adjournment

The meeting was adjourned at 6:53 p.m.

ATTEST

Daron Pisciotta
Board President



Mark Correia
Board Secretary



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MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING OF November 29, 2023

1. Call to Order

A Special Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, November 29, 2023 at 7 Erba Lane, Scotts Valley, CA. President Pisciotta called the meeting to order at 9:00 a.m.

1.1 Roll Call

Directors Present:

Directors Cosner, Hurst, Parker, Patterson and Pisciotta

Staff:

Fire Chief Correia

Ballot Measure W discussion was moved to Item 3.1 before the closed session and the agenda numbering was adjusted accordingly.

2. Public Comment (GC §54954.3)

None

3. Discussion Items

3.1 Ballot Measure W

Chief Correia discussed certification result of 66.42% voting yes and how Measure W failed by 12 votes. Chief Correia provided recommendations for the next steps including hiring a Polling firm to survey the community to learn more about their support and why it may have failed. Chief Correia noted that he has worked with EMC Research in the past, and this is the same firm Central Fire is using for their community polling. Chief Correia recommended putting together a larger Community Support Group that would help review the project, make recommendations, and assist in getting the word out. The election cycle for next year will be a primary and general election. There may not be enough time to ramp up for the Primary voting day, and there will likely be multiple initiatives on the General Election ballot. In addition, Assembly Constitutional Amendment (ACA) 1 will be on the General Election in 2024. If approved, ACA 1 would lower the voting threshold for Bond Measures from 66.67% to 55% so waiting until 2025 may make some sense. Lastly, Chief Correia discussed meeting with Bond Counsel to determine what other options exist for the SVFPD to finance a large project like the Fire Station including options that may include exemptions for certain members of the community.

Director Cosner recommended not planning on another ballot measure until ACA 1 is voted on. Director Cosner noted that the Community has overwhelmingly supported the fire station measure multiple times, but we continue to fall short of the 66.67%. In addition, Measure W was a bit rushed and having more time to learn about the cost and options would allow for everything to be planned out.

President Pisciotta agreed not going in 2024 makes sense, and wanted to work more closely with the Scotts Valley School District in the future.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Special Board Meeting November 29, 2023

Director Paterson shared his concern for only 34% voter turnout; getting more people to vote could help get this approved.

Director Hurst asked about what exemptions would be available. Director Patterson explained senior exemptions and low-income thresholds have exemptions in parcel taxes. Director Hurst asked if there were any State or Federal Grants that may be available to fund a project, which may help lower the cost to the community. Director Patterson shared his knowledge on impact mitigation grants and noted he would check with Cal OES for other opportunities.

Chief Correia explained the potential option for a USDA Grant, but the criteria was very narrow and may not apply to Scotts Valley. There may be options to pursue Developmental Impact Fees. The Board requested more information be brought back on this topic at a later meeting.

Public Comment before going into Closed Session:

Don Dietrich – 904 Lockwood Lane, Scotts Valley: Stated people voting no will always show up and those on the fence will not vote. The community is disengaged with voting and above 30% is actually good in the current days. The community needs to know why, how, and that corners have been cut to come up with what is needed for a fire station. Don Dietrich shared his experience with the County Parks Director (Jeff Gaffney) reaching out to different parts of the county to get their feedback on Parks. Don Dietrich recommended reaching out to Mr. Gaffney to learn more about the process he used. Don Dietrich also commented that there was a lack of knowledge on the building and would steel be less expensive than brick and mortar. Exemptions may be a good option too as people feel like they are taxed to death. Don Dietrich added that he delivers food weekly and there are a lot of people struggling in the area. Don Dietrich noted that \$22 million is a big price tag for a building that may be obsolete in 30 years once its paid for and once these measures are passed, the amount never goes away. Don Dietrich closed saying he was conflicted as he doesn't want the firefighters working in an unsafe building but getting a community stakeholder group, and getting more information to the public may help in the future.

4. Closed Session: Government Code §54956.8

- 4.1 Real Property Negotiations for Price and Terms of Payment
Real Property Transaction: 6000 La Madrona Drive
Negotiators: Fire Chief Mark Correia and Scotts Valley Water District

At 9:35 a.m., President Pisciotta announced that the Board would be going in to Closed Session for the purpose listed above.

5. Open Session: Government Code §54957.1

- 5.1 Report on Closed Session

At 9:55 a.m., President Pisciotta reported that the Board provided negotiating parameters to Negotiator Fire Chief Mark Correia to negotiate with the Scotts Valley Water District for real property located at 6000 La Madrona Drive. No action was taken.

6. Adjournment

The meeting was adjourned at 9:56 a.m.

