



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Board of Directors

Agenda

Wednesday, February 14, 2024, 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 January 10, 2024

4.2 Approve SVFPD Claims Disbursements for the Month of January 1, 2024 through January 31, 2024 in the Amount of:

Payroll and Benefits:	\$526,528.56
General Fund:	\$100,267.13
Capital Outlay:	\$ 4,672.25
SCHMIT:	\$ 4,194.04
TOTAL:	\$635,661.98

4.3 Approve Surplus Equipment List

4.4 Approve Budgeted Payment of \$155,000 to the CERBT and \$150,000 to the CEPPT

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4.5 Adopt the Following Revised Policies:

Policy#	Description
1701	Fire Chief Job Description
1703	Battalion Chief Job Description

5. Discussion Items

5.1 La Madrona Drive Fire Station Planning Timeline

6. Action Items – Discussion/Action

6.1 Adopt Resolution 2024-3: Authorizing an Amendment to the CalPERS Contract

6.2 Adopt Resolution 2024-4: Mid-Year Budget Adjustment for Fiscal Year 2023/2024:

685010	General Fund:	\$14,377,286
685015	Branciforte Service Zone:	\$ 462,500
685035	Branciforte Measure T:	\$ 833,804

6.3 Authorize Additional Services with the RRM Design Group

6.4 Dissolution of the Branciforte Ad Hoc Committee

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 Incident Thank You Card – Devon and Detra Heron

9. Request for Future Agenda Items

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

11. Open Session: Government Code §54957.1

11.1 Report on Closed Session

12. Adjournment

Next Regularly Scheduled Board Meeting: Wednesday, March 13, 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 January 10, 2024

1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, January 10, 2024 at the City of Scotts Valley Council Chambers. President Parker called the meeting to order at 6:03 p.m.

1.1 Pledge of Allegiance and Moment of Silence

President Parker 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 Correira, Battalion Chiefs McNeil and Stubendorff, Deputy Fire Marshal Collins and Administrative Services Manager Walton

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 December 13, 2023

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

Payroll and Benefits:	\$572,392.49
General Fund:	\$ 67,526.35
Capital Outlay:	\$ 20,378.75
SCHMIT:	\$ 226.39
TOTAL:	\$660,523.98

On motion of Director Pisciotta seconded by Director Cosner to *Approve the Consent Calendar Items 4.1 and 4.2* was approved by the following vote:

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

5. Discussion Items

5.1 Branciforte Fire Station Open House

Chief Correira stated that during the reorganization, there was discussion about scheduling an open house at the Branciforte Fire Station once the process was completed. This would give the Branciforte community an

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opportunity to meet staff, the Board and tour the station. We are looking to schedule the open house on a Saturday in late February or early March for 2-3 hours. President Parker stated that rather than selecting a date tonight, the Board could check their schedules and get back to Chief Correia. Director Patterson asked Chief Correia to send out a Doodle Poll, which he stated he would.

Becky Steinbruner commented that the Santa Cruz County Advisory Commission is meeting on January 17, 2024 and that the County Fire Master Plan is available on their website. AP Triton completed the Master Plan and is the same consultant working on the LAFCO study for other consolidations within the County. After reviewing the Santa Cruz City Council agenda, it is interesting that they are purchasing a pricey Type 6 at over \$300,000, which Branciforte has already purchased.

6. Action Items – Discussion/Action

- 6.1 Adopt Resolution 2024-1: Resolution Acknowledging Receipt of a Report made by the Fire Chief of the Scotts Valley Fire Protection District (SVFPD) Regarding the State Mandated Annual Inspections of certain Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code

Chief Correia stated that the required report for the annual state mandated inspections was included in the board packet and Deputy Fire Marshal Collins was here to answer any questions.

Director Patterson inquired how the schools were doing. Deputy Fire Marshal Collins reported that the schools are doing good and that there is only one violation at the Middle School, which they are working to resolve.

On motion of Director Cosner seconded by Director Hurst to Adopt Resolution 2024-1 was approved by the following vote:

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

- 6.2 Adopt Resolution 2024-2: Resolution of Intent to Approve an Amendment to Contract Between the Board of Administration California Public Employees' Retirement System and the Board of Directors of the Scotts Valley Fire Protection District

Chief Correia stated that as part of the Branciforte reorganization, the BFPD and SVFPD CalPERS contract must be merged. The resolution of intent is the first step in the processes and the final resolution to Amend the CalPERS contract will be presented to the board in February.

On motion of Director Pisciotta seconded by Director Cosner to Adopt Resolution 2024-2 was approved by the following vote:

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

- 6.3 Appoint Branciforte Service Zone Advisory Commission

Chief Correia stated that establishing the Branciforte Advisory Commission (Commission) was part of the reorganization agreement. At the December meeting, the Board approved the policy for the Commission. Serving on the Commission was advertised in the Branciforte Community and a memo was included in the Board Packet listing the four candidates who all meet the minimum requirements to serve on the Commission. Chief Correia introduced Larry Pageller, Marilyn Kuskht, and Donna Dickinson who were present at the meeting. Zachary Raney had a prior commitment and was introduced later in the meeting when he arrived (6:21 p.m.). Chief Correia presented the following information regarding the proposed commissioners and stated that they bring a wealth of community history and balance of professional experience:

- Larry Pageller was a former BFPD Board Member with 36 years as an analyst and planner at UCSC, with 26 years as the Director of Transportation and Parking Services.

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- Marilyn Kuksht was a former BFPD Board Member, former member of the Santa Cruz City Arts Commission and ten years as the Senior VP at Bank of America.
- Zachary Raney was active in the Branciforte Community and attended many Fire District Meetings. He grew up in the Branciforte community, moved away and returned ten years ago to the house he grew up in to care for his parents. He works at the Gateway School as an administrator and teacher and is well connected in the Branciforte community through past and current relationships.
- Donna Dickinson attended many of the Branciforte meetings leading up to the merger of the district. She has a corporate finance background from the tech sector but retired and now works in real estate for Coldwell Banker.

Becky Steinbruner inquired if the meetings would be open to the public, how would they be posted and suggested mailing notices to the Branciforte residents.

Chief Correia stated that based on policy, the meetings will be a minimum of twice a year and possibly monthly for the next few months as we get through the first budget. The meetings are open to the public and the schedule will be established at the first Commission meeting. The agendas will be posted on the SVFPD website and additional locations as required.

The Board appointed the four candidates and thanked them for volunteering to serve on the Commission.

On motion of Director Hurst seconded by Director Cosner to *Appoint the Volunteers to the Branciforte Advisory Commission as Discussed* was approved by the following vote:

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

6.4 Board Standing Committee Appointments per Policy 2101

Board President Parker appointed the following Standing Committees:

- Finance and Planning – Director Hurst and Parker
- Organization and Personnel – Cosner and Pisciotta
- Facilities and Equipment – Patterson and Pisciotta
- Interagency Advisory – Director Parker and Patterson (alternate)

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

President Parker stated that he met with Chief Correia in December for the monthly Board President meeting and will continue to do so monthly. The Board thanked staff for all the hard work with the Branciforte Reorganization.

7.2 Administrative Report – Chief Officers

Chief Correia stated that the administrative report was included in the Board Packet and thanked staff for all the hard work with the Branciforte Reorganization.

Battalion Chief Stubendorff stated that in 2023, there were 2,334 incidents, which was up 6% from 2022, 3% from 2021 and 15% from 2020. Adding the Branciforte area will be an additional 6-7% increase so the number of incidents continues to go up. The majority of the incidents were EMS and fires with a slight increase in significant vehicle accidents.

Deputy Fire Marshal Collins reported that for the Branciforte area, there will be 3 commercial occupants for inspection and construction projects. In addition, Branciforte Elementary School and The Mystery Spot will be added to the annual state mandated inspections.

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8. Correspondence

8.1 Letter Received 1/4/2024 from Becky Steinbruner

Becky Steinbruner commented that she submitted the letter in the Board Packet by certified mail. Becky Steinbruner was concerned there has not been a Branciforte townhall meeting to gauge the thoughts of the community for district elections. Under “safe harbor”, there are actions the Board can take to postpone legal action for an additional 90 days. Becky Steinbruner stated that she is serious about taking legal actions if the SVPFD doesn’t move to district elections.

The Board received and filed the correspondence.

9. Request for Future Agenda Items

None

10. Adjournment

The meeting was adjourned at 6:31 p.m.

ATTEST

Joe Parker
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	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	50	51000	-152,513.91	PAYPERIOD 01PAYDATE 01122024		
2024	07	1/24/2024	PAYPERIOD 02		Expenditures	685010	50	51000	-152,318.07	PAYPERIOD 02PAYDATE 01262024		
Total 51000 – REGULAR PAY-PERMANENT									-304,831.98			
Object: 51005 – OVERTIME PAY-PERMANENT												
2024	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	50	51005	-1,787.40	PAYPERIOD 01PAYDATE 01122024		
2024	07	1/24/2024	PAYPERIOD 02		Expenditures	685010	50	51005	-14,651.25	PAYPERIOD 02PAYDATE 01262024		
Total 51005 – OVERTIME PAY-PERMANENT									-16,438.65			
Object: 51010 – REGULAR PAY-EXTRA HELP												
2024	07	1/24/2024	PAYPERIOD 02		Expenditures	685010	50	51010	-1,816.00	PAYPERIOD 02PAYDATE 01262024		
Total 51010 – REGULAR PAY-EXTRA HELP									-1,816.00			
Object: 51035 – HOLIDAY PAY												
2024	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	50	51035	-12,741.57	PAYPERIOD 01PAYDATE 01122024		
2024	07	1/24/2024	PAYPERIOD 02		Expenditures	685010	50	51035	-12,741.57	PAYPERIOD 02PAYDATE 01262024		
Total 51035 – HOLIDAY PAY									-25,483.14			
Object: 51040 – DIFFERENTIAL PAY												
2024	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	50	51040	-7,801.03	PAYPERIOD 01PAYDATE 01122024		
2024	07	1/24/2024	PAYPERIOD 02		Expenditures	685010	50	51040	-7,801.03	PAYPERIOD 02PAYDATE 01262024		
Total 51040 – DIFFERENTIAL PAY									-15,602.06			
Object: 52010 – OASDI-SOCIAL SECURITY												
2024	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	50	52010	-2,886.53	PAYPERIOD 01PAYDATE 01122024		
2024	07	1/24/2024	PAYPERIOD 02		Expenditures	685010	50	52010	-2,863.48	PAYPERIOD 02PAYDATE 01262024		
Total 52010 – OASDI-SOCIAL SECURITY									-5,750.01			
Object: 52015 – PERS												
2024	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	50	52015	-31,344.96	PAYPERIOD 01PAYDATE 01122024		
2024	07	1/24/2024	PAYPERIOD 02		Expenditures	685010	50	52015	-31,694.68	PAYPERIOD 02PAYDATE 01262024		
Total 52015 – PERS									-63,039.64			
Object: 53010 – EMPLOYEE INSURANCE & BENEFITS												
2024	07	1/10/2024	JAN24HLTH 1/10		Expenditures	685010	50	53010	-63,828.33	SV FIRE JAN 2024	V116512	15724
2024	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	50	53010	-1,250.00	PAYPERIOD 01PAYDATE 01122024		
2024	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	50	53010	994.01	PAYPERIOD 01PAYDATE 01122024		
2024	07	1/11/2024	DU102786	DU102786	Expenditures	685010	50	53010	48.56	S.Downey Dental Jan24 CK#2381	C99999	
2024	07	1/11/2024	DU102786	DU102786	Expenditures	685010	50	53010	48.56	M.Pasquini Jan24 DentalCK#1061	C99999	
2024	07	1/11/2024	DU102786	DU102786	Expenditures	685010	50	53010	91.85	H.Bustichi Jan24 DentalCK#3237	C99999	
2024	07	1/11/2024	DU102786	DU102786	Expenditures	685010	50	53010	551.10	A.Knox Jan-Jun24 DentalCK#6026	C99999	
2024	07	1/11/2024	DU102786	DU102786	Expenditures	685010	50	53010	137.94	S.Kovacs Dec23 Dental	C99999	
2024	07	1/11/2024	DU102786	DU102786	Expenditures	685010	50	53010	275.55	D.Grebil DentalJan-Mar24Dental	C99999	
2024	07	1/22/2024	0224SVFD		Expenditures	685010	50	53010	-5,668.71	HEALTH CARE EMP SVFD Group 367	V108670	00450415
2024	07	1/24/2024	PAYPERIOD 02		Expenditures	685010	50	53010	994.01	PAYPERIOD 02PAYDATE 01262024		
2024	07	1/24/2024	PAYPERIOD 02		Expenditures	685010	50	53010	-1,250.00	PAYPERIOD 02PAYDATE 01262024		
2024	07	1/29/2024	0224SVFD		Expenditures	685010	50	53010	-703.45	LOFRANCO, SAL SVFD Health Ins.	V105221	80064108
2024	07	1/29/2024	0224SVFD		Expenditures	685010	50	53010	-843.00	THEILEN, LOTHAR SVFD Health In	V117701	80064111
2024	07	1/29/2024	0224SVFD		Expenditures	685010	50	53010	-705.06	WHITTLE, RON SVFD Health Ins.	V102822	80064113
2024	07	1/29/2024	0224SVFD		Expenditures	685010	50	53010	-745.88	VANDERVOORT, GR SVFD Health In	V122411	80064112
2024	07	1/29/2024	0224SVFD		Expenditures	685010	50	53010	-432.63	PHINN, MIKE SVFD Health Ins. 2	V103782	80064109
2024	07	1/29/2024	0224SVFD		Expenditures	685010	50	53010	-1,472.62	BIDDLE, MIKE SVFD Health Ins.	V105980	80064107
2024	07	1/29/2024	0224SVFD		Expenditures	685010	50	53010	-444.55	RONZANO, CHRIST SVFD Health In	V111324	80064110
2024	07	1/30/2024	0224SVFD		Expenditures	685010	50	53010	-739.30	MCMURRY, MICHAEL SVFD Health In	V105430	80064185
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-74,941.95			
Object: 53015 – UNEMPLOYMENT INSURANCE												
2024	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	50	53015	-2,751.82	PAYPERIOD 01PAYDATE 01122024		
2024	07	1/24/2024	PAYPERIOD 02		Expenditures	685010	50	53015	-794.17	PAYPERIOD 02PAYDATE 01262024		
Total 53015 – UNEMPLOYMENT INSURANCE									-3,545.99			

