



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

Fax (831) 438-0383

Board of Directors

Agenda

Wednesday, April 10, 2024, 6:00 P.M.

Scotts Valley City Hall

One Civic Center Drive, Scotts Valley CA 95066

Agendas and Board Packets are available on the Scotts Valley Fire Protection District (SVFPD) website at www.scottsvalleyfire.com.

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

1. Call to Order

1.1 Pledge of Allegiance and Moment of Silence

1.2 Roll Call

2. Public Comment (GC §54954.3)

This portion of the meeting is reserved for persons wishing to address the Board on any matter 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. Agenda Amendments (GC §54954.2) – Discussion/Action

4. 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.)

4.1 Minutes: Approve Regular Board Meeting Minutes of March 13, 2024

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

Payroll and Benefits:	\$538,849.14
General Fund:	\$ 97,946.46
Capital Outlay:	\$ 829.29

**Scotts Valley Fire Protection District
Board of Directors Meeting for April 10, 2024
Agenda**

SCHMIT: \$ 2,581.78
TOTAL: \$640,206.67

- 4.3 Approve Policy 1204: Remote Work/Telecommuting
- 4.4 Adopt Resolution 2024-6: Resolution Requesting Temporary Transfer of Funds
- 4.5 Adopt SVFPD Official Letterhead
- 4.6 Side Letter with IAFF Local 3577 – Union Leave

5. Discussion Items

- 5.1 Felton Fire Request Update

6. Action Items – Discussion/Action

- 6.1 Revised Policy 1700 Job Description; Policy 1710 Office Supervisor/Administrative Analyst; Revised Public Pay Schedule

7. Board of Directors and Administrative Reports – Information/Discussion

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

- 7.1 Board of Directors Report – *Directors*
- 7.2 Administrative Report – *Chief Officers*
- 7.3 Branciforte Service Zone Advisory Commission Meeting Minutes of February 1, 2024

8. Correspondence

- 8.1 Botta Family Thank You Letter
- 8.2 Clint Parks Thank You Letter
- 8.3 Scotts Valley Firefighters Local 3577 Letter – Shared Services with Felton Fire District

9. Request for Future Agenda Items

10. Closed Session: Government Code § 54957

- 10.1 Public Employee Performance Evaluation
Title: Fire Chief

11. Open Session: Government Code § 54957.1

- 11.1 Report on Closed Session

10. Adjournment

Next Regularly Scheduled Board Meeting: Wednesday, May 8, 2024 at 6:00 p.m.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

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 Correira, 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 24th 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>	\$ 10,126.66
<u>TOTAL:</u>	\$910,554.33

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 5th 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 5th 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 10th 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

Joe Parker
Board President

Mark Correira
Board Secretary

SVFPD Expenditure Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object
 Post On (@prior-month) and Revenues/Expenditures (XP) and GL Key (685010, 685030, 685040)

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 50 – SALARIES AND EMPLOYEE BENEF												
Object: 51000 – REGULAR PAY-PERMANENT												
2024	09	3/06/2024	PAYPERIOD 05		Expenditures	685010	50	51000	-152,513.91	PAYPERIOD 05PAYDATE 03082024		
2024	09	3/20/2024	PAYPERIOD 06		Expenditures	685010	50	51000	-152,587.11	PAYPERIOD 06PAYDATE 03222024		
Total 51000 – REGULAR PAY-PERMANENT									-305,101.02			
Object: 51005 – OVERTIME PAY-PERMANENT												
2024	09	3/06/2024	PAYPERIOD 05		Expenditures	685010	50	51005	-22,696.67	PAYPERIOD 05PAYDATE 03082024		
2024	09	3/20/2024	PAYPERIOD 06		Expenditures	685010	50	51005	-6,867.45	PAYPERIOD 06PAYDATE 03222024		
Total 51005 – OVERTIME PAY-PERMANENT									-29,564.12			
Object: 51010 – REGULAR PAY-EXTRA HELP												
2024	09	3/20/2024	PAYPERIOD 06		Expenditures	685010	50	51010	-4,202.35	PAYPERIOD 06PAYDATE 03222024		
Total 51010 – REGULAR PAY-EXTRA HELP									-4,202.35			
Object: 51035 – HOLIDAY PAY												
2024	09	3/06/2024	PAYPERIOD 05		Expenditures	685010	50	51035	-12,741.57	PAYPERIOD 05PAYDATE 03082024		
2024	09	3/20/2024	PAYPERIOD 06		Expenditures	685010	50	51035	-12,741.57	PAYPERIOD 06PAYDATE 03222024		
Total 51035 – HOLIDAY PAY									-25,483.14			
Object: 51040 – DIFFERENTIAL PAY												
2024	09	3/06/2024	PAYPERIOD 05		Expenditures	685010	50	51040	-7,801.03	PAYPERIOD 05PAYDATE 03082024		
2024	09	3/20/2024	PAYPERIOD 06		Expenditures	685010	50	51040	-7,801.03	PAYPERIOD 06PAYDATE 03222024		
Total 51040 – DIFFERENTIAL PAY									-15,602.06			
Object: 52010 – OASDI-SOCIAL SECURITY												
2024	09	3/06/2024	PAYPERIOD 05		Expenditures	685010	50	52010	-2,873.86	PAYPERIOD 05PAYDATE 03082024		
2024	09	3/20/2024	PAYPERIOD 06		Expenditures	685010	50	52010	-2,854.52	PAYPERIOD 06PAYDATE 03222024		
Total 52010 – OASDI-SOCIAL SECURITY									-5,728.38			
Object: 52015 – PERS												
2024	09	3/06/2024	PAYPERIOD 05		Expenditures	685010	50	52015	-31,987.49	PAYPERIOD 05PAYDATE 03082024		
2024	09	3/20/2024	PAYPERIOD 06		Expenditures	685010	50	52015	-31,590.31	PAYPERIOD 06PAYDATE 03222024		
Total 52015 – PERS									-63,577.80			
Object: 53010 – EMPLOYEE INSURANCE & BENEFITS												
2024	09	3/06/2024	PAYPERIOD 05		Expenditures	685010	50	53010	-1,250.00	PAYPERIOD 05PAYDATE 03082024		
2024	09	3/06/2024	PAYPERIOD 05		Expenditures	685010	50	53010	993.35	PAYPERIOD 05PAYDATE 03082024		
2024	09	3/07/2024	DU104320	DU104320	Expenditures	685010	50	53010	91.85	H.Bustichi Mar24 DentalCK#4210	C99999	
2024	09	3/07/2024	DU104320	DU104320	Expenditures	685010	50	53010	48.56	MPasquini Mar24 DentalCK#1070	C99999	
2024	09	3/07/2024	DU104320	DU104320	Expenditures	685010	50	53010	48.56	M.Marsano Mar24 Dental CK#271	C99999	
2024	09	3/08/2024	15849MAR24HLTH		Expenditures	685010	50	53010	-69,748.64	SV FIRE MAR 2024	V116512	15849
2024	09	3/09/2024	0424SVFD		Expenditures	685010	50	53010	-5,206.33	HEALTH CARE EMP SVFD Group 367	V108670	00454156
2024	09	3/16/2024	0424SVFD		Expenditures	685010	50	53010	-1,537.91	FIRE RISK MANAG SVFD	V45930	00454624
2024	09	3/16/2024	915213		Expenditures	685010	50	53010	-2,382.28	MCNEIL & COMPAN SVFD	V124152	00454507
2024	09	3/20/2024	PAYPERIOD 06		Expenditures	685010	50	53010	-1,250.00	PAYPERIOD 06PAYDATE 03222024		
2024	09	3/20/2024	PAYPERIOD 06		Expenditures	685010	50	53010	993.35	PAYPERIOD 06PAYDATE 03222024		
2024	09	3/21/2024	DU104715	DU104715	Expenditures	685010	50	53010	48.56	S.Downey Mar24 Dental CK#2390	C99999	
2024	09	3/21/2024	DU104715	DU104715	Expenditures	685010	50	53010	137.94	S.Kovacs April 2024 Dental	C99999	
2024	09	3/29/2024	0424SVFD		Expenditures	685010	50	53010	-432.63	PHINN, MIKE SVFD Health Ins.-	V103782	
2024	09	3/29/2024	0424SVFD		Expenditures	685010	50	53010	-843.00	THEILEN, LOTHAR SVFD Health In	V117701	
2024	09	3/29/2024	0424SVFD		Expenditures	685010	50	53010	-703.45	LOFRANCO, SAL SVFD Health Ins.	V105221	
2024	09	3/29/2024	0424SVFD		Expenditures	685010	50	53010	-705.06	WHITTLE, RON SVFD Health Ins.-	V102822	
2024	09	3/29/2024	0424SVFD		Expenditures	685010	50	53010	-739.30	MCMURRY, MICHAEL SVFD Health In	V105430	
2024	09	3/29/2024	0424SVFD		Expenditures	685010	50	53010	-1,472.62	BIDDLE, MIKE SVFD Health Ins.-	V105980	
2024	09	3/29/2024	0424SVFD		Expenditures	685010	50	53010	-794.44	VANDERVOORT, GR SVFD Health In	V122411	
2024	09	3/29/2024	0424SVFD		Expenditures	685010	50	53010	-444.55	RONZANO, CHRIST SVFD Health In	V111324	
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-85,148.04			
Object: 53015 – UNEMPLOYMENT INSURANCE												
2024	09	3/20/2024	PAYPERIOD 06		Expenditures	685010	50	53015	-67.23	PAYPERIOD 06PAYDATE 03222024		
Total 53015 – UNEMPLOYMENT INSURANCE									-67.23			

