



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

Fax (831) 438-0383

## Board of Directors

### Agenda

**Wednesday, March 13, 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](http://www.scottsvalleyfire.com).

Any person who requires a disability-related modification or accommodation in order to participate in a public meeting should make such a request to Mark Correia, Board Secretary, for immediate consideration.

#### **1. Call to Order**

1.1 Pledge of Allegiance and Moment of Silence

1.2 Roll Call

#### **2. Public Comment (GC §54954.3)**

This portion of the meeting is reserved for persons wishing to address the Board on any matter that is within the subject matter of the jurisdiction, and either on the agenda or not on the agenda. To ensure fair and equal treatment of all who appear before the Board, and to expedite Agency business, speakers will be limited to three minutes. The three-minute per speaker time limitation may be extended for good cause by the Board President, or by majority vote of the Board Members. Anyone wishing to be placed on the Agenda for a specific topic should contact the Fire Chief's Office and submit correspondence at least 10 days before the desired date of appearance. Any matter that requires Board action will be referred to staff for a report and action at a subsequent Board meeting.

#### **3. Closed Session: Government Code §54956.9**

3.1 Conference with Legal Counsel – Anticipated Litigation

#### **4. Open Session: Government Code §54957.1**

4.1 Report on Closed Session

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

#### **6. Consent Calendar**

(Consent calendar items will be considered and 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.)

6.1 Minutes: Approve Regular Board Meeting Minutes of February 14, 2024

**Scotts Valley Fire Protection District  
Board of Directors Meeting for March 13, 2024  
Agenda**

- 6.2 Approve SVFPD Claims Disbursements for the Month of February 1, 2024 through February 29, 2024 in the Amount of:

Payroll and Benefits:	\$548,512.16
General Fund:	\$351,915.51
Capital Outlay:	<u>\$ 10,126.66</u>
TOTAL:	\$910,554.33

- 6.3 Adopt Revised Policy 1711 Administrative Services Manager Job Description

- 6.4 Adopt Resolution 2024-5 Establishing Appropriation Limit in the Amount of \$25,832,093 for Fiscal Year 2023/2024

**7. Discussion Items**

- 7.1 None

**8. Action Items – Discussion/Action**

- 8.1 Appoint Branciforte Service Zone Advisory Commission Member
- 8.2 Approve the Proposal with NBS to Study Impact Fees

**9. Board of Directors and Administrative Reports – Information/Discussion**

(No action will be taken on any questions raised by the Board at this time.)

- 9.1 Board of Directors Report – *Directors*
- 9.2 Administrative Report – *Chief Officers*

**10. Correspondence**

- 10.1 None

**11. Request for Future Agenda Items**

**12. Adjournment**

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



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF February 14, 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, February 14, 2024 at the City of Scotts Valley Council Chambers. President Parker called the meeting to order at 6:00 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 Correia, Battalion Chiefs McNeil and Stubendorff and Administrative Services Manager Walton

### 2. Public Comment (GC §54954.3)

Becky Steinbruner provided a handout for potential grant funding opportunity for a slip-on-tanker unit. Becky Steinbruner stated that there will be a measure on the ballot in November that will provide funding for wildfire risk reduction. Becky Steinbruner stated that she met with Chief Correia on Monday and urged the Board to make some effort to move to District Elections or she would take legal action.

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

No Agenda Amendments.

### 4. Consent Calendar

#### 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:

<u>Payroll and Benefits:</u>	\$526,528.56
<u>General Fund:</u>	\$100,267.13
<u>Capital Outlay:</u>	\$ 4,672.25
<u>SCHMIT:</u>	\$ 4,194.04
<u>TOTAL:</u>	\$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

#### 4.5 Adopt the Following Revised Policies:

<u>Policy#</u>	<u>Description</u>
<u>1701</u>	<u>Fire Chief Job Description</u>
<u>1703</u>	<u>Battalion Chief Job Description</u>

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**Regular Board Meeting February 14, 2024**

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

<b>AYES:</b>	<b>Cosner, Hurst, Parker, Patterson and Pisciotta</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**5. Discussion Items**

**5.1 La Madrona Drive Fire Station Planning Timeline**

Chief Correia reported that at the Special Meeting on November 29, 2023, La Madrona timeline was discussed focusing on going to the voters in March 2025. Since the meeting, the following items have come up to consider:

- Assembly Constitutional Amendment 1 (ACA1) will be on the November Ballot, which would lower the voter approval for public infrastructure projects from 66.7% to 55%. Based on conversation with Bond Counsel Cameron Weist, the November Ballot could include language to apply the 55% if ACA1 passes.
- Based on conversations with EMC Research, they recommend going to the voters in November 2024 as there is typically a higher and younger voter turnout with positive results.
- Central Fire and the County (public safety radio) may be on the November Ballot, which could be positive.

Chief Correia reviewed the Grantt Chart that was included in the board packet and stated that the timeline could be adjusted to accommodate the November Ballot.

Director Patterson asked Chief Correia to verify with State Legislature that if ACA1 passes in November, will that lower the voter approval to 55% for projects on the November Ballot.

Becky Steinbruner stated that the dates in the chart need to be adjusted from 2024 to 2025. Becky Steinbruner inquired if the Branciforte residents would be included in the vote and suggested having a pancake breakfast as the personal contact is more important than a flyer or expensive mailing.

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

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

Chief Correia reported that last month, the Board approved step one of the two-part process to amend the CalPERS contract. Included in the Board packet is Resolution 2024-3 that amends the CalPERS contract and authorizes the Board President to sign the amended CalPERS contract.

**On motion of Director Patterson seconded by Director Cosner to *Adopt Resolution 2024-3* was approved by the following vote:**

<b>AYES:</b>	<b>Cosner, Hurst, Parker, Patterson and Pisciotta</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

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

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

Chief Correia stated that included in the Board packet is Resolution 2024-4 amending the 2023-24 fiscal year (FY) budget and a memo explaining the changes. The Mid-Year budget amendment covers the following:

- Memorializes the receipt of the Branciforte assets totaling \$741,583, which was placed in the SVFPD General Fund (685010). Of this amount \$257,008 is cash and the remaining is asset value that will be reconciled at the end of the FY during the financial audit.

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- Transfers \$462,500 from the Branciforte Service Zone (685015) to the SVFPD General Fund, which is allocated to various accounts to cover the cost to provide services to the Branciforte Community.
- No Measure T funds (685035) will be transferred and the amount has been broken out in two sections: Measure T and the Barnes Family Trust, which aligns with the recommendation from the Branciforte Advisory Commission.
- Allocating \$29,000 to fund an agreement to allow the SVFPD to collect future growth impact fees. At a later date, agreement will be presented to the Board for consideration.

**On motion of Director Pisciotta seconded by Director Hurst to *Adopt Resolution 2024-4* was approved by the following vote:**

<b>AYES:</b>	<b>Cosner, Hurst, Parker, Patterson and Pisciotta</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**6.3     Authorize Additional Services with the RRM Design Group**

Chief Correia stated that the memo was included in the board packet. The original agreement only included the fire station and not the administrative building. The additional services agreement would allow us to continue with the design of the administrative building.

Becky Steinbruner inquired why the administrative building was not included in the original agreement. Chief Correia stated that it is common for the administrative building to be separate as it does not have the same essential building standards as the station, which makes it less expensive to build.

**On motion of Director Patterson seconded by Director Pisciotta to *Authorize Additional Services with the RRM Design Group* was approved by the following vote:**

<b>AYES:</b>	<b>Cosner, Hurst, Parker, Patterson and Pisciotta</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**6.4     Dissolution of the Branciforte Ad Hoc Committee**

Chief Correia stated that Director Patterson requested the Board take formal action to dissolve the Branciforte Ad Hoc Committee.

Becky Steinbruner inquired about having a Branciforte Advisory Commission report on the agenda each month. Becky Steinbruner stated that the marquee at the Branciforte Station could be used for announcements including the Townhall Meeting/Open House that is coming up.

**On motion of Director Pisciotta seconded by Director Cosner to *Dissolve the Branciforte Ad Hoc Committee* was approved by the following vote:**

<b>AYES:</b>	<b>Cosner, Hurst, Parker, Patterson and Pisciotta</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**7.     Board of Directors and Administrative Reports – Information/Discussion**  
(No action will be taken on any questions raised by the Board at this time.)

**7.1     Board of Directors Report – Directors**

Director Cosner reported that the Personnel Committee had a zoom meeting to review the Job Descriptions that were approved earlier in the meeting.



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President Parker reported that the Finance Committee met to discuss the budget and the CalPERS contract amendment.

**7.2**     Administrative Report – Chief Officers

Chief Correia stated that the administrative report was included in the Board Packet and added the following:

- The Branciforte Advisory Commission had their first meeting and appointed Larry Pageler the Chair, Donna Dickenson the Vice Chair and Marilyn Kusche the Secretary. Chief Correia thanked the SVFPD Finance Committee for attending the meeting, which went well. The standing meeting will be the first Thursday of the month. The Branciforte Advisory Commission agreed to the budgeting process for the general fund property taxes but move conversations will be necessary regarding Measure T, which may come to the Board in the future. Once the Branciforte Advisory Commission minutes are approved, they will be included in the Board Packet.
- Vickey Miller was interviewed for open seat (fifth member) for the Branciforte Advisory Commission. Vickey Miller is a long time Branciforte resident, over 20 years as an office manager, was involved in the Branciforte reorganization over the past two years and was recruited by a member of the Branciforte Advisory Commission. The March Board Agenda will include consideration to appoint the fifth member.
- Sexual Harassment and Ethics training is required for all Board Directors and the links to the training has been emailed. The training may also be provided at the FDAC Conference for those planning on attending. Based on Policy, Board stipends are withheld if not completed.
- A future budget amendment may be necessary for a rebuild on the top end of the engine for 2511 if there is not enough in the current budget to cover the cost.
- Based on the Doodle Poll, March 16, 2024 appeared to be the best date for the Branciforte Station Open House and once confirmed, it will be announced. The marquee will be used to display the Branciforte Station Open House date and time.

Battalion Chief Stubendorff stated that Cad and Netcom have been updated to include the Quick Response Vehicle (QRV). Since time is of the essence, we are working on a model to take the medical bag and leave the engine behind in areas that are difficult to access to ensure the best outcome possible.