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: 55020 – SICK LEAVE RESERVE												
2024	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	50	55020	-10,704.14	PAYPERIOD 01PAYDATE 01122024		
Total 55020 – SICK LEAVE RESERVE									-10,704.14			
Object: 55021 – OTHER BENEFITS MISC												
2024	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 01PAYDATE 01122024		
2024	07	1/24/2024	PAYPERIOD 02		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 02PAYDATE 01262024		
Total 55021 – OTHER BENEFITS MISC									-4,375.00			
Total 50 – SALARIES AND EMPLOYEE BENEF									-526,528.56			
Character: 60 – SERVICES AND SUPPLIES												
Object: 61110 – CLOTHING & PERSONAL SUPPLIES												
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	61110	-2,431.74	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	61110	-636.54	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-3,068.28			
Object: 61125 – UNIFORM REPLACEMENT												
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	61125	-2,132.90	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
Total 61125 – UNIFORM REPLACEMENT									-2,132.90			
Object: 61215 – RADIO												
2024	07	1/09/2024	0124SVFD		Expenditures	685010	60	61215	-34,707.00	SANTA CRUZ REGI SVFD	V13917	00449457
2024	07	1/18/2024	0124BFPD		Expenditures	685010	60	61215	-2,857.00	SANTA CRUZ REGI B40	V13917	00450180
Total 61215 – RADIO									-37,564.00			
Object: 61221 – TELEPHONE-NON TELECOM 1099												
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	61221	-3,742.62	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
2024	07	1/12/2024	0124SVFD1		Expenditures	685010	60	61221	-366.09	U S BANK CORPOR SVFD 4246-0445	V995476	80063645
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	61221	-128.43	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	61221	-1,461.91	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 61221 – TELEPHONE-NON TELECOM 1099									-5,699.05			
Object: 61310 – FOOD												
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	61310	-457.84	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
Total 61310 – FOOD									-457.84			
Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES												
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	61425	-319.37	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	61425	-403.92	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-723.29			
Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV												
2024	07	1/09/2024	0124SVFD2		Expenditures	685010	60	61720	-109.58	SCARBOROUGH LUM SVFD Acct 1169	V1233	00449458
2024	07	1/09/2024	C1042736		Expenditures	685010	60	61720	-208.48	GOLDEN STATE EM SVFD PIE-0143	V129826	00449453
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	61720	-2,459.58	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	61720	-2,768.39	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-5,546.03			
Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES												
2024	07	1/09/2024	15386		Expenditures	685010	60	61725	-1,879.00	PAGODA TECHNOLO SVFD	V125184	00449456
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	61725	-70.26	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-1,949.26			
Object: 61730 – MAINT-OTH EQUIP-SERVICES												
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	61730	-50.29	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
2024	07	1/18/2024	13243		Expenditures	685010	60	61730	-561.15	HILL, JUSTIN SVFD	V41033	00450178
Total 61730 – MAINT-OTH EQUIP-SERVICES									-611.44			
Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2024	07	1/09/2024	0124SVFD1		Expenditures	685010	60	61845	-88.83	SCARBOROUGH LUM SVFD Acct 1169	V1233	00449458
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	61845	-663.83	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	61845	-3,021.18	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-3,773.84			

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	07	1/09/2024	85208222		Expenditures	685010	60	61920	-151.00	BOUND TREE MEDI SVFD	V12149	00449452
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	61920	-274.94	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-425.94			
Object: 62020 – MEMBERSHIPS												
2024	07	1/09/2024	000265588		Expenditures	685010	60	62020	-310.00	INTERNATIONAL A SVFD - 0002655	V42190	00449454
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	62020	-435.00	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 62020 – MEMBERSHIPS									-745.00			
Object: 62219 – PC SOFTWARE PURCHASES												
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	62219	-103.49	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	62219	-646.45	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 62219 – PC SOFTWARE PURCHASES									-749.94			
Object: 62223 – SUPPLIES												
2024	07	1/09/2024	0124SVFD3		Expenditures	685010	60	62223	-11.63	SCARBOROUGH LUM SVFD Acct 1169	V1233	00449458
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	62223	-209.35	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
2024	07	1/18/2024	76445		Expenditures	685010	60	62223	-120.60	SANTA CRUZ RECO SVFD	V12521	00450179
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	62223	-885.28	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 62223 – SUPPLIES									-1,226.86			
Object: 62327 – DIRECTORS' FEES												
2024	07	1/10/2024	PAYPERIOD 01		Expenditures	685010	60	62327	-2,100.00	PAYPERIOD 01PAYDATE 01122024		
Total 62327 – DIRECTORS' FEES									-2,100.00			
Object: 62367 – MEDICAL SERVICES-OTHER												
2024	07	1/11/2024	231202		Expenditures	685010	60	62367	-60.00	BAYSPORT INC SVFD	V44180	00449725
2024	07	1/11/2024	231210		Expenditures	685010	60	62367	-740.00	BAYSPORT INC SVFD	V44180	00449725
2024	07	1/11/2024	231231		Expenditures	685010	60	62367	-740.00	BAYSPORT INC SVFD	V44180	00449725
2024	07	1/11/2024	231236		Expenditures	685010	60	62367	-740.00	BAYSPORT INC SVFD	V44180	00449725
Total 62367 – MEDICAL SERVICES-OTHER									-2,280.00			
Object: 62381 – PROF & SPECIAL SERV-OTHER												
2024	07	1/09/2024	255742		Expenditures	685010	60	62381	-635.85	LIEBERT CASSIDY SVFD	V119863	00449455
2024	07	1/12/2024	0124SVFD1		Expenditures	685010	60	62381	-6,055.69	U S BANK CORPOR SVFD 4246-0445	V995476	80063645
2024	07	1/18/2024	RM11162023		Expenditures	685010	60	62381	-52.50	STEWARD, DONNA SVFD	V115202	00450181
2024	07	1/22/2024	202995		Expenditures	685010	60	62381	-210.00	CENTRAL COAST C SVFD	V15383	00450414
2024	07	1/23/2024	24832		Expenditures	685010	60	62381	-68.50	CSG CONSULTANTS SVFD	V121100	00450546
2024	07	1/25/2024	202988		Expenditures	685010	60	62381	-420.00	CENTRAL COAST C SVFD	V15383	00450770
2024	07	1/25/2024	202991		Expenditures	685010	60	62381	-210.00	CENTRAL COAST C SVFD	V15383	00450770
2024	07	1/26/2024	259010		Expenditures	685010	60	62381	-1,524.50	LIEBERT CASSIDY SVFD	V119863	00450959
Total 62381 – PROF & SPECIAL SERV-OTHER									-9,177.04			
Object: 62715 – SMALL TOOLS & INSTRUMENTS												
2024	07	1/09/2024	0124SVFD4		Expenditures	685010	60	62715	-544.19	SCARBOROUGH LUM SVFD Acct 1169	V1233	00449458
2024	07	1/26/2024	783972		Expenditures	685010	60	62715	-1,314.81	L N CURTIS & SO SVFD Cust 3627	V115989	00450958
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	62715	-1,718.58	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 62715 – SMALL TOOLS & INSTRUMENTS									-3,577.58			
Object: 62826 – EDUCATION AND/OR TRAINING												
2024	07	1/26/2024	0124SVFD1		Expenditures	685010	60	62826	-72.00	COLLINS, ERIN SVFD	V116856	00450956
2024	07	1/26/2024	0124SVFD2		Expenditures	685010	60	62826	-119.44	COLLINS, ERIN SVFD	V116856	00450956
Total 62826 – EDUCATION AND/OR TRAINING									-191.44			
Object: 62890 – SUBSCRIPTIONS BOOKS & ED MATER												
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	62890	-320.87	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 62890 – SUBSCRIPTIONS BOOKS & ED MATER									-320.87			
Object: 62914 – EDUCATION & TRAINING(REPT)												
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	62914	-2,275.93	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
2024	07	1/18/2024	2302-1		Expenditures	685010	60	62914	-75.00	EMT CERTIFICATI E185687	V127457	00450176
2024	07	1/18/2024	2305		Expenditures	685010	60	62914	-100.00	SANTA CRUZ COUN SVFD	C00008	00450054

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	07	1/18/2024	2305-1		Expenditures	685010	60	62914	-37.00	EMT CERTIFICATI E008097	V127457	00450177
2024	07	1/26/2024	10058		Expenditures	685010	60	62914	-300.00	CENTRAL FIRE PR SVFD	V116886	00450955
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	62914	-1,332.57	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 62914 – EDUCATION & TRAINING(REPT)									-4,120.50			
Object: 62920 – GAS, OIL, FUEL												
2024	07	1/09/2024	845770		Expenditures	685010	60	62920	-2,300.99	WESTERN STATES SVFD	V39738	00449459
2024	07	1/12/2024	0124SVFD1		Expenditures	685010	60	62920	-209.24	U S BANK CORPOR SVFD 4246-0445	V995476	80063645
2024	07	1/23/2024	8460884		Expenditures	685010	60	62920	-1,156.33	WESTERN STATES SVFD	V39738	00450547
2024	07	1/26/2024	0117538		Expenditures	685010	60	62920	-938.00	COUNTY OF SANTA SVFD	V103950	00450957
Total 62920 – GAS, OIL, FUEL									-4,604.56			
Object: 62930 – REGISTRATIONS (NON REPT)												
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	62930	-1,540.00	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 62930 – REGISTRATIONS (NON REPT)									-1,540.00			
Object: 63070 – UTILITIES												
2024	07	1/11/2024	0124SVFD		Expenditures	685010	60	63070	-2,573.53	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
2024	07	1/12/2024	0124SVFD1		Expenditures	685010	60	63070	-867.10	U S BANK CORPOR SVFD 4246-0445	V995476	80063645
2024	07	1/22/2024	0124SVFD1		Expenditures	685010	60	63070	-235.12	PACIFIC GAS AND SVFD	V129169	00450345
2024	07	1/22/2024	0124SVFD2		Expenditures	685010	60	63070	-1,216.54	PACIFIC GAS AND SVFD	V129169	00450345
2024	07	1/22/2024	0124SVFD4		Expenditures	685010	60	63070	-367.45	PACIFIC GAS AND SVFD	V129169	00450345
2024	07	1/23/2024	0124SVFD3		Expenditures	685010	60	63070	-530.16	PACIFIC GAS AND SVFD	V129169	00450465
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	63070	-304.47	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
2024	07	1/30/2024	0224SVFD		Expenditures	685010	60	63070	-1,587.10	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 63070 – UTILITIES									-7,681.47			
Total 60 – SERVICES AND SUPPLIES									-100,267.13			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-626,795.69			
GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL												
Character: 60 – SERVICES AND SUPPLIES												
Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2024	07	1/25/2024	0000133		Expenditures	685030	60	61845	-3,400.00	SUPER PRO PAINT SVFD	V42219	00450656
2024	07	1/26/2024	3001-02-1223		Expenditures	685030	60	61845	-1,272.25	RRM DESIGN GROU SVFD	V126553	80064030
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-4,672.25			
Total 60 – SERVICES AND SUPPLIES									-4,672.25			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-4,672.25			
GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP												
Character: 60 – SERVICES AND SUPPLIES												
Object: 61221 – TELEPHONE-NON TELECOM 1099												
2024	07	1/11/2024	0124SVFD		Expenditures	685040	60	61221	-76.02	U S BANK CORPOR SVFD 4246-0445	V992019	80063551
2024	07	1/30/2024	0224SVFD		Expenditures	685040	60	61221	-76.02	U S BANK CORPOR SVFD 4246-0445	V992019	80064186
Total 61221 – TELEPHONE-NON TELECOM 1099									-152.04			
Object: 62914 – EDUCATION & TRAINING(REPT)												
2024	07	1/26/2024	741		Expenditures	685040	60	62914	-4,042.00	RW JONES AND AS SVFD	V129231	00450960
Total 62914 – EDUCATION & TRAINING(REPT)									-4,042.00			
Total 60 – SERVICES AND SUPPLIES									-4,194.04			
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP									-635,661.98			



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Mark Correia
Fire Chief

Date: February 14, 2024
To: Hon. Board of Directors
From: Mark Correia, Fire Chief
Subject: **Board Memo 2024-03: Surplus of Apparatus**

Recommendation

Approve the items on the attached form for surplus and authorize staff to sell using an online auction house or similar form.

Discussion

Through the reorganization with the Branciforte Fire District, the Fire District as encumbered additional equipment that is no longer used or needed. The Staff has evaluated the purpose and use of this equipment and has identified the attached list as being duplicative, past its useful life, and no longer needed.

Staff is recommending the attached list be deemed surplus allowing them to sell the items through an online auction house (govdeals.com). If the items do not sell on auction, we will proceed to advertising them on Craigslist or Daily Dispatch. If the items can not be sold, we will reach out to neighboring agencies to determine levels of interest and convey the items to them administratively.