ATTEST

Daron Pisciotta
Board President

Mark Correia
Board Secretary

SVFPD Expenditure Transactions

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

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

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: 50 – SALARIES AND EMPLOYEE BENEF												
Object: 51000 – REGULAR PAY-PERMANENT												
2024	05	11/01/2023	PAYPERIOD 22		Expenditures	685010	50	51000	-139,685.42	PAYPERIOD 22PAYDATE 11032023		
2024	05	11/15/2023	PAYPERIOD 23		Expenditures	685010	50	51000	-139,164.50	PAYPERIOD 23PAYDATE 11172023		
2024	05	11/29/2023	PAYPERIOD 24		Expenditures	685010	50	51000	-142,587.19	PAYPERIOD 24PAYDATE 12012023		
Total 51000 – REGULAR PAY-PERMANENT									-421,437.11			
Object: 51005 – OVERTIME PAY-PERMANENT												
2024	05	11/01/2023	PAYPERIOD 22		Expenditures	685010	50	51005	-38,212.95	PAYPERIOD 22PAYDATE 11032023		
2024	05	11/15/2023	PAYPERIOD 23		Expenditures	685010	50	51005	-24,074.08	PAYPERIOD 23PAYDATE 11172023		
2024	05	11/29/2023	PAYPERIOD 24		Expenditures	685010	50	51005	-7,219.43	PAYPERIOD 24PAYDATE 12012023		
Total 51005 – OVERTIME PAY-PERMANENT									-69,506.46			
Object: 51010 – REGULAR PAY-EXTRA HELP												
2024	05	11/01/2023	PAYPERIOD 22		Expenditures	685010	50	51010	-2,693.60	PAYPERIOD 22PAYDATE 11032023		
2024	05	11/29/2023	PAYPERIOD 24		Expenditures	685010	50	51010	-2,284.14	PAYPERIOD 24PAYDATE 12012023		
Total 51010 – REGULAR PAY-EXTRA HELP									-4,977.74			
Object: 51035 – HOLIDAY PAY												
2024	05	11/01/2023	PAYPERIOD 22		Expenditures	685010	50	51035	-10,951.38	PAYPERIOD 22PAYDATE 11032023		
2024	05	11/15/2023	PAYPERIOD 23		Expenditures	685010	50	51035	-10,906.06	PAYPERIOD 23PAYDATE 11172023		
2024	05	11/29/2023	PAYPERIOD 24		Expenditures	685010	50	51035	-11,229.02	PAYPERIOD 24PAYDATE 12012023		
Total 51035 – HOLIDAY PAY									-33,086.46			
Object: 51040 – DIFFERENTIAL PAY												
2024	05	11/01/2023	PAYPERIOD 22		Expenditures	685010	50	51040	-7,617.99	PAYPERIOD 22PAYDATE 11032023		
2024	05	11/15/2023	PAYPERIOD 23		Expenditures	685010	50	51040	-7,559.34	PAYPERIOD 23PAYDATE 11172023		
2024	05	11/29/2023	PAYPERIOD 24		Expenditures	685010	50	51040	-7,911.19	PAYPERIOD 24PAYDATE 12012023		
Total 51040 – DIFFERENTIAL PAY									-23,088.52			
Object: 52010 – OASDI-SOCIAL SECURITY												
2024	05	11/01/2023	PAYPERIOD 22		Expenditures	685010	50	52010	-3,037.09	PAYPERIOD 22PAYDATE 11032023		
2024	05	11/15/2023	PAYPERIOD 23		Expenditures	685010	50	52010	-2,665.52	PAYPERIOD 23PAYDATE 11172023		
2024	05	11/29/2023	PAYPERIOD 24		Expenditures	685010	50	52010	-2,644.24	PAYPERIOD 24PAYDATE 12012023		
Total 52010 – OASDI-SOCIAL SECURITY									-8,346.85			
Object: 52015 – PERS												
2024	05	11/01/2023	PAYPERIOD 22		Expenditures	685010	50	52015	-29,150.31	PAYPERIOD 22PAYDATE 11032023		
2024	05	11/15/2023	PAYPERIOD 23		Expenditures	685010	50	52015	-29,127.90	PAYPERIOD 23PAYDATE 11172023		
2024	05	11/29/2023	PAYPERIOD 24		Expenditures	685010	50	52015	-29,969.70	PAYPERIOD 24PAYDATE 12012023		
Total 52015 – PERS									-88,247.91			
Object: 53010 – EMPLOYEE INSURANCE & BENEFITS												
2024	05	11/01/2023	PAYPERIOD 22		Expenditures	685010	50	53010	-1,000.00	PAYPERIOD 22PAYDATE 11032023		
2024	05	11/01/2023	PAYPERIOD 22		Expenditures	685010	50	53010	1,063.19	PAYPERIOD 22PAYDATE 11032023		
2024	05	11/02/2023	DU101006	DU101006	Expenditures	685010	50	53010	91.85	H.Bustichi Dental Oct23CK#3220	C99999	
2024	05	11/09/2023	NOV23HLTH		Expenditures	685010	50	53010	-61,901.20	SV FIRE NOV 2023	V116512	15593
2024	05	11/15/2023	PAYPERIOD 23		Expenditures	685010	50	53010	1,063.19	PAYPERIOD 23PAYDATE 11172023		
2024	05	11/15/2023	PAYPERIOD 23		Expenditures	685010	50	53010	-1,000.00	PAYPERIOD 23PAYDATE 11172023		
2024	05	11/16/2023	1223SVFD		Expenditures	685010	50	53010	-4,700.66	HEALTH CARE EMP SVFD Group 367	V108670	00445062
2024	05	11/16/2023	DU101369	DU101369	Expenditures	685010	50	53010	48.56	S.Downey Nov23 Dental CK#2376	C99999	
2024	05	11/16/2023	DU101369	DU101369	Expenditures	685010	50	53010	137.94	S.Kovacs Dental Ins.	C99999	
2024	05	11/16/2023	DU101369	DU101369	Expenditures	685010	50	53010	48.56	M.Pasquini Nov23 DentalCK#1047	C99999	
2024	05	11/16/2023	DU101369	DU101369	Expenditures	685010	50	53010	48.56	M.Marsano Nov23 DentalCK#243	C99999	
2024	05	11/18/2023	1223SVFD		Expenditures	685010	50	53010	-1,313.20	FIRE RISK MANAG SVFD	V45930	00445281
2024	05	11/29/2023	PAYPERIOD 24		Expenditures	685010	50	53010	1,063.19	PAYPERIOD 24PAYDATE 12012023		
2024	05	11/29/2023	PAYPERIOD 24		Expenditures	685010	50	53010	-1,000.00	PAYPERIOD 24PAYDATE 12012023		
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-67,350.02			
Object: 53015 – UNEMPLOYMENT INSURANCE												
2024	05	11/01/2023	PAYPERIOD 22		Expenditures	685010	50	53015	-36.84	PAYPERIOD 22PAYDATE 11032023		

SVFPD Expenditure Transactions

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

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

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: 50 – SALARIES AND EMPLOYEE BENEF												
Object: 53015 – UNEMPLOYMENT INSURANCE												
2024	05	11/29/2023	PAYPERIOD 24		Expenditures	685010	50	53015	-21.59	PAYPERIOD 24PAYDATE 12012023		
Total 53015 – UNEMPLOYMENT INSURANCE									-58.43			
Object: 55021 – OTHER BENEFITS MISC												
2024	05	11/01/2023	PAYPERIOD 22		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 22PAYDATE 11032023		
2024	05	11/15/2023	PAYPERIOD 23		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 23PAYDATE 11172023		
2024	05	11/29/2023	PAYPERIOD 24		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 24PAYDATE 12012023		
Total 55021 – OTHER BENEFITS MISC									-6,562.50			
Total 50 – SALARIES AND EMPLOYEE BENEF									-722,662.00			
Character: 60 – SERVICES AND SUPPLIES												
Object: 61125 – UNIFORM REPLACEMENT												
2024	05	11/03/2023	0177104		Expenditures	685010	60	61125	-2,174.59	ENTENMANN- ROVI SVFD	V125946	00444304
Total 61125 – UNIFORM REPLACEMENT									-2,174.59			
Object: 61215 – RADIO												
2024	05	11/09/2023	142		Expenditures	685010	60	61215	-1,400.00	WISE, CHARLES E SVFD	V42413	00444692
Total 61215 – RADIO									-1,400.00			
Object: 61221 – TELEPHONE-NON TELECOM 1099												
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	61221	-588.83	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
Total 61221 – TELEPHONE-NON TELECOM 1099									-588.83			
Object: 61310 – FOOD												
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	61310	-25.98	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
Total 61310 – FOOD									-25.98			
Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES												
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	61425	-307.41	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-307.41			
Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV												
2024	05	11/03/2023	049880		Expenditures	685010	60	61720	-497.99	GOLDEN STATE EM SVFD PIE-0143	V129826	00444305
2024	05	11/03/2023	050299		Expenditures	685010	60	61720	-423.37	GOLDEN STATE EM SVFD PIE-0143	V129826	00444305
2024	05	11/03/2023	1123SVFD3		Expenditures	685010	60	61720	-23.82	SCARBOROUGH LUM SVFD Acct 1169	V1233	00444311
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	61720	-1,768.57	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
2024	05	11/16/2023	9844		Expenditures	685010	60	61720	-1,162.83	CENTRAL FIRE PR SVFD	V116886	00445061
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-3,876.58			
Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES												
2024	05	11/16/2023	15240		Expenditures	685010	60	61725	-1,855.00	PAGODA TECHNOLO SVFD	V125184	00445063
2024	05	11/21/2023	454739		Expenditures	685010	60	61725	-260.00	MONTEREY BAY SY SVFD	V125978	00445600
2024	05	11/21/2023	455362		Expenditures	685010	60	61725	-209.90	MONTEREY BAY SY SVFD	V125978	00445600
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-2,324.90			
Object: 61730 – MAINT-OTH EQUIP-SERVICES												
2024	05	11/16/2023	0000314312		Expenditures	685010	60	61730	-1,332.11	BAUER COMPRESSO SVFD	V103096	00445060
2024	05	11/16/2023	91610846		Expenditures	685010	60	61730	-68.91	AIR EXCHANGE IN SVFD	V114057	00445058
2024	05	11/16/2023	DU101369	DU101369	Expenditures	685010	60	61730	1,331.00	LP Monitor Repair Reimb.	C99999	
2024	05	11/27/2023	JW240060		Expenditures	685010	60	61730	-258.69	CHIPPER INVOICE SPLIT		
Total 61730 – MAINT-OTH EQUIP-SERVICES									-328.71			
Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2024	05	11/03/2023	017538		Expenditures	685010	60	61845	-639.87	STATE ELECTRIC SVFD	V41709	00444312
2024	05	11/03/2023	1123SVFD2		Expenditures	685010	60	61845	-122.42	SCARBOROUGH LUM SVFD Acct 1169	V1233	00444311
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	61845	-830.67	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
2024	05	11/21/2023	71472		Expenditures	685010	60	61845	-630.00	COASTAL EVERGRE SVFD	V127241	00445597
2024	05	11/21/2023	71600		Expenditures	685010	60	61845	-180.00	COASTAL EVERGRE SVFD	V127241	00445597
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-2,402.96			
Object: 61920 – MEDICAL, DENTAL & LAB SUPPLIES												
2024	05	11/03/2023	85019117		Expenditures	685010	60	61920	-1,024.42	BOUND TREE MEDI SVFD	V12149	00444302