Administrative Services Manager Walton announced her retirement date of August 31, 2024 and will be taking vacation beginning in July.

**8.     Correspondence**

**8.1**     Incident Thank You Card – Devon and Detra Heron

The Board received and filed the correspondence.

**9.     Request for Future Agenda Items**

Director Patteson stated that there are various logos on the letterheads in the Board Packet and inquired about having one standard letterhead.

**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

No public comment was presented. At 6:43 p.m., President Parker announced the Board Closed Session for the purpose listed in Item 10.1.

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

**11.1**     Report on Closed Session

At 7:04 p.m., the Board reconvened to Open Session and President Parker reported that no action was taken.

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**12. Adjournment**

The meeting was adjourned at 7:04 p.m.

ATTEST

\_\_\_\_\_  
Joe Parker  
Board President

\_\_\_\_\_  
Mark Correia  
Board Secretary

## Actual Transactions

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

Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685015, 685030, 685035, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>												
<b>Object: 51000 – REGULAR PAY-PERMANENT</b>												
2024	08	2/07/2024	PAYPERIOD 03		Expenditures	685010	50	51000	-152,513.91	PAYPERIOD 03PAYDATE 02092024		
2024	08	2/21/2024	PAYPERIOD 04		Expenditures	685010	50	51000	-152,318.07	PAYPERIOD 04PAYDATE 02232024		
Total 51000 – REGULAR PAY-PERMANENT									-304,831.98			
<b>Object: 51005 – OVERTIME PAY-PERMANENT</b>												
2024	08	2/07/2024	PAYPERIOD 03		Expenditures	685010	50	51005	-20,394.42	PAYPERIOD 03PAYDATE 02092024		
2024	08	2/21/2024	PAYPERIOD 04		Expenditures	685010	50	51005	-14,206.36	PAYPERIOD 04PAYDATE 02232024		
Total 51005 – OVERTIME PAY-PERMANENT									-34,600.78			
<b>Object: 51010 – REGULAR PAY-EXTRA HELP</b>												
2024	08	2/21/2024	PAYPERIOD 04		Expenditures	685010	50	51010	-4,778.56	PAYPERIOD 04PAYDATE 02232024		
Total 51010 – REGULAR PAY-EXTRA HELP									-4,778.56			
<b>Object: 51035 – HOLIDAY PAY</b>												
2024	08	2/07/2024	PAYPERIOD 03		Expenditures	685010	50	51035	-12,741.57	PAYPERIOD 03PAYDATE 02092024		
2024	08	2/21/2024	PAYPERIOD 04		Expenditures	685010	50	51035	-12,741.57	PAYPERIOD 04PAYDATE 02232024		
Total 51035 – HOLIDAY PAY									-25,483.14			
<b>Object: 51040 – DIFFERENTIAL PAY</b>												
2024	08	2/07/2024	PAYPERIOD 03		Expenditures	685010	50	51040	-7,801.03	PAYPERIOD 03PAYDATE 02092024		
2024	08	2/21/2024	PAYPERIOD 04		Expenditures	685010	50	51040	-7,801.03	PAYPERIOD 04PAYDATE 02232024		
Total 51040 – DIFFERENTIAL PAY									-15,602.06			
<b>Object: 52010 – OASDI-SOCIAL SECURITY</b>												
2024	08	2/07/2024	PAYPERIOD 03		Expenditures	685010	50	52010	-2,840.49	PAYPERIOD 03PAYDATE 02092024		
2024	08	2/21/2024	PAYPERIOD 04		Expenditures	685010	50	52010	-3,004.91	PAYPERIOD 04PAYDATE 02232024		
Total 52010 – OASDI-SOCIAL SECURITY									-5,845.40			
<b>Object: 52015 – PERS</b>												
2024	08	2/07/2024	PAYPERIOD 03		Expenditures	685010	50	52015	-31,840.58	PAYPERIOD 03PAYDATE 02092024		
2024	08	2/21/2024	PAYPERIOD 04		Expenditures	685010	50	52015	-31,582.37	PAYPERIOD 04PAYDATE 02232024		
Total 52015 – PERS									-63,422.95			
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2024	08	2/01/2024	DU103334	DU103334	Expenditures	685010	50	53010	91.85	H.Bustichi Jan24Dental,CK#4198	C99999	
2024	08	2/01/2024	DU103334	DU103334	Expenditures	685010	50	53010	48.56	M.Marsano Jan24 Dental,CK#259	C99999	
2024	08	2/01/2024	DU103334	DU103334	Expenditures	685010	50	53010	137.94	S.Kovacs Jan24 Dental	C99999	
2024	08	2/07/2024	PAYPERIOD 03		Expenditures	685010	50	53010	-1,250.00	PAYPERIOD 03PAYDATE 02092024		
2024	08	2/07/2024	PAYPERIOD 03		Expenditures	685010	50	53010	994.01	PAYPERIOD 03PAYDATE 02092024		
2024	08	2/08/2024	DU103551	DU103551	Expenditures	685010	50	53010	48.56	S.Downey Feb24 DentalCK#2385	C99999	
2024	08	2/08/2024	DU103551	DU103551	Expenditures	685010	50	53010	917.84	T.Theilen 2024 Dental CK#5155	C99999	
2024	08	2/08/2024	DU103551	DU103551	Expenditures	685010	50	53010	48.56	M.Pasquini Feb24 DentalCK#1066	C99999	
2024	08	2/09/2024	FEB24HLTH		Expenditures	685010	50	53010	-76,588.27	SV FIRE FEB 2024	V116512	15788
2024	08	2/16/2024	0224SVFD		Expenditures	685010	50	53010	-1,584.66	FIRE RISK MANAG SVFD	V45930	00452547
2024	08	2/16/2024	0324SVFD		Expenditures	685010	50	53010	-1,453.91	FIRE RISK MANAG SVFD	V45930	00452547
2024	08	2/16/2024	0324SVFD		Expenditures	685010	50	53010	-5,206.33	HEALTH CARE EMP SVFD Group 367	V108670	00452548
2024	08	2/16/2024	DU103776	DU103776	Expenditures	685010	50	53010	1,102.20	M.Theodosis 2024 DentalCK#1081	C99999	
2024	08	2/16/2024	DU103776	DU103776	Expenditures	685010	50	53010	137.94	S.Kovacs Mar24 Dental	C99999	
2024	08	2/21/2024	PAYPERIOD 04		Expenditures	685010	50	53010	-1,250.00	PAYPERIOD 04PAYDATE 02232024		
2024	08	2/21/2024	PAYPERIOD 04		Expenditures	685010	50	53010	985.43	PAYPERIOD 04PAYDATE 02232024		
2024	08	2/22/2024	DU103899	DU103899	Expenditures	685010	50	53010	48.56	M.Marsano Feb22 Dental CK#266	C99999	
2024	08	2/27/2024	0324SVFD		Expenditures	685010	50	53010	-444.55	RONZANO, CHRIST SVFD Health In	V111324	80065132
2024	08	2/27/2024	0324SVFD		Expenditures	685010	50	53010	-843.00	THEILEN, LOTHAR SVFD Health In	V117701	80065133
2024	08	2/27/2024	0324SVFD		Expenditures	685010	50	53010	-705.06	WHITTLE, RON SVFD Health Ins.-	V102822	80065135
2024	08	2/27/2024	0324SVFD		Expenditures	685010	50	53010	-432.63	PHINN, MIKE SVFD Health Ins.-	V103782	80065131
2024	08	2/27/2024	0324SVFD		Expenditures	685010	50	53010	-703.45	LOFRANCO, SAL SVFD Health Ins.	V105221	80065129
2024	08	2/27/2024	0324SVFD		Expenditures	685010	50	53010	-1,472.62	BIDDLE, MIKE SVFD Health Ins.-	V105980	80065128
2024	08	2/27/2024	0324SVFD		Expenditures	685010	50	53010	-794.44	VANDERVOORT, GR SVFD Health In	V122411	80065134
2024	08	2/27/2024	0324SVFD		Expenditures	685010	50	53010	-739.30	MCMURRY, MICHAEL SVFD Health In	V105430	80065130
2024	08	2/28/2024	0223SVFD		Expenditures	685010	50	53010	-261.00	STANDARD INSURA Branciforte FI	V38436	00453437