Board of Directors

Adam Cosner Kris Hurst Joe Parker Russ Patterson Daron Pisciotta



SCOTTS VALLEY FIRE DISTRICT

Surplus Form

Item #	Quantity	Description	ID/Inventory #	Value	Planned Disposition
1	1	1991 KME Type 3 Pumper	1HTSDN2RNH393592	\$5,000	Auction/Sell
2	1	1999 Ford Rescue (light duty)	1FDAF57FXXED03810	\$3,000	Auction/Sell
3	1	2002 Ford F150 Pick Up (Utility)	1FTRW08LX2KC03247	\$1,500	Auction/Sell
4	1	1995 GMC Pick Up (Utility)	1GTGk24k8se549743	\$1,000	Auction/Sell

2023/2024 Final Budget

Notes:



California Public Employees' Retirement System
P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)
TTY: (877) 249-7442 Fax: (800) 959-6545
www.calpers.ca.gov

California Employers' Retiree Benefit Trust (CERBT, OPEB)

REMITTANCE ADVICE

February 06, 2024

Employer Name: Scotts Valley Fire Protection District
Employer Address: 7 ERBA LANE
SCOTTS VALLEY, CA 95066
CalPERS ID: 4027652040
Receivable ID: 100000017441453
Receivable Description: CERBT Contributions, CERBT

Project Payment Date	Account Number	Strategy	Payment Amount
February 20, 2024	4027652040-001	SKB7-CERBT Strategy 2	\$155,000.00
		Total Payment Amount:	\$155,000.00





California Public Employees' Retirement System
P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)
TTY: (877) 249-7442 Fax: (800) 959-6545
www.calpers.ca.gov

California Employers' Pension Prefunding Trust (CEPPT)

REMITTANCE ADVICE

February 06, 2024

Employer Name: Scotts Valley Fire Protection District
Employer Address: 7 ERBA LANE
SCOTTS VALLEY, CA 95066
CalPERS ID: 4027652040
Receivable ID: 100000017441455
Receivable Description: CEPPT Contributions, CEPPT

Project Payment Date	Account Number	Strategy	Payment Amount
February 20, 2024	4027652040-501P	SKHE-CEPPT Strategy 2	\$150,000.00
		Total Payment Amount:	\$150,000.00





SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Mark Correia
Fire Chief

Date: February 8, 2024
To: Hon. Board of Directors
From: Mark Correia, Fire Chief
Subject: **Board Memo 2024-06: Job Descriptions**

Recommendation

Approve the Fire Chief and Battalion Chief Job Descriptions as presented.

Discussion

As a best management practice, regular review and update of position / job descriptions should be performed on a scheduled and ongoing basis. It is the intention of Fire Administration to review all position descriptions by year end 2024. To being this effort, the Fire Chief Job Description and Battalion Chief Job Description have been reformatted, reviewed, and updated for consideration and approval. Staff will bring the remaining job descriptions with edits to future meetings.

FIRE CHIEF:

Codified in Policy 1701, the Fire Chief Job Description was most recently revised on April 4, 2017. Over the past few months, the existing position description was updated to be more detailed and reflective of the characteristics, duties and responsibilities, qualifications, physical demands and working conditions of the position. Model documents from similar positions in California were used, and specific elements were added to align with the current Fire Chief's employment contract. The proposed Job Description would replace the existing one in its entirety.

BATTALION CHIEF:


Codified in Policy 1703, the Battalion Chief's Job Description was most recently revised on April 14, 2021. The existing version has only a Reports To, Supervises, and Basic Function Section, and a Minimum Qualifications section for each "Step" in the Battalion Chief ranks. In October and November of 2023, the existing position description was updated to be more detailed and reflective of the characteristics, duties and responsibilities, qualifications, physical demands and working conditions.

Because this Job Description affects the Chief Officers Group and is referred to in their Memorandum of Understanding, feedback was sought from this group throughout December and January. The comments that were received have been incorporated into the proposed version.

SUMMARY:

Both job descriptions have been revised and are more representative of a modern and contemporary position/job description. The Fire Chief is recommending approval of these job descriptions through the adoption of Policy 1701 and 1703.

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

Scotts Valley Fire Protection District	
POLICY: 1701 DATE APPROVED: 02/14/2024 BOARD PRESIDENT: _____	SUBJECT: Fire Chief Job Description FIRE CHIEF: _____

Policy 1701: Fire Chief Job Description

The attached job description is adopted as Policy 1701.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Job Title: Fire Chief **Date Approved:** February 14, 2024

Reports To: Fire District Board of Directors

Supervision: Administration
Battalion Chiefs
Community Risk Reduction

Status: Exempt

JOB SUMMARY:

Serves as the principal leader and administrator of the Fire District; plans, organizes, reviews, and provides administrative direction to Department activities and operations encompassing a wide range of fire service-related functions including fire prevention, fire suppression, emergency medical services, public information, emergency planning, training/fitness, and related administrative services; advises and makes recommendations to the Board of Directors regarding Department administration and operations; assures and enforces applicable federal, state, and local laws, ordinances, codes and District policies; serves as a member of the District's Strategic Management Team.

Within six-months of employment, the Fire Chief shall reside within 25-minutes (travel time) of the boundaries of the district as measured by the quickest safe route of travel.

CLASS CHARACTERISTICS

This is a single-incumbent executive management classification. The classification of Fire Chief is distinguished from other fire management classifications by its level and degree of responsibility and broad oversight of all Department functions. The incumbent in this classification has extensive contact with public officials, state/federal/local agencies, other public/private organizations, and the general public, and is responsible for the development and implementation of programs designed to provide quality services within the Department's service area.

Supervision Received and Exercised

Receives general direction from the Board of Directors. The Fire Chief works independently, exercises judgement and initiative, and carries out District Policies, receiving only general instruction or assistance. The position provides direct supervision to subordinate staff. May act as a project leader or provide supervision to assigned lower level workers in other areas on a case by case basis.

DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

does not exclude them from the position if the work is similar, related or a logical assignment to the position. Individuals in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

GENERAL DUTIES

- Work closely with the Board of Directors in setting and carrying out the District's vision, mission, and objectives for the Fire Department; including but not limited to, long-range strategic planning, financial management, and administration of policies, procedures, programs, goals, and objectives unique to the District.
- Participates as a member of the District's Strategic Management Team; provides assistance to the Board of Directors on fire and emergency medical services service-related matters; supports driving business strategy development by assessing risks, noting opportunities for expansion, setting overall goals and metrics, and proposing projects or systems to optimize performance and revenue to move the District forward.
- Direct and/or participate in the preparation of complex statistical and narrative reports, correspondence, and other documents, including those required by law; makes presentations to the Board of Directors as required; perform special projects as assigned.
- Represent the District to the public, elected officials, other agencies, jurisdictions, committees, community groups, and organizations; make presentations; chair and participate in meetings and committees; improve District operations; manage contract negotiations and development projects; conduct community outreach; participate in major development projects; provides staff assistance to the Board of Directors; maintain constructive media relations; respond to sensitive citizen and media questions, feedback, and requests for information.
- Prepare strategic plans and annual work plans; develop and execute special projects impacting Department operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflows, methods, and work products in accordance with District and Department plans, budgets, and policies.
- Provide leadership that attracts, develops, and retains a diverse, highly competent, service-oriented workforce who support the vision, mission, objectives, and service expectations of the District.
- Promote and create an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensures that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
- Administers, directs, and participates in the development and administration of the Department annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approves expenditures; direct and implement adjustments as necessary; evaluate new revenue generating and cost saving initiatives.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Perform various related essential duties as required.

LOCAL GOVERNMENT POLICIES/PRACTICES

- Monitor changes in state and federal laws, regulations, and technology that may affect District operations; implement policy and procedural changes as required.
- Participate, support and assist in the negotiation of contracts and agreements, including service contracts and collective bargaining efforts.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on District's programs; ensure compliance.
- Oversee contractual agreements for the District and evaluates contract renewals and changes; inspect and evaluate the work of the district contractors.

SERVICE DELIVERY

- Conducts and/or participates in working meetings with a wide variety of individuals; utilizes leadership, management, and interpersonal skills in reaching decisions, formulating recommendations, and the negotiation/resolution of sensitive, significant, controversial, and often competing issues.
- Coordinates with State and local fire districts and other agencies for developing mutual assistance programs.
- May personally represent the District to the legislature, special interest groups and appropriate officers of the local, state, and federal governments as well as the general public; may serve as primary District spokesperson with the news media;
- Implements and/or ensures the District emergency operations are conducted with the use of all contemporary and accepted methods which effectively utilize the emergency response resources.
- Directs fire and emergency medical operations; retaining overall responsibility for fire ground operations and suppression when needed; responsible for ensuring highest level of patient care; enforces codes and laws pertaining to fire control and hazards.
- Responds to significant greater alarm fires and may assume any position of command or relieve any officer of command for re-assignment; may be required to make emergency operational decisions under conditions of extreme physical and/or mental stress.

SUPERVISION AND MANAGEMENT

- Supervises personnel including training, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, recruiting and recommending or approving the



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

hire of new employees, or promotions/salary increases; enacting discipline when appropriate; promotes opportunities for career training for all personnel; instructs staff in policies and procedures and directs supervisory staff in training activity by means of staff meetings, conferences and individual direction;

- Directs and supports the Department management team; represents Department interests and operations at regular meetings to ensure efficient and cost-effective operations of the Department;
- Ensure that all personnel are informed of District policies and works through subordinate managers to ensure adherence to policies.

COMMUNITY ENGAGEMENT

- Coordinate activities with District Official, City officials, City departments, outside agencies and community-based organizations as appropriate; participates on committees and boards and in community activities; attends meetings, conferences, and workshops as appropriate;
- Act as a community liaison and represents the Department; gives reports at community and other public meetings.
- Serves as a liaison to other fire agencies, elected officials, divisions, clients, local residents, community groups, school districts, and private businesses; attends meetings, as necessary; negotiates and resolves significant and controversial issues.
- Responds to citizen complaints which have not been resolved at a lower level within the District.

TYPICAL QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. The education or experience requirements may be modified or waived at the sole discretion of the General Manager. At least one of the education or experience requirements must be met; however, both requirements cannot be modified or waived. The Cosumnes Community Services District Board of Directors shall be notified of any such modifications or waivers. A typical way to obtain the knowledge, skills and abilities:

Education and Training:

- A Bachelor's Degree from an accredited college with major course work in an applicable field is required.
- A Master's degree in an applicable field is preferred.
- Certification as a California State Chief Officer Certification is required; Chief Fire Officer designation from the Center for Public Safety Excellence (CPSE) is acceptable.
- Work, life, or other experience may be substituted for education and certification requirements at the discretion of the hiring authority.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Experience:

Ten (10) years of increasingly responsible fire and emergency medical services management experience including administrative/management experience that includes responsibility for staff supervision, budgeting, planning; a minimum of five (5) years of experience at the Chief Officer level.

Special Requirements:

- Must possess and maintain throughout employment a valid California class "C" driver's license with a driving record sufficient to be insurable through the District.
- Successfully completion of a department approved physical fitness for duty exam. Fitness for duty exam may be required when appropriate.
- Successfully pass a standard safety position background investigation.
- Subject to being called back when off duty.

Knowledge of:

- Principles and practices of strategic leadership in public administration related to the mission and purpose of the fire and emergency medical services industries.
- Current research and development in the fields of fire suppression, fire administration, fire prevention, emergency medical services and strategic planning;
- Principles and modern methods of fire administration including organization, negotiation, fiscal management, program planning, implementation and administration;
- Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them in governing the activities of a fire district serving a suburban and rural and wild land area;
- Familiarity with the operational capabilities and maintenance of various types of apparatus and equipment used in modern fire suppression, and communication and information systems related to fire and emergency response services;
- Current methods, techniques, principles, and procedures used in good internal and external customer service;
- Computer database programs, desktop publishing and word processing in currently used programs such as Microsoft Outlook, Word, and Excel.
- Modern methods and techniques of emergency preparedness and Incident Command System (ICS);
- Principles of employee supervision including training, performance evaluations, coaching, employee counseling and progressive discipline.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Ability to:

- Balance the business needs of multiple customers and fulfillment of those needs with consideration of broader organizational, business, legal and community issues and requirements.
- Manage, plan, assign, review and assess the work of a diverse staff in the accomplishment of multiple projects.
- Collaborate with diverse community members; facilitate inclusive participation in programs and activities; communicate cross-culturally.
- Manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex District services.
- Manage functions and operations, including personnel management and budget administration, and apply program practices to diverse and complex District services.
- Establish and maintain effective working relationships with those contacted in the course of work, including other governmental agencies, non-profits, labor partners, colleagues, media, and the public; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
- Communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
- Interpret, analyze and advise District staff on industry-related laws, rules, regulations, ordinances, and policies.
- Comprehend, prepare and direct development of reports and forms such as accident and incident reports, inventory lists, budget documents, correspondence, attendance records, basic technical medical reports, news releases, e-mail, policy manuals, procedure manuals, and calendars.
- Identify and determine the nature of potential safety hazards and correct or institute corrective courses of action.
- Perform complex tasks during life threatening emergencies.
- Use independent judgment in frequently non-routine situations involving some period financial risk in decision making and occasional major risk of injury or death to self, staff or public;
- Create common understanding on issues through education with relevant/factual information
- Present complex technical and operational issues simply and logically to the Board of Directors and Executive Leadership Team, policy makers, and community.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- **Mobility:** Frequent work in offices and buildings; occasional moderate to severe amount of physical effort to climb ladders, stooping, bending, squatting, working in high places and in closely confined places; occasional pushing, pulling or lifting up to fifty (50) pounds;



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- **Vision/Talking/Hearing:** Regular reliance on sense of sight, hearing, smell and touch while on fire grounds to aid in assigned duties and maintain personal safety; color vision sufficient to perform assigned duties safely; visual acuity sufficient to drive vehicles, read specifications, fine print and Video Display Terminals; hear well enough to identify mechanical noises, to converse on the radio, telephone, and in person over incident noise;
- **Dexterity:** Occasional performance of a variety of tasks on slippery, hazardous surfaces;
- **Emotional/Psychological:** Constant concentration and decision making; frequent ability to exercise sound judgment under stress; public contact; frequent to moderate working alone; Occasional work for long periods of time requiring sustained physical and intense concentration; occasional physically demanding work in hot conditions while wearing equipment which significantly impairs body cooling mechanisms; or in wet or muddy conditions; infrequent exposure to grotesque sights and smells associated with major trauma and burn victims;
- **Driving:** Ability to use fine and gross motor coordination for driving;
- **Potential Exposures:** Occasional work outside in all weather conditions under hazardous conditions and in closely confined areas; exposure to carcinogenic dust or toxic substances, either to inhalation or skin contact; frequently faces exposure to infectious agents, such as Hepatitis B or HIV;
- No person shall pose a direct threat to themselves, to the health and safety of other individuals in the work place, or to the public they serve.


