



**Board of Directors
Agenda
Wednesday, May 8, 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.

Teleconference Notice

Director Patteson will be joining the meeting via teleconference from the following location:
5295 Lower Honoapiilani Road, Lahaina, HI 96761

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 April 10, 2024
- 4.2 Approve SVFPD Claims Disbursements for the Month of April 1, 2024 through April 30, 2024 in the Amount of:

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Payroll and Benefits:	\$519,678.20
General Fund:	\$ 96,109.70
Branciforte Service Zone:	\$ 5,883.00
Capital Outlay:	\$ 25,120.50
SCHMIT:	<u>\$122,118.02</u>
TOTAL:	\$768,909.42

4.3 Approve Policy 1609: Fire Safety Donations

5. Discussion Items

5.1 Felton Fire Request Update

6. Action Items – Discussion/Action

6.1 Branciforte Service Zone Measure T Collection

6.2 Adopt Resolution 2024-7: Adopting Preliminary Budgets for Fiscal Year 2024-25

685010	General Fund:	\$14,891,148
685015	Branciforte Service Zone:	\$ 961,708
685030	Capital Outlay/Zone A:	\$ 2,415,117
685035	Branciforte Measure T:	\$ 783,304
685040	SCHMIT:	\$ 663,957

Set public hearing for adoption of the final budget for the August 14, 2024, Regular Board Meeting: 6:00 P.M.

Direct staff to publish a public hearing notice and make the budget available for public review

6.3 La Madrona Fire Station Planning

6.4 Approval of Geotechnical Investigation – Design Phase Services for the La Madrona Fire Station site.

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

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

7.1 Board of Directors Report – *Directors*

7.2 Administrative Report – *Chief Officers*

8. Correspondence

8.1 Thank You Letter – Marti Ainsworth and Tom Reilly

8.2 Email Received 5/1/2024 from Becky Steinbruner

9. Request for Future Agenda Items

10. Closed Session: Government Code §54956.8

10.1 Real Property Negotiations for Price and Terms of Payment
Real Property Transaction: 6000 La Madrona Drive

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Negotiators: Fire Chief Mark Correira and the Scotts Valley Water District

11. Open Session: Government Code §54957.1

11.1 Report on Closed Session

12. Adjournment

Next Regularly Scheduled Board Meeting: Wednesday, June 12, 2024 at 6:00 p.m.

Board Meeting Location: Erba Lane Station, 7 Erba Lane, Scotts Valley



**MINUTES OF THE
SCOTTS VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING OF
April 10, 2024**

1. Call to Order

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

1.1 Pledge of Allegiance and Moment of Silence

President Parker called for the Pledge of Allegiance and a Moment of Silence to follow.

1.2 Roll Call

- | | |
|-------------------------|--|
| A. Directors Present: | Directors Cosner, Hurst, Parker, Patterson and Pisciotta |
| B. Directors Absent: | None |
| C. Fire District Staff: | Chief Correira, Battalion Chiefs McNeil and Stubendorff and Administrative Services Manager Walton |

2. Public Comment (GC §54954.3)

Becky Steinbruner thanked the Board for their service and wanted to make them aware of a recent County Fire Wise presentation regarding the FAIR Plan, which is fire insurance of last resort. Becky Steinbruner will send a link to the presentation to Chief Correira and Administrative Services Manager Walton to forward to the Board.

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

No Agenda Amendments.

4. Consent Calendar

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:

<u>Payroll and Benefits:</u>	\$538,849.14
<u>General Fund:</u>	\$ 97,946.46
<u>Capital Outlay:</u>	\$ 829.29
<u>SCHMIT:</u>	\$ 2,581.78
<u>TOTAL:</u>	\$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

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

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

5. Discussion Items

5.1 Felton Fire Request Update

President Parker reported that he met twice with Director Pisciotta, Chief Correira, and the Felton group, which includes two of their Board Directors and interim Fire Chief. The last meeting was on March 25, 2024 and the Felton Ad Hoc Committee will be meeting again directly after the meeting tonight. Felton Fire is meeting with candidates to fill the interim Fire Chief position as the current Fire Chief is a retired annuitant who will be timing out on April 26, 2024. Felton Fire is looking for a way to keep things going for the short term, which is why they approached the SVFPD. This was not an attempt by the SVFPD for a partnership but an answer to a request from a neighbor who needs help, which is why we continue to meet and will keep the Board apprised.

6. Action Items – Discussion/Action

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

Chief Correira stated that there is a memo in the packet that outlines what we are trying to accomplish. We advertised for the Administrative Services Manager position over the last month and ended up with four applicants and although there are likely many reasons why; we don't have a firm answer. There are two options that are part of this memo. One option was to look at the Administrative Services Manager current role of the position and align the title with the duties that are being performed, which is where the Office Supervisor/Administrative Analyst came from. That intent is to add this position in addition to the Administrative Services Manager in the Admin Group MOU. At the same time, do a salary analysis for the Administrative Services Manager position hoping to create an opportunity if we get someone in the Office Supervisor position, to grow into the Administrative Services Manager position with a higher level of management, working with the Board and writing policy. This is a multi-step process and the first step is getting these documents done. The position has been advertised in anticipation of this approval and if not, we can take the job advertisement down but the reaction for this job description is much different than what we got for the Administrative Services Manager. We have advertised on a few different websites and one of them where most of the interest has come from is Indeed. From the posting and over the weekend, we have received 82 applications, 14 have multiple years in supervisor experience in the private sector and 4-5 have public employee experience in their career so at some point they were in the public sector. This may not be the answer and this process could have the same results but moving forward to fill the position, this was one of the options I came up with to solve it.

Director Hurst inquired if the first four applicants would be eligible for this position. Chief Correira stated that we had four applications but one didn't show up for the interview. The applicant indicated that the response got lost in her spam folder and she was still interested in the position and will likely get moved into the Office Supervisor group to compete with the other applicants. The other three did not pass the evaluation whether it was the Excel assessment doing a basic spreadsheet or their background realized through interview questions. That is why even though we have this large pool, the result may be the same.

President Parker stated that the salary for Office Supervisor and Administrative Services Manager are the same and inquired if that was a placeholder for now. Chief Correira stated that the salary analysis has not been done so he thought he would get this done now and advertise the position, do the salary assessment and work with the Board and Personnel Committee to see if they are increasing the salary if it comes back low; as well as, crafting the Administrative Services job description broader or with more responsibilities to justify higher pay. There might be more interest in the Office Supervisor job position because it was advertised with potential growth

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opportunities within the position. The plan for now is to keep the pay equivalent to the Administrative Services Manager position. For the current Administrative Services Manager, she will maintain the position until she retires.

On motion of Director Pisciotta seconded by Director Cosner to Approve Revised Policy 1700, Policy 1710 and Revised Public Pay Schedule was approved by the following vote:

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

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

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

7.1 Board of Directors Report – Directors

Director Cosner reported that the Personnel Committee met to discuss the Union Leave Side Letter.

7.2 Administrative Report – Chief Officers

Chief Correira had the Battalion Chiefs start the Administrative Report.

Battalion Chief (BC) Stubendorff reported that there has been a change in the Battalion Chief response and the BC will now be dispatched to all cardiac arrest incidents. In addition, we are looking at Countywide response changes to bring the closest Lucas device to the incident.

President Parker inquired about the unit cost for the Lucas device. BC Stubendorff stated that the cost per unit is approximately \$23,000. BC Stubendorff stated that Santa Cruz County EMS is currently looking at purchasing up to 10 Lucas devices to place at various agencies in strategic locations with the ultimate goal to have a Lucas device on every apparatus in the County. Based on discussion at the last EMS meeting, there is a good possibility that the SVFPD will be getting a second Lucas device.

President Parker suggested that we look at funding if the County doesn't come through and make it a SVFPD goal to put a second Lucas device in service.