## Actual Transactions

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

Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685015, 685030, 685035, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>												
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2024	08	2/28/2024	0224SVFD2		Expenditures	685010	50	53010	-261.00	STANDARD INSURA Branciforte Fi	V38436	00453437
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-89,428.77			
<b>Object: 53015 – UNEMPLOYMENT INSURANCE</b>												
2024	08	2/07/2024	PAYPERIOD 03		Expenditures	685010	50	53015	-45.17	PAYPERIOD 03PAYDATE 02092024		
2024	08	2/21/2024	PAYPERIOD 04		Expenditures	685010	50	53015	-98.35	PAYPERIOD 04PAYDATE 02232024		
Total 53015 – UNEMPLOYMENT INSURANCE									-143.52			
<b>Object: 55021 – OTHER BENEFITS MISC</b>												
2024	08	2/07/2024	PAYPERIOD 03		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 03PAYDATE 02092024		
2024	08	2/21/2024	PAYPERIOD 04		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 04PAYDATE 02232024		
Total 55021 – OTHER BENEFITS MISC									-4,375.00			
Total 50 – SALARIES AND EMPLOYEE BENEF									-548,512.16			
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES</b>												
2024	08	2/08/2024	0224SVFD1		Expenditures	685010	60	61425	-191.38	SCARBOROUGH LUM SVFD Acct 1169	V1233	00451853
2024	08	2/08/2024	274054		Expenditures	685010	60	61425	-281.87	MID VALLEY SUPP SVFD	V481	00451851
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-473.25			
<b>Object: 61535 – OTHER INSURANCE</b>												
2024	08	2/08/2024	9754211		Expenditures	685010	60	61535	-978.95	MCNEIL & COMPAN SVFD	V124152	00451764
2024	08	2/08/2024	9755211		Expenditures	685010	60	61535	-2,322.84	MCNEIL & COMPAN SVFD	V124152	00451764
2024	08	2/12/2024	106212		Expenditures	685010	60	61535	-602.86	MCNEIL & COMPAN SVFD	V124152	00452084
2024	08	2/12/2024	108212		Expenditures	685010	60	61535	-581.96	MCNEIL & COMPAN SVFD	V124152	00452084
2024	08	2/12/2024	110212		Expenditures	685010	60	61535	-1,840.74	MCNEIL & COMPAN SVFD	V124152	00452084
2024	08	2/12/2024	112212		Expenditures	685010	60	61535	-1,294.31	MCNEIL & COMPAN SVFD	V124152	00452084
Total 61535 – OTHER INSURANCE									-7,621.66			
<b>Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV</b>												
2024	08	2/08/2024	0224SVFD2		Expenditures	685010	60	61720	-37.49	SCARBOROUGH LUM SVFD Acct 1169	V1233	00451853
2024	08	2/08/2024	10074		Expenditures	685010	60	61720	-401.02	CENTRAL FIRE PR SVFD	V116886	00451848
2024	08	2/12/2024	10090		Expenditures	685010	60	61720	-1,448.80	CENTRAL FIRE PR SVFD	V116886	00452162
2024	08	2/12/2024	10099		Expenditures	685010	60	61720	-381.40	CENTRAL FIRE PR SVFD	V116886	00452162
2024	08	2/12/2024	10102		Expenditures	685010	60	61720	-173.28	CENTRAL FIRE PR SVFD	V116886	00452162
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-2,441.99			
<b>Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES</b>												
2024	08	2/08/2024	15463		Expenditures	685010	60	61725	-1,879.00	PAGODA TECHNOLO SVFD	V125184	00451852
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-1,879.00			
<b>Object: 61730 – MAINT-OTH EQUIP-SERVICES</b>												
2024	08	2/02/2024	91610194		Expenditures	685010	60	61730	-939.60	AIR EXCHANGE IN SVFD	V114057	00451476
2024	08	2/08/2024	INV-KA-256858		Expenditures	685010	60	61730	-6,063.71	KNOX COMPANY SVFD	V126256	00451850
Total 61730 – MAINT-OTH EQUIP-SERVICES									-7,003.31			
<b>Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV</b>												
2024	08	2/08/2024	0224SVFD3		Expenditures	685010	60	61845	-713.22	SCARBOROUGH LUM SVFD Acct 1169	V1233	00451853
2024	08	2/12/2024	9273		Expenditures	685010	60	61845	-4,765.00	ABACHERLI FENCE SVFD	V2871	00452160
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-5,478.22			
<b>Object: 62367 – MEDICAL SERVICES-OTHER</b>												
2024	08	2/28/2024	24037FA1166		Expenditures	685010	60	62367	-650.00	CARDIOVASCULAR SVFD	V129456	00453431
Total 62367 – MEDICAL SERVICES-OTHER									-650.00			
<b>Object: 62381 – PROF &amp; SPECIAL SERV-OTHER</b>												
2024	08	2/08/2024	54654		Expenditures	685010	60	62381	-544.00	CSG CONSULTANTS SVFD	V121100	00451849
2024	08	2/12/2024	23061402		Expenditures	685010	60	62381	-875.00	CALIFORNIA MUNI SVFD	V47204	00452161
2024	08	2/16/2024	55043		Expenditures	685010	60	62381	-205.50	CSG CONSULTANTS SVFD	V121100	00452546
2024	08	2/28/2024	0224SVFD		Expenditures	685010	60	62381	-1,787.50	DAWSON PASSAFUI SVFD	V125913	00453434
2024	08	2/28/2024	202383		Expenditures	685010	60	62381	-420.00	CENTRAL COAST C SVFD	V15383	00453432
2024	08	2/28/2024	203007		Expenditures	685010	60	62381	-630.00	CENTRAL COAST C SVFD	V15383	00453432

## Actual Transactions

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

Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685015, 685030, 685035, 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: 62381 – PROF & SPECIAL SERV-OTHER												
2024	08	2/28/2024	252219		Expenditures	685010	60	62381	-187.50	VOYA RETIREMENT SVFD VB2297OM	V31933	00453438
2024	08	2/28/2024	260430		Expenditures	685010	60	62381	-6,660.50	LIEBERT CASSIDY SVFD	V119863	00453435
Total 62381 – PROF & SPECIAL SERV-OTHER									-11,310.00			
Object: 62715 – SMALL TOOLS & INSTRUMENTS												
2024	08	2/08/2024	0224SVFD4		Expenditures	685010	60	62715	-114.00	SCARBOROUGH LUM SVFD Acct 1169	V1233	00451853
2024	08	2/12/2024	755856		Expenditures	685010	60	62715	-128.34	L N CURTIS & SO SVFD Cust 3627	V115989	00452163
2024	08	2/12/2024	774017		Expenditures	685010	60	62715	-98.49	L N CURTIS & SO SVFD Cust 3627	V115989	00452163
2024	08	2/12/2024	780524		Expenditures	685010	60	62715	-1,434.59	L N CURTIS & SO SVFD Cust 3627	V115989	00452163
Total 62715 – SMALL TOOLS & INSTRUMENTS									-1,775.42			
Object: 62826 – EDUCATION AND/OR TRAINING												
2024	08	2/16/2024	0224SVFD		Expenditures	685010	60	62826	-140.00	COLLINS, ERIN SVFD	V116856	00452388
Total 62826 – EDUCATION AND/OR TRAINING									-140.00			
Object: 62920 – GAS, OIL, FUEL												
2024	08	2/16/2024	846794		Expenditures	685010	60	62920	-3,281.58	WESTERN STATES SVFD	V39738	00452549
2024	08	2/28/2024	N0118258		Expenditures	685010	60	62920	-1,722.00	COUNTY OF SANTA SVFD	V103950	00453433
Total 62920 – GAS, OIL, FUEL									-5,003.58			
Object: 62930 – REGISTRATIONS (NON REPT)												
2024	08	2/02/2024	02766		Expenditures	685010	60	62930	-450.00	AFSS NORTHERN D SVFD	V129524	00451349
2024	08	2/02/2024	02767		Expenditures	685010	60	62930	-450.00	AFSS NORTHERN D SVFD	V129524	00451349
2024	08	2/08/2024	02765		Expenditures	685010	60	62930	-450.00	AFSS NORTHERN D SVFD	V129524	00451737
Total 62930 – REGISTRATIONS (NON REPT)									-1,350.00			
Object: 63070 – UTILITIES												
2024	08	2/08/2024	0224SVFD1		Expenditures	685010	60	63070	-228.86	CITY OF SCOTTS SVFD	V102713	00451763
2024	08	2/08/2024	0224SVFD2		Expenditures	685010	60	63070	-135.55	CITY OF SCOTTS SVFD	V102713	00451763
2024	08	2/09/2024	0224SVFD5		Expenditures	685010	60	63070	-157.81	PACIFIC GAS AND SVFD	V129169	00451913
2024	08	2/16/2024	0224SVFD1		Expenditures	685010	60	63070	-282.08	PACIFIC GAS AND SVFD	V129169	00452417
2024	08	2/16/2024	0224SVFD2		Expenditures	685010	60	63070	-204.11	PACIFIC GAS AND SVFD	V129169	00452417
2024	08	2/16/2024	0224SVFD3		Expenditures	685010	60	63070	-475.21	PACIFIC GAS AND SVFD	V129169	00452417
2024	08	2/16/2024	0224SVFD4		Expenditures	685010	60	63070	-305.46	PACIFIC GAS AND SVFD	V129169	00452417
Total 63070 – UTILITIES									-1,789.08			
Total 60 – SERVICES AND SUPPLIES									-46,915.51			
Character: 70 – OTHER CHARGES												
Object: 75233 – CONTRIB TO TRUST/AGENCY FUND												
2024	08	2/22/2024	CERBTANDCEPPT24		Expenditures	685010	70	75233	-150,000.00	SV FIRE CEPPT PLAN CALPERS	V116512	15838
2024	08	2/22/2024	CERBTANDCEPPT24		Expenditures	685010	70	75233	-155,000.00	SV FIRE CERBT PLAN - CALPERS	V116512	15838
Total 75233 – CONTRIB TO TRUST/AGENCY FUND									-305,000.00			
Total 70 – OTHER CHARGES									-305,000.00			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-900,427.67			
GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL												
Character: 60 – SERVICES AND SUPPLIES												
Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2024	08	2/16/2024	3001-02-0124		Expenditures	685030	60	61845	-973.75	RRM DESIGN GROU SVFD	V126553	80064795
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-973.75			
Total 60 – SERVICES AND SUPPLIES									-973.75			
Character: 80 – FIXED ASSETS												
Object: 86204 – EQUIPMENT												
2024	08	2/28/2024	2024-1823		Expenditures	685030	80	86204	-9,152.91	RAM'D AIR GEAR SVFD	V47180	00453436
Total 86204 – EQUIPMENT									-9,152.91			
Total 80 – FIXED ASSETS									-9,152.91			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-10,126.66			
									-910,554.33			



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

Fax (831) 438-0383

Mark Correia  
Fire Chief

Date: March 4, 2024

To: Hon. Board of Directors

From: Mark Correia, Fire Chief

Subject: **Board Memo 2024-09: Revised Policy 1711 Administrative Services Manager Job Description**

## **Recommendation**

Move to approve revised Policy 1711 as presented


## **Discussion**

On November 8, 2023, the Board approved revised Policy 1500 – Hiring Practices. This revised policy updated the hiring standard for all positions, and moved the minimum and preferred hiring requirements into one document. As noted on November 8<sup>th</sup>, when job descriptions were to be revised or updated, they would include language referencing Policy 1500 for hiring requirements.

With the recent retirement announcement of Administrative Services Manager Walton and the intention to advertise to fill this known vacancy, Policy 1711 Administrative Services Job Description has been revised with the reference noted in the previous paragraph.

Board of Directors

Joe Parker   Russ Patterson   Daron Pisciotta   Kris Hurst   Adam Cosner

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1711</b>	<b>SUBJECT: Administrative Services Manager Job Description</b>
<b>DATE APPROVED: <del>43/145/20214</del></b>	
<b>BOARD PRESIDENT: _____</b>	<b>FIRE CHIEF: _____</b>

## **ADMINISTRATIVE SERVICES MANAGER**

### **Job Description**

**REPORTS TO:** Fire Chief

**SUPERVISES:** Administrative Staff

### **BASIC FUNCTION:**

Under direction of the Fire Chief, the Administrative Services Manager directs the operations and services of the Administrative Office while performing complex and essential functions of Human Resources, Finance, Health Benefits Officer and Recording Board Secretary. The Administrative Services Manager is a Confidential Employee.