SVFPD Expenditure Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object
 Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 50 – SALARIES AND EMPLOYEE BENEF												
Object: 55021 – OTHER BENEFITS MISC												
2024	09	3/06/2024	PAYPERIOD 05		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 05PAYDATE 03082024		
2024	09	3/20/2024	PAYPERIOD 06		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 06PAYDATE 03222024		
Total 55021 – OTHER BENEFITS MISC									-4,375.00			
Total 50 – SALARIES AND EMPLOYEE BENEF									-538,849.14			
Character: 60 – SERVICES AND SUPPLIES												
Object: 61110 – CLOTHING & PERSONAL SUPPLIES												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	61110	-838.68	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-838.68			
Object: 61221 – TELEPHONE-NON TELECOM 1099												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	61221	-617.25	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	61221	-1,092.78	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
Total 61221 – TELEPHONE-NON TELECOM 1099									-1,710.03			
Object: 61310 – FOOD												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	61310	-408.95	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/29/2024	0324SVFD		Expenditures	685010	60	61310	-76.60	CORREIRA, MARK SVFD	V45946	
Total 61310 – FOOD									-485.55			
Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	61425	-395.65	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/29/2024	0424SVFD3		Expenditures	685010	60	61425	-54.81	SCARBOROUGH LUM SVFD Acct 1169	V1233	
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-450.46			
Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	61720	-822.34	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	61720	-3,286.40	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/09/2024	0324SVFD2		Expenditures	685010	60	61720	-398.25	SCARBOROUGH LUM SVFD Acct 1169	V1233	80065484
2024	09	3/09/2024	10208		Expenditures	685010	60	61720	-739.20	CENTRAL FIRE PR SVFD	V116886	00454153
2024	09	3/09/2024	150		Expenditures	685010	60	61720	-435.00	CHUCK WISE EMER SVFD	V42413	00454154
2024	09	3/09/2024	151		Expenditures	685010	60	61720	-357.88	CHUCK WISE EMER SVFD	V42413	00454154
2024	09	3/09/2024	Z1-65015		Expenditures	685010	60	61720	-48,068.31	CUMMINS INC SVFD	V46562	00454155
2024	09	3/29/2024	0424SVFD4		Expenditures	685010	60	61720	-265.28	SCARBOROUGH LUM SVFD Acct 1169	V1233	
2024	09	3/29/2024	10251		Expenditures	685010	60	61720	-817.80	CENTRAL FIRE PR SVFD	V116886	
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-55,190.46			
Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES												
2024	09	3/09/2024	15529		Expenditures	685010	60	61725	-2,369.46	PAGODA TECHNOLO SVFD	V125184	80065489
2024	09	3/09/2024	15552		Expenditures	685010	60	61725	-1,879.00	PAGODA TECHNOLO SVFD	V125184	80065489
2024	09	3/22/2024	15423		Expenditures	685010	60	61725	-79.20	PAGODA TECHNOLO SVFD	V125184	80066031
2024	09	3/22/2024	15499		Expenditures	685010	60	61725	-79.20	PAGODA TECHNOLO SVFD	V125184	80066031
2024	09	3/22/2024	15589		Expenditures	685010	60	61725	-79.20	PAGODA TECHNOLO SVFD	V125184	80066031
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-4,486.06			
Object: 61730 – MAINT-OTH EQUIP-SERVICES												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	61730	-184.32	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/22/2024	33875		Expenditures	685010	60	61730	-374.18	SANTA CRUZ FIRE SVFD	V125908	80066032
2024	09	3/22/2024	34143		Expenditures	685010	60	61730	-377.00	SANTA CRUZ FIRE SVFD	V125908	80066032
2024	09	3/22/2024	34144		Expenditures	685010	60	61730	-138.00	SANTA CRUZ FIRE SVFD	V125908	80066032
2024	09	3/29/2024	0424SVFD7		Expenditures	685010	60	61730	-25.21	SCARBOROUGH LUM SVFD Acct 1169	V1233	
Total 61730 – MAINT-OTH EQUIP-SERVICES									-1,098.71			
Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	61845	-1,502.41	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	61845	-190.22	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/09/2024	0324SVFD3		Expenditures	685010	60	61845	-327.88	SCARBOROUGH LUM SVFD Acct 1169	V1233	80065484
2024	09	3/29/2024	0424SVFD1		Expenditures	685010	60	61845	-187.37	SCARBOROUGH LUM SVFD Acct 1169	V1233	
2024	09	3/29/2024	0424SVFD2		Expenditures	685010	60	61845	-98.25	SCARBOROUGH LUM SVFD Acct 1169	V1233	
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-2,306.13			

SVFPD Expenditure Transactions


Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object
 Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 60 – SERVICES AND SUPPLIES												
Object: 61920 – MEDICAL, DENTAL & LAB SUPPLIES												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	61920	-208.00	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-208.00			
Object: 62219 – PC SOFTWARE PURCHASES												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	62219	-91.50	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/29/2024	91888		Expenditures	685010	60	62219	-3,445.00	TARGET SOLUTION SVFD	V31376	
Total 62219 – PC SOFTWARE PURCHASES									-3,536.50			
Object: 62223 – SUPPLIES												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	62223	-42.96	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	62223	-2,203.78	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
Total 62223 – SUPPLIES									-2,246.74			
Object: 62358 – LAUNDRY SERVICES												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	62358	-342.00	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
Total 62358 – LAUNDRY SERVICES									-342.00			
Object: 62367 – MEDICAL SERVICES-OTHER												
2024	09	3/29/2024	EM014767		Expenditures	685010	60	62367	-1,364.00	AGILE OCCUPATIO SVFD	V44838	
Total 62367 – MEDICAL SERVICES-OTHER									-1,364.00			
Object: 62381 – PROF & SPECIAL SERV-OTHER												
2024	09	3/16/2024	55717		Expenditures	685010	60	62381	-274.00	CSG CONSULTANTS SVFD	V121100	80065773
2024	09	3/22/2024	203015-1		Expenditures	685010	60	62381	-210.00	EAP Services	V15383	00455112
2024	09	3/22/2024	203019-1		Expenditures	685010	60	62381	-210.00	Eap Services	V15383	00455112
2024	09	3/22/2024	203023-1		Expenditures	685010	60	62381	-420.00	EAP Services	V15383	00455112
2024	09	3/22/2024	8471144		Expenditures	685010	60	62381	-219.00	JACKSON LEWIS L SVFD	V128887	00455226
2024	09	3/29/2024	263266		Expenditures	685010	60	62381	-539.00	LIEBERT CASSIDY SVFD	V119863	
Total 62381 – PROF & SPECIAL SERV-OTHER									-1,872.00			
Object: 62715 – SMALL TOOLS & INSTRUMENTS												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	62715	-710.08	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/09/2024	793923		Expenditures	685010	60	62715	-1,509.06	L N CURTIS & SO SVFD Cust 3627	V115989	80065502
2024	09	3/22/2024	796687		Expenditures	685010	60	62715	-1,074.01	L N CURTIS & SO SVFD Cust 3627	V115989	80066030
2024	09	3/22/2024	801161		Expenditures	685010	60	62715	-1,314.81	L N CURTIS & SO SVFD Cust 3627	V115989	80066030
2024	09	3/29/2024	0424SVFD6		Expenditures	685010	60	62715	-25.48	SCARBOROUGH LUM SVFD Acct 1169	V1233	
2024	09	3/29/2024	2022089		Expenditures	685010	60	62715	-1,899.47	MUNICIPAL EMERG SVFD	V129814	
Total 62715 – SMALL TOOLS & INSTRUMENTS									-6,532.91			
Object: 62826 – EDUCATION AND/OR TRAINING												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	62826	-1,730.98	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/09/2024	0324SVFD		Expenditures	685010	60	62826	-399.00	PEDEMONTE, DANI SVFD	V33146	00453983
2024	09	3/09/2024	0324SVFD		Expenditures	685010	60	62826	-737.00	SUNDERMIER, AND SVFD	V126288	00453984
2024	09	3/16/2024	0324SVFD		Expenditures	685010	60	62826	-251.60	COLLINS, ERIN SVFD	V116856	00454491
2024	09	3/29/2024	0324SVFD		Expenditures	685010	60	62826	-1,116.00	SHAUGHNESSY, PA SVFD	V44994	
Total 62826 – EDUCATION AND/OR TRAINING									-4,234.58			
Object: 62890 – SUBSCRIPTIONS BOOKS & ED MATER												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	62890	-170.00	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
Total 62890 – SUBSCRIPTIONS BOOKS & ED MATER									-170.00			
Object: 62914 – EDUCATION & TRAINING(REPT)												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	62914	-1,811.94	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/07/2024	DU104320	DU104320	Expenditures	685010	60	62914	834.57	BFFA Porta/LumberReimb.CK#1072	C99999	
2024	09	3/09/2024	0324SVFD1		Expenditures	685010	60	62914	-388.73	SCARBOROUGH LUM SVFD Acct 1169	V1233	80065484
2024	09	3/29/2024	0424SVFD5		Expenditures	685010	60	62914	-549.04	SCARBOROUGH LUM SVFD Acct 1169	V1233	
Total 62914 – EDUCATION & TRAINING(REPT)									-1,915.14			
Object: 62920 – GAS, OIL, FUEL												
2024	09	3/16/2024	847468		Expenditures	685010	60	62920	-3,495.32	WESTERN STATES SVFD	V39738	00454625
Total 62920 – GAS, OIL, FUEL									-3,495.32			

SVFPD Expenditure Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object
 Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 60 – SERVICES AND SUPPLIES												
Object: 62930 – REGISTRATIONS (NON REPT)												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	62930	-859.00	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
Total 62930 – REGISTRATIONS (NON REPT)									-859.00			
Object: 63070 – UTILITIES												
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	63070	-1,557.07	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/04/2024	0324SVFD		Expenditures	685010	60	63070	-463.85	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
2024	09	3/16/2024	0324SVFD2		Expenditures	685010	60	63070	-729.84	PACIFIC GAS AND SVFD	V129169	00454508
2024	09	3/22/2024	0324SVFD1		Expenditures	685010	60	63070	-1,006.10	PACIFIC GAS AND SVFD	V129169	00455105
2024	09	3/22/2024	0324SVFD3		Expenditures	685010	60	63070	-571.64	PACIFIC GAS AND SVFD	V129169	00455105
2024	09	3/22/2024	0324SVFD4		Expenditures	685010	60	63070	-275.69	PACIFIC GAS AND SVFD	V129169	00455105
Total 63070 – UTILITIES									-4,604.19			
Total 60 – SERVICES AND SUPPLIES									-97,946.46			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-636,795.60			
GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL												
Character: 60 – SERVICES AND SUPPLIES												
Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2024	09	3/16/2024	3001-02-0224		Expenditures	685030	60	61845	-829.29	RRM DESIGN GROU SVFD	V126553	80065772
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-829.29			
Total 60 – SERVICES AND SUPPLIES									-829.29			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-829.29			
GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP												
Character: 60 – SERVICES AND SUPPLIES												
Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV												
2024	09	3/09/2024	10179		Expenditures	685040	60	61720	-2,490.19	CENTRAL FIRE PR SVFD	V116886	00454153
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-2,490.19			
Object: 62920 – GAS, OIL, FUEL												
2024	09	3/04/2024	0324SVFD		Expenditures	685040	60	62920	-91.59	U S BANK CORPOR SVFD 4246-0445	V992019	80065313
Total 62920 – GAS, OIL, FUEL									-91.59			
Total 60 – SERVICES AND SUPPLIES									-2,581.78			
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP									-2,581.78			
									-640,206.67			

Scotts Valley Fire Protection District	
POLICY: 1204 DATE APPROVED: 04/10/2024 BOARD PRESIDENT: _____	SUBJECT: Remote Work / Telecommuting FIRE CHIEF: _____

Policy 1204: Remote Work / Telecommuting

Scope: Full time Staff assigned to the forty (40) hour work week or Administration including staff who work a prorated number of hours as scheduled by the Fire Chief.

Objective

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Scotts Valley Fire Protection District (SVFPD) considers telecommuting to be a viable, flexible work option when both the employee and the job duties are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement or a benefit that applies to all staff, and it in no way changes the terms and conditions of employment with SVFPD.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.


Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the Fire Chief. Every effort will be made to provide 30 days’ notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Full time telecommuting may be approved on a short-term and limited basis, and at the discretion of the Fire Chief. Because the SVFPD is a service-based organization, telecommuting staff are still expected to work at a District Facility at least two (2) days per week, or an adjusted equivalency for prorated full-time staff.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with SVFPD for a minimum of six (6) months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the Fire Chief, will evaluate the suitability of such an arrangement, reviewing the following areas:

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Remote Work / Telecommuting

- **Employee suitability:** The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- **Job responsibilities:** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- **Equipment needs, workspace design considerations and scheduling issues:** The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- **Tax and other legal implications:** The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the Fire Chief concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence. See Telecommuting Agreement attached.


Evaluation of telecommuter performance during the trial period will include regular interaction by phone, e-mail, or other technology between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications.

Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at a District facility in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at a District facility or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, the SVFPD will determine, with information supplied by the employee and the manager, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The Fire Chief or designee will serve as a resource in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The SVFPD accepts no responsibility for damage or repairs to employee-owned equipment. The SVFPD reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all SVFPD property received and agree to take appropriate action to protect the items from damage or theft. Upon termination/separation of employment, all District property will be returned, unless other arrangements have been made.

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Remote Work / Telecommuting

SVFPD will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. SVFPD will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee’s job.

The employee will establish an appropriate work environment within their home / remote work location for work purposes. SVFPD will not be responsible for costs associated with the setup of the employee’s home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization’s expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary and sensitive information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. SVFPD will provide each telecommuter with a safety checklist (attached) that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company’s workers’ compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.


Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee’s schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting organizational demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using SVFPD’s time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter’s supervisor. Similarly, time off requests shall remain consistent with in-District facility work and subject to the same approval system. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements


Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or work-related travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Remote Work / Telecommuting

Other informal, short-term arrangements may be made for employees on family or medical leave, or limited duty to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.


All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of the organization.

- Attachments:
Telecommuting Checklist
Telecommuting Agreement

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Remote Work / Telecommuting

Checklist: Telecommuting Preparation

- Determine under which circumstances telecommuting will be permitted.
 - Employee requests to work from home.
 - As a reasonable accommodation due to an employee’s disability.
 - Required by the employer.
 - Due to inclement weather.
 - For employees showing signs of illness.
 - For employees returning from travel to an area with a communicable disease outbreak.
- Identify which positions are/are not conducive to working from home.
 - Positions that can be regularly performed remotely.
 - Positions that include some job duties that can be performed remotely.
 - Positions that do not allow for remote work.
- Identify the equipment necessary for employees to work from home.
 - Determine if employees will be permitted to use personal devices/home computers for business purposes.
 - Determine if additional hardware must be purchased and identify the budget and timeline necessary for these items.
- Determine what level(s) of access will be permitted to the organization’s networks and how access will occur.
- Identify the software needed for employees to work from home.
 - Coordinate with the IT program manager to install software as required.
 - Designate a point of contact within the IT department to troubleshoot and assist teleworkers.
- Review Telecommuting Policy.
 - Address timekeeping procedures for nonexempt employees if these will differ for teleworkers and address expectations for preapproved overtime work.
 - Determine if a virtual private network (VPN), remote desktop or portal exists and if not, determine if this technology is necessary for secure remote access to the organization’s network.
- Communicate the telecommuting policy and procedures to employees.
- Develop a telecommuting agreement to be completed by the employee and his or her supervisor.
- Determine the training needs of supervisors and employees.
- Conduct a practice run if circumstances allow.
 - Offer a test day for employees requesting to work from home.
 - Conduct a trial telework day for all positions identified for telework.

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Remote Work / Telecommuting

Working From Home Safety Checklist for Employees

Please print and complete this checklist to identify any hazards in your home-based workspace.

Our goal is to help you identify any safety concerns so that you can eliminate or avoid any risks. Evaluate each item on this checklist. Check each item that is not a risk.


Employee's name: _____ Assessment Date: _____

Housekeeping

- Floors are clear and free of tripping hazards
- Carpets are well secured to floor, free of frayed or loose seams
- Rugs have foam backing or anti-slip mats
- Office space is neat, clean and free of excessive combustibles (paper, boxes, files, etc.)
- Work area is reasonably quiet and free of distractions
- File cabinets are not top heavy
- Cabinets, shelves or furniture greater than 5' high are secured to prevent toppling during earthquake
- Books and supplies are stored to prevent falling during an earthquake
- Wheels on rolling files, or other mobile equipment, are free from binding when rolled, and can be locked to prevent rolling
- Cords, cables and other items are secured to prevent a tripping hazard
- Phone lines and electrical cords are secured under desk or along wall, away from heat sources
- Work area is well ventilated and heated/cooled to provide worker comfort
- If the home office is located below grade (basement), the space has been tested for radon
(see www.EPA.gov/radon for more information about radon hazards and mitigation)

Fire Safety

- Walkways, aisles and doorways are clear and unobstructed
- Working smoke detector/s cover the designated work space. The battery is functioning.
- There is more than one exit from work area
- Work area is kept free of flammable liquids, trash and clutter
- Combustible materials are kept at least 3' from radiators, portable heaters and other heat sources

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Remote Work / Telecommuting

Electrical Safety


- All electrical office equipment is connected to a surge protector
- Electrical system is adequate for office equipment
- All plugs, cords, outlets and panels are in good condition and free of exposed conductors or broken insulation
- Extension cords and power strips are not daisy-chained, and no permanent extension cords are in use
- Electrical equipment is turned off when not in use
- Electrical outlets are grounded with three-pronged plugs. There's sufficient ventilation for electrical components

Ergonomic Safety

- Desk chair is in good condition; no loose wheels/casters or broken hardware/components
- When keyboarding, forearms are close to parallel with the floor. Wrists/hands in neutral position, i.e., in the same plane as forearms
- Computer monitor is roughly arm's length from eyes, with top of viewable portion of screen slightly below eye level, and free from noticeable glare during work times
- When seated, feet reach the floor, or are fully supported by a footrest
- Back is fully supported by chair or lumbar cushion
- Work area lighting is directed toward the side or behind line of vision, not in front or above it
- I have a clear understanding of neutral posture and how to properly adjust my workstation

Overall Safety

- All stairs with four or more steps have sturdy handrails
- Emergency phone numbers (hospital, fire department, police department) and my street address are clearly posted near phone
- First aid kit or materials are easily accessible and properly supplied
- Files and data are secured
- Written inventory with serial numbers of all office-provided equipment
- Online access to employer computer network via secured path (VPN or secured log in)

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Remote Work / Telecommuting

Short-Term Telecommuting Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Assignment: _____

FLSA status: Exempt Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours or taking leave hours.

The employee will report to the employer’s work location as necessary upon directive from his or her supervisor.


The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities.

The employee will comply with all SVFPD rules, policies, practices and instructions that would apply if the employee were working at the employer’s work location.

The employee will maintain satisfactory performance standards.

The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In emergency circumstances, exceptions may be made for employees with caregiving responsibilities.

The employee will maintain a safe and secure work environment at all times.

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Remote Work / Telecommuting

The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the District.

The employee will report work-related injuries to his or her manager as soon as practicable.

SVFPD will provide the following equipment: _____

The employee will provide the following equipment: _____

The employee agrees that SVFPD equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on District equipment. The employee understands that all tools and resources provided by the District shall remain the property of the District at all times.

The employee agrees to protect company tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with District policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary and sensitive District and customer information accessible from their home offices.

SVFPD will reimburse employee for the following expenses:

Employee will submit expense reports with attached receipts in accordance with District expense reimbursement policy.

The employee understands that all terms and conditions of employment with the District remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return company equipment and documents within five days of termination/separation of employment.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Fire Chief signature: _____ Date: _____

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2024-6

RESOLUTION REQUESTING TEMPORARY TRANSFER OF FUNDS

WHEREAS the Scotts Valley Fire Protection District is in need of financial assistance during the period of July 1, 2024 to April 25, 2025; and

WHEREAS the Board of Supervisors of the County of Santa Cruz has, declared its approval of and intention to provide needed tax anticipation funds pursuant to Constitution Article XVI Section 6;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Directors of the Scotts Valley Fire Protection District hereby determine and declare that:

The sum of \$2,000,000.00 is needed in anticipation of tax revenues for the operation and maintenance of said district through April 25, 2025.

Said sum of \$2,000,000.00 requested does not exceed 85% of the taxes accruing before any other obligations are met from such taxes.

The district agrees to repay this loan by April 25, 2025, together with interest at the current rate per annum received on similar types of investments by the county as determined by the County Treasurer.

The Secretary of this Board shall forward three certified copies of this Resolution to the Auditor-Controller of the County of Santa Cruz so that the request may be signed and presented to the Board of Supervisors for approval.

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, this 10th day of April, 2024 by the following vote:

AYES NOES ABSENT ABSTAIN

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

Joe Parker, Board President

ATTEST: _____
Mark Correira, Board Secretary

REVIEWED AND RECOMMENDED:

Auditor-Controller

Treasurer-Tax Collector

Date

Date

DISTRIBUTED:
County Auditor
County Treasurer
County Counsel

Fire Districts Monthly Balances

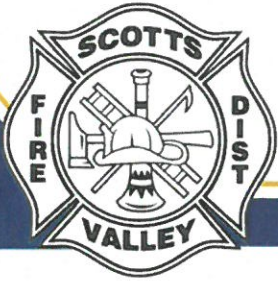
As Of = @prior-fiscal-year-end; Years = 2; Closed = N; Chart Fields = Fund,SubFund,Object,GLAccount; Balances = Monthly Balances,Ending Balance

Sub Fund [76455001, 76485001, 76495001, 76546001, 76585001] and Object [10100]

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		FY 2023												
Fund	Fund Title	7/31/2022 Balance	8/31/2022 Balance	9/30/2022 Balance	10/31/2022 Balance	11/30/2022 Balance	12/31/2022 Balance	1/31/2023 Balance	2/28/2023 Balance	3/31/2023 Balance	4/30/2023 Balance	5/31/2023 Balance	6/30/2023 Balance	Ending Balance
76585	SCOTTS VALLEY FIRE	1,318,905.23	652,615.72	215,598.12	-309,126.92	-854,205.00	3,317,172.47	2,541,775.13	2,082,534.61	1,565,444.06	4,213,796.87	3,695,136.62	3,783,387.04	3,783,387.04
		1,342,453.36	632,616.41	80,162.18	-521,309.63	-1,157,459.57	3,394,603.05	2,617,027.85	2,118,810.06	1,525,935.49	4,490,354.13	3,871,542.61	4,406,310.64	4,406,310.64

		FY 2024												
Fund	Fund Title	7/31/2023 Balance	8/31/2023 Balance	9/30/2023 Balance	10/31/2023 Balance	11/30/2023 Balance	12/31/2023 Balance	1/31/2024 Balance	2/29/2024 Balance	3/31/2024 Balance	4/30/2024 Balance	5/31/2024 Balance	6/30/2024 Balance	Ending Balance
76585	SCOTTS VALLEY FIRE	1,729,219.76	1,165,436.03	706,866.70	173,905.48	-426,110.28	3,790,740.33	3,465,538.06	2,581,193.56	1,978,828.96	1,978,828.96	1,978,828.96	1,978,828.96	1,978,828.96
		1,540,335.53	879,331.78	368,263.96	-248,927.21	-932,907.47	3,699,877.74	3,122,332.93	2,239,400.41	1,637,035.81	1,637,035.81	1,637,035.81	1,637,035.81	1,637,035.81



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, CA 95066-4199 • scottsvalleyfire.com • 831-438-0211



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Mark Correira
Fire Chief

Date: April 5, 2024
To: Honorable Board of Directors
From: Mark Correira, Fire Chief
Subject: **Board Memo 2024-10: Side Letter with IAFF Local 3577 - Union Leave**

Recommendation

Move to approve the Side Letter with IAFF Local 3577 – Union Leave and authorize the Board President to sign.