BC Stubendorff reported that BC LoFranco and crews have been working really hard on the training prop in the Station 1 parking lot, which includes two forcible entry doors, one forcible entry window and a prop that will go on top. I was the BC on the fatality fire last week, which came in as a smoke check, was dispatched to Mission Springs and upon arrival with trainee acting BC Grigg saw a large column of smoke on Nelson Road. Unfortunately, by the time we arrived, the structure was fully evolved. We were notified there was a disabled man inside who rarely leaves the home and did a primary initial search but there was no way to enter the structure. Once we were able to pull down the structure, we did a formal search and found the body of the resident. From there, we worked with the Sheriff's Office to insure proper protocol for recovery and investigation. Operations were paused leaving an engine and Sheriff at the incident overnight to secure the scene. The next day, a full investigation was completed by the Santa Cruz County Investigation Task Force. The investigation is ongoing and we are looking at potential factors but the single cause may be difficult to determine.

BC McNeil stated that the four vehicles that were surplus have been sold. The repairs to the prior damage of the Branciforte Station have been started.

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

- Recognized the staff, crews and PCFs who responded to this tragic fire.
- The Branciforte Fire open house was a successful community event.

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- An Organization and Personnel Committee meeting will be scheduled to interview legal counsel and make a recommendation to the Board to consider changing to a different firm.
- A Finance and Planning Committee meeting will be scheduled to review the preliminary budget and to discuss the recommendation from the Branciforte Service Zone Advisory Commission to repeal or sunset Measure T, which was discussed at their last meeting.
- A Fire Station Ad Hoc Committee meeting will be scheduled since there will be a conference in May and discussion regarding alternatives and options as researched by BC McNeil to provide the firefighters a safer place to stay in the fire station.
- We are close to reaching a tentative agreement with the Scotts Valley Water District and the City of Santa Cruz for the pump station and may need a special meeting next week as they are trying to meet a deadline for building.

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

The Board received and filed the correspondence.

9. Request for Future Agenda Items

10 Closed Session: Government Code §54957

10.1 Public Employee Performance Evaluation
Title: Fire Chief

At 6:28 p.m., President Parker announced the Board Closed Session for the purpose listed in Item 10.1.

11. Open Session: Government Code §54957.1

11.1 Report on Closed Session

At 7:19 p.m., the Board reconvened to Open Session and President Parker reported that Chief Correira will work with the Organization and Personnel Committee to identify work-plan goals to be used during the employee evaluation process.

12. Adjournment

The meeting was adjourned at 7:20 p.m.

ATTEST

Joe Parker
Board President

Mark Correira
Board Secretary

Actual Transactions

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

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

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure:	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 50 – SALARIES AND EMPLOYEE BENEF												
Object: 51000 – REGULAR PAY-PERMANENT												
2024	10	4/03/2024	PAYPERIOD 07		Expenditures	685010	50	51000	-152,513.91	PAYPERIOD 07PAYDATE 04052024		
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	50	51000	-152,742.45	PAYPERIOD 08PAYDATE 04192024		
Total 51000 – REGULAR PAY-PERMANENT									-305,256.36			
Object: 51005 – OVERTIME PAY-PERMANENT												
2024	10	4/03/2024	PAYPERIOD 07		Expenditures	685010	50	51005	-11,539.62	PAYPERIOD 07PAYDATE 04052024		
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	50	51005	-8,619.02	PAYPERIOD 08PAYDATE 04192024		
Total 51005 – OVERTIME PAY-PERMANENT									-20,158.64			
Object: 51010 – REGULAR PAY-EXTRA HELP												
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	50	51010	-3,984.36	PAYPERIOD 08PAYDATE 04192024		
Total 51010 – REGULAR PAY-EXTRA HELP									-3,984.36			
Object: 51035 – HOLIDAY PAY												
2024	10	4/03/2024	PAYPERIOD 07		Expenditures	685010	50	51035	-12,741.57	PAYPERIOD 07PAYDATE 04052024		
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	50	51035	-12,762.18	PAYPERIOD 08PAYDATE 04192024		
Total 51035 – HOLIDAY PAY									-25,503.75			
Object: 51040 – DIFFERENTIAL PAY												
2024	10	4/03/2024	PAYPERIOD 07		Expenditures	685010	50	51040	-7,801.03	PAYPERIOD 07PAYDATE 04052024		
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	50	51040	-8,178.63	PAYPERIOD 08PAYDATE 04192024		
Total 51040 – DIFFERENTIAL PAY									-15,979.66			
Object: 52010 – OASDI-SOCIAL SECURITY												
2024	10	4/03/2024	PAYPERIOD 07		Expenditures	685010	50	52010	-2,712.07	PAYPERIOD 07PAYDATE 04052024		
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	50	52010	-3,003.43	PAYPERIOD 08PAYDATE 04192024		
Total 52010 – OASDI-SOCIAL SECURITY									-5,715.50			
Object: 52015 – PERS												
2024	10	4/03/2024	PAYPERIOD 07		Expenditures	685010	50	52015	-31,797.56	PAYPERIOD 07PAYDATE 04052024		
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	50	52015	-31,617.69	PAYPERIOD 08PAYDATE 04192024		
Total 52015 – PERS									-63,415.25			
Object: 53010 – EMPLOYEE INSURANCE & BENEFITS												
2024	10	4/03/2024	PAYPERIOD 07		Expenditures	685010	50	53010	993.35	PAYPERIOD 07PAYDATE 04052024		
2024	10	4/03/2024	PAYPERIOD 07		Expenditures	685010	50	53010	-1,250.00	PAYPERIOD 07PAYDATE 04052024		
2024	10	4/04/2024	DU105070	DU105070	Expenditures	685010	50	53010	261.00	Overpayment Refund CK#49059	C99999	
2024	10	4/04/2024	DU105070	DU105070	Expenditures	685010	50	53010	91.85	H.Bustichi Apr24 DentalCK#4217	C99999	
2024	10	4/04/2024	DU105070	DU105070	Expenditures	685010	50	53010	48.56	M.Pasquini Apr24 DentalCK#1081	C99999	
2024	10	4/05/2024	0524SVFD		Expenditures	685010	50	53010	-5,206.33	HEALTH CARE EMP SVFD Group 367	V108670	00456491
2024	10	4/10/2024	APR24HLTH		Expenditures	685010	50	53010	-69,907.52	SV FIRE APR 2024	V116512	15923
2024	10	4/15/2024	0524SVFD		Expenditures	685010	50	53010	-1,453.91	FIRE RISK MANAG SVFD	V45930	00457092
2024	10	4/15/2024	DU105368	DU105368	Expenditures	685010	50	53010	48.56	S.Downey Apr24 Dental CK#2393	C99999	
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	50	53010	-1,250.00	PAYPERIOD 08PAYDATE 04192024		
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	50	53010	993.35	PAYPERIOD 08PAYDATE 04192024		
2024	10	4/25/2024	0324		Expenditures	685010	50	53010	-159.56	CALPERS RETIREM 5541664172	V120096	00457759
2024	10	4/25/2024	DU105685	DU105685	Expenditures	685010	50	53010	48.56	M.Marsano Apr24 Dental CK#275	C99999	
2024	10	4/25/2024	DU105685	DU105685	Expenditures	685010	50	53010	1,100.20	N.Owens 2024 Dental CK#140	C99999	
2024	10	4/25/2024	DU105685	DU105685	Expenditures	685010	50	53010	275.55	D.Grebil Apr-Jun24 Dental	C99999	
2024	10	4/26/2024	DU105716	DU105716	Expenditures	685010	50	53010	91.85	H.Bustichi Apr24 DentalCK#4222	C99999	
2024	10	4/26/2024	DU105716	DU105716	Expenditures	685010	50	53010	48.56	D.Lipkowitz Apr24 DentalCK#791	C99999	
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-75,225.93			
Object: 53015 – UNEMPLOYMENT INSURANCE												
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	50	53015	-63.75	PAYPERIOD 08PAYDATE 04192024		
Total 53015 – UNEMPLOYMENT INSURANCE									-63.75			
Object: 55021 – OTHER BENEFITS MISC												
2024	10	4/03/2024	PAYPERIOD 07		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 07PAYDATE 04052024		