Typical Working Conditions

Incumbents are typically assigned work both in an indoor and outdoor environment which may take place in various types of weather and high temperatures. Work may take place in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces. Work may involve exposure to hazardous and/or carcinogenic materials through inhalation or skin contact and on rare occasions may include exposure as outlined above. Work will include traveling from site to site in a vehicle.

SUPPLEMENTAL INFORMATION

EMPLOYMENT TYPE

Full-time, Exempt

Scotts Valley Fire Protection District	
POLICY: 1703 DATE APPROVED: 2/14/24 BOARD PRESIDENT: _____	SUBJECT: Battalion Chief Job Description FIRE CHIEF: _____

The attached job description is adopted as Policy 1703.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Job Title: Battalion Chief **Date Approved:** February 14, 2024
Reports To: Fire Chief
Supervision: Captain
Status: Exempt

JOB SUMMARY:

The Battalion Chief is an administrative staff position that performs supervisory and command functions as assigned. Under the supervision and direction of the Fire Chief, the Battalion Chief is to provide responsible and technical assistance to the Fire Chief. He/she will manage various district divisions and programs **including Training, EMS and Technology, and Operations and Facilities**, and ensure that the mission and goals of the District are carried out. He/she shall exercise and promote effective communication and leadership skills. The Battalion Chief shall perform administrative, suppression, prevention and related duties as assigned. The Battalion Chief shall direct emergency scene activities, supervise and develop company officers and evaluate performance of employees. The Battalion Chief will ensure that personnel are trained in the proper fire service techniques and operations and oversee the maintenance of the Fire District facilities and apparatus. The Battalion Chief will create staff reports and written communications and manage such collateral duties as: hazardous materials response, fire suppression operations, training, disaster planning, mutual aid, emergency medical services, facilities, fire prevention, fire investigations, apparatus, public education, communications and other related duties as may be required.

As a member of the Fire Chiefs management team, Battalion Chiefs shall have the obligation to provide the Fire Chief with their professional and honest opinion pertaining to proposed or existing policies, procedures and/or decisions.

The Battalion Chief will provide Duty Chief coverage on a shift basis with a 15-minute response time to the District boundary.

CLASS CHARACTERISTICS

Supervision Received and Exercised

Battalion Chiefs report to the Fire Chief and provide direct or indirect supervision within the assigned programs to Captains and other subordinate staff which may include Engineers, Firefighters and Paid Call Firefighters.

DUTIES AND RESPONSIBILITIES

The following duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

All Battalion Chiefs:

- Assigns and schedules staff for proper coverage, approves time off, and maintains staffing calendars in accordance with District Policy;
- Directly supervises Fire Captains including recruiting, planning, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems including evaluation of staff and coaching and counseling, and recommending step increases and discipline in accordance with District Policy; writes performance evaluations; arranges scheduling and overtime when necessary;
- Indirectly supervises Engineers and Fire Fighters through Fire Captains; may provide direct supervision on a project basis;
- Evaluate company performance, and affirm assigned goals and requirements are being accomplished;
- Responsible for budget development for responsible programs and overview of programs/divisions to which assigned, make recommendations for budget planning and future purchases that align with programmatic and organizational goals;
- Prepares standard operating procedures related to fire department operations for the assigned program(s);
- May act as the duty officer and responds to emergency incidents; may function in any position within the incident command system;
- May serve as an incident safety officer and or health and safety officer;
- May work in and around carcinogenic materials through inhalation or skin contact and on rare occasions may involve working around infectious diseases such as Hepatitis, HIV, etc.;
- May be subject to callback, as needed;
- May serve as Fire Chief in their absence;

Additional Essential Duties and Responsibilities:

- Serves as duty officer and responds to emergency incidents; may function in any position within the incident command system;
- Manages the scene of complex all hazard/risk emergencies;
- Directly supervises Fire Captains in the provision of services during assigned shift; indirectly supervises Engineers and Fire Fighters;
- Conducts incident analysis; coordinates and conducts multi-company drills;
- Ensures that initial fire investigation is performed;
- Identifies and addresses special field hazards;
- Provides general input and feedback on the Emergency Medical Services, Training, Operations and Facilities Programs, and the Fire Prevention Programs;
- Corrects immediate station maintenance and clean-up problems;
- Provides follow-up for day-to-day operational issues;
- Ensures appropriate public relations at the company level; develops and releases publicity according to department policy;
- Ensures uniform enforcement of protective clothing regulations and proper safety practices during both emergency and non-emergency situations;
- Ensures enforcement of Policies, Procedures and General Orders
- Performs other related essential duties as required.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Additional Essential Duties and Responsibilities for Training Program Management

- Assesses present and future training needs of fire department personnel for compliance with federal, state and local requirements; discusses areas of deficiency with management and line personnel; researches state of the art techniques as training subject matter by attending conferences, reading professional journals, and networking with peers;
- Supervises and directs training activities; coordinates and conducts multi-company drills; coordinates the basic training program; provides feedback on annual training plan; ensures compliance with company training program; conducts battalion drills; determines special training needs;
- Evaluates effectiveness of training programs; outlines plans and delineates criteria for increasing quality of programs;
- Develops employee training compliance report, develops improvement plans, and provides training support to other shifts/battalions;
- Selects appropriate training media, methods and materials;
- Implements training programs for management and line personnel; writes lesson plans, audio visual scripts, instructor's guides, training manuals, operational directives and related materials; describes appropriate practice exercises;
- Works closely and represents the District with federal, state and local training organizations;
- Serves as Department of Motor Vehicles Program Manager.
- Supervises the Department's Joint Apprenticeship Committee (JAC) program and acts as its supervisor.
- Responsible for coordinating the California Incident Command Certification System (CICCS) activities within the Scotts Valley Fire District.

Additional Essential Duties and Responsibilities for EMS and IT Program Management

- Is responsible for the maintenance of the Department's Infection control Program;
- Directly supervises Fire Captains, Engineers, Fire Fighters, and PCFs in the provision and application of medical care standards, including review of work performed; coordinating activities, acting on employee problems, evaluates and reviews the performance of employees in the provision of emergency medical services;
- Evaluates day-to-day operations of the EMS Program; analyzes reports containing response time and other data for comparison with current emergency medical services standards to ensure delivery of prompt, high quality service;
- Oversees inventory, repair and maintenance of EMS equipment in order to insure preparedness for emergency response to calls;
- Monitors training courses for Fire Department employees for compliance with federal, state and local regulations with regard to emergency medical services;
- Coordinates the medical equipment maintenance program;
- Acts as a hospital liaison, represents District at EMSIA, and collaborates with other EMS Stakeholders;



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Oversees and coordinates the state mandated Continuous Quality Improvement/Quality Assurance programs;
- Ensures compliance of EMS at company level, quality assurance and Continuous Quality Improvement of EMS;
- Supports and maintains EMS inventory and purchases all medical supplies and equipment for the EMS program;
- Develops and maintains the emergency medical training program in conjunction and cooperation with the Training Program Manager, to ensure that department staff performs services consistent with current standards;
- Develops compliance reports, specific reports for injury risk reduction, and recommends community risk reduction programs to the Program Manager;
- Attends meetings and conferences pertaining to EMS information for public relations and community awareness programs;
- Functions as department representative and works closely with federal, state and local organizations/agencies, including public and private service organizations in regards to the EMS program;
- Gathers and prepares EMS information for public relations and community awareness programs;
- Coordinates EMS activities with either the Santa Cruz County Medical Director to ensure the quality and level of service for the agency are being met;
- Researches data and prepares provider reports at the request of the Fire Chief or other Program Managers;
- Performs various related essential duties as required;
- Ensures compliance with DEA and FDA regulations governing the storage, use and handling of controlled substances;
- Purchases and oversees the repair and maintenance of communications equipment, such as computers, laptops, iPads, radios and cellular phones; coordinates purchase of software and maintaining files for computer equipment with the District IT provider;
- Serves as Website Manager

Additional Essential Duties and Responsibilities for Operations Program Management

- Oversees the operations of the Fire Department, coordinates activities with the Training Program Battalion Chief to accomplish organization goals related to emergency response commensurate with response duties;
- Oversees the operations and training for Hazardous Materials incidents, works with Hazmat Technician and SCHMITT Leadership to accomplish programmatic goals;
- Supports Homeland Security Mission, identifies potential threats and critical infrastructure, completes the Critical Infrastructure Threat assessment;
- Recommends training for the Citizens Emergency Response Team (CERT) members and other emergency preparedness programs;
- Assists with emergency management by supporting major incidents; updating the emergency resource list, planning responses for large/special events, completing risk assessment planning, providing continuity of operations planning, and disaster services and planning;
- Assists with the update of the District Emergency Operations Plan;
- Assesses the present and future training and operational needs of the District;



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Assists with emergency management by supporting major incidents; participating with disaster management planning; acting as agency liaison to allied disaster preparedness agencies, including City of Scotts Valley and Santa Cruz County;
- Manages District Vegetation Management & Chipper Program.

Additional Essential Duties and Responsibilities for Facilities Program Management

- Performs or manages inventory control for all fuel, safety equipment and general fixed assets;
- Serves as Logistics Program Manager; supervises the staff assigned to Logistics; coordinates and oversees the activities of Logistics; develops and manages Logistic Program budget; maintains effective and efficient methodologies for ordering, receipt, and delivery of Departmental supplies, tools and equipment;
- Serves as the personal Protective Equipment Program Manager; manages the procurement and disbursement of personal protective clothing; develops and manages program budget; oversees the research and development relative to personal protective clothing;
- Manages fire department facilities; coordinates maintenance and repair of Fire Department facilities; provides input to, and manage expenses related to maintenance and repair of Fire Department facilities;
- Serves as the Fire Department Assistant Public Information Officer; provides information to media outlets regarding Fire Department activities.

Knowledge of:

All Battalion Chiefs:

- Fire suppression tactics and strategies; common and special fire hazards; fire Prevention and investigation;
- The Incident Command System;
- Department rules, regulations, policies and standard operating procedures;
- The budget development and oversight process; financial administration;
- Principles, practices and techniques of fire prevention and provisions of local fire code requirements and related ordinances;
- The Department's Emergency Medical Services and fire communication systems;
- The Department's Emergency Medical Services program;
- Operation, capabilities and maintenance of fire apparatus and equipment used in modern fire suppression;
- Principles and techniques of supervision and training including the techniques of performance evaluations, employee counseling and progressive discipline;
- The Uniform Fire Code, Health and Safety Code and Vehicle Code, Government Code Sections 3500 to 3510;
- Methods of inventory control and purchasing;
- Computer equipment and office machines.

Training Division Assignment:



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Federal and State laws, codes and typical rules which impact training programs;
- educational program design;
- educational need assessment;
- general principles and procedures used in training implementation, including securing facilities and physical logistics requirements and program administration;
- program evaluation techniques;
- criterion-referenced instruction and performance-based training programs;
- instructional methods, training aids and materials;
- California State Board of Fire Services Certification System;
- California Incident Command Certification System (CICCS).

EMS Division Assignment:

- Principles, practices and procedures of EMS operations and delivery of services including ambulance operations;
- Principles and practices of EMS training programs;
- EMS operations as related to basic and advanced life support systems;
- Principles and practice of Quality Assurance and Improvement programs;
- Principles and practices of infectious control and blood borne pathogens programs;
- Principles and practices of critical incident stress debriefing programs;
- Federal, state and local legislation, EMS rules and regulations including base hospital requirements, policies and procedures.