Discussion

The Union has an interest in creating a leave bank that could be used for Union related business. To facilitate this request, the Union proposed allowing its members to transfer vacation hours to a Union Leave Bank.

Annually, the Union will distribute, collect, and submit to the Administration a vacation hour donation form with not greater than four (4) hours will be donated to the Union Leave Bank. The process is voluntary for the employees. Once the forms are received, the Administration will accumulate the total hours and create a “bank” that may be used for Union Leave.

The Union leave hours will be requested by the Union President or designee, and subject to approval by the Fire Chief. If approved, the leave bank will be adjusted and the leave time will be used to cover the Union Leave absence. The use of these hours as related to the “hours worked” for Fair Labor Standards purpose will match Vacation Leave requirements.

SIDE LETTER OF AGREEMENT

Between

SCOTTS VALLEY FIRE PROTECTION DISTRICT

And

LOCAL 3577, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

This Side Letter of Agreement (Agreement) is entered into by the Scotts Valley Fire Protection District ("District") and the Scotts Valley Firefighters I.A.F.F. Local 3577 ("Union") (collectively referred to as "Parties") with respect to the following:

WHEREAS, the District and Union are currently parties to a Memorandum of Understanding (MOU) with a term of July 1, 2021 through June 30, 2025; and

WHEREAS, in January of 2024, the Parties collaborated on a fair and equitable way to allow for time off for Union related business; and

WHEREAS, the Parties have satisfied the meet and confer process, and have agreed to the process in which Union Leave time will be accumulated, managed, and administered; and

THEREFORE, it is understood that Article X, Section 10.01 Vacation has added a (f.) Union Leave has been agreed to between the parties:

Article X.

Section 10.01 Vacation

(f.) Union Leave Bank

Accrued Transfer of Time to Union Leave Bank

In the first pay period of July of each year, bargaining unit members may contribute to the Union Leave Bank by donating not more than four (4) hours of their accrued vacation leave. This time-donation shall be requested by the employee using a form mutually agreed to between the Parties, and signed by the employee authorizing the deduction of hours.

Once donation requests are received in Administration, the District will deduct the vacation hours from employees leave bank in the next payroll period. An accounting of the Union Leave hours (Bank) will be maintained in Administration.

If an employee does not have at least four (4) hours of vacation available, no deduction will occur until the next pay period or when the hours become available. Employees separating employment will not be refunded or receive any credit from the hours contributed.

The number of hours deducted from each employee's accrued vacation banks may be adjusted, at their request, from year to year and as necessary. In addition, the bargaining unit may decide to do a one-time donation of vacation into the Union bank, during the year. This process will be initiated by the Union utilizing the donation form.

Carryover of Unused Funds

Unused Union Leave Bank hours shall carryover from year to year at the end of each fiscal year.

The Union Leave Bank will never exceed 200 hours. In the event the total donated hours cause the leave bank to exceed 200 hours, the donations shall be adjusted equally amongst those donating to allow each member to donate the same amount of hours to the maximum amount allowed in the bank.

Dissolution of the Program

In the event the Parties agree to dissolve the Union Leave Bank, the parties shall meet and confer on how the hours within the leave bank will be allocated to the members of the Union.

Usage of the Union Leave Bank

The use of Union Leave shall be limited to official union business, attend Union conferences, or training related to a union function/business.

Once approved, Union Leave hours shall be transferred from the Bank on an hour for hour basis regardless of rank, or rate of pay. Any employee on Union Leave shall receive their normal rate of pay for the regularly scheduled shifts as established in the current MOU.

Authorization For Use of the Union Leave Bank

Union Leave shall only be requested by the Union President or designee to the Fire Chief. Requests shall include the employee(s) name who will be on leave, the dates in which the leave will be used, and the official union business being attended. The Fire Chief or designee will confirm available hours in the Union Leave Bank and approve or deny the request based on the established approval process in section 10.01(b)

DONE THIS _____ DAY OF _____, 2024

LOCAL 3577 INTERNATIONAL
ASSOCIATION OF FIREFIGHTERS

Andrew Sundermier, President

SCOTTS VALLEY FIRE PROTECTION DISTRICT

Joseph Parker, Board President



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: April 5, 2024
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: **Board Memo 2024-11 Felton Fire Inquiry for Executive Leadership Support**

Request:

On February 28, 2024, a request-letter was distributed by the Felton Fire Protection District (FFPD) to all Santa Cruz County Fire Agencies soliciting interest in supporting their organization through 2025. The “ask” from the FFPD was to *“assume executive function of the District, to include the Fire Chief and Administrative Assistant positions; and consider opportunities for training and fire prevention.”* The catalyst for this request is multifold, and the timing of it centers around the FFPD retired-annuitant Interim Fire Chief’s hours threshold being achieved in late April.

Recently, the FFPD approved adding career personnel that will allow them to staff two (2) firefighters during the day, seven (7) days a week. They are evaluating the next steps in this transition away from a prominently volunteer organization and move toward a career-focused or combination department.

Detailed Request:

The Fire Chief and two (2) Scotts Valley Fire District (SVFD) Board members met with the FFPD Interim Fire Chief and two (2) Board Members on March 11, 2024 to discuss their letter. The conversation centered around a proposal where Scotts Valley Fire would assign a command-level staff member to their organization for thirty (30) to forty (40) hours per week to manage the day to day operations, and work with the Board on future planning needs. In addition, the Scotts Valley Fire Chief would support the assigned command staff member and the Felton Fire Board of Directors. At the close of the meeting, the SVFD Board Members requested additional detail about this request. The following was provided by Felton Fire Staff:

Fire Chief/Executive Leadership:

(5 to 7 hours per week)

1. Attend Board meetings and Board-Committee Meetings.
2. FY Budget Development and Management.
3. Provide support to the Board of Directors in its evaluation of services and future needs.
4. Develop a 5-year plan for the district to include district funding, management and staffing.
5. Support a Scotts Valley Battalion Chief / Acting Battalion Chief who is assigned to Felton Fire Station.
6. Develop and implement policies and procedures consistent with a career fire department.
7. Attend County meetings representing the FFPD.



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Battalion Chief (Station Supervisor)

(30 to 40 hours per week)

1. Support, manage, lead Felton Fire Captain in daily needs for district.
2. Manage the day-to-day operations and oversight of the organization.
3. Develop a culture consistent with a career or combination fire department.
4. Support career development and volunteer training program.
5. Duty Chief response to high-acuity calls (structure fires, vehicle accidents, wildland incidents)
6. Work with Felton administration staff coordinating payroll and billing approvals in coordination with the SVFD Chief.
7. Deploy new type 6, May/June timeline of arrival.
8. Coordinate needs of current fire academy and enroll next round into the next academy.
9. Workers Comp oversight.
10. Staffing oversight.

Other services:

1. Fire prevention/investigation oversight.
2. Develop training plan (or implement SVFD Training Plan at Felton Fire).
3. Paid Call Firefighters work shifts in Felton Fire.

Opportunities and Challenges:

With any offer of this type, the Board should evaluate it to affirm it is beneficial for all parties. Through experience, history, and conversation with the SVFD staff, it is believed this offer provides both opportunities and challenges for the SVFD. The following provides a brief list of some of these areas:

Challenges

- Different Cultures
 - SVFD is a career staffed fire agency with a Paid-Call-Firefighters (PCFs) program that provides additional staff above the minimum staffing of the station. Career staff and PCFs respond from the fire station as “company” to emergency incidents.
 - FFPD has been predominantly a volunteer, paid-call, or part-time staffed agency with a fulltime fire chief. Volunteers respond from the fire station or their home to emergencies within their community.
- Staffing
 - Overnight staffing of volunteer or part-paid staff at the FFPD has created some challenges when staffing is low. The Interim Fire Chief has bolstered this area of staffing to prevent this from happening for the near future. This could be a challenge during the term of the proposed agreement if staffing levels fall.
 - The current Interim Fire Chief’s hours threshold as a retired annuitant will hit its maximum threshold on April 26. They do have a plan to address any gap in service, but they are looking for a longer-term solution to assist in reaching their longer-term goals.



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- There are some concerns surrounding the skill-level of current FFPD staff. This is realized from multiagency training events and or incidents. There are similar concerns related to training standards of the staff. An evaluation and plan to address any gaps would need to be implemented to address these concerns.
- FFPD's half-time Administrator is retiring during the term of the proposed agreement. The burden of replacing this person would be on the agency providing executive leadership support.
- Compliance
 - It is unclear if FFPD is compliant with state, federal, or recognized consensus standard requirements. It is believed they are compliant but an evaluation would need to be completed to confirm this is accurate and to avoid risk for SVFD.
- FFPD Board Positions
 - At the time of the March 11th Meeting, the FFPD had two vacant Board positions they were advertising to fill. They received multiple applications for these vacancies, and have appointed two new members to the Board. This item is raised as new board members create some political uncertainty for this partnership as two new members would need to be transitioned into their role, and run for office during the duration of the agreement.
- Executive Leadership Workflow
 - The SVFD has a full-time fire chief with priorities established by the Board. Making time to provide leadership to another organization would take away from the SVFD and require the delegation or assignment of some duties to other command staff who are also very busy. This concern could be addressed in a few different ways, but a plan would need to be developed to address this issue.
- Branciforte Fire Experience
 - The SVFD is still reorganizing with the Branciforte Fire District (BFD). This multi-year experience leading up to December 9, 2023 has created a patina in some areas of the organization that the SVFD should try to avoid. This experience and a well written agreement could clarify expectations avoiding similar pitfalls.
- Timing
 - The timing of this request creates some challenges to the SVFD. Similar to the Executive Leadership challenges, the Organization has eminent needs to address. From a fire station bond measure likely in the future, and the replacement of the Administrative Services Manager on the immediate horizon, the timing of this may not be the best for SVFD.