SVFPD Expenditure Transactions

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

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

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: 61920 – MEDICAL, DENTAL & LAB SUPPLIES												
2024	05	11/03/2023	85125838		Expenditures	685010	60	61920	-162.99	BOUND TREE MEDI SVFD	V12149	00444302
2024	05	11/03/2023	85130806		Expenditures	685010	60	61920	-639.73	BOUND TREE MEDI SVFD	V12149	00444302
2024	05	11/16/2023	355594		Expenditures	685010	60	61920	-104.00	ANALGESIC SERVI SVFD	V125202	00445059
2024	05	11/16/2023	356242		Expenditures	685010	60	61920	-104.00	ANALGESIC SERVI SVFD	V125202	00445059
2024	05	11/18/2023	85124272		Expenditures	685010	60	61920	-172.66	BOUND TREE MEDI SVFD	V12149	00445280
2024	05	11/18/2023	85130805		Expenditures	685010	60	61920	-65.28	BOUND TREE MEDI SVFD	V12149	00445280
2024	05	11/18/2023	85132682		Expenditures	685010	60	61920	-6.74	BOUND TREE MEDI SVFD	V12149	00445280
2024	05	11/21/2023	85158871		Expenditures	685010	60	61920	-85.48	BOUND TREE MEDI SVFD	V12149	00445596
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-2,365.30			
Object: 62219 – PC SOFTWARE PURCHASES												
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	62219	-103.49	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
Total 62219 – PC SOFTWARE PURCHASES									-103.49			
Object: 62223 – SUPPLIES												
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	62223	-4,100.43	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
Total 62223 – SUPPLIES									-4,100.43			
Object: 62301 – ACCOUNTING AND AUDITING FEES												
2024	05	11/18/2023	1391		Expenditures	685010	60	62301	-4,800.00	PEHLING & PEHLI SVFD	V128403	00445282
Total 62301 – ACCOUNTING AND AUDITING FEES									-4,800.00			
Object: 62367 – MEDICAL SERVICES-OTHER												
2024	05	11/03/2023	EM003714		Expenditures	685010	60	62367	-128.00	AGILE OCCUPATIO SVFD	V44838	00444300
2024	05	11/03/2023	EM004949		Expenditures	685010	60	62367	-64.00	AGILE OCCUPATIO SVFD	V44838	00444300
2024	05	11/03/2023	EM006966		Expenditures	685010	60	62367	-125.00	AGILE OCCUPATIO SVFD	V44838	00444301
2024	05	11/18/2023	231028		Expenditures	685010	60	62367	-7,155.00	BAYSPORT INC SVFD	V44180	00445279
2024	05	11/18/2023	231029		Expenditures	685010	60	62367	-6,560.00	BAYSPORT INC SVFD	V44180	00445279
2024	05	11/18/2023	231030		Expenditures	685010	60	62367	-880.00	BAYSPORT INC SVFD	V44180	00445279
Total 62367 – MEDICAL SERVICES-OTHER									-14,912.00			
Object: 62381 – PROF & SPECIAL SERV-OTHER												
2024	05	11/03/2023	53642		Expenditures	685010	60	62381	-959.00	CSG CONSULTANTS SVFD	V121100	00444303
2024	05	11/03/2023	8367381		Expenditures	685010	60	62381	-731.50	JACKSON LEWIS L SVFD	V128887	00444306
2024	05	11/16/2023	1123SVFD		Expenditures	685010	60	62381	-343.00	DEPT OF JUSTICE SVFD	V108459	00444972
2024	05	11/18/2023	243768		Expenditures	685010	60	62381	-187.50	VOYA RETIREMENT SVFD	V31933	00445147
2024	05	11/21/2023	254870		Expenditures	685010	60	62381	-937.50	LIEBERT CASSIDY SVFD	V119863	00445599
2024	05	11/21/2023	53857		Expenditures	685010	60	62381	-274.00	CSG CONSULTANTS SVFD	V121100	00445598
2024	05	11/21/2023	8746		Expenditures	685010	60	62381	-9,275.00	REUBEN, DAVID P SVFD	V128713	00445601
Total 62381 – PROF & SPECIAL SERV-OTHER									-12,707.50			
Object: 62715 – SMALL TOOLS & INSTRUMENTS												
2024	05	11/03/2023	1123SVFD4		Expenditures	685010	60	62715	-28.20	SCARBOROUGH LUM SVFD Acct 1169	V1233	00444311
2024	05	11/03/2023	33891		Expenditures	685010	60	62715	-481.25	SANTA CRUZ FIRE SVFD	V125908	00444310
2024	05	11/03/2023	756595		Expenditures	685010	60	62715	-50.71	L N CURTIS & SO SVFD Cust 3627	V115989	00444307
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	62715	-2,709.29	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
Total 62715 – SMALL TOOLS & INSTRUMENTS									-3,269.45			
Object: 62826 – EDUCATION AND/OR TRAINING												
2024	05	11/03/2023	1123SVFD		Expenditures	685010	60	62826	-379.03	PETTEYS, DENNIS SVFD	V124160	00444308
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	62826	-3,770.97	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
2024	05	11/18/2023	1123SVFD		Expenditures	685010	60	62826	-119.00	ROTHWEILER, RAN SVFD	V42147	00445283
Total 62826 – EDUCATION AND/OR TRAINING									-4,269.00			
Object: 62888 – SPEC DIST EXP-SERVICES												
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	62888	-54.61	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
Total 62888 – SPEC DIST EXP-SERVICES									-54.61			
Object: 62890 – SUBSCRIPTIONS BOOKS & ED MATER												
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	62890	-1,552.50	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
Total 62890 – SUBSCRIPTIONS BOOKS & ED MATER									-1,552.50			