Actual Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object
 Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685015, 685030, 685035, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure:	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 50 – SALARIES AND EMPLOYEE BENEF												
Object: 55021 – OTHER BENEFITS MISC												
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 08PAYDATE 04192024		
Total 55021 – OTHER BENEFITS MISC									-4,375.00			
Total 50 – SALARIES AND EMPLOYEE BENEF									-519,678.20			
Character: 60 – SERVICES AND SUPPLIES												
Object: 61110 – CLOTHING & PERSONAL SUPPLIES												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	61110	-685.28	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-685.28			
Object: 61125 – UNIFORM REPLACEMENT												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	61125	-803.91	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
Total 61125 – UNIFORM REPLACEMENT									-803.91			
Object: 61221 – TELEPHONE-NON TELECOM 1099												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	61221	-1,435.28	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	61221	-241.16	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
Total 61221 – TELEPHONE-NON TELECOM 1099									-1,676.44			
Object: 61310 – FOOD												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	61310	-176.17	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
Total 61310 – FOOD									-176.17			
Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	61425	-13.16	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-13.16			
Object: 61535 – OTHER INSURANCE												
2024	10	4/26/2024	DU105716	DU105716	Expenditures	685010	60	61535	1,715.83	Vehicle Insurance Refund	C99999	
Total 61535 – OTHER INSURANCE									1,715.83			
Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	61720	-5,894.49	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/15/2024	10362		Expenditures	685010	60	61720	-842.58	CENTRAL FIRE PR SVFD	V116886	00457091
2024	10	4/15/2024	10365		Expenditures	685010	60	61720	-534.84	CENTRAL FIRE PR SVFD	V116886	00457091
2024	10	4/25/2024	118416		Expenditures	685010	60	61720	-4,404.48	PETERSON TRUCKS SVFD	V15833	00456788
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-11,676.39			
Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES												
2024	10	4/05/2024	15626		Expenditures	685010	60	61725	-1,879.00	PAGODA TECHNOLO SVFD	V125184	80066452
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-1,879.00			
Object: 61730 – MAINT-OTH EQUIP-SERVICES												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	61730	-368.23	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/05/2024	319717		Expenditures	685010	60	61730	-144.04	BAUER COMPRESSO SVFD	V103096	00456489
2024	10	4/05/2024	802237		Expenditures	685010	60	61730	-2,814.30	L N CURTIS & SO SVFD Cust 3627	V115989	80066450
Total 61730 – MAINT-OTH EQUIP-SERVICES									-3,326.57			
Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	61845	-94.39	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	61845	-363.55	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/05/2024	2834		Expenditures	685010	60	61845	-4,850.00	WENGER PAVING I SVFD	V15292	00456492
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-5,307.94			
Object: 61920 – MEDICAL, DENTAL & LAB SUPPLIES												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	61920	-750.20	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/05/2024	85265914		Expenditures	685010	60	61920	-449.50	BOUND TREE MEDI SVFD	V12149	00456490
2024	10	4/05/2024	85290139		Expenditures	685010	60	61920	-2,044.82	BOUND TREE MEDI SVFD	V12149	00456490
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-3,244.52			
Object: 62219 – PC SOFTWARE PURCHASES												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	62219	-223.37	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
Total 62219 – PC SOFTWARE PURCHASES									-223.37			

Actual Transactions

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

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

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure:	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 60 – SERVICES AND SUPPLIES												
Object: 62223 – SUPPLIES												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	62223	-75.85	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	62223	-68.82	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
Total 62223 – SUPPLIES									-144.67			
Object: 62301 – ACCOUNTING AND AUDITING FEES												
2024	10	4/12/2024	JV14992		Expenditures	685010	60	62301	-44,707.00	2024 PROPERTY TAX ADMIN FEE		
Total 62301 – ACCOUNTING AND AUDITING FEES									-44,707.00			
Object: 62327 – DIRECTORS' FEES												
2024	10	4/17/2024	PAYPERIOD 08		Expenditures	685010	60	62327	-1,400.00	PAYPERIOD 08PAYDATE 04192024		
Total 62327 – DIRECTORS' FEES									-1,400.00			
Object: 62381 – PROF & SPECIAL SERV-OTHER												
2024	10	4/25/2024	203036		Expenditures	685010	60	62381	-420.00	CENTRAL COAST C SVFD	V15383	00457875
2024	10	4/25/2024	265505		Expenditures	685010	60	62381	-5,613.50	LIEBERT CASSIDY SVFD	V119863	00457877
2024	10	4/25/2024	55888		Expenditures	685010	60	62381	-411.00	CSG CONSULTANTS SVFD	V121100	80067205
Total 62381 – PROF & SPECIAL SERV-OTHER									-6,444.50			
Object: 62715 – SMALL TOOLS & INSTRUMENTS												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	62715	-2,773.62	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
Total 62715 – SMALL TOOLS & INSTRUMENTS									-2,773.62			
Object: 62826 – EDUCATION AND/OR TRAINING												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	62826	-1,333.33	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/15/2024	0424SVFD1		Expenditures	685010	60	62826	-350.00	CRIVELLO, TRAVI SVFD	V125752	00457064
2024	10	4/15/2024	0424SVFD2		Expenditures	685010	60	62826	-350.00	CRIVELLO, TRAVI SVFD	V125752	00456885
2024	10	4/15/2024	0424SVFD3		Expenditures	685010	60	62826	-300.00	CRIVELLO, TRAVI SVFD	V125752	00456885
2024	10	4/25/2024	0330		Expenditures	685010	60	62826	-512.06	LUCCHESI, NICHU SVFD ETO Engin	V47512	00457763
2024	10	4/25/2024	0407		Expenditures	685010	60	62826	-100.00	PISCIOтта, MITC SVFD Paramedic	V47220	00457764
2024	10	4/25/2024	0422		Expenditures	685010	60	62826	-147.58	WALTON, ALICIA SVFD AFSS ETO R	V119128	00457766
2024	10	4/25/2024	0422		Expenditures	685010	60	62826	-164.00	Jackson, Michel SVFD AFSS ETO	V45625	00457762
2024	10	4/25/2024	0423		Expenditures	685010	60	62826	-164.00	BRIDGES, MEGAN SVFD AFSS ETO R	V126414	00457758
2024	10	4/25/2024	0423		Expenditures	685010	60	62826	-269.98	Jackson, Michel SVFD GSMCON ET	V45625	00457762
Total 62826 – EDUCATION AND/OR TRAINING									-3,690.95			
Object: 62888 – SPEC DIST EXP-SERVICES												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	62888	-155.00	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
Total 62888 – SPEC DIST EXP-SERVICES									-155.00			
Object: 62914 – EDUCATION & TRAINING(REPT)												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	62914	-2,882.22	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/25/2024	2408		Expenditures	685010	60	62914	-100.00	COUNTY OF SANTA SVFD	V100280	00457760
2024	10	4/25/2024	2408		Expenditures	685010	60	62914	-37.00	EMT CERTIFICATI SVFD	V127457	00457761
Total 62914 – EDUCATION & TRAINING(REPT)									-3,019.22			
Object: 62920 – GAS, OIL, FUEL												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	62920	-66.73	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/15/2024	848175		Expenditures	685010	60	62920	-2,706.11	WESTERN STATES SVFD	V39738	00457094
Total 62920 – GAS, OIL, FUEL									-2,772.84			
Object: 62930 – REGISTRATIONS (NON REPT)												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	62930	-1,725.00	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
Total 62930 – REGISTRATIONS (NON REPT)									-1,725.00			
Object: 63070 – UTILITIES												
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	63070	-1,420.20	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/05/2024	0424SVFD		Expenditures	685010	60	63070	-14.39	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
2024	10	4/05/2024	0424SVFD1		Expenditures	685010	60	63070	-260.61	CITY OF SCOTT'S SVFD	V102713	80066451
2024	10	4/05/2024	0424SVFD2		Expenditures	685010	60	63070	-193.02	CITY OF SCOTT'S SVFD	V102713	80066451