All Battalion Chiefs Require Ability to:

- Assign, review, plan and coordinate of other employees including providing instruction and guidance;
- Promote staff development and motivation;
- Assess the work of employees, write performance appraisals, recommend the transfer, promotion, step increase, or corrective action as appropriate;
- Analyze problems that arise in the areas of supervision and recommend solutions;
- Coach and counsel subordinate staff;
- Recommend appropriate discipline of staff to the Fire Chief and effectively carry out disciplinary action at the Fire Chief's direction;
- Operate both as a member of a team and independently;
- Effectively communicate with individuals or groups both internally and externally utilizing a broad base of verbal skills;
- Use independent judgment in periodically non-routine situations involving occasional major risk of injury or death to self, staff or public and some periodic financial risk in decision making;
- Prepare written correspondence as directed using prescribed format and conforming to all rules of punctuation, grammar, diction and style;
- Perform complex tasks during life threatening emergencies;
- Comprehend and correctly use a variety of reference books and manuals as well as informational documents, reference books, maps and manuals;



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Operate a variety of fire apparatus, vehicles and tools, including two-way radio, mobile data terminal, and command vehicle;
- Apply principles of influence systems such as supervising, instructing, and rational systems such as budgeting;
- Apply principles of synthesis functions in determining approach to fire suppression with chemical/hazardous materials involvement;
- Utilize a variety of clerical, medical, training, computer and audio-visual tools and supplies;
- Use fine and gross motor coordination in performing data entry, climbing ladders and donning protective equipment;
- Exert a moderate amount of force periodically to lift, carry, push, pull or otherwise move heavy objects, climb ladders and stairs, work in high places;
- Perceive all colors, hear, feel, and perceive odors immediately;
- Add, subtract, multiply and divide;
- Calculate decimals, ratios, percentages and fractions.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- **Mobility:** Frequent work in offices and buildings; occasional moderate to severe amount of physical effort to climb ladders, stooping, bending, squatting, working in high places and in closely confined places;
- **Vision/Talking/Hearing:** Regular reliance on sense of sight, hearing, smell and touch while on fire grounds to aid in assigned duties and maintain personal safety; color vision sufficient to perform assigned duties safely; visual acuity sufficient to drive vehicles, read blueprints, specifications, fine print and Video Display Terminals; hear well enough to identify mechanical noises, to converse on the radio, telephone, and in person over incident noise;
- **Dexterity:** Occasional performance of a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders;
- **Emotional/Psychological:** Occasional work for long periods of time requiring sustained physical and intense concentration; occasional physically demanding work in hot conditions while wearing equipment which significantly impairs body cooling mechanisms; or in wet, icy or muddy conditions; infrequent exposure to grotesque sights and smells associated with major trauma and burn victims;
- **Driving:** Ability to use fine and gross motor coordination for driving;
- **Potential Exposures:** Occasional work outside in all weather conditions under hazardous conditions within burning structures where sustaining a traumatic or thermal injury is possible or where exposure to hazardous materials is possible;
- No person shall pose a direct threat to themselves, to the health and safety of other individuals in the work place, or to the public they serve.

Typical Working Conditions

Incumbents are typically assigned work both in an indoor and outdoor environment which may take place in various types of weather and high temperatures. Work may take place in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces. Work may involve exposure to hazardous and/or carcinogenic materials through inhalation or skin contact and on rare occasions may include exposure as outlined above. Work will include traveling from site to site in a vehicle.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

MINIMUM QUALIFICATIONS

- Shall have worked a minimum of one year as a Captain *Step 3* with the Scotts Valley Fire Protection District and met all requirements for Captain *Step 3*.
- Must be an Acting Battalion Chief.
- Shall have completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: One Chief Fire Officer 3 series class, AH-330 (Strike Team/Task Force Leader All-Hazards), and ICS 400 (Advanced Incident Command System).
- Must possess and maintain a Class C California Driver License or better.
- **Must possess a minimum of California EMT License**

BATTALION CHIEF *Step 2*

- Shall have worked a minimum of one year as a Battalion Chief *Step 1* with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief *Step 1*.
- Shall have completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: One additional Chief Fire Officer 3 series class, S-339AR (Division/Group Supervisor All-Risk), and S-404 Safety Officer.
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Policies and Procedures prior to moving to Battalion Chief *Step 2*.

BATTALION CHIEF *Step 3*

- Shall have worked a minimum of one year as a Battalion Chief *Step 2* with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief *Step 2*.
- Shall have completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: Two additional Chief Fire Officer 3 series classes.

DESIREABLE QUALIFICATIONS:

- College degree in Fire Protection technology, Public Administration or related field.
- **Graduate of the National Fire Academy Managing Officers Program**
- **Center for Public Safety Excellence Officer Designation**

Any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

SUPPLEMENTAL INFORMATION

EMPLOYMENT TYPE

Full-time, Exempt



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Mark Correira
Fire Chief

Date: February 8, 2024
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: **Board Memo 2024-02: La Madrona Fire Station Planning Chart**

Recommendation

Discussion Only

Discussion

On July 12, 2023, the Scotts Valley Fire District (SVFD) Board of Directors approved Resolution 2023-07 which authorized a vote for a special levy to fund \$22.2 million in governmental obligation (GO) bonds. The proceeds from these bonds would build a new fire station and administration building at 6001 La Madrona Drive. The vote for this levy, known as Measure W, was placed on the November 7, 2023 ballot and was certified on November 27. Unfortunately, this measure failed by 12 votes with 66.42% voting yes 66.67% voting no.

At the November 29, 2023 Special Board Meeting, the Board of Directors met and discussed next steps for the La Madrona Drive Fire Station. Although no formal action was taken, the consensus from the Board's discussion was to not place any measure on the ballot in 2024, but consider a measure of a type-yet-to-be-determined.

On January 24, the SVFD Facilities and Equipment Committee met and discussed the La Madrona Drive Fire Station, and the next steps for this project. The Committee and Staff discussed a critical path forward if a measure were to be placed on the March-2025 ballot. Also included in this critical path was how to make the fire station project shovel-ready if the March-2025 measure were to pass favorably by the voters. The goal with this effort was to expedite the occupancy of the new facility. The Committee requested the Board take up a similar conversation so they are aware of the future steps that would set the stage for a March-2025 vote.

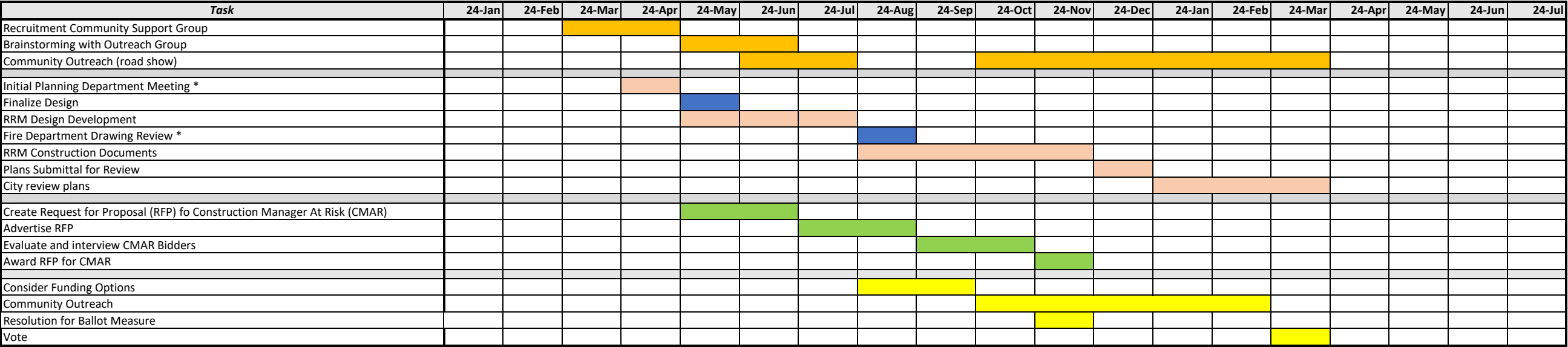
Attached to this memorandum is a Gantt Chart that lays out a portion of the many steps needed to align with a March-2025 ballot measure. The Gantt Chart also includes pause areas where the Board can stop, change direction, or proceed with the project.

The intention of this memorandum and attachment is for informational purposes only and to allow for discussion (and questions) at the Board Meeting.

Board of Directors

Adam Cosner Kris Hurst Joe Parker Russ Patterson Daron Pisciotta

La Madrona Fire Station Planning Gantt Chart



* Pause points

SCOTTS VALLEY FIRE PROTECTION DISTRICT
RESOLUTION
AUTHORIZING AN AMENDMENT TO THE CONTRACT

No. 2024-3

WHEREAS, the Board of Administration of the California Public Employees' Retirement System and the board of directors of the Scotts Valley Fire Protection District entered into a contract effective on October 1, 1970, providing for the participation of said public agency in the California Public Employees' Retirement System; and

WHEREAS, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;

NOW, THEREFORE, BE IT RESOLVED, that said governing body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

Adopted this 14th day of February, 2024.

Presiding Officer

Attest:

Clerk/Secretary



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

**CERTIFICATION
OF
FINAL ACTION OF GOVERNING BODY**

I hereby certify that the Board of Directors of the
(governing body)

Scotts Valley Fire Protection District
(public agency)

considered and adopted on February 14, 2024, by an affirmative vote of a
(date)

majority of the members of said Governing Body, **Ordinance/Resolution** No. 2024-3
approving the attached contractual agreement between the Governing Body of said Agency and
the Board of Administration of the California Public Employees' Retirement System, a certified
copy of said **Ordinance/Resolution** in the form furnished by said Board of Administration being
attached hereto.

Adoption of the retirement benefit increase/change was not placed on the consent calendar.

Clerk/Secretary

Fire Chief, Mark Correia

Title

Date 2/14/2024



California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
Scotts Valley Fire Protection District

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective October 1, 1970, and witnessed September 9, 1970, and as amended effective August 11, 1973, July 8, 1978, April 11, 1979, January 15, 1983, December 31, 1983, November 17, 1984, July 8, 1989, January 5, 1991, April 13, 1991, March 13, 1997, June 24, 2000, and March 13, 2003, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 12 are hereby stricken from said contract as executed effective March 13, 2003, and hereby replaced by the following paragraphs numbered 1 through 16 inclusive.
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members, age 62 for new local miscellaneous members, age 55 for classic local safety members, and age 57 for new local safety members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after October 1, 1970, making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Local Fire Fighters (herein referred to as local safety members);
 - b. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **POLICE OFFICERS.**
6. This contract shall be a continuation of the contract of the Branciforte Fire Protection District, hereinafter referred to as "Former Agency". The accumulated contributions, assets and liability for prior and current service under the Former Agency's contract shall be merged pursuant to Section 20508 of the Government Code. Such merger occurred December 8, 2023.
7. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).

8. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local safety member shall be determined in accordance with Section 21363.1 of said Retirement Law (3% at age 55 Full).
10. The percentage of final compensation to be provided for each year of credited prior and current service as a new local safety member shall be determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full).
11. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 20690, Statutes of 1978, (Reduction of Normal Member Contribution Rate). From April 11, 1979, and until January 15, 1983, the normal local miscellaneous member contribution rate and local safety member rate shall be 3.5%. Legislation repealed said Section effective September 29, 1980.
 - b. Section 20690, Statutes of 1980, (To Prospectively Revoke Section 20614, Statutes of 1978).
 - c. Section 20965 (Credit for Unused Sick Leave).
 - d. Section 20042 (One-Year Final Compensation) for classic members only.
 - e. Section 20434 ("Local Fire Fighter" shall include any officer or employee of a fire department employed to perform firefighting, fire prevention, fire training, hazardous materials, emergency medical services, or fire or arson investigation services as described in Government Code Section 20434).
 - f. Section 21574.5 (Indexed Level of 1959 Survivor Benefits).
12. Public Agency, in accordance with Government Code Section 20834, shall not be considered an "employer" for purposes of the Public Employees' Retirement Law. Contributions of the Public Agency shall be fixed and determined as provided in Government Code Section 20834, and such contributions hereafter made shall be held by the Board as provided in Government Code Section 20834.
13. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.
14. Public Agency shall also contribute to said Retirement System as follows:

- a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
15. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
16. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
SCOTTS VALLEY FIRE PROTECTION
DISTRICT

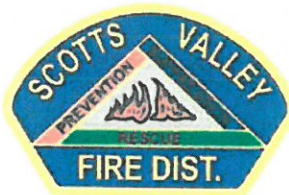
BY _____
MELODY BENAVIDES, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk



Mark Correia
Fire Chief

SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: February 6, 2024
To: Hon. Board of Directors
From: Mark Correia, Fire Chief
Subject: **Board Memo 2024-05: Budget Amendment 2024-04**

Recommendation

Approve Budget Amendment 2024-04

Discussion

On December 8, 2023, the Branciforte Fire District (BFD) was reorganized with the Scotts Valley Fire District (SVFD). As part of this reorganization, the SVFD assumed all assets, liabilities, and staff from the BFD. To accommodate this reorganization, Staff is recommending a budget adjustment to cover the additional costs of the former BFD. Included in this amendment is the additional cost of providing service to the community including staff time at all ranks/positions, maintain a third fire station, and transitional costs associated with SVFD responding to incidents in the BFD area.

As part of the reorganization agreement, the County has created a "service zone" that captures the funds formerly collected in the BFD area. The Service Zone has two funds - one for general property tax collected, and the second for funds collected from the BFD's "Measure T."

Staff is proposing a budget amendment that will appropriate \$491,500 as follows:

1. \$462, 500 from the General Property Tax Service Zone Fund to the SVFD General Fund. This amendment is equal to the remaining general property tax collection for the Branciforte Community for this fiscal year, and will cover the costs of providing service to Branciforte Community. (Note: no funds are being expended from the Measure T fund of the Service Zone.)
2. \$29,000 from the Scotts Valley fund balance to the SVFD General Fund. This request will cover the expenses associated with studying and implementing impact fees associated with future-growth. Staff and the Board's Facility and Equipment Committee recently met with a consultant who has expertise in this field. Staff intends to bring a consultant-agreement for these services to a future meeting for Board consideration. Amending the budget does not commit the Board to proceeding with the Impact Fees, rather it prevents the Board from having to do a approve Budget Amendment to cover these costs.