SVFPD Expenditure Transactions

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

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

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: 62914 – EDUCATION & TRAINING(REPT)												
2024	05	11/03/2023	1123SVFD		Expenditures	685010	60	62914	-113.67	SCARBOROUGH LUM SVFD Acct 1169	V1233	00444311
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	62914	-1,072.91	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
2024	05	11/21/2023	224272		Expenditures	685010	60	62914	-171.26	SOUTH BAY REGIO SVFD	V128603	00445602
Total 62914 – EDUCATION & TRAINING(REPT)									-1,357.84			
Object: 62920 – GAS, OIL, FUEL												
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	62920	-386.04	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
2024	05	11/18/2023	844198		Expenditures	685010	60	62920	-3,321.86	WESTERN STATES SVFD	V39738	00445284
Total 62920 – GAS, OIL, FUEL									-3,707.90			
Object: 63070 – UTILITIES												
2024	05	11/09/2023	1023SVFD1		Expenditures	685010	60	63070	-535.34	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
2024	05	11/18/2023	1123SVFD1		Expenditures	685010	60	63070	-734.68	PACIFIC GAS AND SVFD	V129169	00445146
2024	05	11/18/2023	1123SVFD2		Expenditures	685010	60	63070	-628.85	PACIFIC GAS AND SVFD	V129169	00445146
2024	05	11/18/2023	1123SVFD3		Expenditures	685010	60	63070	-131.08	PACIFIC GAS AND SVFD	V129169	00445146
2024	05	11/18/2023	1123SVFD4		Expenditures	685010	60	63070	-105.55	PACIFIC GAS AND SVFD	V129169	00445146
Total 63070 – UTILITIES									-2,135.50			
Total 60 – SERVICES AND SUPPLIES									-68,765.48			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-791,427.48			
GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL												
Character: 60 – SERVICES AND SUPPLIES												
Object: 62381 – PROF & SPECIAL SERV-OTHER												
2024	05	11/16/2023	3001-02-1023		Expenditures	685030	60	62381	-20,455.83	RRM DESIGN GROU SVFD	V126553	80061664
2024	05	11/21/2023	12961		Expenditures	685030	60	62381	-315.00	PACIFIC CREST E SVFD	V11635	80061898
Total 62381 – PROF & SPECIAL SERV-OTHER									-20,770.83			
Total 60 – SERVICES AND SUPPLIES									-20,770.83			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-20,770.83			
GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP												
Character: 60 – SERVICES AND SUPPLIES												
Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV												
2024	05	11/03/2023	1123SVFD5		Expenditures	685040	60	61720	-6.23	SCARBOROUGH LUM SVFD Acct 1169	V1233	00444311
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-6.23			
Object: 62715 – SMALL TOOLS & INSTRUMENTS												
2024	05	11/09/2023	1023SVFD1		Expenditures	685040	60	62715	-547.56	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
Total 62715 – SMALL TOOLS & INSTRUMENTS									-547.56			
Object: 62914 – EDUCATION & TRAINING(REPT)												
2024	05	11/03/2023	725		Expenditures	685040	60	62914	-4,042.00	RW JONES AND AS SVFD	V129231	00444309
Total 62914 – EDUCATION & TRAINING(REPT)									-4,042.00			
Object: 62920 – GAS, OIL, FUEL												
2024	05	11/09/2023	1023SVFD1		Expenditures	685040	60	62920	-80.80	U S BANK CORPOR SVFD 4246-0445	V992019	80061474
Total 62920 – GAS, OIL, FUEL									-80.80			
Total 60 – SERVICES AND SUPPLIES									-4,676.59			
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP									-4,676.59			
									-816,874.90			



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Mark Correira
Fire Chief

Date: December 1, 2023
To: Board of Directors
From: Mark Correira
Subject: Board Meeting Dates for 2024

Recommendation

Adopt proposed schedule for the 2024 Regular Board Meetings.

Discussion


The following is a list of proposed Regular Board Meetings dates for 2024. The dates reflect the second Wednesday of the month per Board Policy 2100. The meetings are held at the Scotts Valley City Hall Chamber, 1 Civic Center Drive, Scotts Valley, CA 95066, unless otherwise noted below:

January 10	July 10
February 14	August 14
March 13	September 11
April 10	October 9
May 8	November 13
June 12 (Erba Lane Fire Station, 7 Erba Lane, Scotts Valley, CA 95066)	December 11

Regular meetings are scheduled for 6:00 p.m. Special meetings can be added as necessary.

Board of Directors

Adam Cosner Kris Hurst Joe Parker Russ Patterson Daron Pisciotta

Scotts Valley Fire Protection District	
POLICY: 2108 DATE APPROVED: 12/13/2023 BOARD PRESIDENT: _____ <div style="text-align: right;">Daron Pisciotta</div>	SUBJECT: Branciforte Service Zone Advisory Commission FIRE CHIEF: _____ <div style="text-align: right;">Mark Correira</div>

Policy 2108: Branciforte Service Zone Advisory Commission

Purpose:

To describe the purpose, scope, duties, terms, appointment process for members of the Branciforte Service Zone Advisory Commission (BAC), and to outline Commissioner duties and meeting requirements.

Background:

The Scotts Valley Fire Protection District (SVFPD) and the former Branciforte Fire Protection District (BFPD) entered into negotiations prior to the annexation of the BFPD area. Supported by the Santa Cruz Local Agency Formation Commission (LAFCO), both Fire Districts ratified a District Plan for Service where the BFPD was annexed by, and merged into, the SVFPD. The ratified Service Plan required the SVFPD adopt a policy forming the BAC.

The Service Plan also required the SVFPD Board establish a Service Zone encompassing the former BFPD area. The purpose of this Service Zone was to capture that total revenue being levied in this area. The Service Plan also required the Board of Directors appoint members of the former BFPD Community to serve on the BAC.

Policy:


The Scotts Valley Board of Directors shall establish a Service Zone (California Health and Safety Code Section 13955) encompassing the former BFPD, and appoint members of the former BFPD Community to serve as advisors-to-the-board on the use of funds levied in the Branciforte Service Zone. The purpose of the BAC is to review the finances, operations, and projects that directly effect the Service Zone.

Membership:

The Commission shall not be more than five (5) members who reside in the Branciforte Service Zone area. These members (Commissioners) will be appointed by a majority vote of the SVFPD Board of Directors.