Actual Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object
 Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685015, 685030, 685035, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure:	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 60 – SERVICES AND SUPPLIES												
Object: 63070 – UTILITIES												
2024	10	4/15/2024	0424SVFDS		Expenditures	685010	60	63070	-91.76	PACIFIC GAS AND SVFD	V129169	00457076
Total 63070 – UTILITIES									-1,979.98			
Total 60 – SERVICES AND SUPPLIES									-96,109.70			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-615,787.90			
GL Key: 685015 – SV FIRE ZONE BFPD												
Character: 60 – SERVICES AND SUPPLIES												
Object: 62301 – ACCOUNTING AND AUDITING FEES												
2024	10	4/12/2024	JV14992		Expenditures	685015	60	62301	-5,883.00	2024 PROPERTY TAX ADMIN FEE		
Total 62301 – ACCOUNTING AND AUDITING FEES									-5,883.00			
Total 60 – SERVICES AND SUPPLIES									-5,883.00			
Total 685015 – SV FIRE ZONE BFPD									-5,883.00			
GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL												
Character: 60 – SERVICES AND SUPPLIES												
Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2024	10	4/15/2024	606		Expenditures	685030	60	61845	-19,270.00	MANDELLA, JOHN SVFD	V43108	00457093
2024	10	4/25/2024	3001-02-0324		Expenditures	685030	60	61845	-4,887.50	RRM DESIGN GROU SVFD	V126553	80067204
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-24,157.50			
Object: 62301 – ACCOUNTING AND AUDITING FEES												
2024	10	4/12/2024	JV14992		Expenditures	685030	60	62301	-963.00	2024 PROPERTY TAX ADMIN FEE		
Total 62301 – ACCOUNTING AND AUDITING FEES									-963.00			
Total 60 – SERVICES AND SUPPLIES									-25,120.50			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-25,120.50			
GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP												
Character: 60 – SERVICES AND SUPPLIES												
Object: 61221 – TELEPHONE-NON TELECOM 1099												
2024	10	4/05/2024	0424SVFD		Expenditures	685040	60	61221	-76.02	U S BANK CORPOR SVFD 4246-0445	V992019	80066453
Total 61221 – TELEPHONE-NON TELECOM 1099									-76.02			
Object: 62365 – MANAGEMENT SERVICES												
2024	10	4/25/2024	SCHMIT-23245		Expenditures	685040	60	62365	-6,000.00	SCOTTS VALLEY F SVFD	V128300	00457765
Total 62365 – MANAGEMENT SERVICES									-6,000.00			
Object: 62914 – EDUCATION & TRAINING(REPT)												
2024	10	4/25/2024	774		Expenditures	685040	60	62914	-4,042.00	RW JONES AND AS SVFD	V129231	00457879
Total 62914 – EDUCATION & TRAINING(REPT)									-4,042.00			
Total 60 – SERVICES AND SUPPLIES									-10,118.02			
Character: 70 – OTHER CHARGES												
Object: 75268 – OTHER CHARGES-OTHER												
2024	10	4/25/2024	SCHMIT-23241		Expenditures	685040	70	75268	-24,000.00	CENTRAL FIRE PR SCHMIT	V116886	00457876
2024	10	4/25/2024	SCHMIT-23242		Expenditures	685040	70	75268	-24,000.00	SANTA CRUZ FIRE SCHMIT	V120003	00457880
2024	10	4/25/2024	SCHMIT-23243		Expenditures	685040	70	75268	-64,000.00	SCOTTS VALLEY F SVFD	V128300	00457765
Total 75268 – OTHER CHARGES-OTHER									-112,000.00			
Total 70 – OTHER CHARGES									-112,000.00			
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP									-122,118.02			
									-768,909.42			



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: May 2, 2024
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: **Board Memo 2024-16: Policy 1609 Fire Safety Donations**

Recommendation

Consent Agenda - Approve

Discussion

On September 16, 2023 Scotts Valley Firefighters and other area fire departments responded to a structure fire at 3370 Glenwood Drive. This fire did significant damage to the structure but did not spread to the vegetation surrounding the structure. This was primarily because of the mitigation effort the homeowner invested in defensible spaces. No firefighters or occupants were killed or injured at this incident.

Soon after the incident, community members wanted to donate funds to support the family. Because the home owner (Ty McConney) didn't want any donations, he chose to start a Go Fund Me titled SVFD Fire Readiness so the community could direct their donations to the Fire District. On October 1, 2023, at the Pancake Breakfast, Mr. McConney delivered a \$3,100 check to the District to be used at our discretion.

At the November 8, 2023 Board Meeting, the Directors discussed this donation and tasked staff with developing a policy that could be used for wildfire mitigation for residents who live below certain poverty thresholds. Staff developed Policy 1609 Fire Safety Donations to accommodate this task.

On May 1, 2024 the Finance and Planning Committee reviewed the donation policy, approved it to form, and requested it be placed on the May 8 Consent Agenda.

Scotts Valley Fire Protection District	
POLICY: 1609 DATE APPROVED: BOARD PRESIDENT: _____	SUBJECT: Fire Safety Donations FIRE CHIEF: _____

Policy 1609: Fire Safety Donations

Purpose:

The Scotts Valley Fire Protection System will establish a Fire Safety Donation budget line item to be used to track fire donations. General donations without a specific purpose shall be used for improving fire safety within the community. These donated funds shall be used for low-income residents who cannot afford to pay for wildland mitigation / defensible space clearing.

Policy:

All donations made to the Scotts Valley Fire District, unless otherwise earmarked or identified for a specific purpose, shall be placed in the District General Fund and tracked through a budget line known as Fire Safety Donation. The purpose of this line item is to improve fire safety throughout the district. Use of the funds shall be at the discretion of the Fire Chief but also must be used to support low-income residents as defined in this policy.

Budgeting Process:

Non-specific donations shall be deposited into the General Fund and tracked as revenue to the Fire District. Through the budgeting process, the District will maintain an expense line item that will track the use of these donations. At least annually, staff will reconcile the unspent amounts of the donation(s) and align the total in the Fire Safety Donation expense line in the General Fund. This will affirm the donated funds are being carried forward from year to year.

Qualifying Projects and Criterion:

Projects

Qualifying for this program shall include but not limited to:

- Chipper Program
- Defensible Space clearing
- Hazardous debris clean-up
- Community Education Programs that support wildfire reduction or safety

Criterion

To qualify for funds from this program, a resident must have earned at or below 50% of the local area median income (AMI) for the most recent measure in the United States Census (e.g. [2018-2022] Scotts Valley Median Household Income = \$136,867 x 50% = \$68,433.50).

Scotts Valley Fire Protection District	
POLICY: 1609	SUBJECT: Fire Safety Donations

Access to the Fund:

Residents shall request access to these funds in writing to the Scotts Valley Fire Chief for consideration. The Fire Chief or Designee shall review the request and evaluate any needed documentation to affirm the requestor meet the minimum requirements outlined in the policy. Based on the information provided, the Chief shall approve or disapprove the request.