### **PRIMARY DUTIES:**

#### *Administrative Functions:*


- Maintains, revises and updates SVFPD confidential personnel files, payroll files, general office files, policies, standard operating procedures and office manuals.
- Prepares public record requests.
- Provides backup coverage for general office support and Fire Prevention.

#### *Human Resources/Payroll:*

- Performs human resource functions including pre-employment screening, new hire paperwork, CalPERS retirement, workers compensation and DMV Pull Program.
- Administers and maintains enrollment in SVFPD benefit plans including medical, dental, vision, life insurance, employee assistance program and COBRA coverage.
- Maintains premium payments for active employees, retiree health insurance and COBRA.
- Prepare and maintain SVFPD wage information for promotions, salary increases, specialty pay, separations and other personnel actions.
- Implements payroll changes required by Memorandum of Understanding, CalPERS and labor law.
- Provides backup coverage for payroll processing.
- Supervises Administrative Staff and conducts performance evaluations.

#### *Finance:*

- Performs complex accounting and budget work related to the preparation and maintenance of financial records.
- Prepares year-end financial documents and acts as the liaison to the SVFPD auditor to ensure smooth financial audits.
- Manages the Cal Card program.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1711</b>	<b>SUBJECT: Administrative Services Manager Job Description</b>

- Invoicing for Strike Team response and the County SCHMIT Program.
- Manages budget revenue and expenditures with the County.
- Provides backup coverage for processing accounts payable and deposits.

*Recording Board Secretary:*

- Compiles information and prepares the Board of Directors agenda and packet to include resolutions, ordinances, supporting documents and correspondence for Board Meetings.
- Attends meetings of the Board of Directors and transcribes minutes.
- Act as the filing officer for the Statement of Economic Interests Form 700.

**KNOWLEDGE:**

- Proficient in Microsoft Office and G Suite.
- Practices and procedures of budgeting, management and research techniques.
- Practices and procedures related to processing accounting transactions, payroll and benefits.
- Modern office practices, methods and equipment.
- English use, grammar, spelling, vocabulary and punctuation.
- Creating and/or formatting documents and forms.

**ABILITIES:**

- Accurately type 50 words per minute.
- Work cooperatively with staff, the public and other organizations.
- Work under tight deadlines and manage conflicting priorities.
- Apply good judgement in a variety of challenging situations.
- Exercise flexibility, creativity and sensitivity in response to changing needs.
- Communicate clearly and effectively.
- Properly interpret and make decisions in accordance with laws, regulations and SVFPD policies and procedures.

**MINIMUM AND DESIRABLE QUALIFICATIONS:**

- ~~• Citizen of the United States or a permanent resident alien who is eligible for citizenship.~~
- ~~• High School Graduate or Tested Equivalent.~~
- ~~• Valid California Driver's License and must be insurable by the SVFPD Insurance Carrier.~~
- ~~• Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be five (5) years of experience in a full time administrative position with increasing responsibilities. Related education may be substituted for experience or experience may be substituted for education.~~

**DESIRABLE QUALIFICATIONS:**

- ~~• Bachelor's Degree in finance, accounting, business administration or close related field.~~
- ~~• Supervisor and/or Management experience.~~

See Policy 1500 Hiring Standard for qualifications



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

## RESOLUTION NO. 2024-5

### RESOLUTION ESTABLISHING SCOTTS VALLEY FIRE PROTECTION DISTRICT APPROPRIATION LIMIT FOR FISCAL YEAR 2023-2024 UNDER ARTICLE XIII-B OF THE CALIFORNIA CONSTITUTION, AND ESTABLISHING PERIOD FOR CONTESTING SUCH LIMIT

WHEREAS, Article XIII-B of the California Constitution provides that the state and each local government shall be subject to an annual appropriation limit as defined in that Article; and

WHEREAS, Article XIII-B Section 8(e)(2) requires the Governing Body to select the change in Cost of Living methodology each year by recorded vote, and

WHEREAS, the change in the California per capita personal income provides the greatest result rather than using the local assessment roll from the preceding year; and

WHEREAS, the Auditor-Controller has computed the appropriations limit applicable to the Scotts Valley Fire Protection District for fiscal year 2023-2024 and transmitted the same to the District in a letter dated March 6, 2024; and,

NOW, THEREFORE, BE IT RESOLVED, that the Scotts Valley Fire District selects the change in the California per capita personal income and the percentage change in the population within the county area in which the special district is located methodology for use in calculating its appropriation limit for fiscal year 2023-2024; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the appropriation limit for the Scotts Valley Fire Protection District for fiscal year 2023-2024 is hereby established as \$25,832,093 and that such appropriations limit may be adjusted at a later date in accordance with Sections 3 and 11 of Article XIII-B of the California Constitution; and,

No action or proceeding shall be brought, the purpose of which is directly or indirectly to attach, review, set aside, void or annul the appropriations limit established by this resolution unless such action or proceeding shall have been filed and served on the district within forty-five (45) days from the date this resolution is adopted in accordance with Division 9 of the Government Code.

PASSED AND ADOPTED by the District Directors of the Scotts Valley Fire Protection District at a regular meeting held on the 13<sup>th</sup> day of March 2024, by the following called vote:

AYE      NAY      ABSENT      ABSTAIN

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

APPROVED:

ATTEST:

\_\_\_\_\_  
Joe Parker  
Board President

\_\_\_\_\_  
Mark Correia  
Board Secretary



# COUNTY OF SANTA CRUZ

---

EDITH DRISCOLL

AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR

701 OCEAN STREET, SUITE 100, SANTA CRUZ, CA 95060-4073

(831) 454-2500 FAX (831) 454-2660

Scotts Valley Fire Protection District  
7 Erba Lane  
Scotts Valley, CA 95066

## **SUBJECT: FISCAL YEAR 2023-2024 APPROPRIATION LIMITATION**

Dear Special District Board of Directors:

In accordance with Section 7900 et seq. of the Government Code of the State of California, you must adopt an appropriation limit by resolution each fiscal year.

We have made the required calculations and prepared a sample resolution for use by the District, both of which are attached hereto. The limit presented was prepared per Government Code 7901(b). Each special district shall select its change in population and change in non-residential growth or change in per capita income annually by a recorded vote of the governing body of the special district as outlined in the attached resolution.

Adjustments for the Fair Labor Standards Act (FLSA) and qualified capital outlay projects may be exempt from the appropriation limit.

**After adopting the Districts' appropriation limit, please provide a copy of the resolution for our files.**

Very truly yours,

EDITH DRISCOLL

Auditor-Controller-Treasurer-Tax Collector

by Tracy Laine, Accountant I

### Attachments:

Calculation of Appropriations Subject to Limitation,  
Calculation of Adjustments to the Appropriations Limitation,  
Resolution Establishing Appropriation Limit for Fiscal Year 2022-2023

PROP 4 - SCOTTS VALLEY FIRE PROTECTION DISTRICT  
685010, 685030  
CALCULATION OF APPROPRIATIONS SUBJECT TO LIMITATION  
2023-2024

Total Appropriations	\$ 9,463,004
Adjustments	
Expenditure Appropriations:	
1. Qualified Capital Outlay Project	0
2. FLSA	<u>(46,332)</u>
Adjusted Appropriations	\$ <u>9,416,672</u>
Revenue Appropriations:	
1. Non-proceeds of taxes	(590,887)
2. User fees in excess of cost	0
3. Debt Service	<u>0</u>
Appropriations Subject to Limit	\$ <u><u>8,825,785</u></u>
Calculation of 2023-2024 Limit:	
2022-2023 Appropriations Limit	\$ 25,006,866
Change in Local Assessment Roll/Personal Income	<u>104.44%</u>
% Change in Population	<u>98.91%</u>
Total Change Factor	<u>103.30%</u>
2023-2024 Appropriations Limitation	\$ <u>25,832,093</u>
Amount Under Appropriations Limitation	\$ <u>(17,006,308)</u>
Excess Appropriations subject to Limitation	\$ <u><u>0</u></u>

PROP 4 - SCOTTS VALLEY FIRE PROTECTION DISTRICT  
685010, 685030  
CALCULATION OF ADJUSTMENTS TO THE APPROPRIATIONS LIMITATION  
2023-2024

QUALIFIED CAPITAL OUTLAY PROJECT

PROJECT

\$ 0

APPROPRIATIONS FOR FIXED ASSETS

\$ 0

FAIR LABOR STANDARDS ACT (FLSA)

\$ 46,332

TOTAL ADJUSTMENTS TO APPROPRIATIONS

\$ 46,332



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

Fax (831) 438-0383

Mark Correia  
Fire Chief

Date: March 13, 2024  
To: Hon. Board of Directors  
From: Mark Correia, Fire Chief  
Subject: **Board Memo 2024-07: Branciforte Advisory Commission Appointment**

## **Recommendation**

Appoint Vicki Miller to Position 5 of the Branciforte Advisory Commission serving a three (3) year term.

## **Discussion**

District Policy 2108 identifies the scope, purpose, appointment process and meeting requirements for the Branciforte Service Zone Advisory Commission (BAC). Adopted by the Board of Directors on December 13, 2023, this Policy allows for up to five (5) members of the Branciforte Service Area to be appointed and to provide recommendations on budget and other policy decisions that impact this area of the district. It was established as part of the reorganization with the Branciforte Fire District that occurred on December 8, 2023.

On January 10, 2024 the Board appointed four (4) members to serve on the BAC leaving one vacant position. On February 10 I was contacted by a Branciforte Service Zone resident who expressed her interest in serving on the Commission. On February 13 I met with the resident (Vicki Miller) and am now recommending her for appointment to Position 5 of the BAC (3-year term).

Vicki comes to the group with a diverse amount of experience. She served on the Branciforte Fire District Select Committee for approximately one (1) year while the District was navigating its future. She has lived in the BAC for over 30 years, and currently works as an office manger for a local engineering firm. Her vast array of experience will make an excellent edition to the Commission.

This appointment will fill all five (5) position on the BAC.