The Fire Chief shall develop a screening process and recommend members for appointment by the Board of Directors.

BAC Commissioner is a volunteer appointment and no compensation will be provided for their participation on the Commission.

Scotts Valley Fire Protection District	
POLICY: 2108	SUBJECT: Branciforte Service Zone Advisory Commission

Term of Office:

Each Commissioner shall serve a term of four (4) years, with terms beginning on January 1 of odd years. The terms shall be staggered with two (2) Commissioners being appointed one year, and three (3) the following odd year. The term-years for initial appointed members shall be determined by a random drawing with two (2) members serving a one (1) year term, and three (3) members serving a three (3) year term.

Organization and Procedures:

1. General Organization: The Commission and its Commissioners shall comply with all SVFPD Policies, particularly those governing conduct of the Board of Directors, and Board and Committee Meetings.
2. Staff Support: The Fire Chief or designee shall provide staff support for the Commission as reasonable and appropriate.
3. Meetings: The Commission shall meet not less than two (2) times per calendar year; during budget preparation and mid-year budget review. Additional meetings are subject to the approval of the Fire Chief, and in no case shall there be more than four (4) meetings in a calendar year.
4. Quorum: The quorum of the commission shall be one (1) more than half of the appointed members. A quorum must be present for any matters that require a vote to be acted upon.


Powers and Duties:

The Commission shall make efforts to ensure the interests of the Branciforte community is being protected and promoted by monitoring, studying, and advising the Fire Chief and Board of Directors on:

- A. The preparation and implementation of SVFPD plans and process, including the development of Master Plans, Strategic Plans, Standard of Cover, Capital Plans, Community Wildfire Protection Plans, and Annual Budgets.
- B. The continued use and maintenance of the Branciforte Fire Station.
- C. The continued collection and allocation of Measure T funds.
- D. The Commission shall serve as liaison to community-based groups in the Branciforte Service Area such as Firewise Communities, Community Emergency Response Teams, and other similar type groups.
- E. Such other matters relating to the Branciforte Service Area and programs as the Commission desires to bring to the attention of the Fire Chief and the Board of Directors.

Officers of the Commission:

1. The Officers of the Commission are Chair, Vice Chair and Secretary.
2. The duties of the Chair are to preside over the meetings, prepare agendas, and execute all documents on behalf of the Commission.
3. The duties of the Vice Chair shall be to assume the duties in the absence of the Chair.
4. The Secretary shall keep meeting minutes of each meeting.
5. Officers shall be elected to one (1) year terms at the first meeting of the Commission each calendar year.

Scotts Valley Fire Protection District	
POLICY: 2108	SUBJECT: Branciforte Service Zone Advisory Commission

Meetings:

1. Regular meetings of the Commission shall be held twice each calendar year, by schedule, as determined by the majority of Commission members each January.
2. Special Meetings may be called by the Fire Chief, Chair of the Commission or by a simple majority vote of the Commission.
3. All Meetings shall have an agenda and shall be posted in compliance with California Open Meetings Act and Board Policy 2100 Policy for Conducting Board Meetings.

Agendas

1. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that a Commissioner may briefly respond to statements made or questions posted by persons exercising their public testimony right. Commissioners may also ask a clarifying question, refer matters to staff or other resources to gather factual information, or request staff to report back at a subsequent meeting concerning any matter.
2. Notwithstanding, the foregoing action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the Commission. If less than two-thirds of the Commission is present, a unanimous vote of those present may add agenda items but the items must require immediate action and the need for action came to the attention of the Commission subsequent to the agenda being posted.
3. Public Comment (i.e., community oral communication) shall be heard as the first item on the agenda, shall be limited to three minutes and for items not on the agenda.
4. The Chair of the Commission may establish reasonable time limits on the amount of time allotted to each speaker on a particular item. Similarly, the Chair may establish reasonable time limits on for public testimony of a particular item or the total amount allotted for community oral communications.
5. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

Committees:

1. Committees, task forces, or working groups may be appointed as needed by the Chair with the majority approval of the Commission. The Chair, with the majority approval of the Commission, shall terminate the committee when its function is not longer necessary.
2. All committees, task forces, or working groups shall comply with notice and agenda requirements otherwise applicable to the Commission, except for committees composed solely of less than a quorum of members of the Commission which are not standing subcommittees of the Commission.

Public Input

Beside public input on non-agenda items as described in this policy, the public may comment on agenda items before or during the Commission consideration of the item. Comments shall be directly related to the agenda item and be concise. The Chair shall regulate such comments to insure they come at an appropriate time to be consider in the Commission deliberations and are not too long or duplicative. Written material may also be submitted for consideration as part of the Commission deliberations.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Mark Correira
Fire Chief

Date: December 7, 2023
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: **Branciforte Reorganization Update**

Staff have been feverishly working to accommodate the Branciforte Reorganization. The following is a brief overview of the Organization's accomplishments germane to this topic:

- Administrative Staff has onboarded all PCF and Career Staff Members
- Legal Documents related to ownership of assets have been transferred
- Quotes for facility changes related to building security have been received and work will be completed in the future
- Response plans have been adjusted to send closest fire station to incidents occurring in the Branciforte Area
- Training records and personal protective equipment has been transferred
- A transitional operational plan has been shared organizationally wide

It is anticipated that Lafco will execute the Reorganization Documents at 4 PM on December 8. Once executed, the Branciforte Fire District will be dissolved and become part of the Scotts Valley Fire District.

Staff is recommending this Agenda Item be removed from future agendas because the reorganization will be completed on December 8 and this area will be part of the District.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: December 13, 2023
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: Administrative Report – December 2023

Administration

- Attended the Teams County (Finance) Quarterly Meeting to discuss the calendar year end close
- Attended Advanced Fair Labor Standards Act (FLSA) Webinar for Executive Exemptions for Fire Officers
- Attended Statements of Economic Interest Form 700 Filing Officer Webinar
- Working with the County to setup the necessary budget and payroll changes for the Branciforte Fire Protection District (BFPD) reorganization
- The quarterly County Battalion Chief was held in November at SVFD. Battalions from Santa Cruz, Cal Fire, Scotts Valley, Central Fire, and Watsonville attended. Numerous topics were discussed from mutual aid, training, out of county response, and emergency operations.
- Crews completed annual physical exams at station 1 with Baysport labs. Overall crews reported a very positive experience with the new medical provider.
- Preliminary onboarding of the new full-time employees has neared completion. Big thanks to all the administrative staff (Walton, Bridges, and Jackson) for doing an amazing job navigating through many of the complexities involved.

Operations

- All in-service ground ladders were tested by Fail Safe for both Scotts Valley and Branciforte Fire
- Central Fire Mechanics have diagnosed E2511 (Erba Lane Type 1) with bad engine piston oil seals. The apparatus is currently at San Leandro Cummins for repairs.
- Waiting for parts to rebuild the auxiliary pump on E2537 (Type 3 Engine).
- CAD response changes for the newly formed SCO3 area (Branciforte) have been implemented and will go live on December 11. Several changes were made with consideration of mutual and auto aid responses to certain outlying areas.
- PCF Gabe Kailani is doing Hydrant maintenance throughout the District. He's been working from the outskirts of the hydrant areas inward. Gabe has also been ensuring that the hydrants are in good working order, easily visible/accessible, and in the proper location on the District maps/preplans.