Scotts Valley Fire Protection District



POLICY: 1609

SUBJECT: Fire Safety Donations

Appendix A: Fire Safety Donation Fund Application



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: May 2, 2024
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: **Board Memo 2024-13: Branciforte Service Zone Measure T**

Recommendation

Discussion only

Discussion

On December 9, 2023, the reorganization of the Scotts Valley and Branciforte Fire Districts was completed. This reorganization erased the boundary between our agencies and the Scotts Valley Fire District became the provider of fire and EMS services to this area. The reorganization also transferred Branciforte Firefighters to the Scotts Valley Fire Stations, and ultimately left the Branciforte Station unstaffed. In addition, Scotts Valley Fire assumed all liabilities, assets, and voter approved tax measures from this geographical area.

On August 30, 2016, Branciforte Fire District Residents approved a ballot measure that provided additional funding to the District. The measure, known as Measure T, authorized a levy of an additional \$100 per parcel and raised approximately \$80,000 per year – doubling a previously approved \$100-per-parcel measure. The purpose of these funds was “to enable the District to fund the Contingency Fund for unfunded emergencies, the Building Fund, and a Vehicle Replacement fund as determined by the Board of Directors.” This measure was overwhelmingly supported by voters receiving 89% in favor.

The Branciforte Service Area Advisory Commission (BAC) was established through the reorganization process, and members from this area of the District have been appointed to serve on this commission. Since the reorganization, it was discovered there had been a lot of community discussion on the future of Measure T. The BAC added the Measure T topic to their March 27, 2024 meeting agenda and discussed the benefits and challenges of the collecting an additional parcel tax in one are of the fire district, and not in another. By motion, the BAC unanimously approved to “recommend the Board of Directors sunset Measure T as soon as it is feasible.”

At the May 1 Scotts Valley Board of Directors Finance and Planning Committee Meeting, the Committee discussed Measure T. They identified many reasons to consider sunseting Measure T including:

- We currently do not collect a special parcel tax anywhere else in the District
- The Branciforte Fire Station is receiving service from Scotts Valley Fire Stations
- The Branciforte Fire Station was unstaffed through the reorganization process



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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- The Scotts Valley District has a Capital Fund that supports apparatus, building and capital expenses
- If additional funds are needed in the Scotts Valley Capital Fund, a transfer from the General Fund which is supported by the Branciforte Service Zone property taxes
- It would show good will to the Community in which we are now providing service, and could pay in dividends if the Board were to run a future Districtwide ballot measure.

Measure T currently generates approximately \$170,000 per year in revenue and is deposited into the Branciforte Service Zone Measure T Fund. There is an estimated \$800,000 in fund balance that was transferred through the reorganization. The recommended plan for these funds would be used for apparatus, capital expenses, and fire station maintenance costs throughout the District and to the Branciforte Community. This aligns with the ballot measure intention as approved by the voters.

Lastly, the Board will be discussing and possible voting on the 2024/25 Preliminary Budget. The preliminary budget was designed with allowing the Measure T to sunset, transferring the fund balance into the Scotts Valley Capital Zone A Fund, and dissolving the Branciforte fund with the adoption of the 2024/25 Final Budget later this year.

If the Board is supportive of sunseting the Measure T parcel tax, Staff will work with legal counsel to craft a resolution for a future Board Meeting Agenda.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: May 3, 2024
To: Hon Board of Directors
From: Mark Correira, Fire Chief
Subject: **Board Memo – 2024/25 Preliminary Budget**

Discussion

The proposed 2024/25 Preliminary Budget is being presented with the following budgeted amounts:

685010	General Fund	\$14,891,148
685015	Branciforte Service Zone	\$961,708
685030	Capital Outlay/Zone A	\$2,415,117
685035	Branciforte Measure T Fund	\$783,304
685040	SCHMITT	\$663,957

Summary

On February 14, 2024 the Board of Directors approved a budget amendment for the 2023/24 Budget. This amendment followed the Branciforte reorganization and updated the Fire District fund balances and allocated funds to cover the expenses for the increased costs from the merged agencies. In addition to updating the existing fund balances, the District added two new funds – the Branciforte Service Zone Fund, and the Branciforte Measure T Fund. The 2023/24 budget amendment transferred \$462,500 from the Branciforte Service Zone fund to the General Fund. These updated funds were used for the basis of the 2024/25 Preliminary Budget Proposal.

In addition and included in the final budget, the Staff is recommending eight (9) decision packages (enhancements), two (2) carry-forward-items from the 2023/24 Budget, and three (3) new items entered to the budget as placeholders. All of these items are one-time-costs. These changes can be found in detail later in this document.

The following table provides a picture of the fund-level changes between the 2023/2024 Amended Budget and the 2024/25 Final Budget:

<i>Fund Number</i>	<i>Fund Description</i>	<i>23/24 Adjusted Budget</i>	<i>Proposed 24/25 Budget</i>	<i>Variance</i>
685010	General Fund	\$14,377,286	\$14,891,148	\$513,862
685015	Branciforte Service Zone	\$462,500*	\$961,708	\$499,208
685030	Capital Outlay/Zone A	\$1,529,862	\$2,415,117	\$885,255
685035	Branciforte Measure T Fund	\$833,804	\$783,304	(\$50,000)
685040	SCHMITT	\$524,061	\$663,957	\$139,896
TOTAL OPERATING BUDGET VARIANCE**				\$1,539,013

* Amount based on approximately 50% of the tax load as the reorganization happened in December.

** Does not include Branciforte Service Zone or Measure T because these funds are being transferred to General Fund and Capital Outlay/Zone A.

The remainder of the memorandum will describe the changes to the fund balances in greater detail.

Revenue:

The beginning fund balance for the Preliminary 2024/25 Fiscal Year is estimated at \$4,180,000, with property taxes making up 88%. This is an increase in the fund balance of \$499,585 from the previous year. As noted, this is an estimate based on staff forecasting and these amounts will be adjusted and confirmed in the final budget. This amount also includes the transfer in of \$961,708 from the Branciforte Service Zone.

An estimated increase in property tax of 4% was included in all 2024/25 Preliminary Budget Funds as recommended by the Santa Cruz County Auditor’s Office. The County does not forecast unsecured and other sources of revenue for the Fire District. The estimates for these areas were much more conservative based on historical increases and the increase in interest rates possibly cooling off the housing market. These amounts will also be confirmed in the final budget.

Strike Team Revenue was reduced by \$325,000 to \$150,000. The rationale behind this reduction is created by when the District receives reimbursement for its deployments. Although the overtime is budgeted higher than this revenue amount (\$375,000), a more conservative approach is to only budget a portion of the revenue in the event the payment arrives in the next fiscal year. This line will be monitored and a budget amendment can be requested if needed.

Expenses:

The Salaries and Benefits section of the budget totals \$9,986,952 and includes the salary increase of 3% for Uniformed Staff and a 4% increase for the Confidential Employees. These wage increases are outlined in the memorandums of understanding and contractual obligations with the employee groups. These changes will be effective on July 1, 2024. Additionally, funds have been budgeted for the reclassification of position(s) during this fiscal year and if warranted.

Staffing levels remain constant with the Amended 23/24 Budget. With the reorganization of the Branciforte Fire District, the District is currently operating on an overstaffed model. Our fulltime equivalents (FTE) count of Uniformed Staff is currently three (3) additional FTEs from the previous years. It is recommended that through attrition or other means the district return to the former staffing levels before the Branciforte Reorganization occurred.

Overtime was reduced by \$119,591. This included a reduction of \$100,000 in out-of-county strike team overtime (\$375,000), and a \$25,000 in call-back overtime (\$300,000). The variance (\$5,409) is caused by other areas of the overtime budget being increased for cost-of-living adjustments. Historically, both of line item has been budgeted much higher, but the wetter-than-normal winters extinguished strike team responses and the overstaff model has caused a reduction in overtime. Expenses from out-of-county strike team responses are reimbursed according to the California Fire Assistance Agreement and offset these expenses accordingly.

