



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

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Branciforte Service Zone Advisory Commission Meeting

Donna Dickinson, Marilyn Kuksht, Larry Pageler and Zachery Raney

Meeting Minutes

Thursday, February 1, 2024, 6:00 P.M.

**Scotts Valley Fire Protection District
7 Erba Lane, 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 Correira, Board Secretary, for immediate consideration.

1. Call to Order

- 1.1 All Commissioners Present
- 1.2 President J Parker and Director K. Hurst (Finance Committee Members)
- 1.3 Staff Present: Chief Correira, Admin Svs Mgr Walton

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.

- 2.1 No Public Comment

3. Discussion Items

- 3.1 Election of Officers for Chair, Vice Chair and Secretary
 - 3.1A. Larry Pageler (Chair), Donna Dickenson (Vice Chair), and Marilyn Kuksht (Secretary) were elected via acclamation and unanimous vote
- 3.2 Meeting Dates and Times Schedule
 - 3.2A. First Thursday at 6PM was agreed to by the Commission as a standing meeting time.
- 3.3 Transition Update
 - 3.3A. Chief Correira gave an update on the transition including the fence and gate at the Branciforte Fire Station; asset transfer from the County; apparatus being surplused this month; Commissioners will be receiving Scotts Valley Emails as their communication is subject to public records disclosure; Plan for a fire station open house in late February / early March; and Chief Correira is keeping office hours at the Branciforte Fire Station from 0800 to 1000 hours on Mondays.
- 3.4 Review Duties of the Branciforte Service Zone Advisory Commission

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3.4A. Chief Correira read the Duties of the Commission from the Branciforte Advisory Commission Policy. Commissioners requested a copy of the Policy to be sent to them electronically.

3.5 Branciforte Fire Protection District Service Zone and Transition of Funds

3.5.1 Branciforte Service Zone Finance Policy

3.5.1A Chief Correira proposed the idea of a budget policy that would outline the philosophy for both regular property taxes and Measure T funds (funds that are put into the Branciforte Service Zone Fund). Chief Correira proposed multiple ways to measure the service and allocation of these funds and advocated to not create two separate budgets, rather have a methodology that affirms the fund-transfer is fair and equitable, and allows the District to manage the Budget from its existing Funds (General Fund, Capital Fund, or SCHMITT [Hazmat JPA] fund). After discussion, consensus was built around this concept for regular property tax and ongoing expenses, but more discussion is needed for Measure T.

Chief Correira read the ballot titles from both Measure T and its predecessor Measure (F – approved November 3, 1981). Commissioners requested a reconciled Measure T fund that breaks out the Barnes Family Trust, and if it includes the expense for the Type 6 Fire Truck ordered before the District was transferred. A request was also made if the County can produce a report for what each parcel pays into the Branciforte Service Zone.

3.5.2 Budget Planning for 2024

3.5.2A. Chief Correira discussed the need to transfer \$462,000 from the Service Zone to cover salaries for the staff (full time and PCFs), administrative costs, and other expenses to fully merge the former Branciforte Fire into Scotts Valley. This is equivalent to remaining tax collection for this fiscal year and will cover ongoing and response costs.

3.6 Goals for 2024

3.6A. Commissioners discussed goals and other ideas to accomplish in 2024 including:

- Hosting a pancake breakfast at the Fire Station
- A newsletter or other tool to communicate the changes to the residents
- A request to have the red lights turned back on at the Fire Station
- Website (either Branciforte or SVFD) that could communicate the history of the Community and former BFD
- Fill the vacant commissioner position
- Contact with the Happy Valley School to be part of their events (like Santa delivery and spraying water)

3.6B. Commissioner Pageler inquired if a Form 700 Form is needed for the Commission Members. Staff will inquire with the County and report back.

3.6C. The Commission discussed the former voting site at the Fire Station and if this could return. Staff explained that the County took this action and is likely a part of the transition to mail in ballots. Staff will inquire with the County on if this can return.

4. Adjournment