Board of Directors

Joe Parker   Russ Patterson   Daron Pisciotta   Kris Hurst   Adam Cosner





# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

Fax (831) 438-0383

Mark Correira  
Fire Chief

Date: March 13, 2024  
To: Hon. Board of Directors  
From: Mark Correira, Fire Chief  
Subject: **Board Memo 2024-08: Impact Fee Study**

## **Recommendation**

Move to approve the NBS Proposal to Study Impact Fees

## **Discussion**

At the February 14, 2024 Board of Directors Meeting, budget amendment 2024-01 was approved which allocated an additional \$29,000 of fund balance to the Professional Services lined of the General Fund Budget. The intent of this appropriation was to allow the Board to study and implement an impact fee program for future growth. As noted in Board Memo 2024-07, the allocation of these funds did not authorize Staff to move forward with a program, rather it provided the funds if the Board were to pursue this program in the future.

On December 21, 2023 Directors Parker and Pisciotta and Staff met with NBS – a local company who specializes in comprehensive development impact fee programs. At this meeting, NBS explained the process in which a governmental agency can charge these fees on future growth, and how it can help pay for apparatus and facilities. The process to realize impact fees is comprehensive and complicated, and staff do not have the expertise or bandwidth to take a project of this magnitude.

NBS is a California based company with offices in Temecula and San Fransico who specializes in fee studies, financial district, and other similar types of fiscal consulting. Additionally, the City of Scotts Valley has retained and is working with NBS for a similar purpose.

Attached, please find the comprehensive proposal that outlines the scope of work being offered by NBS. The proposal includes recent legislative changes, a detailed work plan, staff introductions, and references from other fire agencies who have used NBS for similar purposes. The cost for this work is \$28,080.

Board of Directors

Joe Parker   Russ Patterson   Daron Pisciotta   Kris Hurst   Adam Cosner



870 Market Street, Suite 1223  
San Francisco, CA 94102  
Toll free: 800.434.8349

[www.nbsgov.com](http://www.nbsgov.com)

January 23, 2024

Mark Correira  
Fire Chief  
Scotts Valley Fire District  
*Submitted electronically via [mcorreira@scottsvalleyfire.com](mailto:mcorreira@scottsvalleyfire.com)*

## **RE: Proposal for an Impact Fee Study**

Dear Chief Correira:

It was a pleasure meeting with you and Board President Daron Pisciotta. We understand the District is in need of a comprehensive development impact fee program to ensure funding for additional fire facilities and apparatus is available to service future development. The following is a scope of services, qualifications, and proposed professional fees for the District's review.

### **SCOPE OF SERVICES**

---

In general, the scope of services covered by this proposal involves the work necessary to prepare a development impact fee study that complies with the requirements of the California Mitigation Fee Act (Government Code Sections 66000 et seq.), and relevant case law.

The specific scope of services offered in this proposal is defined by the tasks described in the work plan that follows. That scope excludes legal, engineering, architectural, cost estimating and appraisal services.

### **Impact Fee Calculation Methods**

Laws governing impact fees, including both court decisions and the California Mitigation Fee Act (Govt. Code Sections 66000 et seq.) require that local agencies imposing fees as a condition of development approval demonstrate that there is a reasonable relationship or "nexus" between those fees and the impact of a development project on facilities to be funded by the fees.

The required nexus for impact fees, as set forth in relevant court decisions, can be thought of as having three elements:

- **Need.** The District must show that development creates a need for the improvements funded by impact fees;
- **Benefit.** The District must show that development derives a benefit from the provision of improvements funded by impact fees, and;
- **Proportionality.** The District must show that the fees charged to a development project are proportional to the impact of that project on facilities funded by the impact fees.

The "reasonable relationship" requirements contained in Section 66001 of the California Mitigation Fee Act address essentially the same elements in different language.

## Recent Legislative Changes

In September of 2021, the California Legislature passed Assembly Bill (AB) 602, which creates many new requirements for impact fees. The three most impactful requirements affecting our proposed approach to this study are:

- When applicable, the nexus study shall identify the existing level of service for each public facility, identify the proposed new level of service and explain why the new level of service is appropriate.
- A nexus study adopted after July 1, 2022, shall calculate a fee imposed on a housing development project proportionately to the square footage of the proposed units of the development.
- Large jurisdictions (counties or cities/districts within counties of greater than 250,000 population) shall adopt a capital improvement plan as a part of the nexus study.

NBS will work closely with the District to ensure the requirements of AB 602 and other recent legislative changes, as applicable, are reflected.

## Information to be Provided by the District

The work to be performed by the Consultant on this impact fee study will depend heavily on information to be provided by the District. Among the types of information that may be needed for this study are:

- Any relevant planning studies such as General Plans for agencies served by the District, local transportation planning data that captures population served, etc.
- Data on the amount of existing development and planned future development in the study area, by land use type.
- The Capital Improvement Program, level of service policies, standards of coverage, facility master plans and other facility planning data. Recent amendments to the Mitigation Fee Act require most agencies to adopt a capital improvement plan with any new impact fee study.
- Inventories of existing facilities, vehicles and equipment.
- Cost estimates for land, capital improvements, vehicles, and equipment to be funded by impact fees.
- Information on capital improvement funding sources and financing plans including special taxes, and any outstanding debt related to existing capital facilities.
- Calls for service records.

This proposal assumes that all information needed to perform the work covered by the scope of this proposal will be provided by the District or is readily available from other sources such as the U.S. Census Bureau or the California Department of Finance.

## Detailed Work Plan

The following tasks comprise the detailed work plan for this impact fee study. These tasks represent the typical requirements of an impact fee study and may be adjusted to meet the needs of this project.

### TASK 1. KICKOFF MEETING/PROJECT INITIATION

To kickoff this study, we will conduct a kickoff meeting with key District staff and carry out other activities required to initiate the study, including:

- Discuss the goals, work plan and schedule for the project.

- Establish coordination, communication and reporting procedures.
- Conduct initial interviews with key District staff members.
- Evaluate available information resources.
- Review the existing impact fee program and identify any issues of concern to the staff, Board members or stakeholders.
- Assess the District's current development patterns and growth potential.

We are also available to provide an initial introduction to the study's approach, methodology, and timeline to key representatives from agencies served by the District such as the City of Scotts Valley and Santa Cruz County.

## **TASK 2. COMPILE DATA ON EXISTING AND FUTURE DEVELOPMENT**

In this task, we will collect, review, organize and analyze data on existing and future development in the District and compile it in a form useful for this study. Steps in that process typically include:

- Establish boundaries of the study area to be used in the analysis.
- Define the breakdown of land use types to be used in the study.
- Analyze land use data provided by the District, City, County, or other agency to establish a baseline of existing development and a forecast of future development by land use type.
- Identify demand variables and specify demand factors that will be used to represent the impact of development in the impact fee calculations.
- Prepare development data tables to incorporate into the fee calculation model and the study report.

## **TASK 3. FACILITY NEEDS ANALYSIS**

Using forecasts of future development from Task 2, we will review the Capital Improvement Program and facility master plans and work with staff to identify new facilities, facility expansions, vehicles and equipment needed to serve future development. Steps in that process will include the following:

- Review adopted level-of-service standards and actual service levels for relevant facility types.
- Work with District staff to identify the operative level-of-service standard to be used in the impact fee analysis for each facility type.
- Identify any existing deficiencies or available capacity relative to the selected level of service standard.
- Project the additional service demand that will be created by new development, based on selected service levels.
- Translate service demand into facility and equipment needs.
- Compile cost estimates for relevant facilities and other assets.
- Identify costs eligible for impact fee funding.

## **TASK 4. IMPACT FEE ANALYSIS**

Using the information developed in Tasks 2 and 3, we will conduct the impact fee analysis and calculate impact fees by land use type for each type of facility addressed in the study. That process typically includes these steps:

- Identify the most appropriate method to be used in calculating the impact fees.

- Construct a spreadsheet fee calculation model incorporating data on existing and future development, demand factors and eligible facility costs.
- Specify formulas in the model to allocate facility costs in proportion to the impact of new development by land use type.
- Calculate a cost per unit of service for each facility type.
- Convert the cost per unit of service into a schedule of impact fees per unit of development, by development type.
- Project potential revenue from the proposed fees.

## **TASK 5. FEE COMPARISON**

Policy makers often desire a comparison of fee amounts to neighboring jurisdictions. Although an “apples to apples” comparison of cost recovery policy and fee structures between agencies is challenging, a comparison can ensure a smoother implementation process. NBS will utilize our industry expertise comparing similar impact fees in up to five (5) neighboring and/or similar agencies. A list of comparable agencies will be selected and approved by staff. We will download their respective fee schedules and supporting studies from the Internet. If schedules and supporting studies are not available on the Internet, we will make a reasonable attempt to contact the agency to obtain that information. We will then compile a comparison of the fee categories and amounts, for the most readily comparable fee items.

## **TASK 6. DRAFT AND FINAL STUDY REPORTS**

The impact fee study report will explain the data, methodology and formulas used in the fee calculations and document the nexus between the proposed fees and the impacts of development for each type of impact fee calculated in the study. The report will also propose findings to satisfy the requirements of the Mitigation Fee Act regarding the purpose of the fees, the use of the fees, and the reasonable relationship between the fees and development.

As the study progresses, the Consultant will submit preliminary drafts of portions of the study report for review and comment by District staff. Once all sections are in draft form, an administrative draft of the entire study report, incorporating any previous staff comments, will be submitted for review. Then a final draft document will be prepared for the District’s Board and public review. If necessary, additional changes will be incorporated into the final study report.

The study report will include the following components:

- An Executive Summary including summary impact fee tables.
- A chapter discussing the legal requirements for impact fees and methods used to calculate the fees.
- A chapter presenting data on existing and future development in the study area and the factors used to measure the impacts of development on individual facility types.
- A chapter presenting the data and methodology used in the analysis, a detailed explanation the impact fee calculations, and documentation of the nexus.
- A chapter on implementation recommendations, covering steps needed to comply with the Mitigation Fee Act through proper administration of the impact fees, including but not limited to:
  - Findings and enactment of fees
  - Collection and expenditure of fees



- Accounting and reporting requirements
- Administrative appeals, waivers, and exemptions
- Credits and reimbursements for developer-provided facilities
- Updating and indexing the fees
- Recovery of administrative costs for the impact fee program

All drafts and the final report will be submitted electronically in .pdf format.