Training

- Neil Cahir completed his engine boss task book and is now qualified for the position. SVFD now has 4 acting captains that are qualified engine bosses for out of county responses.
- Crews attended quarterly EMS training that focused on pediatric emergencies. The training was put on by the EMSIA and AMR.
- SVFD will be presenting the County block training in January/February. Crews are preparing training material which will focus largely on rural water operations.

Board of Directors

Joe Parker Russ Patterson Daron Pisciotta Kris Hurst Adam Cosner

- B-shift set up a Vent-Enter-Search (VES) at a private residence which is currently under renovation. The home owner was gracious enough to let us use his residence over the next month to train in a different environment.
- Work on the training prop at station 1 is scheduled to begin in December. Crews will be installing forcible entry doors and windows as well as other training related structural items.

Fire Prevention

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

- 7 annual commercial inspections
- 11 construction inspections
- 5 weed abatement/ complaint follow-up inspections
- 2 commercial tenant improvement plan reviews
- 1 single family residential addition plan review
- 1 energy storage system plan review for single family residence

EMS

- Captain Petteys and Engineer Cahir attended the ePCR (electronic patient care report) users meeting hosted by Santa Cruz County EMS. This committee encompasses Fire Paramedic and Captains from throughout the county and aims to streamline the reporting process and make improvements in the charting system for end users.
- Santa Cruz County is rolling out a new first responder application called Handtevy. The application Handtevy Mobile equips responders with rapid access to medication dosing, equipment, and drip information, all while facilitating real-time documentation. The application will replace the currently used pediatric fast pack application.
- EMSIA subcommittee members Cahir, Vandiver, and Avila will be part of the County Paramedic accreditation/validation cadre. They will be focusing on developing a new training model and standards for accrediting all new County Paramedics. The existing County accreditation has not been updated in nearly 30 years.

Chief Report

- The Branciforte Reorganization is near completion. See Board Memo regarding this topic for more information.
- Participated in multiple meetings related to the Santa Cruz County Public Safety Radio System replacement. The County is getting ready to advertise a request for proposal in early 2024.
- Attended SCCFAIG Workers Compensation 101 training.
- Attended Branciforte Fire District Board Meeting.
- Met with IAFF Local 3577 twice to discuss joint-labor-management items. Included in these meetings were discussions about increasing staffing levels and the long-term financial impacts it could have on the District.
- Researched Impact Fees and Community Polling. More information will be shared with the Board / Board Committees in the near future.

Others Items:

- None

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

Scotts Valley Fire Protection District

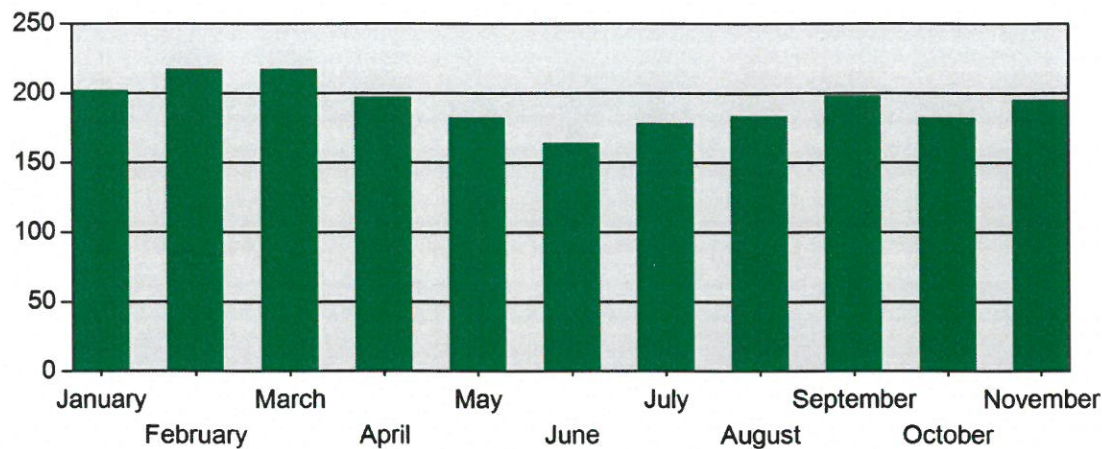
Scotts Valley, CA

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Incidents by Month for Month Range

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



MONTH	INCIDENTS
January	202
February	217
March	217
April	197
May	182
June	164
July	178
August	183
September	198
October	182
November	195

Only REVIEWED incidents included



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Scotts Valley Fire Protection District

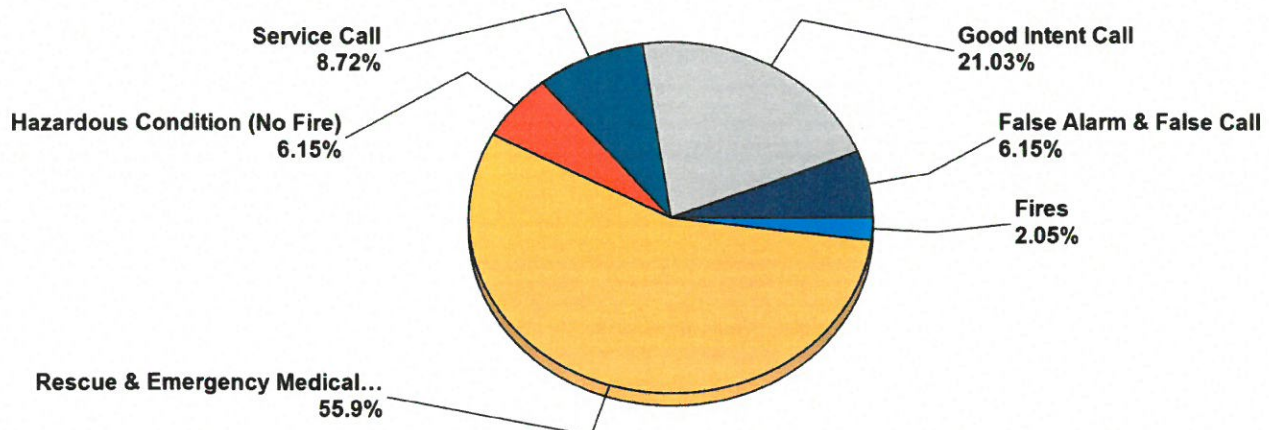
Scotts Valley, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2023 | End Date: 11/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	2.05%
Rescue & Emergency Medical Service	109	55.9%
Hazardous Condition (No Fire)	12	6.15%
Service Call	17	8.72%
Good Intent Call	41	21.03%
False Alarm & False Call	12	6.15%
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.