Opportunities

- Efficiency
 - Both agencies duplicate many services. If SVFD were to provide some or all service(s) being requested, some of these duplications could be eliminated.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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- The SVFD is currently operating on an over-staffed model with the addition of the Branciforte Fire Staff. Assigning a staff member to FFPD could create a better use of the over staff “super-support” model.
- The Fire Chief is currently attending Countywide meetings and could represent both agencies.
- Improved Mutual Aid
 - As FFPD transitions to more of a career focused organization it is probable they could be added to SVFD response plans allowing them to provide mutual aid earlier than they do currently.
- Additional Services for SVFD
 - Some of the work produced by the FFPD Command Officer could be utilized in SVFD. As an example, training plans, instructor-led drills, safety policies and procedures, and administrative policies could be used to improve both agencies. This shared-staff member would be an expansion of services to SVFD that we currently do not have.
- Supervisory and Succession Planning
 - A partnership with FFPD would benefit SVFD through supervisory opportunities for its Acting Captains, Acting Battalion Chiefs, Deputy Fire Marshal, and Administrative Staff. Currently SVFD does not have a formalized succession plan – this opportunity would provide the opportunities to develop a plan for all levels within the organization from Captain to Fire Chief.
- Expanded Service
 - Although their request is to have support through 2024 and 2025, it could be the first step in a more formal regionalize service agreement/model that could benefit both agencies for future years. A longer-term agreement or plan would need to be evaluated and explored if there is an interest from both parties.
- Other:
 - With the recent expansion into the BFD service area, the SVFD has experience in knowing where some of the pitfalls exist in a reorganization / merger.
 - All Fire Departments, including the SVFD are faced with limited volunteerism, limited financial resources, and rapidly increasing costs. The FFPD proposal could create efficiencies, economies of scale, and cost avoidance that would help both agencies.

Costing Model:

The FFPD has verbally proposed paying an equivalent amount to their current fire chief wage in exchange for these services. The actual payment or cost, and the services to be provided would be part of the negotiations process if the Board were to pursue this request.

To rationalize a costing model for providing this service, a percentage base approach was built from the total cost of compensation for each position being shared with the FFPD. The rationale behind this



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approach is a percentage of time is applied to the total salary (wage, PERS, benefits) for the respective position being shared in the partnership.

It's important to highlight that this is more of a rationalization versus an absolute costing model. In an absolute costing model, hours would be captured and an invoice submitted for each our (like fire plans review or strike team response). In a rationalization model, we estimate time for the services and also try to value the benefit(s) within the agreement for both agencies. As an example, although a Battalion Chief may be assigned to FFPD 75% of the time, a portion of their work-time will still be utilized in the SVFD. To accommodate this sharing, the allocation assignment may be reduced to 50% or less/more. Similarly, it's important to highlight the cost for SVFD are already justified and expended in our budget for its operations (i.e. a sunk costs) as we are currently operating in an overstaffed model.

The following is an example of a costing model that could be considered for this service arrangement. The table below highlights the position, the total annual salary and benefits (i.e. compensation), the position's total monthly compensation, a percentage that could be allocated to determine cost share (PERCENT AL), and the monthly charge based on the allocation.

<i>POSITION</i>	<i>TOTAL (AN)</i>	<i>TOTAL (MO)</i>	<i>PERCENT AL</i>	<i>MO CHG</i>
Battalion Chief	\$305,072	\$25,423	55%	\$13,982.48
Fire Chief	\$330,650	\$27,554	5%	\$1,377.71
DFM	\$244,226	\$20,352	2%	\$407.04
			MO TOTAL	\$15,767.23
<i>(Example)</i>			ANNUAL COST	\$189,206.79

Based on this example, the monthly cost would be \$15,767.23, or \$189,206.79 annually.

As highlighted earlier in this memorandum, the methodology, services, and duration would be part of a negotiations process with the FFPD.

Other Considerations:

If there is interest in pursuing this opportunity, some other areas should be considered. The devil can be in the details of these arrangements so clearly outlining expectations from both parties would be crucial.

Some of these challenges were realized during past reorganization / shared services arrangements so it would be recommended these be considered if there is an interested in supporting the FFPD. The following outlines some of these considerations:



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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- If the SVFD is to assist, the level of authority must be identified. If SVFD is to assume responsibility for leading and managing their organization; full supervisory authority must be granted. This would include holding staff accountable to a career-level organization standard.
- Similar to the first bullet, authority must be granted to identify any gaps in common standards and practices, and a commitment to create a workplan that addresses them.
- What is the FFPD Board's plan if their administrative support staff were to retire during the term of the agreement? Do they hope to replace this person or look to other options? The recent Branciforte experience has identified this as a critical area that must be addressed. In addition, the SVFD is attempting to fill its administrative services manager position. Because of this, the SVFD should not be considered as a viable option to pick up this work at this time.
- To prevent a similar situation to the Branciforte service agreement, clear beginning and end dates should be established (i.e. the term of the agreement), as well as an option for either side to withdraw with appropriate notice. This will allow both agencies the opportunity to withdraw if the arrangement is not suitable.
- Similar to the previous bullet, the agreement should include what their plan is if they chose not to run a ballot measure or if the ballot measure fails. Not doing so could create a situation where the appearance is the SVFD is abandoning the FFPD.

These other considerations have been raised with the FFPD Interim Chief and their Board Representatives for discussion purposes only. More detail should be provided in a written agreement to affirm the identified issues will be clearly stated to avoid future challenges.

Conclusion:

The FFPD is in a state of transition and have requested support from neighboring agencies. The SVFD is a logical and likely a preferred-partner because of the remarkable reputation the SVFD has in the region. Plus, there is a history of the SVFD assisting other neighboring agencies when they are in need.

This request provides both opportunities and challenges for the SVFD, and the timing may not be the best. Regardless, this offer may provide an opportunity to share in the cost of staff person, and provide services for both agencies. In addition, it would allow the SVFD to create a succession plan for supervisory and command staff preparing them for future growth within the organization.



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Mark Correira
Fire Chief

Date: April 5, 2024
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: **Board Memo 2024-12: Revised Policy 1700 – Job Description; New Policy 1710 – Office Supervisor / Administrative Analyst Job Description; and Revised Public Pay Scale**

Recommendation

Move to approve Policies 1700 and 1710, and Revised Public pay Scale


Discussion

During the month of March, the Fire District advertised a job announcement for the Administrative Service Manager (ASM) position to fill a known vacancy occurring at the end of August. At the end of the recruitment effort, we received four (4) applications, and after the first round of assessments we had no qualified candidates. There are likely many reasons for the lack of responsiveness for this opportunity ranging from a difficult hiring market, market range of the salary, or the position-duties are not appealing for the hiring market.

In an effort to address some of these challenges, an informal job analysis was performed to align the position title with the duties being executed but the incumbent position holder. The position title Office Supervisor / Administrative Analyst was found to be within the scope and responsibilities of the position. It is recommended the Board adopt this “new” position and add it to the District Policies. Although this would be a new position, the budget funds one position and this would replace an existing position being held by the Administrative Service Manager. Additionally, keeping the Administrative Service Manager title and position description will allow for future growth opportunities for the Administrative Staff positions.

To accommodate this new position, Policy 1700 - Job Description was updated, a job description was created and proposed as Policy 1710, and the Public Pay Schedule was updated with the salary range equivalent to the Administrative Services Manager. It is Staffs intention to advertise this new position through April and see if it draws a more qualified and larger candidate pool.


In addition, the Fire Chief will be performing a salary analysis for both positions (Manager / Office Supervisor) to determine if the salary is within market range. This analysis will be shared with the Board’s Organization and Personnel Committee once completed.

Scotts Valley Fire Protection District	
POLICY: 1700	SUBJECT: Job Descriptions
DATE APPROVED: 4/10/2024	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

Policy 1700: Job Descriptions

The following job descriptions are authorized for the listed positions by the following policies:

<i>Policy:</i>	<i>Revised:</i>
1701 Fire Chief.....	2/2024
1703 Battalion Chief.....	2/2024
1704 Deputy Fire Marshal.....	3/2022
1705 Fire Captain.....	4/2021
1706 Engineer.....	4/2021
1708 Firefighter.....	4/2021
1709 Paramedic.....	11/2007
1710 Office Supervisor/Admin. Analyst.....	4/2024
1711 Administrative Services Manager.....	4/2021
1712 Administrative Accounting Specialist..	4/2021
1713 Paid Call Firefighter.....	2/2017
1714 Temporary Fire Inspector.....	9/2003
1715 Fire Hydrant Maintenance Worker.....	9/2003
1716 Fire Marshal.....	11/2005
1717 Fire Corps Volunteer.....	4/2006
1718 Fire Inspector.....	6/2008

Scotts Valley Fire Protection District	
POLICY: 1710 DATE APPROVED: 4/10/2024 BOARD PRESIDENT: _____	SUBJECT: Office Supervisor/ Administrative Analyst Job Description FIRE CHIEF: _____

Policy 1710: Office Supervisor/Administrative Analyst Job Description

The attached job description is adopted as Policy 1710.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Job: Office Supervisor/
Administrative Analyst

Date Approved:

Reports To: Fire Chief

Supervision: Administrative Accounting Specialists

Status: Non-exempt
Confidential

JOB SUMMARY:

Under direction of the Fire Chief, the Office Supervisor/Administrative Analyst performs a wide variety of administrative tasks, and supervises the Administrative Office. The Position performs complex and essential functions of financial reporting, health benefits administration, and recording board secretary. The Office Supervisor/Administrative Services Analyst is a non-exempt and confidential position.

CLASS CHARACTERISTICS

Supervision Received and Exercised

Receives general direction from the Fire Chief, works independently, exercises judgement and initiative, and carries out District Policies, receiving only general instruction or assistance. The position provides direct supervision to subordinate staff in the Administration Division.

DUTIES AND RESPONSIBILITIES

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

GENERAL DUTIES

Administrative Functions:

- Gathers, maintains, revises and updates SVFPD confidential personnel files, payroll files, general office files, policies, standard operating procedures and office manuals.
- Communicates changes and intent of Policies and Procedures to subordinate staff and District employees.
- Prepares and or coordinates and processes public record request responses.
- Provides backup coverage for general office support (reception, subordinate staff assignments).
- Assists in the coordination, supervision, or special projects affecting the Administrative Office.
- Coordinates and oversees the day-to-day administrative supplies of the organization



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Supervise Administrative Staff in a harmonious manner to accomplish the goals of the Organization.
- Develops subordinate staff through sharing information, coaching, training and performance appraisals.
- Serve as primary contact for the Administrative Division of the District.
- Maintains rapport with customers, staff and supervisor.
- Maintains continuity of work operations by documenting and communicating needed actions in Administration to the Fire Chief.