## **TASK 7. MEETINGS AND PRESENTATIONS**

This proposal assumes the following regarding meetings during the Study and presentations of results:

**Meetings with Staff** – NBS will conduct meetings with District staff to initiate the study process, review and discuss work product, and gain insight from staff on the direction of the study. We expect all work-in-progress meetings will be held via conference call or video conferencing format.

**Presentations** – NBS will prepare PowerPoint presentations and present findings to assist with adoption of the study's results as needed. Typically, one to two public meetings are required during the implementation process, as follows:

- District Board
- Scotts Valley City Council
- Santa Cruz County Board of Supervisors
- Sub Committees of any of the above, where applicable

Within the professional fees proposed for the project, we have provided a per meeting cost option so the District can decide how many meetings are likely to be needed.

## **PROJECT TIMELINE**

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This Study will require approximately four (4) months to complete, not including public meetings and adoption hearings. This is a reasonable timeline allowing for quality data submittals to be accomplished by District staff amongst competing priorities. Upon project initiation, NBS will provide a detailed project schedule for mutual review and acceptance by the District's project manager.

## **IMPACT FEE EXPERIENCE**

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We offer 30 years of professional experience performing impact fee studies and advising California's local governments on cost recovery policy and procedure.

**NBS** will serve as the Prime consultant on this engagement. We have completed impact fee analyses for a multitude of California governments over the past 15 years.

**Colgan Consulting** is owned and operated by Joe Colgan and works exclusively with NBS on development impact fee analysis. Joe has specialized in development impact fees for 30+ years and has prepared more than 150 impact fee studies for cities, counties, and special districts in California and five other states. His background also includes ten years in local government as a planner and planning director, which provides him with extensive experience in land use planning and capital facilities planning.

## NBS/Colgan Development Impact Fee Study Experience

NBS and Colgan Consulting have been working exclusively on impact fee studies in California since 2018. The following is a list of clients we have served over the last several years.

- City of Brisbane, Park Facilities Impact Fee Study
- City of Carlsbad, Park Facilities Impact Fee Study
- City of Chowchilla, Citywide Impact Fee Study
- City of Covina, Citywide Impact Fee Study
- East Contra Costa Fire Protection District, Impact Fee Study
- City of Grass Valley, Citywide Impact Fee Study
- Groveland Community Services District, Fire and Parks Impact Fee Study
- Hughson Fire Protection District, Development Impact Fee Study
- City of Indio, Citywide Impact Fee Study Update
- Lathrop Manteca Fire District Impact Fee Study
- City of La Quinta, Impact Fee Update Study
- City of Orland, Development Impact Fee Study
- City of Rancho Cucamonga, Impact Fee Study
- Rancho Cucamonga Fire District, Impact Fee Study
- City of Rocklin, Public Facilities Fee Study
- Sacramento Metropolitan Fire District, Capital Facilities (Impact) Fee Study
- City of Victorville, Citywide Development Impact Fee Study
- City of Visalia, Accessory Dwelling Unit Impact Fee Study
- City of Watsonville, Parks Impact Fee Study
- City of Wildomar, Impact Fee Study Comprehensive Update

## PROJECT TEAM

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The following provides an overview of NBS professional staff that would be assigned to this project. Full-length resumes for the project team staff are available in the Appendix.

### NICOLE KISSAM, DIRECTOR/PROJECT MANAGER

**Roles and Responsibilities:** Nicole Kissam will provide leadership on this project including serving as the primary point of contact for the District's staff and directing the work efforts of our project team. Nicole will be fully conversant in all findings and available for public events as needed. She will assist Joe Colgan in all aspects of project design and analysis and provide senior-level technical analysis throughout the project.

**Work Experience:** Nicole Kissam is a Director of the NBS Financial Consulting Group. She has 20 years of experience as a financial consultant to the public sector and has managed many impact fee studies for both large and small agencies. Nicole has also consulted with multiple fire protection districts throughout California regarding Fire Prevention Fee Programs.

Nicole has been a financial and management consultant to California's local governments for most of her career, specializing in impact fee analysis, user and regulatory fee analysis, cost allocation and grant related cost recovery, and operational improvement strategies. Prior to her career in public sector

consulting, Nicole worked in a City finance department for several years, and also in marketing and public relations firms. Nicole holds a Bachelor of Science in Business Administration from California Polytechnic State University in San Luis Obispo.

#### JOE COLGAN, COLGAN CONSULTING, IMPACT FEE SPECIALIST

**Roles and Responsibilities:** Joe Colgan will work closely with NBS and other team members as the technical expert on this impact fee analysis.

**Work Experience:** Joe Colgan is the President of Colgan Consulting and a recognized expert in impact fee analysis with over 30 years of experience in the field. He is a professional planner with 10 years of direct experience in local government as a planner and planning director, and extensive experience in land use planning and capital facilities planning. He has served three terms on the board of the National Impact Fee Roundtable (now the Growth and Infrastructure Consortium), including one term as vice chair, and has spoken on impact fees at conferences and seminars nationally.

#### TIM SEUFERT, CLIENT SERVICES DIRECTOR

**Role and Responsibilities:** As Client Services Director, Tim Seufert will ensure that the District's fundamental objectives are being met at all times and that the project is proceeding on a timely basis. He is included on the team as an active representative of our company's commitment to the highest level of service.

**Work Experience:** Tim Seufert has two decades of local government experience with a wide variety of revenue tools. He also has a decade of corporate financial experience. Tim has been involved with many projects from their inception and feasibility stage to their completion. He has been a presenter at dozens of training seminars, and he is an author on local government finance issues for the California League of Cities, the California Special Districts Association, California Society of Municipal Finance Officers, and other forums.

#### CLIENT REFERENCES

Below is a sampling of projects and references similar in scope and magnitude to the District's needs.

##### EAST CONTRA COSTA FIRE PROTECTION DISTRICT

##### FISCAL IMPACT ANALYSIS, DEVELOPMENT IMPACT FEE, COMPREHENSIVE FINANCE PLAN MODELING, AND CFD FORMATION

*Service Dates: 2019 to 2020*

*Approximate Contract Amount: \$93,280*



##### Contact Information

Brian Helmick  
Deputy Chief  
Contra Costa County Fire Protection District  
4005 Port Chicago Highway  
Concord, CA 94520  
P: 925.941.3300  
E: bhelm@cccfd.org

In 2019, NBS was selected to perform a Fiscal Impact Analysis (FIA) and commence with a subsequent Community Facilities District (CFD) Formation from a pool of respondents to a request for proposal. Understanding not only the ongoing funding of services, but the future impact to both cost and revenue was of utmost importance. NBS was also engaged to assist with a Development Impact Fee Study (DIF) and coordinated efforts between the work on the FIA and DIF

**NBS Project Team:**

Sara Mares (FIA, CFD, Financial Plan),  
Stephanie Parson (FIA), Nicole Kissam  
(DIF, Financial Plan), Jordan Taylor  
(Financial Plan), Joe Colgan (DIF)

studies. In 2020, NBS was hired to prepare Comprehensive Financial Plan Modeling to serve as a financial “roadmap” for the District. NBS gathered applicable data, reviewed projected revenues and expenditures, evaluated the sufficiency of reserve funds and policies, and reviewed plans for funding the District’s capital improvement program. The findings were presented to staff, the Finance Committee and the Board. Impact fees based on the DIF study were adopted by Contra Costa County, the City of Brentwood and the City of Oakley for ECCFPD. (Note that ECCFPD merged with Contra Costa County Fire Protection District in 2022 and NBS has contracted with CCCFPD to perform similar services for that agency.)

**HUGHSON FIRE PROTECTION DISTRICT****FIRE IMPACT FEE STUDY**

*Project Dates: August 2022 – November 2023*

**Contact Information**

Randall Kelley  
Assistant Fire Chief  
Administrative Assistant  
Office (209) 883-2863  
Cell (209) 484-8357  
[rkelly@hughsonfire.com](mailto:rkelly@hughsonfire.com)

The Hughson Fire Protection District provides fire suppression, emergency medical services, technical rescue, hazardous materials response, fire prevention, public education, and disaster preparedness to approximately 35 square miles of Stanislaus County, including the City of Hughson.

NBS worked closely with the District in preparing this impact fee study, and assisted the adoption of the fee program by the District’s Board, the County Board of Supervisors, and the City of Hughson.

**NBS Project Team:**

Nicole Kissam, Joe Colgan

**SACRAMENTO METROPOLITAN FIRE DISTRICT****USER FEE STUDY, COST ALLOCATION PLAN, GEMT REIMBURSEMENT ANALYSIS AND IMPACT FEE STUDY**

*Service Dates: 2012 – Present*

*Approximate Contract Amount: \$69,940*

**Contact Information**

Ronald Empedrad  
Controller  
10545 Armstrong Ave., Suite 200  
Mather, CA 95655  
P: 916.859.4510  
E: Empedrad.Ronald@metrofire.ca.org

Since 2012, NBS has consulted the District on a wide array of cost recovery tools, including preparation of Full and OMB A-87 compliant Cost Allocation Plans, calculation of CalEMA grant/reimbursement rates, GEMT cost reimbursement services, Community Risk Reduction Department (Fire Prevention) User Fee Study, and Capital Facilities Fee (impact fee) Study.

**NBS Project Manager:**

Nicole Kissam

## PROFESSIONAL FEES

Our proposed fees below are based upon our understanding of the project focus and include reasonable assumptions on iterations of fee models and number of meetings. NBS applied the following hourly rates to derive the overall not-to-exceed pricing for the requested scope of services. These hourly rates will apply for the duration of our contract:

Title	Hourly Rate
NBS Director	\$210
Joe Colgan – Colgan Consulting	\$150

NBS will complete Tasks 1 – 6 as described in the Work Plan above for a not to exceed, amount of **26,400**. The table below provides an estimated breakdown of this fee by work plan task, hourly rate, and classification of personnel:

PROJECT COST DETAIL Scotts Valley Fire District	Consultant Labor (Hours)		Grand Totals	
	Director	Colgan	Consultant Labor (Hours)	Consultant Costs (\$)
Task Plan				
Hourly Rate	\$210	\$150		
<b>Fire Impact Fee Study</b>				
Task 1. Kickoff Meeting/Project Initiation	4.0	4.0	8.0	\$1,440
Task 2. Compile Development Data	24.0	20.0	44.0	\$8,040
Task 3. Facility Needs Analysis	8.0	20.0	28.0	\$4,680
Task 4. Impact Fee Analysis	8.0	18.0	26.0	\$4,380
Task 5. Draft and Final Reports	12.0	28.0	40.0	\$6,720
Task 6. Fee Comparison	2.0	16.0	18.0	\$2,820
Task 7. Meetings and Presentations				
Meetings with Staff Tasks 1- 5			<i>included above</i>	
Presentations			<i>per meeting</i>	
<b>TOTAL</b>	<b>58.0</b>	<b>106.0</b>	<b>164.0</b>	<b>\$ 28,080</b>

## EXPENSES

NBS' hourly rates are inclusive of all costs associated with professional time, such document production and incidentals. Travel costs, if needed, will be charged at actual cost, not to exceed the amount shown in the detailed budget table above.