The Services and Supplies budget was increased by \$46,965. Many of the Services and Supply lines were adjusted for increase cost for equipment and services. Additionally, the staff is recommending the carry forward of mental wellness expense, and strategic planning. Lastly, Staff is recommending the addition of \$30,000 for a demographic study for district-based elections, and \$10,000 for financial consultation to develop a debt management program.

As part of the 2023/24 Amended Budget, the Board approved moving \$1,000,000 from the Capital Outlay/Zone A fund to the General Fund. These funds remain in the 2024/25 General Fund and maintain the same line number and description (86110 Structures and Improvements), and will be used for the same purpose (La Madrona Fire Station). The rationale in keeping these monies in the general fund is to avoid having to borrow money while waiting for taxes to be collected. Known as the "dry tax season," tax monies are collected and deposited only three times per year. To cover expenses between these collection windows, the District will borrow funds and repay it after the taxes are collected. The District pays an interest payment when borrowing these funds. Retaining the \$1,000,000 in the General Funds will avoid having to borrow money and this interest payment.

Capital Outlay / Zone A Fund:

The Capital Outlay/Zone A (COZA) fund was adjusted by \$885,255. The lion share of this increase is through the estimated fund balance transfer from the Branciforte Measure T Fund (\$750,000). The estimated balance will be reconciled in the adoption of the Final Budget.

Staff is recommending the following additions (expenses) to the Preliminary COZA Budget: replacement of four (4) BK500 portable radios (\$10,289), Station Alerting System (\$27,500), LP1000 AEDs (\$5,000), Lucas (Mechanical CPR) Device or LP15 Cardiac Monitor (\$22,000) hose replacement (\$9,000), hose testing cart (\$5,000), and a carry-forward Turnout Gear Extractor (\$20,180). Its important to highlight that the Station Alerting System will be installed in the Erba Lane Station but is portable and can be moved to a newer station at a later date. Lastly, \$250,000 was budgeted in the Capital Outlay fund for the Community Room upgrades to the Branciforte Fire Station. This amount aligns with the Barnes Family Trust donation. This totals \$348,969.

Board of Directors

Adam Cosner Kris Hurst Joe Parker Russ Patterson Daron Pisciotta

SCHMITT:

There were no substantive changes to the 2024/25 SCHMITT Budget in comparison to the Adjusted 2023/24 Budget. This fund has an estimated fund balance of \$350,000 causing the variance of \$139,896 from the previous year. The fund balance and any planned expenses recommended by the partner agencies will be added and confirmed in the final budget

Branciforte Service Zone and Measure T Funds

Staff is recommending the transfer of the Service Zone Funds (685015) to General Fund (685010). The revenue categories from the Service Zone match those of the General Fund and were historically used for the same purposes in the former Branciforte Fire District. Similarly, the District budgets our operational costs to the Service Zone through the expenses in the General Fund. Transferring these funds to the general fund will streamline administrative process and align with actions by the former Branciforte Fire District.

Similarly, the Measure T Funds were established to support the ongoing capital expenses for the former Branciforte Fire District. Staff is recommending transferring these funds to the Zone A Capital Outlay Zone A Fund where they can be used for the same purpose. In addition, staff has built this budget around allowing the Measure T parcel tax measure to sunset at the end of the 2023/24 Fiscal Year. The variance (-\$50,000) is for construction currently occurring on the Branciforte Fire Station to address damage to the building that occurred before the reorganization.

Lastly, Staff will be recommending in the Final 2024/25 Budget to dissolve these two funds and have the revenue collections transferred directly into the funds listed earlier. Managing two additional funds when staff ultimately transfers the funds into other accounts will save staff time and reduce the possibility for errors. This recommendation was shared with the Branciforte Advisory Commission and they agreed this plan has merit.

CLOSING:

Staff is recommending the adoption of the 2024/25 Preliminary Budget as presented. Once reconciled after the closer of the 2023/24 fiscal year, the preliminary budget will be adjusted and presented as a final budget.

Detailed fund amounts can be found attached to this document as Attachments.

Attachments:

Detailed Fund Budgets (all funds)

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2024-7

RESOLUTION ADOPTING PRELIMINARY BUDGET
FOR FISCAL YEAR 2024/2025

WHEREAS, In compliance with Sections 13890, 13891 and 13893 of the California Health and Safety Code;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Preliminary Budget of the Scotts Valley Fire Protection District of Santa Cruz County for which the Board of Directors is the governing board, for fiscal year 2024/2025, be and is hereby adopted in accordance with the following:

Preliminary Scotts Valley Fire Protection District Budget

General Fund	Index 685010	\$14,891,148
Branciforte Service Zone	Index 685015	\$ 961,708
Capital Outlay/Zone A	Index 685030	\$ 2,415,117
Branciforte Measure T	Index 685035	\$ 783,304
SCHMIT	Index 685040	\$ 663,957

BE IT FURTHER RESOLVED that the appropriations for each budget unit which constitute the respective totals for each of the objects of the expenditures listed are attached hereto and known as the Preliminary Budget (on file with the Secretary of the Board).

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 May 8, 2024, by the following vote:

AYES NOES ABSENT ABSTAIN

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

APPROVED:

ATTEST:

Joe Parker
Board President

Mark Correia
Board Secretary

Scotts Valley Fire Protection District

General Fund (685010)
2024/2025 Preliminary Budget

Revenue Summary

Account #	Revenue Description	Revenue Amount
40100	Prop Tax-Current Secured	\$ 9,137,243
40110	Prop Tax-Current Unsecured	\$ 196,997
40150	Supplemental Prop Tax-Current Secured	\$ 98,984
40151	Supplemental Prop Tax-Current Unsecured	\$ 2,000
40160	Supplemental Prop Tax-Prior Sec, Supplemental	\$ 3,000
40330	Licenses and Permits	\$ 50,000
40430	Interest	\$ 5,000
40440	Rents and Leases	\$ 1,200
40830	St-Homeowners' Property Tax Relief	\$ 40,516
40894	ST-Aid Others	\$ 150,000
42010	SCHMIT Administrative Services	\$ 6,000
42055	SCHMIT Reimbursement	\$ 56,000
42384	Other Revenue	\$ 2,500
42462	Transfer In From BFPD Service Zone	\$ 961,708
Total Revenue		\$ 10,711,148
Beginning Fund Balance		\$ 4,180,000
Total General Fund Budget		\$ 14,891,148

Expenditure Summary

Account #	Expense Category	Expense Amount
50000	Salaries & Benefits	\$ 9,986,952
60000	Services & Supplies	\$ 1,047,091
75000	Other Charges	\$ 315,500
80000	Fixed Assets	\$ 1,000,000
Total Expenditures		\$ 12,349,543
Operating Transfer Out		\$ -
Contingencies		\$ 250,000
Reserves - Undesignated		\$ 2,291,605
Total General Fund Budget		\$ 14,891,148

Notes:

Schedule of Revenue: 50% in December, 45% in April and 5% in June
 Account 40100 reflects a 4% increase as per Santa Cruz County Auditor's Office.
 Other Charges - Contributions to Trust accounts and LAFCO charges.
 Account 40330 - Revenue from Permits, Plan Checks and Inspections
 Account 40440 - Revenue from the Lease of the Marywood Property
 Account 40894 - Revenue from Statewide Strike Teams, Overhead Assignments
 Account 42010 - Revenue of \$6000 for SCHMIT Administration
 Account 42055 - Reimbursement for Personnel - Haz Mat Stipends and Training
 Account 42384 - Revenue from CPR Classes, Donations, and Misc. Revenue
 Estimated Fund Balance as of April 30, 2024
 Reserves = Balance as per Policy 1608 - Reserve Guidelines.