Lastly, this proposed budget amendment memorializes the assets received from the BFD.

Board of Directors

Adam Cosner Kris Hurst Joe Parker Russ Patterson Daron Pisciotta

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2024-4

RESOLUTION ADOPTING MID-YEAR BUDGET ADJUSTMENT FOR FISCAL YEAR 2023-2024

WHEREAS, the Scotts Valley Fire Protection District Board of Directors after a duly convened public hearing, adopted Resolution 2023-8 on August 9, 2023 to Adopt the Fiscal Year 2023-24 Final Budget; and

WHEREAS, on December 8, 2023 LAFCO executed the Scotts Valley Fire Protection District and Branciforte Fire Protection District Reorganization effective December 9, 2023; and

WHEREAS, all Branciforte Fire Protection District assets and liabilities transferred to the Scotts Valley Fire Protection District including ending cash, physical assets, and depreciated values of the assets; and

WHEREAS, the Scotts Valley Fire Protection District Board of Directors finds and determines that with the Reorganization, mid-year revenue and expenditures need to be adjusted for the Scotts Valley Fire Protection District budget for the Fiscal Year 2023-24;

WHEREAS, the Scotts Valley Fire Protection District Board of Directors may engage a consultant during this fiscal year to pursue impact fees associated with future growth that was not planned for in the 2023/2024 Final Budget; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED in accordance with Section 13895 of the California Health and Safety Code, the Scotts Valley Fire Protection District of Santa Cruz County for which the Board of Directors is the governing board, hereby amends Resolution 2023-8 according to this resolution's attachments and the following:

<u>Budget Summary</u>	<u>GL Key</u>	<u>Total</u>
SVFPD General Fund	685010	\$14,377,286
Branciforte Service Zone	685015	\$ 462,500
Branciforte Measure T	685035	\$ 833,804

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on February 14, 2024, by the following vote:

AYES NOES ABSENT ABSTAIN

Director Adam Cosner
Director Kris Hurst
Director Joseph Parker
Director Russ Patterson
Director Daron Pisciotta

ATTEST:

Mark Correia
Board Secretary

Joe Parker
Board President

cc: County Auditor/Controller

Scotts Valley Fire Protection District
General Fund (685010)
2023/2024 Mid-Year Budget Adjustment

Revenue Summary

Account #	Revenue Description	Revenue Amount	Proposed Amendment	Amended 23/24 Budget
40100	Prop Tax-Current Secured	\$ 8,594,091	\$ -	\$ 8,594,091
40110	Prop Tax-Current Unsecured	\$ 158,497	\$ -	\$ 158,497
40150	Supplemental Prop Tax-Current Secured	\$ 98,984	\$ -	\$ 98,984
40151	Supplemental Prop Tax-Current Unsecured	\$ 2,000	\$ -	\$ 2,000
40160	Supplemental Prop Tax-Prior Sec, Supplemental	\$ 3,000	\$ -	\$ 3,000
40330	Licenses and Permits	\$ 50,000	\$ -	\$ 50,000
40430	Interest	\$ 5,000	\$ -	\$ 5,000
40440	Rents and Leases	\$ 1,200	\$ -	\$ 1,200
40830	St-Homeowners' Property Tax Relief	\$ 40,516	\$ -	\$ 40,516
40894	ST-Aid Others	\$ 475,000	\$ -	\$ 475,000
42010	SCHMIT Administrative Services	\$ 6,000	\$ -	\$ 6,000
42055	SCHMIT Reimbursement	\$ 56,000	\$ -	\$ 56,000
42372	* Contributions-Branciforte Fire (Fund balance & fixed asset values)	\$ -	\$ 741,583	\$ 741,583
42384	Other Revenue	\$ 2,500	\$ -	\$ 2,500
42462	Transfer In From Branciforte Service Zone (685015)	\$ -	\$ 462,500	\$ 462,500
42462	Transfer In From Capital Outlay/Zone A	\$ -	\$ -	\$ -
Total Revenue		\$ 9,504,788	\$ 1,192,083	\$ 10,696,871
Fund Balance		\$ 3,680,415	\$ -	\$ 3,680,415
Total General Fund Revenue		\$ 13,185,203	\$ 1,192,083	\$ 14,377,286

Expenditure Summary

Account #	Expense Category	Expense Amount	Expense Amount
50000	Salaries & Benefits	\$ 8,638,047	\$ 8,966,671
60000	Services & Supplies	\$ 911,426	\$ 1,000,126
75000	Other Charges	\$ 314,000	\$ 314,000
80000	Fixed Assets	\$ 1,000,000	\$ 1,000,000
Total Expenditures		\$ 10,863,473	\$ 11,280,797
Operating Transfer Out		\$ -	\$ -
Contingencies		\$ 250,000	\$ 250,000
Reserves - Undesignated		\$ 2,071,730	\$ 2,846,489
Total General Fund Budget		\$ 13,185,203	\$ 14,377,286

* The Branciforte Transfer included the "ending fund balance" (\$257,009) and the "value of the fixed assets" (\$484,574). Fixed asset value is not expendable monies (like cash), but rather the value of the items from the Branciforte Balance Sheet. The Fixed Asset Value will be transferred to the District's balance sheet during the year-end audit.

Notes:

Schedule of Revenue: 50% in December, 45% in April and 5% in June
Account 40100 reflects a 4% increase as per Santa Cruz County Auditor's Office.
Other Charges - Contributions to Trust accounts and LAFCO charges.
Account 40330 - Revenue from Permits, Plan Checks and Inspections
Account 40440 - Revenue from the Lease of the Marywood Property
Account 40894 - Revenue from Statewide Strike Teams, Overhead Assignments
Account
Account 42055 - Reimbursement for Personnel - Haz Mat Stipends and Training
Account 42384 - Revenue from CPR Classes, Donations, and Misc. Revenue
Estimated Fund Balance as of June 30, 2023
Reserves = Balance as per Policy 1608 - Reserve Guidelines.

Scotts Valley Fire Protection District

General Fund (685010)

2023/2024 Mid-Year Budget Adjustment

Account #	Category	Final 23/24	Proposed Amendment	Amended 23/24 Budget
Salaries and Benefits				
51000	Regular Pay, Perm.	\$ 3,769,692	\$ 181,845	\$ 3,951,537
51005	Overtime Pay	\$ 906,032	\$ -	\$ 906,032
51010	Regular Pay, Extra help	\$ 56,500	\$ 46,800	\$ 103,300
51035	Holiday Pay	\$ 308,568	\$ 17,868	\$ 326,436
51040	Differential Pay	\$ 205,992	\$ -	\$ 205,992
52010	Medicare Tax	\$ 82,583	\$ 6,476	\$ 89,059
52015	PERS	\$ 1,771,669	\$ 40,825	\$ 1,812,494
53010	Employee Group Insurance	\$ 942,379	\$ 32,566	\$ 974,945
53015	Unemployment Insurance	\$ 7,785	\$ 2,244	\$ 10,029
54010	Workers' Compensation Ins	\$ 464,393	\$ -	\$ 464,393
55020	Sick Leave Reserve	\$ 18,954	\$ -	\$ 18,954
55021	Other Benefits Miscellaneous: Vacation Payoff	\$ 103,500	\$ -	\$ 103,500
Total Salaries and Benefits		\$ 8,638,047	\$ 328,624	\$ 8,966,671
Services and Supplies				
61110	Clothing and Personal Supplies	\$ 20,350	\$ -	\$ 20,350
61125	Uniforms	\$ 25,650	\$ -	\$ 25,650
61215	Radio Services and Communications	\$ 78,814	\$ -	\$ 78,814
61221	Telephone and Telegraph	\$ 14,900	\$ 2,700	\$ 17,600
61310	Food	\$ 7,500	\$ -	\$ 7,500
61425	Household Expense	\$ 7,500	\$ -	\$ 7,500
61535	Insurance	\$ 67,308	\$ 5,000	\$ 72,308
61720	Maintenance Mobile Equipment	\$ 125,000	\$ -	\$ 125,000
61725	Maintenance Office Equipment	\$ 27,712	\$ -	\$ 27,712
61730	Maintenance Other Equipment	\$ 32,150	\$ 8,000	\$ 40,150
61845	Maintenance Structure & Grounds	\$ 36,400	\$ 6,000	\$ 42,400
61920	Medical Supplies	\$ 11,900	\$ -	\$ 11,900
62020	Memberships	\$ 5,736	\$ -	\$ 5,736
62111	Miscellaneous Expense	\$ 1,500	\$ -	\$ 1,500
62219	Computer Software	\$ 20,772	\$ -	\$ 20,772
62223	Office Expense	\$ 12,600	\$ -	\$ 12,600
62301	Accounting & Auditing Fees	\$ 77,600	\$ 10,000	\$ 87,600
62327	Directors Fees	\$ 9,500	\$ -	\$ 9,500
62358	Laundry Service	\$ 1,250	\$ -	\$ 1,250
62367	Medical Services	\$ 25,800	\$ -	\$ 25,800
62381	Professional/Special Services	\$ 96,500	\$ 44,000	\$ 140,500
62420	Publications and Legal Notices	\$ 2,000	\$ -	\$ 2,000
62500	Rents and Leases, Equipment	\$ 1,000	\$ -	\$ 1,000
62715	Small Tools and Instruments	\$ 27,659	\$ -	\$ 27,659
62826	Education Reimbursement	\$ 22,500	\$ -	\$ 22,500
62888	Special District Expense	\$ 9,400	\$ -	\$ 9,400
62890	Subscriptions	\$ 2,675	\$ -	\$ 2,675
62914	Education & Training	\$ 25,100	\$ -	\$ 25,100
62920	Gas, Oil and Fuel	\$ 56,350	\$ -	\$ 56,350
62930	Conference Tuition - Registrations	\$ 20,100	\$ -	\$ 20,100
63070	Utilities	\$ 38,200	\$ 13,000	\$ 51,200
Total Services & Supplies		\$ 911,426	\$ 88,700	\$ 1,000,126
Other Charges				
75233	Contributions to Trust/Agency Fund	305,000	\$ -	305,000
75231	Contributions to Other Government Agencies	9,000	\$ -	9,000
Total Other Charges		314,000	0	314,000
Fixed Assets				
86110	Structure and Improvements	1,000,000	\$ -	1,000,000
Total Fixed Assets		1,000,000	0	1,000,000
Appropriation for Contingencies				
98700	Contingencies	250,000	\$ -	250,000
Total Contingencies		250,000	0	250,000
General Reserves				
98695	Undesignated Fund Balance	2,071,730	\$ 774,759	2,846,489
Total Reserves		2,071,730	774,759	2,846,489
TOTAL EXPENDITURES		13,185,203	1,192,083	14,377,286

Scotts Valley Fire Protection District
Branciforte Service Zone (685015)
2023/2024 Mid-Year Budget Adjustment

Revenue Summary

Account #	Revenue Description	Revenue Amount	Proposed Amendment	Amended 23/24 Budget
40100	Prop Tax-Current Secured	\$ -	\$ 454,000	\$ 454,000
40110	Prop Tax-Current Unsecured	\$ -	\$ 8,500	\$ 8,500
40130	Prop Tax-Prior Unsecured	\$ -	\$ -	\$ -
40150	Supplemental Prop Tax-Current Secured	\$ -	\$ -	\$ -
40151	Supplemental Prop Tax-Current Unsecured	\$ -	\$ -	\$ -
40160	Supplemental Prop Tax-Prior Sec, Supplemental	\$ -	\$ -	\$ -
40161	Supplemental Prop Tax-Prior Unsecured	\$ -	\$ -	\$ -
40330	Licenses and Permits	\$ -	\$ -	\$ -
40430	Interest	\$ -	\$ -	\$ -
40830	St-Homeowners' Property Tax Relief	\$ -	\$ -	\$ -
40894	ST-Aid Others	\$ -	\$ -	\$ -
42384	Other Revenue	\$ -	\$ -	\$ -
42390	Unclaimed Money-Eschated	\$ -	\$ -	\$ -
44142	Penalties for Delinquent Taxes	\$ -	\$ -	\$ -
44143	Redemption for Delinquent Taxes	\$ -	\$ -	\$ -
Total Revenue		\$ -	\$ 462,500	\$ 462,500
Fund Balance		\$ -	\$ -	\$ -
Total Branciforte Service Zone Revenue		\$ -	\$ 462,500	\$ 462,500

Expenditure Summary

Account #	Expense Category			
90000	Operating Transfer Out	\$ -	\$ 462,500	\$ 462,500
Total Expenditures		\$ -	\$ 462,500	\$ 462,500
Total Branciforte Service Zone Budget		\$ -	\$ 462,500	\$ 462,500

Scotts Valley Fire Protection District

Branciforte Service Zone (685015)

2023/2024 Mid-Year Budget Adjustment

Expenditure Accounts

Account #	Category	Expenditure Amount	Proposed Amendment	Amended 23/24 Budget
Operating Transfers Out				
90000	Transfer To SVFPD General Fund (685010)	\$ -	\$ 462,500	\$ 462,500
Total Operating Transfer Out		\$ -	\$ 462,500	\$ 462,500
TOTAL EXPENDITURES		\$ -	\$ 462,500	\$ 462,500

Scotts Valley Fire Protection District
 Branciforte Service Zone Measure T (685035)
 2023/2024 Mid-Year Budget Adjustment