## PRESENTATIONS / ADDITIONAL SERVICES

Should the Department require additional public meetings for implementation purposes, the following rates would apply, per meeting:

- Remotely conducted meeting via Zoom or other platform: \$550 per meeting
- In person attendance: \$1,200 plus travel expenses not to exceed \$1,000

Any other additional services authorized but not included in the scope of services will be billed at the hourly rates shown above.

## TERMS

At no time will we invoice for charges in excess of the fee to which the District and NBS mutually agree. Should the District specifically request additional services beyond those described in this document, we will discuss those requests and associated costs at that later time and only invoice for additional fees upon separate written authorization from the District. NBS proposes to invoice the District on a monthly basis, following recorded consultant time on the project, paralleling our completion of the work. If payment is not received within 90 days, simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel contracts with 30 day's written notice.

\*\*\*\*\*

Thank you again for considering NBS' qualifications for this project. Please feel free to reach out to me at any time with questions about our proposal or to move forward with a professional services agreement.

Sincerely,



Nicole Kissam  
Director

## APPENDIX | RESUMES

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This appendix contains full resumes for our proposed project team.

## EDUCATION

- Bachelor of Science, Business Administration, California Polytechnic State University, San Luis Obispo

## AFFILIATIONS

- California Society of Municipal Finance Officers (CSMFO)
- Growth and Infrastructure Consortium (GIC)

## SPEAKING / MEDIA (LAST 5 YEARS)

- *"Cost Allocation Plans (CAP) Best Practices; A Discussion of CAP Basics, Timelines, Case Studies, and In-House vs. Vendor-supported Approaches"* - California State Association of County Auditors (SACA) Conference, 2021
- *"A Revenue Cornucopia: One Special District's Approach to Raising Revenue"* - California Special Districts Association (CSDA), Exhibitor Series, 2020
- *"Tools for Fiscal Sustainability"* - CSMFO Desert Chapter, 2020
- *"Fees, Fees, and MORE FEES!?"* - California Association of Recreation and Park Districts, Annual Conference, 2019
- *"Building Department Fees...you need a plan"* - California Building Officials (CALBO) Annual Business Meeting, 2018



*"Thanks again for another successful fee study. Always a pleasure working with you and your team."*

*Greg McFann, Building Official  
City of Alameda*



## HIGHLIGHTS

Nicole Kissam is Director of Financial Consulting for NBS. She has more than 20 years of experience in public sector consulting, city government, marketing, and public relations. Nicole specializes in cost recovery and revenue policy for California local governments. She routinely manages projects and provides senior level technical analysis on impact fee studies, user/regulatory fee analyses, cost allocation plans, and financial plans. She has completed over 100 consulting engagements for a range of cities, counties, and special districts, including those with less than 10,000 population up to the largest in the State such as Los Angeles, Sacramento, and San Jose. Her background also includes performance of various management audits that improved operational efficiency of development services, parks and recreation, and utility departments. Nicole is regularly invited to speak on the topics of cost recovery, fee program development, and fiscal sustainability for various prominent professional organizations in California.

## RELEVANT PROJECT EXPERIENCE

- **East Contra Costa Fire Protection District, Impact Fee Study and Fire Prevention Regulatory Fee Study** – Completed a complex analysis of impact fees for the District, requiring the merging of several different legacy fee structures from the County and two incorporated cities served by the District. The Study required participation with interested developers, has been successfully adopted in 2020 by the County and one incorporated city, and is pending final adoption by the second city's Council in February 2021. NBS also developed a first Regulatory fee program for the District's newly added fire prevention division, adopted in 2020.
- **City of Indio, Citywide Development Impact Fee Study** – Fees evaluated included Park Land and Improvements, Fire Protection Facilities, Police Facilities, Public Buildings, Roads and Bridges, Traffic Signals, Storm Drainage Improvements. Final Report issued in May 2020, pending public hearing and adoption by City Council.
- **City of La Quinta, Development Impact Fee Study** – Fees evaluated included Parks and Recreation, Community and Cultural Centers, Library, Civic Center, Maintenance Facilities, Transportation. Adoption process involved working with local building industry associations. Fee program adopted successfully by Council in 2019.
- **Los Angeles, Tree In-Lieu Fee Analysis for the Board of Public Works** – Evaluated the cost of sourcing, planting, and maintaining trees paid for "in-lieu" of conditions of development for protected trees and other types of City trees. Assisted in implementing a fee program with the Board of Public Works.
- **Other Recent Impact Fee Projects** – Lathrop Manteca Fire District, Moraga Orinda Fire Protection District, City of Orland, Plymouth, Rancho Cucamonga, Rocklin, Town of Ross, Sacramento Metropolitan Fire District

**EDUCATION**

- Master of City Planning degree, University of Pennsylvania
- Bachelor of Architecture degree, University of Nebraska, Lincoln

**AFFILIATIONS**

- Growth and Infrastructure Consortium (formerly the National Impact Fee Roundtable)
- Over 35 years as a member of the American Planning Association (APA) and the American Institute of Certified Planners (AICP)

**SPEAKING / MEDIA**

- National Impact Fee Roundtable | 2004 2005, 2007, 2009, 2011
- California Association of Recreation and Parks Districts | 2019

**HIGHLIGHTS**

Joe Colgan is founder and president of Colgan Consulting Corporation, a small Sacramento firm specializing in development impact fees for cities, counties and special districts. He has a thorough understanding of the constitutional and statutory requirements for defensible impact fees and is an expert in impact fee methodologies.

The vast majority of Joe's impact fee work has been done for California clients, but he has also done impact fee studies in Oregon, Arizona, Utah, New Mexico and Florida. He has prepared more than 150 impact fee studies since 1990, for clients as large as Albuquerque, NM (pop. 555,000) and the Orange County (CA) Fire Authority (serving 22 cities and unincorporated Orange County), and as small as Angels Camp, CA (pop. 4,050)

**RELEVANT PROJECT EXPERIENCE**

- **Madera, CA**, Comprehensive Impact Fee Study and Update
- **Beaumont, CA**, Comprehensive Impact Fee Study
- **Windsor, CA**, Impact Fee Study for Parks and Rec, Open Space and Trails, Police, Fire and Public Facilities
- **Cloverdale, CA**, Impact Fee Study for Accessory Dwelling Units
- **Moreno Valley CA**, Comprehensive Impact Fee Studies and Updates; Joe has prepared four impact fee studies for Moreno Valley
- **Encinitas, CA**, Impact Fee Study Streets and Signals, Parks, Fire and Libraries; Joe has prepared three impact fee studies for Encinitas
- **Rancho Cucamonga, CA**, Two Impact Fee Studies for Parks, Community & Recreation Centers, Libraries, Police, and the Animal Center
- **Indio, CA**, Comprehensive Impact Fee Study
- **Manhattan Beach, CA**, Impact Fee Feasibility Study
- **Wildomar, CA**, Comprehensive Impact Fee Study and Two Impact Fee Update Studies
- **City of Rocklin, CA**, Parks and Public Facilities Impact Fee Study
- **Vista, CA**, Impact Fee Update Study for Streets and Signals; Joe has prepared four impact fee studies for Vista
- **La Quinta, CA**, Comprehensive Impact Fee Studies and Updates; Joe has prepared three impact fee studies for La Quinta
- **City of Orange, CA**, Impact Fee Study for Police, Libraries and Parks
- **Lemoore, CA**, Comprehensive Impact Fee Studies and Updates; Joe has prepared four impact fee studies for Lemoore



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

Fax (831) 438-0383

Date: March 13, 2024

To: Hon. Board of Directors

From: Mark Correira, Fire Chief

Subject: Administrative Report – March 2024

## **Administration**

- The first week of February, Administrative Services Manager Walton attended County presentations from three implementation vendors and two system vendors for a new County payroll system. The County anticipates selecting a vendor by April 2024 and completing the project by April 2025.
- On April 29, 2024, the SVFPD hosted the Santa Cruz Fire Chiefs Administrative Section and Administrative Accounting Specialist Bridges presented the child passenger safety program training.
- The phone operating times have been adjusted ring daily between 0700-1700 seven days per week. This will allow the public to reach the District on the weekends for non-emergency fire district business.
- Staff have aligned all "official letter head" to match across the organization. A revised letterhead will be presented to the Organization and Personnel Committee for consideration.

## **Operations**

- Work on E2511 has completed at Cummins. The engine received a new top-end and various other fixes. E2511's pump will be performance tested by the Central Fire shop to ensure pump capacity. The engine should be back in service by the first week in March.
- Annual inspections have been started on all apparatus. The inspections are being performed by an outside ASE certified mechanic.
- E2510 will need new front brake pads and rotors in order to be road worthy. The work on the front brake system is to be completed in the first week of March.
- SVFD staffed a preposition engine at the Branciforte Fire station February 18-19 because of the atmospheric river storm. The preposition was approved by Cal OES in preparation for a large rain storm. There were several weather-related calls but the storm never materialized as expected.
- B-shift ran 48 calls in 48 hours during the February 4-5 wind/rain storm. Most calls involved wires down and some flooding. A large tree went through multiple structures on the 1200 block of El Rancho Dr. No one was injured but the main structure suffered significant damage.
- The new command vehicle (2598/B2501) was placed in service and B2501's old command vehicle (2008 Tahoe) was moved to station 2. The vehicle will be outfitted to run as Support S-2562. U2590 will be converted to be the support vehicle (2-2561) at station 1.