Employee and Payroll Coordination:

- Coordinates pre-employment screening, new hire onboarding paperwork, CalPERS retirement documentation, workers compensation and DMV Pull Program.
- Develops and applies process for the efficient on and off-boarding of employees.
- Coordinates and maintains enrollment in SVFPD benefit program and plans including medical, dental, vision, life insurance, employee assistance program and COBRA coverage.
- Affirms premium payments are accurately administered 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.
- Analyses wage data for budget planning and forecasting
- Implements payroll changes required by employee-group Memorandum of Understanding(s), CalPERS and state and federal labor law.
- Provides backup coverage for payroll processing.

Finance:

- Performs accounting and budget work related to the preparation and maintenance of financial records.
- Creates budget planning documents for personnel related costs.
- Prepares year-end financial reports.
- Coordinates the Cal Card program.
- Prepares finance reports
- Analyzes budget data, forecasts benefits costs, determines joint power of agreement costs, and prepares reports that display these analysis.
- Invoicing for Strike Team responses and the County's SCHMIT Program.
- Manages budget revenue and expenditures with the County as delegated by the Board or Fire Chief.
- Serves as liaison to the District Auditor
- Supervises and 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 meeting minutes.
- Act as the filing officer for the Statement of Economic Interests Form 700.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

SUPERVISION AND MANAGEMENT

Supervises administrative staff.

TYPICAL QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. The education or experience requirements may be modified or waived at the sole discretion of the District.

Knowledge:

- Proficient in Microsoft Outlook, Word and Excel, and Google Workspace.
- 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.
- Learn organization-specific computer programs designed for payroll and finance reporting
- Properly interpret and make decisions in accordance with laws, regulations and SVFPD policies and procedures.

Minimum Qualifications:

- 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:

- College Degree in finance, accounting, business administration or close related field.
- Supervisor and/or Management experience.
- Previous experience in a similar position and organization

ABILITIES:

Physical Demands



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- **Mobility:** Frequent work in offices and buildings; occasional amount of physical effort to stooping, bending, and squatting; occasional pushing, pulling or lifting up to fifty (20) pounds;
- **Vision/Talking/Hearing:** Regular reliance on sense of sight, hearing, smell and touch while on fire grounds to aid in assigned duties and maintain personal safety; color vision sufficient to perform assigned duties safely; visual acuity sufficient to drive vehicles, read specifications, fine print and Video Display Terminals; hear well enough to identify mechanical noises, to converse on the radio, telephone, and in person over incident noise;
- **Dexterity:** Occasional performance of a variety of tasks on slippery, hazardous surfaces;
- **Emotional/Psychological:** Constant concentration and decision making; frequent ability to exercise sound judgment under stress; public contact; frequent to moderate working alone; Occasional work for long periods of time requiring sustained physical and intense concentration; occasional physically demanding work in hot conditions while wearing equipment which significantly impairs body cooling mechanisms; or in wet or muddy conditions; infrequent exposure to grotesque sights and smells associated with major trauma and burn victims;
- **Driving:** Ability to use fine and gross motor coordination for driving;
- **Potential Exposures:** Occasional work outside in all weather conditions under hazardous conditions and in closely confined areas; exposure to carcinogenic dust or toxic substances, either to inhalation or skin contact; frequently faces exposure to infectious agents, such as Hepatitis B or HIV;
- No person shall pose a direct threat to themselves, to the health and safety of other individuals in the work place, or to the public they serve.

Working Conditions

Incumbents are typically assigned to work indoors in a typical office type environment. Works closely with others in a shared-space or private office.

SUPPLEMENTAL INFORMATION

EMPLOYMENT TYPE

Confidential

(Confidential Employees MOU)



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Effective 7/1/2021 and revised 4/10/2024.

Time Base Monthly	7/1/2021		7/1/2022		7/1/2023		7/1/2024	
Confidential Employees	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Admin Accounting Specialist	\$4,979.78	\$5,489.81	\$5,328.36	\$5,874.10	\$5,541.50	\$6,109.06	\$5,763.16	\$6,353.43
Admin Services Manager	\$6,314.79	\$6,961.62	\$6,756.82	\$7,448.94	\$7,027.09	\$7,746.89	\$7,308.18	\$8,056.77
Office Supervisor/Admin. Analyst	\$6,314.79	\$6,961.62	\$6,756.82	\$7,448.94	\$7,027.09	\$7,746.89	\$7,308.18	\$8,056.77
Education Incentive	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00
IAFF Local 3577								
Firefighter	\$7,356.96	\$7,724.08	\$7,356.96	\$7,724.08	\$7,577.67	\$7,955.80	\$7,805.00	\$8,194.48
Engineer	\$8,113.04	\$9,637.68	\$8,113.04	\$9,637.68	\$8,356.43	\$9,926.81	\$8,607.12	\$10,224.61
Captain	\$10,600.72	\$11,466.00	\$10,600.72	\$11,466.00	\$10,918.74	\$11,809.98	\$11,246.30	\$12,164.28
Admin Captain	\$11,025.04	\$11,924.64	\$11,649.00	\$12,600.00	\$11,998.00	\$12,978.00	\$12,358.00	\$13,367.00
Deputy Fire Marshal	N/A	N/A	\$11,649.00	\$12,600.00	\$11,998.00	\$12,978.00	\$12,358.00	\$13,367.00
Holiday Pay	\$363.84	\$567.00	\$727.68	\$1,134.00	\$749.52	\$1,168.08	\$771.84	\$1,203.12
Paramedic Incentive	\$231.72	\$772.41	\$231.72	\$772.41	\$238.67	\$795.58	\$245.83	\$819.45
Haz Mat Incentive	\$367.85	\$475.00	\$367.85	\$475.00	\$378.88	\$475.00	\$390.25	\$475.00
Education Incentive	N/A	N/A	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00
Chief Officers								
Battalion Chief	\$13,185.12	\$13,989.04	\$13,185.12	\$13,989.04	\$13,580.67	\$14,408.71	\$13,988.09	\$14,840.97
Holiday Pay	\$652.01	\$691.77	\$1,304.02	\$1,383.53	\$1,343.14	\$1,425.04	\$1,383.44	\$1,467.79
Management Incentive	\$975.00	\$975.00	\$1,029.17	\$1,029.17	\$1,083.33	\$1,083.33	\$1,137.50	\$1,137.50
Fire Chief								
Fire Chief	\$16,604.00	\$17,617.00	\$17,387.00	\$18,447.00	\$17,908.00	\$19,000.00	\$18,446.00	\$19,570.00
Management Incentive	\$975.00	\$975.00	\$1,029.17	\$1,029.17	\$1,083.33	\$1,083.33	\$1,137.50	\$1,137.50
Education Incentive					\$150.00	\$300.00	\$150.00	\$300.00
Time Base Hourly	1/1/2021		1/1/2022		1/1/2023	7/1/2023	1/1/2024	7/1/2024
Paid Call Firefighter (PCF)	\$14.00		\$15.00		\$15.50	\$15.50	\$16.00	\$16.00
Hydrant Maintenance	\$18.00		\$18.00		\$18.00	\$18.00	\$24.04	\$24.76
Temporary Firefighter	\$30.32		\$30.32		\$30.32	\$31.23	\$31.23	\$32.16

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on April 10, 2024, by the following vote:

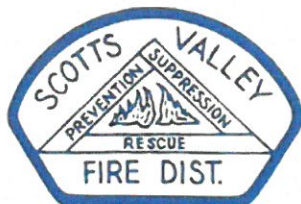
AYES NOES ABSENT ABSTAIN

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

ATTEST:

 Mark Correia
 Board Secretary

 Joseph Parker
 Board President



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: April 10, 2024

To: Hon. Board of Directors

From: Mark Correira, Fire Chief

Subject: Administrative Report – April 2024

Administration

- Advertised and interviewed candidates for the Administrative Services Manager position
- Worked with County and the Auditor on Branciforte assets and how to best categorize them
- Auctioned surplus apparatus on Govdeals.com
- The Branciforte station has been equipped with the necessary connections to be linked with SVFD servers and the internet. Additionally, a smart security system is being considered for the station, which would enable staff members to remotely monitor security and provide access to the station for community meetings or repair contractors.

Operations

- To enhance the emergency response system, we have implemented a new protocol. From now on, the SVFD duty chief equipped with the mechanical LUCAS CPR device will be dispatched on all cardiac arrest calls within the district. This new attribute will help us provide prompt and efficient medical assistance to those in need.
- E2511 has returned to service after undergoing engine repairs for several months. Despite some minor sensor mishaps, the engine is running well.
- The SVFD has recently implemented GPS location tracking to the NETCOM dispatch center through Tablet Command. This new feature enables NETCOM dispatchers to view the real-time location of SVFD units without relying on a cradle point modem. In the future, this feature could be used to automatically dispatch the nearest SVFD unit for high-acuity call types.

Training

- Wildland Crews will participate in County Wildland block training in April to prepare for wildfire season. The training will cover initial deployment, structure triage, handline construction, and mobile attack.
- On and off-duty crews have been busy outfitting the training tower at station 1. BC Lofranco has been leading the effort to outfit forcible entry doors and windows. The training tower was most recently used during the forcible entry training in the March BFFA academy. The next tasks on the list for the training tower are to level the shipping containers and ventilation prop.

EMS

- The county has introduced a new EMS application called Handtevy. This application enables crews in the field to access all the necessary information related to Santa Cruz County EMS. This includes policies and protocols, medication dosage for both adults and pediatrics, and a tool to document cardiac resuscitation.

Board of Directors

Joe Parker Russ Patterson Daron Pisciotta Kris Hurst Adam Cosner

Fire Prevention / Community Risk Reduction

- 2 commercial plans reviews were completed in-house
- 15 construction inspections, 89 annual inspections, 17 re-inspections & 2 state mandated inspections
- DFM Collins attended the annual California Fire Prevention Institute conference
- DFM Collins assisted Brass Key Locksmith with converting 35 electric gate Knox switches and 1 Knox box from Branciforte Fire to Scotts Valley Fire in order to limit the number of Knox keys the engine companies would need to access
- DFM Collins met with several property owners of Old Up Yonder/Heavenly Way/Granite Creek to provide roadway access and vegetation clearance guidelines as part of their Firewise process.
- DFM Collins assisted with Captain Cortez, Firefighter/Paramedic Post and Firefighter/Paramedic Crivello for career day at the Scotts Valley High School.

Chief Report

- Met with Felton Fire Chief to discuss their interest in shared executive services. Also met with Zayante Fire Chief and LAFCO representatives regarding services to neighboring agencies.
- Participated in review and evaluation of General Legal Counsel consultants with Central Fire District
- Reviewed Worker's Compensation Claims with contractor, and attended regional meeting with other joint power agreement (JPA) members on this topic
- Performed Gap analysis and developed a work plan to address gaps (shared with the Organization and Personnel Committee)
- Met with IAFF 3577 Members on items of mutual interest
- Met with Becky Steinbruner to discuss and attempt to settle her threats of litigation
- Hosted Branciforte Open House (March 24)
- Hosted Branciforte Advisory Committee Meeting (March 27)
- Met with all shifts to discuss the Felton Fire partnership and other areas of concern
- Attended pension liability and trust fund webinar, and CalOES Mutual Aid Training
- Met with Water District regarding the pump station on La Madrona Property
- Kicked off meeting with Next-Gen Leaders of SVFD. These meetings are to discuss professional goals for our future leaders and discuss their perspectives on how the SVFD can improve or provide higher levels of service.