Revenue Summary

Account #	Revenue Description	Revenue Amount	Proposed Amendment	Amended 23/24 Budget
40196	Fire Protection Tax	\$ -	\$ 77,500	\$ 77,500
40430	Interest	\$ -	\$ 6,000	\$ 6,000
42372	Contributions - BFPD Measure T	\$ -	\$ 750,304	\$ 750,304
42384	Other Revenue	\$ -	\$ -	\$ -
Total Revenue		\$ -	\$ 833,804	\$ 833,804
Fund Balance		\$ -	\$ -	\$ -
Total Measure T		\$ -	\$ 833,804	\$ 833,804

Expenditure Summary

Account #	Expense Category	Expense Amount	Expense Amount
60000	Services and Supplies	\$ -	\$ -
90000	Operating Transfer Out	\$ -	\$ -
86000	Fixed Assets	\$ -	\$ 248,937
Total Expenditures		\$ -	\$ 248,937
Contingencies		\$ -	\$ 50,000
General Reserves		\$ -	\$ 534,867
Total Measure T Budget		\$ -	\$ 833,804

Scotts Valley Fire Protection District

Branciforte Measure T (685035)
2023/2024 Final Budget Mid-Year Adjustment

Expenditure Accounts

Account #	Category	Expenditure Amount	Proposed Amendment	Amended 23/24 Budget
Services and Supplies				
	Total Services and Supplies	\$ -	\$ -	\$ -
Fixed Assets				
86110	Structures and Improvements - Barnes Family Trust	\$ -	\$ 248,937	\$ 248,937
	Total Fixed Assets	\$ -	\$ 248,937	\$ 248,937
General Reserves				
98695	Fund Balance - Undesignated	\$ -	\$ 534,867	\$ 534,867
	Total General Reserves	\$ -	\$ 534,867	\$ 534,867
Operating Transfers Out				
90000	Transfer To SVFPD Capital Outlay (685030)	\$ -	\$ -	\$ -
	Total Operating Transfer Out	\$ -	\$ -	\$ -
Appropriation for Contingencies				
98700	Contingencies	\$ -	\$ 50,000	\$ 50,000
	Total Contingencies	\$ -	\$ 50,000	\$ 50,000
	Total Expenditures	\$ -	\$ 833,804	\$ 833,804

Scotts Valley Fire Protection District
Branciforte Service Zone Measure T (685035)
2023/2024 Mid-Year Budget Adjustment

Schedule of Fixed Assets

Account #	Description	Amount
86110	Structures and Improvements	
	Branciforte Station Improvements - Barnes Family Trust	\$ 248,934
	Subtotal Structures and Improvements	\$ 248,934
	Total Fixed Assets	\$ 248,934

Signed: _____

Board Secretary



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Mark Correira
Fire Chief

Date: February 8, 2024
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: **Board Memo 2024-04: Additional Services Authorization RRM Design Group**

Recommendation

Approve the Additional Service Agreement with RRM Design Group and authorize the Fire Chief to sign.

Discussion

On May 10, 2023, the Board approved a contract with RRM Design for the design of the La Madrona Drive Fire Station. This contract only included the design and development of the Fire Station building, but did not include the Administrative Building. The estimated project total for the Fire Station was \$956,778.

At the February 14, 2024 Board Meeting, a discussion item and a proposed timeline that aligns with the Primary Election in 2025 is on the agenda. If consensus is galvanized on a proposed timeline at this meeting, staff and RRM Design will begin designing the Administrative Building. Because the Administrative Building was not included in the original contract an addendum is needed. Known as an Additional Services Authorization (ASA), the attached agreement will allow staff and RRM to the design of the Administrative Building.

The estimated project total for the ASA is \$298,130. If the Board chooses to not proceed with the proposed timeline, this agenda item can be withdrawn from the Agenda.



ADD. SERVICE AUTHORIZATION

Date: November 3, 2023	
Client: Scotts Valley Fire Protection District	Task ID Number: 1.2A, 2.1A-2.3A, 3.1A, 4.1A-4.2A, O.4A-O.6A
Project Name: Scotts Valley Fire Station No. 1	Project Number: 3001-02-PS23

DESCRIPTION OF WORK TO BE PERFORMED

RRM Design Group, a California Corporation ("RRM Design Group"), has entered into an agreement with Scotts Valley Fire Protection District (the "Client") dated May 10, 2023 (the "Prime Agreement") for the project: Scotts Valley Fire Station No. 1 (the "Project"). Additional Services Authorized by the Client are subject to the Terms and Conditions of the Prime Agreement.

It is our understanding that the Client would like to construct an approximately 4,000-square-foot administration building in addition to the fire station. This building will serve as the administrative headquarters for the fire department and be sized to accommodate the current and future needs of the fire department and its staff.

The following proposal includes architectural, civil engineering, landscape architecture, structural engineering, and mechanical, electrical, and plumbing engineering services for the administration building. It is our understanding that based on the functions housed within this building, the building will not be required to be designed to the Essential Services Seismic Safety Act.

Additionally, it is assumed that the administration building will be designed, permitted, bid, and constructed concurrently with the fire station and that no additional site visits will be required by the design team to those outlined in the prime agreement.

Task 1.2A: Administration Building Schematic Design

Under this task, RRM Design Group (RRM) will meet with the Client to verify the program for the administration building based on the conceptual floor plan prepared by the Client's team. RRM will verify that the quantity, size, and arrangement of the proposed spaces in the station adequately support the needs of the fire department. With the conceptual floor plan defined, RRM will incorporate the building into the schematic site plan and complete the schematic design application package for submittal to the City of Scotts Valley's (City) Planning Division.

3765 S. Higuera St., Ste. 102 • San Luis Obispo, CA 93401

p: (805) 543-1794 • f: (805) 543-4609

www.rrmdesign.com

a California corporation • Lenny Grant, Architect C26973 • Robert Camacho, PE 76597 • Steve Webster, LS 7561 • Jeff Ferber, LA 2844



Additionally, under this task, RRM will assist the Client in coordination with the Scotts Valley Water District (SVWD) and their consultant team for the proposed pump plant to be located on this site. RRM will aid the Client in ensuring that the layout of the administration building and the pump plant best serve the operational needs of the fire department.

Tasks, Deliverables, and Meetings:

- As per Prime Agreement

Fixed Fee:

- \$41,400 (see footnote)

Task 2.1A: Administration Building Design Development

Based on the schematic design documents and project budget, RRM and their consultant team will develop the building systems for the administration building and site. In the design development task, the architectural engineering team will design and lay out the basic engineering systems. Decisions made in this phase are evaluated based on operational needs, durability, operations and maintenance, initial and long-term costs, sustainability, and other priorities identified in the schematic design phase. Additionally, RRM will continue to coordinate with the SVWD to ensure that the finalized site plan best serves the operational needs of the Client.

Tasks, Deliverables, and Meetings:

- As per Prime Agreement

Fixed Fee:

- \$49,245 (see footnote)

Task 2.2A: Administration Building Construction Documents

Based on the schematic design/design development drawings, specifications, and the construction cost estimate, RRM and their consultants will prepare the construction documents.

Tasks, Deliverables, and Meetings:

- As per Prime Agreement

Fixed Fee:

- \$96,445 (see footnote)

Task 2.3A: Administration Building Permitting

RRM will submit the 90% construction documents for the administration building to the City Building Department for plan check review at the end of the construction document task along with the fire station. RRM will respond to the plan check comments received in writing, and



prepare documentation to achieve permit-ready status. During this task, minor modifications to the documents may also occur as a result of City team review comments and RRM's in-house QA/QC process. RRM will incorporate agency plan check comments, RRM in-house QA/QC, and City review comments into the 100% construction document set for the project bidding process.

Tasks, Deliverables, and Meetings:

- As per Prime Agreement

Fixed Fee:

- \$8,000 (see footnote)

Task 3.1A: Administration Building Bidding

RRM and their consultants will assist the Client in bidding for the administration building along with the fire station during the bidding phase by participating in a pre-bid conference, evaluating, and advising the Client regarding substitution requests, and responding to questions from prospective bidders in the form of an addendum.

Tasks, Deliverables, and Meetings:

- As per Prime Agreement

Fixed Fee:

- \$8,000 (see footnote)

Task 4.1A: Administration Building Construction Administration

RRM and their consultants will assist the Client during the construction phase by reviewing and responding to contractor submittals and requests for additional information, reviewing and responding to requests by the Client or contractor for changes in the work, and observing and advising the Client construction administrator regarding construction progress and conformance to the contract documents. RRM will attend regular progress meetings for both the fire station and the administration building, assist the Client in preparing a punch list, and advise the Client on the status of the project with respect to substantial completion and final completion.

Tasks, Deliverables, and Meetings:

- As per Prime Agreement

Fixed Fee:

- \$56,850 (see footnote)



Task 4.2A: Administration Building Record Drawings and Project Closeout

RRM and their consultants will prepare a set of record drawings to include the revisions made during construction to provide the Client with a complete record of the project as completed.

Tasks, Deliverables, and Meetings:

- *As per Prime Agreement*

Fixed Fee:

- \$4,750 (see footnote)

Task O.4A: Optional Alternate Foundation – Administration Building Rock Column Pad

This task includes the structural coordination with a rock column engineer to design a building pad appropriate for the administration structure should this foundation type be selected.

Deliverables:

- *One (1) meeting with rock column engineer*

Exclusions:

- *Design of rock columns*

Fixed Fee:

- \$2,300 (see footnote)

Task O.5A: Optional Alternate Foundation – Administration Building Caissons and Grade Beams

This task includes the structural design and detailing of the cast-in-place concrete caissons and grade beams for the administration structure should this foundation type be selected.

Deliverables:

- *Caisson and grade beam details in permit submittal package*
- *Structural calculations:*
 - *Structural calculations will be provided to support structural construction documents for submission to County for building permit*
 - *8.5" x 11" in PDF format*

Fixed Fee:

- \$8,800 (see footnote)



Subtask O.6A: Optional Additional Structural Observations

While it is assumed under this proposal that the fire station and administration building will have concurrent construction schedules, due to more stringent structural requirements for an essential services building, additional, separate structural observations may be required or requested by the contractor. Under this task, RRM Structural Engineering will perform up to four additional site visits. The first two visits shall include observation of footing cuts, rebar placement, and hardware installation prior to pouring concrete. The third visit shall include observation of framing, straps, roof and floor sheathing, shear walls, and hold-downs prior to the final framing inspection. The fourth/final visit shall confirm that any deficiencies noted during the third visit have been addressed.

Deliverables:

- *Four (4) site visits in addition to those included in Prime Agreement*
- *Field report and/or correction list upon completion of each site visit*

Fixed Fee:

- *\$6,000 (see footnote) - \$1,500 per visit*

LIMITATIONS OF SCOPE AND EXCLUSIONS

Please note that the tasks to be performed by the RRM team are limited purely to those outlined above. Substantive changes requested by the client or changes in the client's program or direction that are inconsistent with prior approvals are subject to additional services fees. Any additional services that RRM Design Group is asked to perform over and beyond those described above will be billed on a negotiated and client-approved, fixed-fee, or hourly basis per the terms of the attached Exhibit A-I.

The following services or tasks are specifically excluded from the scope:

- Exclusions previously identified in the Prime Agreement
- Design of new administration building to meet the requirements of the Essential Services Seismic Safety Act
- Design of new administration building to be backed up by emergency generator; it is assumed generator will provide back-up power to fire station only
- Separate or phased design services



TASK AND FEE SUMMARY

TASK	DESCRIPTION	FIXED FEE (see footnote)
Phase 1		
1.2A	Administration Building Schematic Design	\$ 41,440
Phase 1 Subtotal		\$ 41,440
Phase 2		
2.1A	Administration Building Design Development	\$ 49,245
2.2A	Administration Building Construction Documents	\$ 101,445
2.3A	Administration Building Permitting	\$ 12,000
Phase 2 Subtotal		\$ 162,690
Phase 3		
3.1A	Administration Building Bidding	\$ 8,000
Phase 3 Subtotal		\$ 8,000
Phase 4		
4.1A	Administration Building Construction Administration	\$ 59,150
4.2A	Administration Building Record Drawings and Project Closeout	\$ 4,750
Phase 4 Subtotal		\$ 63,900
SUBTOTAL:		\$276,030
Estimated Reimbursable Expenses:		\$5,000
ESTIMATED ADDITIONAL PROJECT TOTAL:		\$281,030
Task O	Optional Tasks	
O.4A	Optional Alternate Foundation – Administration Building Rock Column Pad	\$ 2,300
O.5A	Optional Alternate Foundation – Administration Building Caissons and Grade Beams	\$ 8,800
O.6A	Optional Additional Structural Observations	\$ 6,000
Task O Subtotal		\$ 17,100
ESTIMATED ADDITIONAL TOTAL WITH OPTIONAL/SUPPLEMENTAL TASKS:		\$298,130

Fee Footnote

Fixed fee tasks will be billed as the work progresses until the task is completed, and the total amount stated in the contract for the task is invoiced.



Any work outside the scope of the original agreement between RRM Design Group and the Client, and authorized by the Client, is subject to the Terms and Conditions of the Prime Agreement.

AUTHORIZATION TO PROCEED BY CLIENT REPRESENTATIVE:

Sign

Date

Print Name, Title

wbcN:\3000\3001-02-PS23-Scotts-Valley-FS-No-1\Project-Management\Contracts\Addenda\ASA-Tasks-1.2A-O.6A\ASA-Admin-Bldg-SVFS-wbc-11-03-23.docx



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: February 14, 2024
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: Administrative Report – February 2024

Administration

Administrative Staff focused on the following in January:

- Journal entries to close and transfer the Branciforte Balance Sheets
- Reconciling bills and canceling or changing services as needed for the Branciforte Fire District
- Reconciled the transfer of assets from the Branciforte Fire District
- Added new Branciforte Coding for expenditures to allow the District to track Branciforte Service Zone expenses
- Transferred all Personnel and Training Records for Branciforte Staff
- Developed mid-year budget adjustment documents
- Participated in the evaluation of the County's enterprise system (finance, HRIS, payroll, etc.)