Scotts Valley Fire Protection District

General Fund (685010)
2024/2025 Preliminary Budget

Expenditure Accounts

Account #	Category	Expenditure Amount
Salaries and Benefits		
51000	Regular Pay, Perm.	\$ 4,461,468
51005	Overtime Pay	\$ 786,441
51010	Regular Pay, Extra help	\$ 71,900
51035	Holiday Pay	\$ 361,668
51040	Differential Pay	\$ 220,644
52010	Medicare Tax	\$ 93,058
52015	PERS	\$ 2,143,980
53010	Employee Group Insurance	\$ 1,059,595
53015	Unemployment Insurance	\$ 8,877
54010	Workers' Compensation Ins	\$ 665,116
55020	Sick Leave Reserve	\$ 21,434
55021	Other Benefits Miscellaneous: Vacation Payoff	\$ 92,771
Total Salaries and Benefits		\$ 9,986,952
Services and Supplies		
61110	Clothing and Personal Supplies	\$ 39,000
61125	Uniforms	\$ 23,650
61215	Radio Services and Communications	\$ 91,928
61221	Telephone and Telegraph	\$ 19,700
61310	Food	\$ 7,500
61425	Household Expense	\$ 7,500
61535	Insurance	\$ 83,500
61720	Maintenance Mobile Equipment	\$ 135,000
61725	Maintenance Office Equipment	\$ 29,421
61730	Maintenance Other Equipment	\$ 34,250
61845	Maintenance Structure & Grounds	\$ 31,400
61920	Medical Supplies	\$ 13,300
62020	Memberships	\$ 15,136
62111	Miscellaneous Expense	\$ 1,500
62219	Computer Software	\$ 20,772
62223	Office Expense	\$ 10,800
62301	Accounting & Auditing Fees	\$ 77,600
62327	Directors Fees	\$ 11,300
62358	Laundry Service	\$ 1,250
62367	Medical Services	\$ 30,000
62381	Professional/Special Services	\$ 126,500
62420	Publications and Legal Notices	\$ 6,500
62500	Rents and Leases, Equipment	\$ 1,000
62715	Small Tools and Instruments	\$ 25,659
62826	Education Reimbursement	\$ 31,500
62888	Special District Expense	\$ 19,000
62890	Subscriptions	\$ 2,675
62914	Education & Training	\$ 25,100
62920	Gas, Oil and Fuel	\$ 56,350
62930	Conference Tuition - Registrations	\$ 20,100
63070	Utilities	\$ 48,200
Total Services & Supplies		\$ 1,047,091
Other Charges		
75233	Contributions to Trust/Agency Fund	\$ 305,000
75231	Contributions to Other Government Agencies	\$ 10,500
Total Other Charges		\$ 315,500
Fixed Assets		
86110	Structure and Improvements	\$ 1,000,000
Total Fixed Assets		\$ 1,000,000
Appropriation for Contingencies		
98700	Contingencies	\$ 250,000
Total Contingencies		\$ 250,000
General Reserves		
98695	Undesignated Fund Balance	\$ 2,291,605
Total Reserves		\$ 2,291,605
TOTAL EXPENDITURES		\$ 14,891,148

Scotts Valley Fire Protection District

General Fund (685010)
2024/2025 Preliminary Budget

Schedule of Fixed Assets

Account #	Description	Amount
86110	Structures and Improvements	
	La Madrona Fire Station	\$ 1,000,000
	Subtotal Structures and Improvements	\$ 1,000,000
		Total Fixed Assets \$ 1,000,000

Signed:

Board Secretary

Scotts Valley Fire Protection District
Branciforte Service Zone (685015)
 2024/2025 Preliminary Budget

Revenue Summary

Account #	Revenue Description	Revenue Amount
40100	Prop Tax-Current Secured	\$ 946,708
40110	Prop Tax-Current Unsecured	\$ 15,000
40130	Prop Tax-Prior Unsecured	\$ -
40150	Supplemental Prop Tax-Current Secured	\$ -
40151	Supplemental Prop Tax-Current Unsecured	\$ -
40160	Supplemental Prop Tax-Prior Sec, Supplemental	\$ -
40161	Supplemental Prop Tax-Prior Unsecured	\$ -
40330	Licenses and Permits	\$ -
40430	Interest	\$ -
40830	St-Homeowners' Property Tax Relief	\$ -
40894	ST-Aid Others	\$ -
42384	Other Revenue	\$ -
42390	Unclaimed Money-Eschated	\$ -
44142	Penalties for Delinquent Taxes	\$ -
44143	Redemption for Delinquent Taxes	\$ -
Total Revenue		\$ 961,708
Fund Balance		\$ -
Total Branciforte Service Zone Budget		\$ 961,708

Expenditure Summary

Account #	Expense Category	
90000	Operating Transfer Out	\$ 961,708
Total Expenditures		\$ 961,708
Total Branciforte Service Zone Budget		\$ 961,708

Scotts Valley Fire Protection District

Branciforte Service Zone (685015)

2024/2025 Preliminary Budget

Expenditure Accounts

Account #	Category	Expenditure Amount
Operating Transfers Out		
90000	Transfer To SVFPD General Fund (685010)	\$ 961,708
Total Operating Transfer Out		\$ 961,708
TOTAL EXPENDITURES		\$ 961,708

Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

2024/2025 Preliminary Budget

Revenue Summary

Account #	Revenue Description	Revenue Amount
40100	Prop Tax-Current Secured	\$ 154,929
40110	Prop Tax-Current Unsecured	\$ 3,000
40150	Supplemental Prop Tax-Current Secured	\$ 1,500
40151	Supplemental Prop Tax-Current Unsecured	\$ -
40430	Interest	\$ 5,000
40830	St-Homeowners' Property Tax Relief	\$ 688
42462	Transfer In From Branciforte Measure T Fund	\$ 750,000
Total Revenue		\$ 915,117
Fund Balance		\$ 1,500,000
Total Capital Outlay/Zone A Budget		\$ 2,415,117

Expenditure Summary

Account #	Expense Category	Expense Amount
60000	Services and Supplies	\$ 894,941
86000	Fixed Assets	\$ 382,500
Total Expenditures		\$ 1,277,441
Operating Transfer Out		\$ -
Contingencies		\$ 200,000
General Reserves		\$ 937,676
Total Capital Outlay/Zone A Budget		\$ 2,415,117

Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

2024/2025 Preliminary Budget

Expenditure Accounts

Account #	Category	Expenditure Amount
Services and Supplies		
61845	Maintenance Structure & Grounds	\$ 50,000
62111	Miscellaneous	\$ 3,000
62223	Office Supplies	\$ 4,000
62301	Accounting & Auditing Fees	\$ 1,000
62381	Professional Services	\$ 794,652
62710	Equipment	\$ 10,289
62715	Small Tool	\$ 32,000
Total Services and Supplies		\$ 894,941
Fixed Assets		
86110	Structures and Improvements	\$ 302,500
86204	Equipment	\$ -
86209	Mobile Equipment	\$ 80,000
Total Fixed Assets		\$ 382,500
Operating Transfer Out		
90000	Transfer To General Fund (685010)	\$ -
Total Operating Transfer Out		\$ -
General Reserves		
98695	Fund Balance - Undesignated	\$ 937,676
Total General Reserves		\$ 937,676
Appropriation for Contingencies		
98700	Contingencies	\$ 200,000
Total Contingencies		\$ 200,000
Total Expenditures		\$ 2,415,117

Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

2024/2025 Preliminary Budget

Schedule of Fixed Assets

Account #	Description	Amount
86110	Structures and Improvements	
	Branciforte Community Room	\$ 250,000
	Glennwood (extractor) (23/24)	\$ 25,000
	Station Alerting (DP)	\$ 27,500
	Subtotal Structures and Improvements	\$ 302,500
86204	Equipment	
		\$ -
		\$ -
	Subtotal Equipment	\$ -
86209	Mobile Equipment	
	AFG Matching Funds (Tender)	\$ 80,000
	Subtotal Mobile Equipment	\$ 80,000
	Total Fixed Assets	\$ 382,500