Board of Directors

Joe Parker   Russ Patterson   Daron Pisciotta   Kris Hurst   Adam Cosner

## **Training**

- Crews completed wildland fire County block training during the month of February. The training played host nearly engine from all Santa Cruz County agencies over multiple days. A big thank you to Captain Petteys, Captain Sundermier, and Engineer Nehf for being a big part of the instructor cadre for this event.
- Engineer Rothweiler has been progressing through his acting Captain training while working on A-shift. He has completed 10 shifts in Captains seat under the guidance of Captain Grigg. Engineer Rothweiler is expected to be completed with his acting captain training in March.

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

- DFM Collins completed Fire Investigation 1C-Preparation for Legal Proceedings
- 3 remodel/tenant improvement and 2 residential fire sprinkler plan reviews were completed in-house
- 10 construction inspections, 34 annual inspections & 2 state mandated inspections
- DFM Collins participated in an introductory Firewise meeting with the residents of Old Up Yonder Road and Heavenly Way.
- Between January and February 2024, Administrative Accounting Specialist Bridges inspected six car seats.

## **Chief Report**

### *Others Items:*

- Attended the Countywide Public Safety Emergency Radio Steering Committee Meeting. The Committee approved the specification and bid-package for the new countywide radio system. The package will be advertised and a vendor will be selected later this year. Also attended the Finance Sub Committee for this project.
- Completed countywide Assistance to Fire Act Grant request for public safety radios. If approved, this grant will fund the radio equipment that will operate on the new next-gen radio system.
- Chief Correira has been holding office hours at the Branciforte Fire Station on Mondays between 8 and 10 AM.
- Met with the Felton Fire's Interim Fire Chief Dan Walters to discuss collaborating on specific areas of services we provide to our communities.
- Met with an applicant for the Branciforte Advisory Commission. Her name was moved forward for consideration by the Board of Directors.
- Attended to Board of Supervisors Candidate Forum and the North County Democrats Meeting where Senator Laird was to be speaking.
- Presented at the City's Citizens Academy where residents learn more about the government that serves them.
- Hosted a Joint Labor Management meeting where we discussed items of mutual interest. A side letter was drafted and will be presented to the Organization and Personnel Committee in the near future for consideration.
- Participated in Central Fire's evaluation for general counsel providers. Central advertised a request for proposal (RFP) for these services. Information gained through this process will be shared with the Organization and Personnel Committee for consideration.
- Researched and provided a letter to the Board on Brwon Act requirements for public comment.

Board of Directors

Joe Parker   Russ Patterson   Daron Pisciotta   Kris Hurst   Adam Cosner

# Scotts Valley Fire Protection District

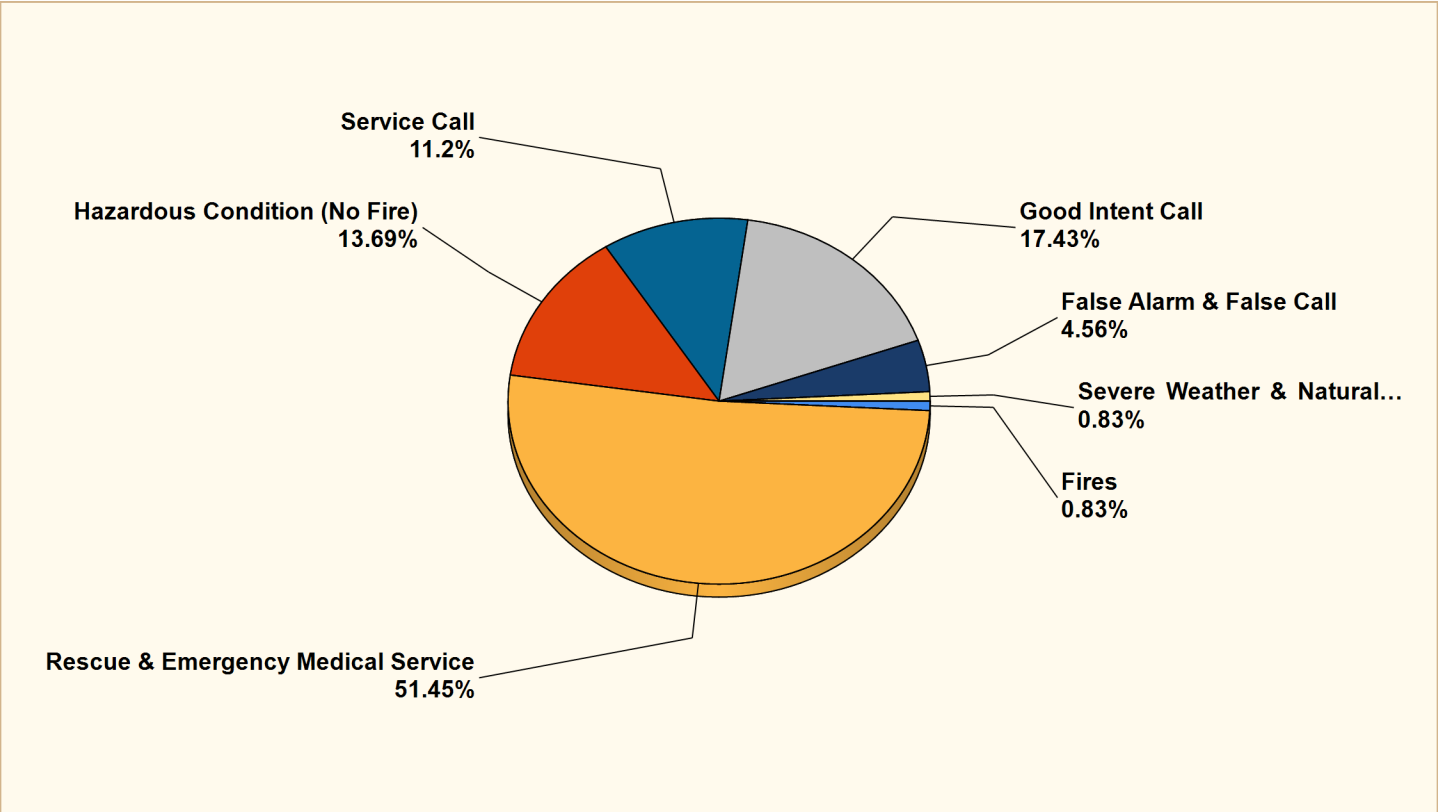
Scotts Valley, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2024 | End Date: 02/29/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	0.83%
Rescue & Emergency Medical Service	124	51.45%
Hazardous Condition (No Fire)	33	13.69%
Service Call	27	11.2%
Good Intent Call	42	17.43%
False Alarm & False Call	11	4.56%
Severe Weather & Natural Disaster	2	0.83%
TOTAL	241	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
131 - Passenger vehicle fire	1	0.41%
162 - Outside equipment fire	1	0.41%
311 - Medical assist, assist EMS crew	2	0.83%
321 - EMS call, excluding vehicle accident with injury	110	45.64%
322 - Motor vehicle accident with injuries	4	1.66%
324 - Motor vehicle accident with no injuries.	6	2.49%
351 - Extrication of victim(s) from building/structure	1	0.41%
352 - Extrication of victim(s) from vehicle	1	0.41%
421 - Chemical hazard (no spill or leak)	1	0.41%
424 - Carbon monoxide incident	3	1.24%
440 - Electrical wiring/equipment problem, other	3	1.24%
444 - Power line down	26	10.79%
553 - Public service	15	6.22%
554 - Assist invalid	12	4.98%
611 - Dispatched & cancelled en route	26	10.79%
622 - No incident found on arrival at dispatch address	8	3.32%
631 - Authorized controlled burning	2	0.83%
651 - Smoke scare, odor of smoke	5	2.07%
653 - Smoke from barbecue, tar kettle	1	0.41%
733 - Smoke detector activation due to malfunction	1	0.41%
735 - Alarm system sounded due to malfunction	2	0.83%
736 - CO detector activation due to malfunction	2	0.83%
743 - Smoke detector activation, no fire - unintentional	1	0.41%
744 - Detector activation, no fire - unintentional	2	0.83%
745 - Alarm system activation, no fire - unintentional	2	0.83%
746 - Carbon monoxide detector activation, no CO	1	0.41%
813 - Wind storm, tornado/hurricane assessment	2	0.83%
<b>TOTAL INCIDENTS:</b>	<b>241</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Scotts Valley Fire Protection District

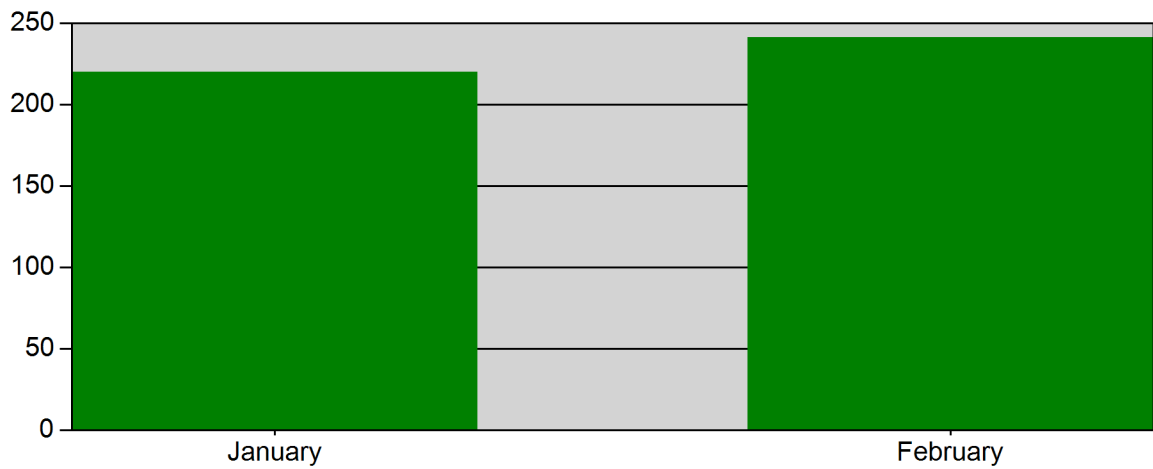
Scotts Valley, CA

This report was generated on 3/4/2024 10:24:19 PM



## Incidents by Month for Month Range

Start Month: January | End Month: February | Year: 2024



MONTH	INCIDENTS
January	220
February	241

Only REVIEWED incidents included