Operations

- On 1/22/2024 a structure fire occurred in one of the 4 bay detached garages located at 111 Bean Creek Rd. This is the second time this type of incident occurred within the complex. The garages are un-sprinklered with a common attic. Crews were able to get a quick knockdown limiting fire damage to just two of the garages. Smoke damage was extensive to all of the garages due to the common attic. SVFD received mutual aid from Santa Cruz City Fire. The cause of the fire appears to be electrical in nature and the origin was located at the base of a plugged in refrigerator.
- On 1/27/2024 a vehicle went off a steep embankment near 361 Kings Village Rd. Crews provided emergency care, rapid extrication, and low angle rope rescue. The victim was found in cardiac arrest and resuscitation measures were attempted but ultimately the victim did not survive.
- On 1/10/2024 Crews performed a high angle rope rescue on Elena Ct for an elderly victim that fell down a hillside. This incident occurred during a heavy rain storm but victim was quickly extricated and transported to local hospital.
- There were several weather-related vehicle accidents throughout the month of January. Most incidents occurred on Highway 17 between Granite Creek and Pasatiempo.
- New lockers were purchased, assembled, and installed at station 1 to accommodate the additional staffing. Two of the dorm rooms were reconfigured with added partitions for privacy.
- E2511 continues to have engine work done at Cummins in San Leandro. Extensive repairs are being done to the top end of the engine. Cummins estimates the repairs to be completed by mid February.

Training

- The BFFA (Basic Firefighter Academy) has started. SVFD has 5 new volunteer recruits going through the BFFA to be prospective PCF's. Crews from all shifts and stations have been assisting with training

Board of Directors

Joe Parker Russ Patterson Daron Pisciotta Kris Hurst Adam Cosner

the recruits at Station 1 and at the Ben Lomond Training Center. The BFFA is expected to run through the end of May.

- County Block training in February is being hosted by SVFD. The focus of the training is on rural water supplies.
- The four probationary employees continue to progress through their career development curriculum. Each of probationary employees are doing exceptionally well.

Fire Prevention

- DFM Collins completed Fire Investigation 1B-Evidence Documentation, Interviews & Wildland.
- Assisted Captain Grigg on a garage fire investigation
- 5 remodel/tenant improvement and 2 residential fire sprinkler plan reviews were completed in-house
- 13 annual inspections, 1 fire sprinkler inspection & 2 Community Care Licensing inspections were completed
- Assisted a local business by observing and evaluating their fire drill

Chief Report

- Interviewed Branciforte Service Zone representatives and recommended them for appointment to the Commission
- Met with crews to provide an update on District activities. This spawned a survey on apparatus color and markings (44% white, 53% red, and 3% purple).
- Attended County Fire Chiefs Meeting, and San Lorenzo Valley Fire Chiefs.
- Met with LAFCO Executive Director Joe Serrano to discuss business of mutual interest
- Met with the Facilities and Equipment Committee to discuss the La Madrona Fire Station project
- Met with IAFF 3577 Leadership to discuss staffing, Union Leave, Voya 457 Plan, and other labor / management business
- Met with Chamber Executive Director Danny Reeber
- Attended the Candidate Forum for 5th District Supervisor
- Began holding office hours at the Branciforte Fire Station (Monday from 8AM to 10AM)
- Began budget planning for 2024-2025 Preliminary Budget
- Attended Society of Human Resource Managers Association's training on recent changes to California leave and human resource laws

Others Items:

- Assets and Liabilities have been transferred from the Branciforte Fire District

Scotts Valley Fire Protection District

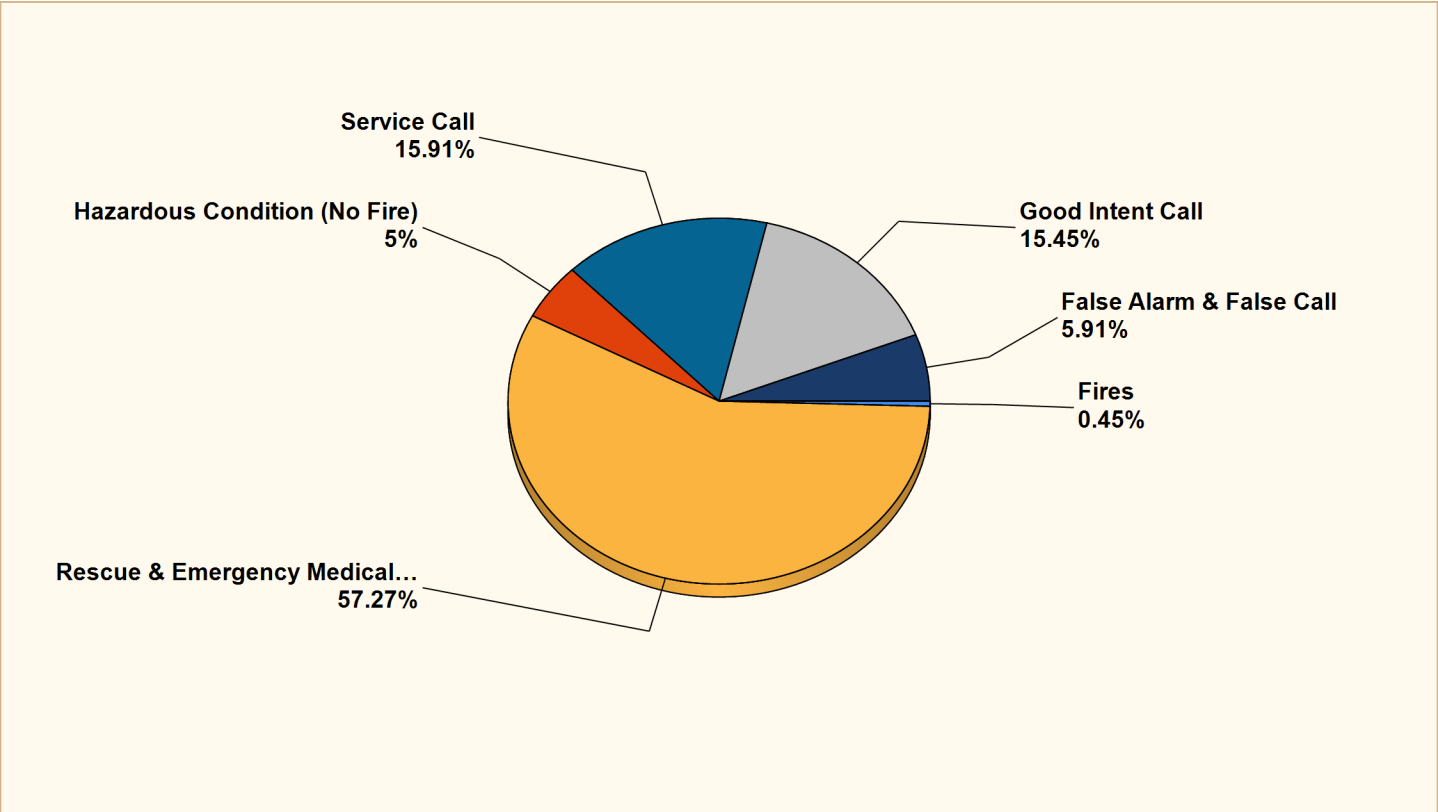
Scotts Valley, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 01/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	0.45%
Rescue & Emergency Medical Service	126	57.27%
Hazardous Condition (No Fire)	11	5%
Service Call	35	15.91%
Good Intent Call	34	15.45%
False Alarm & False Call	13	5.91%
TOTAL	220	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	0.45%
311 - Medical assist, assist EMS crew	2	0.91%
320 - Emergency medical service, other	6	2.73%
321 - EMS call, excluding vehicle accident with injury	103	46.82%
322 - Motor vehicle accident with injuries	7	3.18%
324 - Motor vehicle accident with no injuries.	7	3.18%
356 - High-angle rescue	1	0.45%
412 - Gas leak (natural gas or LPG)	2	0.91%
424 - Carbon monoxide incident	1	0.45%
440 - Electrical wiring/equipment problem, other	1	0.45%
442 - Overheated motor	1	0.45%
444 - Power line down	5	2.27%
461 - Building or structure weakened or collapsed	1	0.45%
550 - Public service assistance, other	6	2.73%
553 - Public service	16	7.27%
554 - Assist invalid	13	5.91%
611 - Dispatched & cancelled en route	29	13.18%
622 - No incident found on arrival at dispatch address	1	0.45%
650 - Steam, other gas mistaken for smoke, other	1	0.45%
651 - Smoke scare, odor of smoke	3	1.36%
700 - False alarm or false call, other	2	0.91%
733 - Smoke detector activation due to malfunction	1	0.45%
735 - Alarm system sounded due to malfunction	1	0.45%
736 - CO detector activation due to malfunction	6	2.73%
743 - Smoke detector activation, no fire - unintentional	1	0.45%
745 - Alarm system activation, no fire - unintentional	1	0.45%
746 - Carbon monoxide detector activation, no CO	1	0.45%
TOTAL INCIDENTS:	220	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

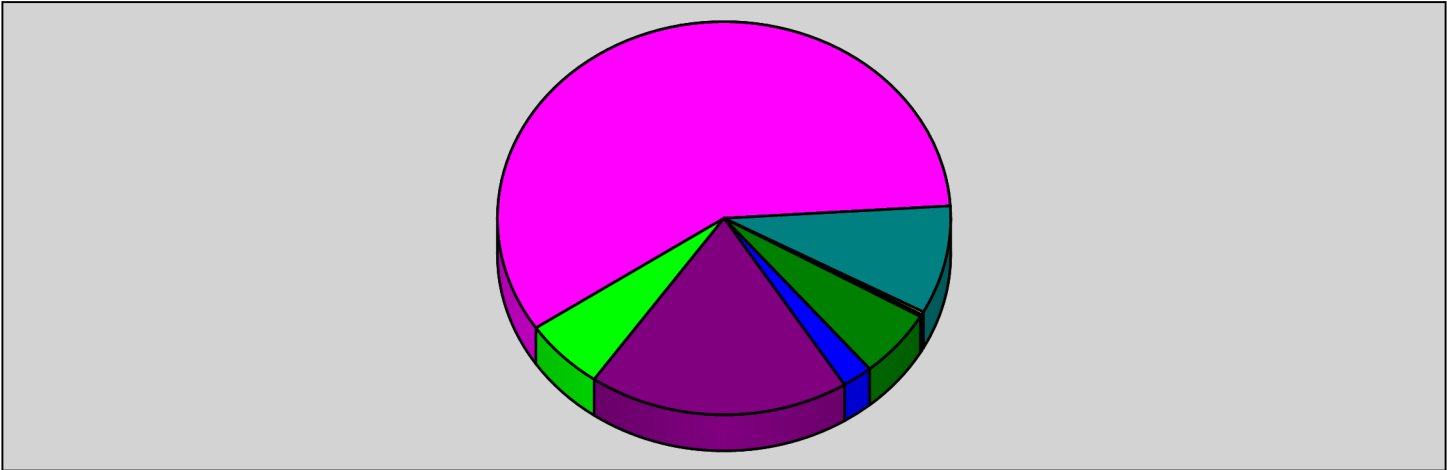
Scotts Valley, CA

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Major Incident Types by Month for Date Range

Start Date: 01/01/2023 | End Date: 12/31/2023



False Alarm & False Call	Hazardous Condition (No Fire)	Severe Weather & Natural Disaster
Fire	Rescue & Emergency Medical	Special Incident Type
Good Intent Call	Service Incident	Overpressure Rupture, Explosion, Overheat(no fire)
	Service Call	

INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
False Alarm & False Call	5	7	12	18	11	10	5	14
Fire	2	4	4	4	2	5	6	5
Good Intent Call	34	49	40	38	30	26	33	27
Hazardous Condition (No Fire)	24	20	33	2	4	1	7	10
Overpressure Rupture, Explosion, Overheat(no fire)							1	
Rescue & Emergency Medical Service Incident	113	119	111	109	124	113	103	110
Service Call	19	17	16	25	11	9	23	17
Severe Weather & Natural Disaster	5	1						
Special Incident Type			1	1				
Total	202	217	217	197	182	164	178	183

Only REVIEWED incidents included



INCIDENT TYPE	SEP	OCT	NOV	DEC	TOTAL
False Alarm & False Call	13	9	12	14	130
Fire	4	5	4	6	51
Good Intent Call	32	39	41	46	435
Hazardous Condition (No Fire)	7	6	12	11	137
Overpressure Rupture, Explosion, Overheat(no fire)	1				2
Rescue & Emergency Medical Service Incident	122	108	109	123	1364
Service Call	19	15	17	20	208
Severe Weather & Natural Disaster					6
Special Incident Type					2
Total	198	182	195	220	2335

Only REVIEWED incidents included



Feb 4, 2024

Battalion Chief Jeff McNeil
Captain Rohan Todd
Engineer Vandiver
Firefighter Lucchesi

A huge THANK You to the Erba Lane
Fire Station.

We are so grateful for your quick response
and amazing efforts that saved Devon on
January 12, 2024.

The Cardiologists and ICU Nurses at
Dominican Hospital & CPMC - San Francisco
let us know that it was the remarkable
quality CPR from the Scotts Valley First
Responders that gave Devon a chance
to survive.

Please know that we will be praying
that God will bless you and the important
work that you do. (psalm 91:11)

Thank you!
Thank you!
Thank you!

Heartfelt appreciation,
Devon & Detra Heron