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.51%
116 - Fuel burner/boiler malfunction, fire confined	1	0.51%
131 - Passenger vehicle fire	2	1.03%
320 - Emergency medical service, other	5	2.56%
321 - EMS call, excluding vehicle accident with injury	96	49.23%
322 - Motor vehicle accident with injuries	7	3.59%
324 - Motor vehicle accident with no injuries.	1	0.51%
412 - Gas leak (natural gas or LPG)	4	2.05%
420 - Toxic condition, other	1	0.51%
424 - Carbon monoxide incident	1	0.51%
440 - Electrical wiring/equipment problem, other	3	1.54%
441 - Heat from short circuit (wiring), defective/worn	2	1.03%
444 - Power line down	1	0.51%
500 - Service Call, other	1	0.51%
553 - Public service	8	4.1%
554 - Assist invalid	8	4.1%
600 - Good intent call, other	1	0.51%
611 - Dispatched & cancelled en route	32	16.41%
622 - No incident found on arrival at dispatch address	3	1.54%
650 - Steam, other gas mistaken for smoke, other	1	0.51%
651 - Smoke scare, odor of smoke	3	1.54%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.51%
700 - False alarm or false call, other	3	1.54%
710 - Malicious, mischievous false call, other	1	0.51%
711 - Municipal alarm system, malicious false alarm	1	0.51%
715 - Local alarm system, malicious false alarm	1	0.51%
730 - System malfunction, other	2	1.03%
735 - Alarm system sounded due to malfunction	1	0.51%
741 - Sprinkler activation, no fire - unintentional	1	0.51%
744 - Detector activation, no fire - unintentional	1	0.51%
745 - Alarm system activation, no fire - unintentional	1	0.51%
TOTAL INCIDENTS:	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.

Scotts Valley Fire Protection District

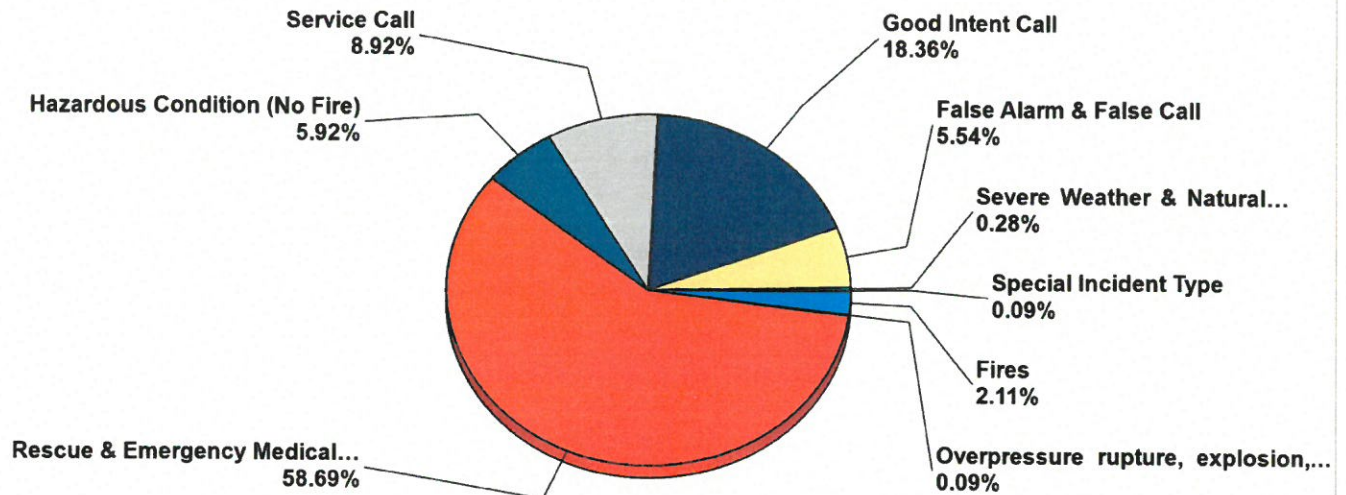
Scotts Valley, CA

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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	45	2.11%
Overpressure rupture, explosion, overheat - no fire	2	0.09%
Rescue & Emergency Medical Service	1250	58.69%
Hazardous Condition (No Fire)	126	5.92%
Service Call	190	8.92%
Good Intent Call	391	18.36%
False Alarm & False Call	118	5.54%
Severe Weather & Natural Disaster	6	0.28%
Special Incident Type	2	0.09%
TOTAL	2130	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.



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	3	0.14%
111 - Building fire	8	0.38%
112 - Fires in structure other than in a building	2	0.09%
113 - Cooking fire, confined to container	3	0.14%
114 - Chimney or flue fire, confined to chimney or flue	2	0.09%
116 - Fuel burner/boiler malfunction, fire confined	1	0.05%
118 - Trash or rubbish fire, contained	2	0.09%
131 - Passenger vehicle fire	10	0.47%
132 - Road freight or transport vehicle fire	3	0.14%
141 - Forest, woods or wildland fire	6	0.28%
142 - Brush or brush-and-grass mixture fire	1	0.05%
143 - Grass fire	1	0.05%
150 - Outside rubbish fire, other	2	0.09%
151 - Outside rubbish, trash or waste fire	1	0.05%
200 - Overpressure rupture, explosion, overheat other	1	0.05%
251 - Excessive heat, scorch burns with no ignition	1	0.05%
311 - Medical assist, assist EMS crew	2	0.09%
320 - Emergency medical service, other	35	1.64%
321 - EMS call, excluding vehicle accident with injury	1097	51.5%
322 - Motor vehicle accident with injuries	53	2.49%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.05%
324 - Motor vehicle accident with no injuries.	54	2.54%
350 - Extrication, rescue, other	1	0.05%
351 - Extrication of victim(s) from building/structure	1	0.05%
352 - Extrication of victim(s) from vehicle	3	0.14%
353 - Removal of victim(s) from stalled elevator	1	0.05%
356 - High-angle rescue	2	0.09%
400 - Hazardous condition, other	7	0.33%
410 - Combustible/flammable gas/liquid condition, other	2	0.09%
411 - Gasoline or other flammable liquid spill	2	0.09%
412 - Gas leak (natural gas or LPG)	25	1.17%
413 - Oil or other combustible liquid spill	2	0.09%
420 - Toxic condition, other	3	0.14%
424 - Carbon monoxide incident	2	0.09%
440 - Electrical wiring/equipment problem, other	12	0.56%
441 - Heat from short circuit (wiring), defective/worn	2	0.09%
442 - Overheated motor	2	0.09%
444 - Power line down	65	3.05%
445 - Arcing, shorted electrical equipment	2	0.09%
500 - Service Call, other	4	0.19%
511 - Lock-out	2	0.09%
522 - Water or steam leak	1	0.05%
531 - Smoke or odor removal	1	0.05%
542 - Animal rescue	2	0.09%
550 - Public service assistance, other	15	0.7%
551 - Assist police or other governmental agency	3	0.14%
553 - Public service	73	3.43%
554 - Assist invalid	87	4.08%
561 - Unauthorized burning	2	0.09%
600 - Good intent call, other	9	0.42%
611 - Dispatched & cancelled en route	298	13.99%
622 - No incident found on arrival at dispatch address	30	1.41%
631 - Authorized controlled burning	5	0.23%
650 - Steam, other gas mistaken for smoke, other	3	0.14%
651 - Smoke scare, odor of smoke	39	1.83%

