



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF March 13, 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, March 13, 2024 at the City of Scotts Valley Council Chambers. President Parker called the meeting to order at 6:01 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 LoFranco, McNeil and Stubendorff and Administrative Services Manager Walton
D. Legal Counsel:	Alan Smith

### 2. Public Comment (GC §54954.3)

Becky Steinbruner stated that the AP Tritan Fire Study has been completed and although it is not a master plan, it sets the stage for one in the future. Santa Cruz and Central Fire are discussing consolidation. It was nice to see the Branciforte Open House for Sunday, March 24<sup>th</sup> on the marquee. Becky Steinbruner presented a final letter to the Board to transition to District based elections or she will take legal action.

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

#### 3.1 Conference with Legal Counsel – Anticipated Litigation

At 6:06 p.m., President Parker announced the Board Closed Session for the purpose listed in Item 3.1.

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

#### 4.1 Report on Closed Session

At 6:53 p.m., the Board reconvened to Open Session and President Parker reported that the item was discussed with Legal Counsel and no action was taken.

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

No Agenda Amendments.

### 6. Consent Calendar

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

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

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

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting March 13, 2024**

- 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

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

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

**7. Discussion Items**

- 7.1 None

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

- 8.1 Appoint Branciforte Service Zone Advisory Commission Member

Chief Correira stated that Vicki Miller contacted him to serve on the Branciforte Service Zone Advisory Commission (Commission). Vicki Miller has been part of the Branciforte community for over 30 years and was active during the reorganization. Chief Correira stated that Vicki Miller is an office manager and he interviewed her on February 13, 2024. The recommendation is to appoint Vicki Miller as the 5<sup>th</sup> member, which fills all five positions on the Commission.

Becky Steinbruner inquired how the Branciforte Community is notified when there is a meeting. Chief Correira stated that the meetings are held in compliance with Policy 2108 and posted at the Branciforte Station, the Erba Lane Station and on the SVFPD website. There is also a Branciforte email list that can be used to reach out to the community.

**On motion of Director Patterson seconded by Director Hurst to *Appoint Vicki Miller as the 5<sup>th</sup> Commission Member* was approved by the following vote:**

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

- 8.2 Approve the Proposal with NBS to Study Impact Fees

Chief Correira stated that the NBS proposal and memo was included in the board packet. Chief Correira stated that he met with Directors Parker, Pisciotta and NBS to discuss impact fees. NBS is a California company with offices in San Francisco specializing in fee studies and are currently working with the City of Scotts Valley.

Becky Steinbruner stated that now is a good time to look at this type of study since the State will be requiring additional new housing.

**On motion of Director Patterson seconded by Director Cosner to *Approve the Proposal with NBS to Study Impact Fees* was approved by the following vote:**

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

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

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

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting March 13, 2024**

9.1 Board of Directors Report – Directors

President Parker stated that the Felton Fire Chief is a retired annuitant who is approaching his maximum work hours so he contacted Chief Correira looking for solutions and asked the SVFPD for help. President Parker stated that Monday night he met with Chief Correira, Director Pisciotta and two Felton Fire Board Directors to discuss exactly what kind of help they needed. Felton Fire had previously met with other people to see what kind of help they can get. Felton Fire will be hiring paid personnel, which they have not had in the past. Felton Fire discussed hiring two crews with a Captain and Firefighter on each crew working a 4-day week with crews overlapping one day of the week. The Felton Fire Chief is set to timeout at the end of April. President Parker asked Felton Fire to send a list of what they foresaw as their needs so we could decide if we would be able to help them. President Parker asked the Board for approval to continue to meeting with Chief Correira, Director Pisciotta and Felton Fire to discuss their proposal to see what will work for us and them.

Director Patteson inquired if they would need an acting Fire Chief. President Parker stated the Felton Fire would not have a Fire Chief and that the SVFPD would provide a Chief Officer based on very early discussion. President Parker stated that we received something in writing from Felton Fire, which needs future discussion.