Board of Directors

Joe Parker Russ Patterson Daron Pisciotta Kris Hurst Adam Cosner

Scotts Valley Fire Protection District

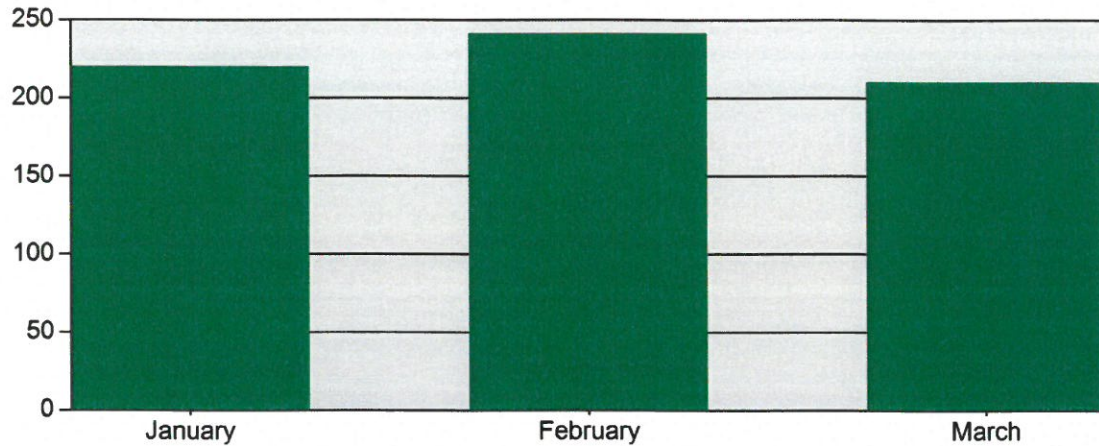
Scotts Valley, CA

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Incidents by Month for Month Range

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



MONTH	INCIDENTS
January	220
February	241
March	210

Only REVIEWED incidents included

Scotts Valley Fire Protection District

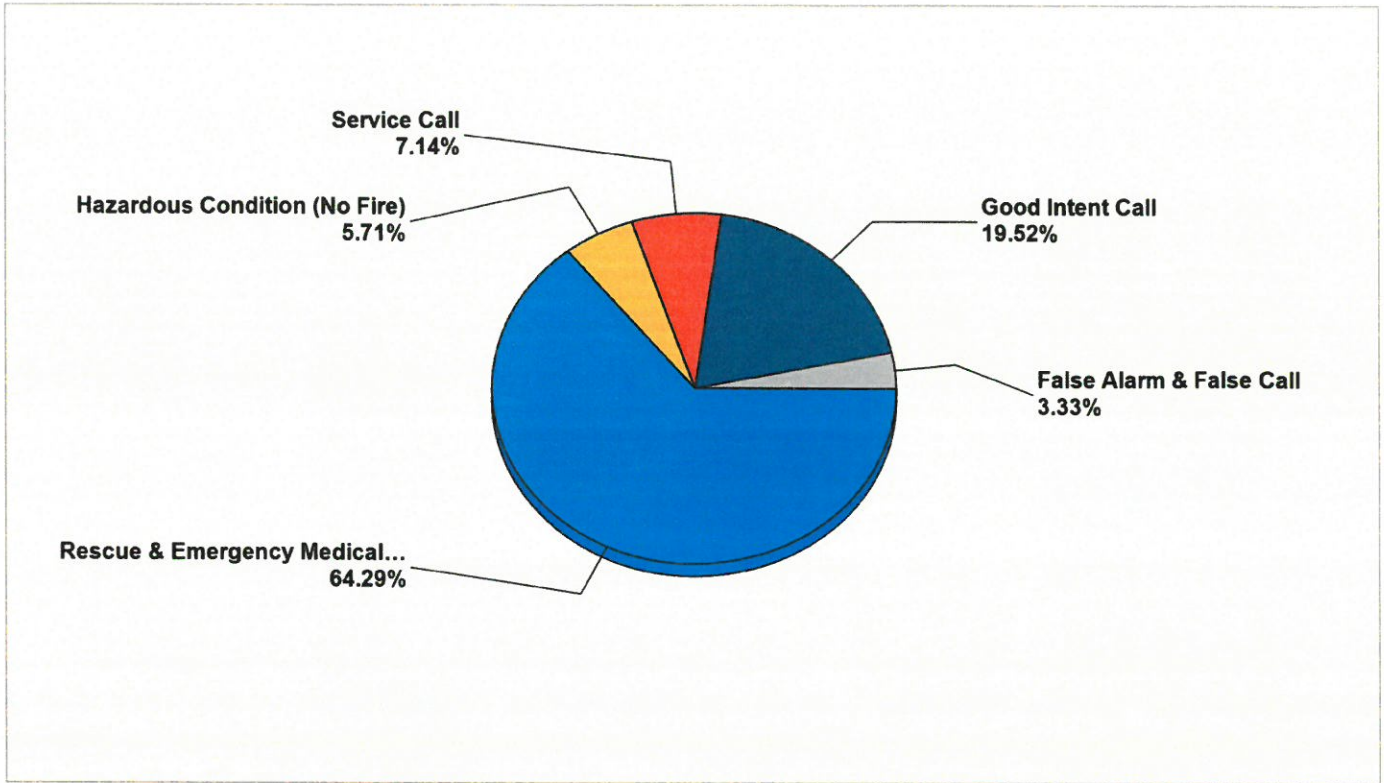
Scotts Valley, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2024 | End Date: 03/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	135	64.29%
Hazardous Condition (No Fire)	12	5.71%
Service Call	15	7.14%
Good Intent Call	41	19.52%
False Alarm & False Call	7	3.33%
TOTAL	210	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
311 - Medical assist, assist EMS crew	1	0.48%
320 - Emergency medical service, other	1	0.48%
321 - EMS call, excluding vehicle accident with injury	115	54.76%
322 - Motor vehicle accident with injuries	8	3.81%
324 - Motor vehicle accident with no injuries.	10	4.76%
400 - Hazardous condition, other	1	0.48%
412 - Gas leak (natural gas or LPG)	2	0.95%
420 - Toxic condition, other	1	0.48%
424 - Carbon monoxide incident	1	0.48%
444 - Power line down	7	3.33%
553 - Public service	6	2.86%
554 - Assist invalid	8	3.81%
561 - Unauthorized burning	1	0.48%
600 - Good intent call, other	3	1.43%
611 - Dispatched & cancelled en route	28	13.33%
622 - No incident found on arrival at dispatch address	6	2.86%
631 - Authorized controlled burning	1	0.48%
651 - Smoke scare, odor of smoke	3	1.43%
700 - False alarm or false call, other	3	1.43%
733 - Smoke detector activation due to malfunction	1	0.48%
735 - Alarm system sounded due to malfunction	1	0.48%
740 - Unintentional transmission of alarm, other	1	0.48%
746 - Carbon monoxide detector activation, no CO	1	0.48%
TOTAL INCIDENTS:	210	100%

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



Scotts Valley Fire Protection District

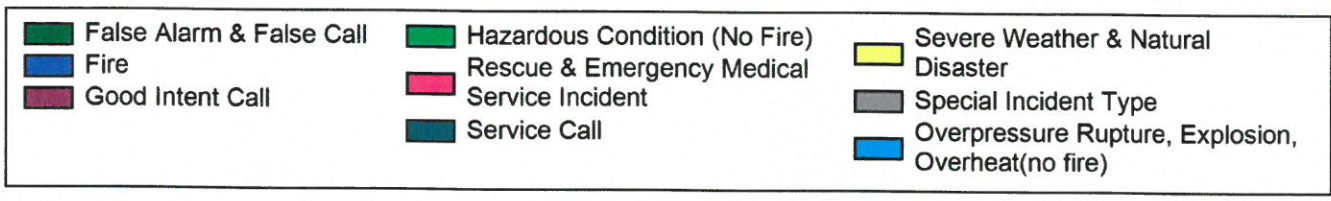
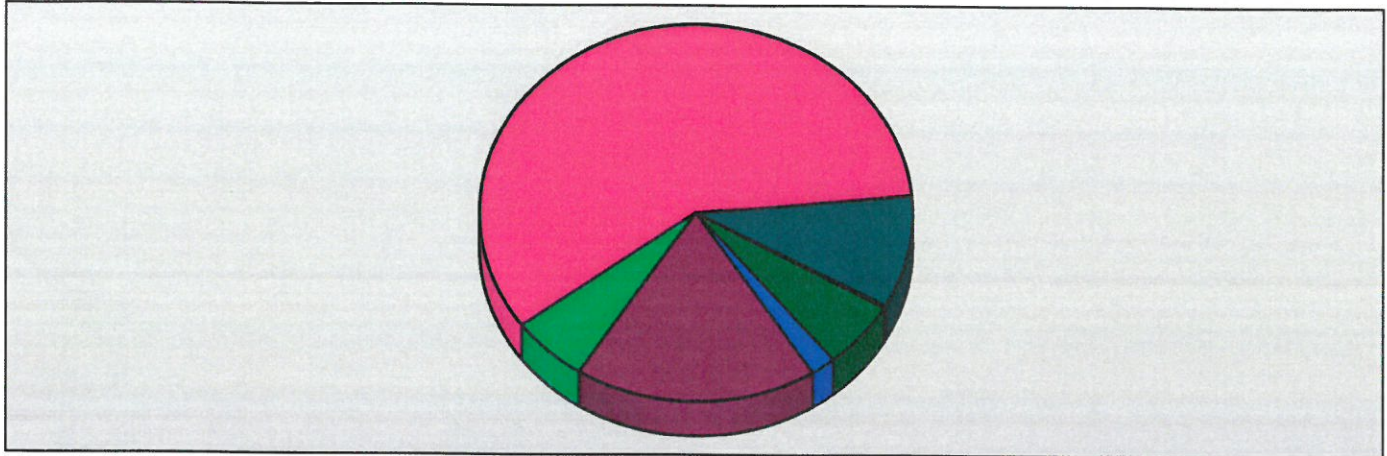
Scotts Valley, CA

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Major Incident Types by Month for Date Range

Start Date: 03/01/2023 | End Date: 03/31/2024



INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
False Alarm & False Call	13	11	19	18	11	10	5	14
Fire	1	2	4	4	2	5	6	5
Good Intent Call	34	42	81	38	30	26	33	27
Hazardous Condition (No Fire)	11	33	45	2	4	1	7	10
Overpressure Rupture, Explosion, Overheat(no fire)							1	
Rescue & Emergency Medical Service Incident	126	124	246	109	124	113	103	110
Service Call	35	27	31	25	11	9	23	17
Severe Weather & Natural Disaster		2						
Special Incident Type			1	1				
Total	220	241	427	197	182	164	178	183

Only REVIEWED incidents included

INCIDENT TYPE	SEP	OCT	NOV	DEC	TOTAL
False Alarm & False Call	13	9	12	14	149
Fire	4	5	4	6	48
Good Intent Call	32	39	41	46	469
Hazardous Condition (No Fire)	7	6	12	11	149
Overpressure Rupture, Explosion, Overheat(no fire)	1				2
Rescue & Emergency Medical Service Incident	122	108	109	123	1517
Service Call	19	15	17	20	249
Severe Weather & Natural Disaster					2
Special Incident Type					2
Total	198	182	195	220	2587

Only REVIEWED incidents included





SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

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 surplus 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
 - 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.