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
652 - Steam, vapor, fog or dust thought to be smoke	5	0.23%
653 - Smoke from barbecue, tar kettle	1	0.05%
661 - EMS call, party transported by non-fire agency	1	0.05%
700 - False alarm or false call, other	26	1.22%
710 - Malicious, mischievous false call, other	1	0.05%
711 - Municipal alarm system, malicious false alarm	1	0.05%
714 - Central station, malicious false alarm	1	0.05%
715 - Local alarm system, malicious false alarm	1	0.05%
730 - System malfunction, other	4	0.19%
733 - Smoke detector activation due to malfunction	18	0.85%
734 - Heat detector activation due to malfunction	2	0.09%
735 - Alarm system sounded due to malfunction	10	0.47%
736 - CO detector activation due to malfunction	7	0.33%
740 - Unintentional transmission of alarm, other	4	0.19%
741 - Sprinkler activation, no fire - unintentional	4	0.19%
743 - Smoke detector activation, no fire - unintentional	10	0.47%
744 - Detector activation, no fire - unintentional	7	0.33%
745 - Alarm system activation, no fire - unintentional	19	0.89%
746 - Carbon monoxide detector activation, no CO	3	0.14%
800 - Severe weather or natural disaster, other	4	0.19%
812 - Flood assessment	1	0.05%
813 - Wind storm, tornado/hurricane assessment	1	0.05%
900 - Special type of incident, other	1	0.05%
911 - Citizen complaint	1	0.05%
TOTAL INCIDENTS:	2130	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.






November 2023

Dear JVFD,

Thank you so much for your efforts to help ensure a safe and successful 21st annual JV Haunted House last month. We appreciated your time and expertise in the weeks leading up to October 26-28. Thank you for all you did to support this event at SVHS.

Sincerely, The SVHS Team

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings
DATE APPROVED: 12/14/2022	
BOARD PRESIDENT: 	FIRE CHIEF: 

Policy 2100: Policy For Conducting Board Meetings

Regular Meetings


The regular meetings of the Board of Directors will be on the second Wednesday of the month at 6:00 p.m. at Scotts Valley City Hall.

Seating of New Directors and Election of Officers

1. The term of office of newly elected directors shall begin at 12:00 p.m. the first Friday of December following their election. Newly elected directors shall be sworn in as the first order of business during the regular December meeting of the Board. In the event that current officers are not present to conduct the December meeting, the meeting will temporarily be conducted by the most senior sitting member of the Board.
2. As the last order of business at the December meeting, the current or temporary President shall preside over the election of Board Officers. The Board shall select one of its members as President and one of its members as Vice President. The Fire Chief shall be the Secretary to the Board.


Selection of Board President

- a. Should a director desire to serve as an officer they have the responsibility to express such a desire to the rest of the Board
 - b. It is desirable that directors take turns as Board President
 - c. An officer may be removed from an officer's position by a 2/3 vote of the Board
3. The newly elected Board President and Vice President shall assume their positions on January 1st. The Vice President shall preside over meetings in the absence of the elected Board President. Board officers shall serve a term of one year. In the event the Board President and Vice President are not in attendance, the senior member in attendance will preside at the meeting.
 4. The Board President shall appoint standing and ad hoc committees as established in Policy 2101.
 - a. Meetings of standing and ad hoc committees shall comply with any and all notice and posting requirements which may be required for such committees by the Ralph M. Brown Act
 - b. Committees shall act on behalf of the board as a whole, shall make regular reports and inform the board, make recommendations and receive direction from the Board.

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings

Rules of Procedure and Conduct for Meetings:

1. Meetings of the Board as well as meetings of those committees appointed by the Board, shall be conducted in accordance with those sections and parts of the Ralph M. Brown Act and the Fire Protection District Act within the California Health and Safety code 13800 et. seq. which might apply.
2. The agenda of all regular board meetings shall contain an opportunity for the public to make comments to the Board on any items of interest or concern EXCEPT on matters concerning complaints or charges against any District Employee. Complaints against any District Employee shall be handled in accordance with Policy 903 (Complaints) or Policy 902 (Grievance Procedure).
3. The Board will normally allow a limited amount of time for any member of the public to make oral comments relative to specific items agendize for action prior to such action being taken.
4. Meetings of the Board shall be conducted by the Board President in a manner consistent with the adopted rules. In the event an issue, point of order, or question arises which is not covered within the scope of rules adopted by the Board, not covered by the Brown Act or not covered within the Fire Protection District Act, the Board President shall rule on the point of order, issue or question.
5. Questions pertaining to a director's right to vote on items because of the potential of Conflict of Interest shall be decided as follows:
 - a. Director disqualifies themselves
 - b. The Board President disqualifies the director from voting
6. Should any director be disqualified from voting or be overruled on a point of order by the President, they may move to appeal the ruling to the full board. The Board President has the right to vote on the appeal and a majority vote of the board overrules the Board President. A tie vote sustains the ruling of the President. In either case, the minutes shall reflect why a director was disqualified to vote.
7. There must be a quorum of 3 members present to conduct business.
8. A majority vote means 3 affirmative votes.
9. A 2/3 vote means 4 affirmative votes.
10. A unanimous vote means 5 affirmative votes.

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings

BOARD MEETING CONDUCT

1. Any action taken by the Board shall be initiated by a motion, introduction of a resolution or introduction of an ordinance.

- a. The Board President shall be allowed to make motions
2. The recording secretary shall document the names of those who make motions and second motions in the minutes.
3. Once the President calls for remarks on a motion, the maker of the motion is entitled to speak first. Speakers shall be recognized by the President before making their remarks.
4. Secondary motions pertaining to the main motion may be introduced before the main motion is voted. The last motion stated shall be the first pending motion and the main motion shall be voted upon last.
5. A motion to amend must have the approval of the person making the original motion or a majority vote of the board.
6. An amendment to a motion may only be made once.
7. To be deemed an official action of the board, all action items must receive a majority vote of the elected number of directors serving on the board. **EXCEPTIONS.** Motions requiring a 2/3 vote (super-majority) to pass:
 - a. Motion to adopt or amend any policy
 - b. Motion to suspend or amend any rule
 - c. Motion to reconsider a previously considered motion
8. Motions requiring a unanimous vote to pass:
 - a. Motion to discontinue or transfer funds designated as Capital Outlay reserves
9. Motions to Reconsider: Except in the case of specific agenda items requiring a noticed public hearing, the board may reconsider any vote taken at the same session to correct an inadvertent error or consider new information not available at the time of vote. A motion to reconsider must receive a majority vote prior to a motion being reconsidered.
10. The Board may rescind, repeal or annul actions taken at previous meetings by:
 - a. Passing a motion to place the item on a future agenda
 - b. Passing the motion to rescind, repeal or annul with the appropriate number of votes
11. The recording secretary shall record votes by name on each motion. If the vote is unanimous, the secretary will document the vote as being unanimous.