Director Patterson inquired if the SVFPD would be paid of the services provided and President Paker confirmed we would be compensated.

Director Hurst inquired if this would be a temporary arrangement while they are looking for someone.

Chief Correira stated that Felton Fire is asking for a short-term arrangement through the end of next year. Part of the reason that it is through the end of next year, is that Felton Fire needs to evaluate a funding option that will potentially work for them and their Board. To get on the tax rolls by 2026, Felton Fire needs to take action prior to August 10<sup>th</sup> for the November election cycle, which they probably won't make so the other possibility is the March election. Felton Fire is suggesting using the funds from the Fire Chief position and the SVFPD to build that bridge with them. Both agencies are at an interesting point with the SVFPD recently taking on the Branciforte staff with an overstaffed model and Felton Fire transiting from an all-volunteer to career model so there might be some economy of scale that we can potentially help them and helpful to us as well. Chief Correira stated that he supports further due diligence and evaluation going down this path.

Director Patterson inquired if this was similar to Branciforte Fire a few years ago and included administrative support.

Chief Correira stated that based on discussion, Felton Fire has administrative staff and that they will continue to maintain their own books and based on my understanding, is different from what happened at Branciforte Fire. Past experience with Branciforte Fire was discussed many times during the Felton Fire meeting. The Felton Fire vision is to get executive leadership support from a Fire Chief and help on a daily basis.

President Parker stated that at the beginning of the conversation, Branciforte Fire was on the forefront of his mind and the extra burden it put on the SVFPD staff and that we did not want to get in the same boat. The two main differences he saw was that Felton Fire has a 20-hour admin person who will continue to do what she does and there will definitely be an end date and not something that turns into much bigger. President Parker stated that it is worth more discussion and the Board agreed.

President Parker appointed himself and Director Pisciotta to the Felton Fire Ad Hoc Committee.

9.2 Administrative Report – Chief Officers

Chief Correira had the Battalion Chiefs start the Administrative Report.

Battalion Chief McNeil stated that it has been challenging keeping the engines on the road during the past month, but that all engines have been repaired and are back in service. Four vehicles were surplused last month on GovDeals for a total of \$18,000 for all four. The Branciforte Type 6 should be completed between October and December 2024.

Battalion Chief Stubendorff stated that there were 244 calls in February and B Shift responded to 48 calls in two days for a very busy month.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting March 13, 2024**

Battalion Chief LoFranco stated that crews completed wildland fire County block training during the month of February. Captains Petteys and Sundermier and Engineer Nehf were a big part of the instructor cadre for this event and there was a lot of positive feedback regarding the training.

Chief Correira reported the following:

- The Branciforte Open House will be on March 24, 2024 from 1:00 to 3:00 p.m.
- The next Branciforte Service Zone Advisory Commission meeting will likely be in April and posted as we do
- The AP Triton Fire Service Study was emailed to the Board
- The Administrative Services Manager job recruitment has been posted as follows: the SVFPD website, the City of Scotts Valley, the Scotts Valley Water District, the Santa Cruz Fire Chiefs Administrative Section, California Special District Association (CSDA) and California Fire Chief Administrative Fire Services Section (AFSS) and will close on March 28, 2024

**10. Correspondence**

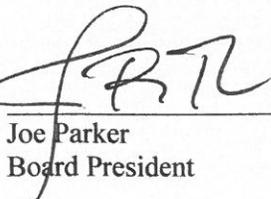
10.1 None

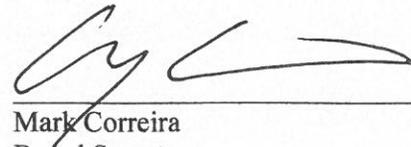
**11. Request for Future Agenda Items**

**12. Adjournment**

The meeting was adjourned at 7:17 p.m.

ATTEST

  
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Joe Parker  
Board President

  
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Mark Correira  
Board Secretary