**Scotts Valley Fire Protection District
Branciforte Service Zone Commission Minutes
February 1, 2024**

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

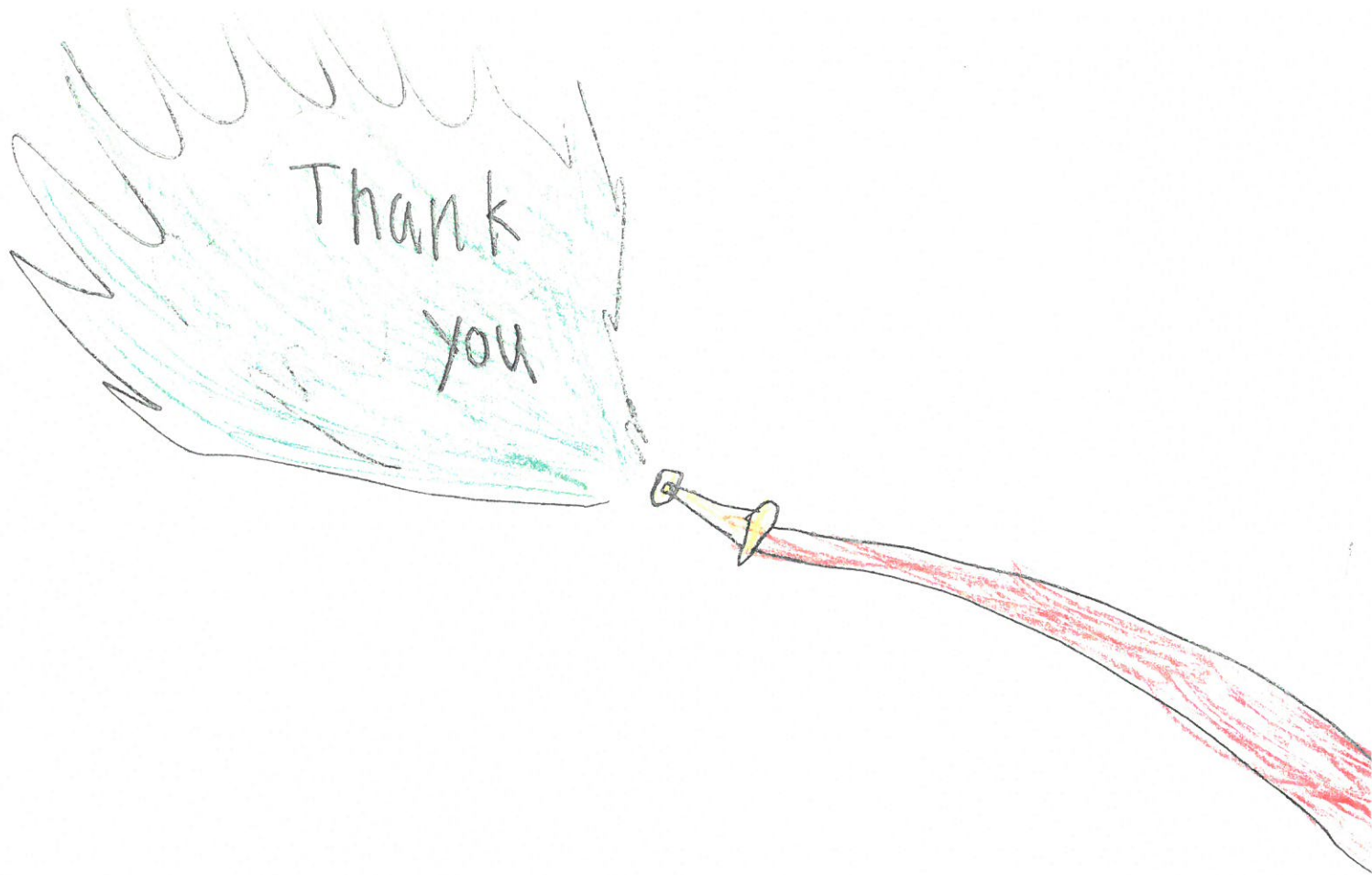
3.6A. Commissioners discussed goals and other ideas to accomplish in 2024 including:

- 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



Dear Scotts Valley Fire Department:

Thank you so much for offering the community CPR course. Although our girls may be on the younger side for learning CPR (8 and 11 years old), as a nurse I feel it's important to start exposing them to some of this information. Patrick did a great job teaching the class and Travis (I hope I'm getting names right!) was very patient in helping them with the hands-on portion of the class. Of course, their favorite part was getting to explore the fire station and the trucks! Thank you + Patrick for taking the time to let them explore and for answering our questions.

We appreciate all of you and all that you do for our community!

- The Botta Family
Cathy, Timathan, Grace, Sofia

Dear fire station

Thank you for showing us your trucks
and how to do CPR and medical stuff!
it was so cool!

Grace

Dear fire station

thank you for showing us your trucks
and how to do CPR and medical things
I loved seeing that.





DEAR SCOTT VALLEY FIRE DEPT -
THANK YOU FOR YOUR QUICK RESPONSE TO
THE 911 CALL ON JAN 10!
SORRY TO BE LATE ON THIS NOTE BUT
THERE HAS BEEN MUCH TO DO SINCE!
CLINT PARKS

Battalion Chief Chris Stubendorff
Captains Armando Cortes and Garrett Grigg
Engineers Casey Avila, Travis Crivello, Luke Duncan and Will Post
Firefighter Mario Perez



Scotts Valley Firefighters · Local 3577

Post Office Box 66871 · Scotts Valley, CA 95067 · (831) 768-7747 · FAX (831) 440-9518

To: The Scotts Valley Board of Directors
From: Scotts Valley Firefighters Local 3577
Topic: Shared services with Felton Fire District

Request: As individuals with vested interest in the Scotts Valley Fire District (SVFD) and the communities we serve, Local 3577 (L3577) requests that the below items be considered by the Board of Directors regarding shared services with the Felton Fire District (FFD).

Background: L3577 recognizes that regionalization is a benefit to the communities we serve. Overall, regionalization can offer numerous benefits for both communities and fire departments by promoting efficiency, improving response capabilities, long-term sustainability, and enhancing overall resilience in the face of emergencies. To successfully implement such a vision, SVFD should be discussing opportunities for regionalization or shared services with other full-time professional agencies within Santa Cruz County. Reason being, our staffing levels, service abilities, along with policies and procedures align with that of paid agencies. Long term regionalization benefits are much more difficult to achieve on a mutually beneficial platform, when mixing paid and volunteer department structures. For that reason, L3577 does not recommend any short or long term shared services with FFD.

SVFD along with L3577 have been managing many complex issues over the past six months. The three main items being, the failed station bond measure, the annexation and absorption of the Branciforte Fire District, and the upcoming retirement of a critical administrative staff member. To add additional complexity during this time will negatively impact the SVFD, all for a questionable benefit. If the Scotts Valley Board of Directors decides to move forward, despite the recommendation of L3577, it is requested that safeguards be in place to effectively implement any shared services with FFD.

Discussion: The items listed below are all of equal importance and are in no order. Further details regarding each listed item can be found in ATTACHMENT 1A.

- SVFD must have complete authority
- Fiscal protections to prevent financial liability
- Administrative safe guards to prevent overworking our admin staff
- Clearly stated employee expectations and benefits
- Maintain all staffing levels within SVFD in all situations
- Established timelines for beginning and end dates



Scotts Valley Firefighters · Local 3577

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- Clearly stated future plan for both FFD and SVFD

Summary: This list defines only preliminary concerns. Assisting a volunteer agency with different policies, procedures, operations, and staffing, presents significant challenges that are yet to be fully recognized. L3577 does not believe that a mutually beneficial plan has been expressed, nor can exist, between SVFD and FFD at this time. For success in implementation, all parties involved including, Scotts Valley Board of Directors, SVFD administration, L3577 and the community, need to be supportive of such an agreement. Please feel free to reach out to our Local Executive Board to continue this conversation to share ideas and opportunities.

Regards,

Andrew Sundermier
L3577 President

Josh Nehf
L3577 Vice-President



Scotts Valley Firefighters · Local 3577

Post Office Box 66871 · Scotts Valley, CA 95067 · (831) 768-7747 · FAX (831) 440-9518

ATTACHMENT 1A:

- SVFD must have complete authority - Ability to train, enforce policy, and discipline as necessary while managing their staff.
- Fiscal protections to prevent financial liability - No financial burden should present itself due to the employee working for FFD. As the workload will be significant and their ability to provide services for SVFD will be limited, there should be protections to prevent fiscal liability for SVFD. If FFD requires 90% of the employees time, the fiscal reimbursement should be equal to that amount of the employee's salary and benefit package.
- Administrative safe guards to prevent overworking our admin staff - It is planned that they will be losing their current administrative staff sometime this summer. We do not currently have excess administrative staff that have time for the increased workload of managing another fire district. There is no ability to provide those services by SVFD. This includes taking into account fire prevention duties. The fire prevention needs of FFD will cause our limited staff available, to reduce their time to service the SVFD. This should be seriously considered and financial compensation should be expected by FFD for the loss of time and efforts to the SVFD.
- Clearly stated employee expectations and benefits - For the employee that is assigned to FFD, the expectation and work conditions need to be clearly defined. These items include but are not limited to; compensation, vacation request process, vacation accrual, trade opportunities, overtime opportunities, strike team availability, flex schedule, comp time, duties and responsibilities, training plan, and commitment timeline.
- Staffing Levels - There is potential that SVFD will not have the same daily level of staffing in the next 18 months that we do today. A clear plan should be in place if staffing levels are stressed while managing their services. This includes sending resources out during times of need. SVFD will at times be assisting the state with Strike Team deployments. Having an employee based in FFD will cause additional financial burden on the district during these times that needs to be considered.
- Established timelines for beginning and end date - Hard end date without any liability or responsibility of SVFD should be established. If at any time during the service contract any items/trigger points are hit, SVFD should be able to terminate the contract in order to maintain the level of service to its community.
- Clearly stated future plan for both FFD and SVFD - The future plan/goals for what happens given the success or failure of the ballot measure should be in place and visions aligned.