Signed: _____

Board Secretary

Scotts Valley Fire Protection District
 Branciforte Service Zone Measure T (685035)
 2024/2025 Preliminary Budget

Revenue Summary

Account #	Revenue Description	Revenue Amount
40196	Fire Protection Tax	\$ -
40430	Interest	
42372	Contributions - BFPD Measure T	
42384	Other Revenue	\$ -
Total Revenue		\$ -
Fund Balance		\$ 783,304
Total Measure T Budget		\$ 783,304

Expenditure Summary

Account #	Expense Category	Expense Amount
60000	Services and Supplies	\$ -
90000	Operating Transfer Out	\$ 783,304
86000	Fixed Assets	\$ -
Total Expenditures		\$ 783,304
Contingencies		\$ -
General Reserves		\$ -
Total Measure T Budget		\$ 783,304

Scotts Valley Fire Protection District
 Branciforte Service Zone Measure T (685035)
 2024/2025 Preliminary Budget

Expenditure Accounts

Account #	Category	Proposed Amendment	
Services and Supplies			
		Total Services and Supplies	\$ -
Fixed Assets			
86110	Structures and Improvements - Barnes Family Trust		
		Total Fixed Assets	\$ -
General Reserves			
98695	Fund Balance - Undesignated	\$	-
		Total General Reserves	\$ -
Operating Transfers Out			
90000	Transfer To SVFPD Capital Outlay (685030)	\$	783,304
		Total Operating Transfer Out	\$ 783,304
Appropriation for Contingencies			
98700	Contingencies	\$	-
		Total Contingencies	\$ -
		Total Expenditures	\$ 783,304

Scotts Valley Fire Protection District

SCHMIT (685040)

2024/2025 Preliminary Budget

Revenue Summary

Account #	Revenue Description	Revenue Amount
40430	Interest	\$ 400
40894	Grant Funding	\$ -
Subtotal Other Revenue		\$ 400
41150	<u>Haz Mat Contract Contributions:</u>	
	<u>Percentage</u>	
	Santa Cruz County	49.16%
	City of Santa Cruz	23.24%
	City of Watsonville	19.42%
	City of Scotts Valley	4.51%
	City of Capitola	3.67%
	UCSC	Fixed
	State Parks	Fixed
		\$ 142,849
		\$ 67,531
		\$ 56,431
		\$ 13,105
		\$ 10,664
		\$ 12,536
		\$ 10,441
Total Contribution From Other Agencies		\$ 313,557
Total Revenue		\$ 313,957
Fund Balance		\$ 350,000
Total SCHMIT Budget		\$ 663,957

Expenditure Summary

Account #	Expense Category	Expense Amount
60000	Services and Supplies	\$ 89,024
75000	Personnel Costs	\$ 260,000
86204	Fixed Assets	\$ 100,000
Total Expenditures		\$ 449,024
Contingencies		\$ 25,000
General Reserves		\$ 189,933
Total SCHMIT Budget		\$ 663,957

Scotts Valley Fire Protection District

SCHMIT (685040)

2024/2025 Preliminary Budget

Expenditure Accounts

Account #	Category	Expenditure Amount
Services and Supplies		
61110	Protective Clothing	\$ 10,600
61221	Telephone and Telegraph	\$ 960
61535	Insurance	\$ 2,555
61720	Maintenance, Mobile Equipment	\$ 16,700
61725	Maintenance, Office Equipment	\$ 380
61730	Maintenance, Other Equipment	\$ 10,200
61920	Medical Supplies	\$ 1,000
62219	Computer Software	\$ 3,500
62301	Accounting and Auditing	\$ 1,200
62365	Management Services	\$ 8,000
62715	Small Tools and Instruments	\$ 11,429
62888	Special District Expense	\$ 1,250
62914	Training	\$ 20,600
62920	Fuel	\$ 650
Total Services and Supplies		\$ 89,024
Contributions to Agencies		
75268	Reimbursement of Costs to Agencies	\$ 240,000
75276	Emergency Response Reimbursement	\$ 20,000
Total Contributions to Agencies		\$ 260,000
Fixed Assets		
86204	Equipment	\$ 100,000
Total Fixed Assets		\$ 100,000
General Reserves		
98965	Unassigned Fund Balance	\$ 189,933
Total Reserves		\$ 189,933
Appropriation for Contingencies		
98700	Contingencies	\$ 25,000
Total Appropriation for Contingencies		\$ 25,000
Total Expenditures		\$ 663,957

Scotts Valley Fire Protection District

SCHMIT (685040)

2024/2025 Preliminary Budget

Schedule of Fixed Assets

Budget	Description
685040	SCHMIT

Account	Description of Item	Amount
86204	SCBA Packs and Bottles	\$ 100,000

Subtotal Equipment		\$ 100,000
Total Fixed Assets		\$ 100,000

Signed: _____

Board Secretary



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: May 2, 2024
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: **Board Memo 2024-14: Geotechnical Investigation – Design Phase Services for La Madrona Fire Station Site**

Recommendation

Move to approve the Geotechnical Investigation Services with Pacific Crest Engineering Inc. for the La Madrona Fire Station Site.

Discussion

The Fire District plans to break ground on a new fire station at 6000 La Madrona Drive in 2025 and a geotechnical report is required for design and permitting. Planning for a fire station in 2025 was presented at the February 14, 2024 Board Meeting, and the Board supported this concept. In addition, the Board will be discussing whether to pursue a ballot measure on the November 2024 election. In order to break ground and support the design team, a geotechnical report of the soil types is required.

The cost of hiring a firm to do this work is \$51,000, and the Fire Chief's signing authority for budgeted expenditures is \$50,000. RRM Architects and Staff recommended Pacific Crest Engineering Inc to provide these services.

Attached to this memorandum is the proposal that describes the work that will be performed. Staff is recommending approval of this proposal.

April 26, 2024

Proposal No. PR 23-058.1

Mr. Jeff McNeil
Scotts Valley Fire District
7 Erba Lane
Scotts Valley, CA 95066

Subject: **Proposal for a Geotechnical Investigation – Design Phase**
Scotts Valley Fire Station – La Madrona Drive
6000 La Madrona Drive
Scotts Valley, California
APN 02-114-120

Dear Mr. McNeil,

Pacific Crest Engineering Inc. (PCEI) is pleased to present our proposed scope of work and fee to prepare a design level Geotechnical Investigation for the above referenced project located in the City of Scotts Valley, California. This proposal is based upon our experience in the Scotts Valley area and review of the *Preliminary Coordination Exhibit*, issued by the RRM Design Group dated September 28th, 2023, as well as the previous geotechnical investigation we performed onsite in September of 2003.

PROJECT DESCRIPTION

The project will consist of design and construction of a new Fire Station and support structure located at 6000 La Madrona Drive in Scotts Valley. The subject property is 1.49 acres in area and is currently undeveloped. The site is comprised of undocumented fill, and is currently undeveloped and occupied by native grasses and shrubs.

It is our understanding that the proposed project will consist of the following:

- Fire Station building.
- Auxiliary building.
- Two separate parking lots
- Minor site retaining walls
- Trash enclosure, generator pads and other minor structures.

SCOPE OF WORK

It is our understanding that our services will consist of a design-phase geotechnical investigation to address the design and construction of the proposed fire station facility. The purpose of our geotechnical investigation will be to investigate the surface and subsurface soil conditions and provide geotechnical design recommendations for the proposed development.

We are proposing a design-phase work scope comprised of literature review, site reconnaissance, subsurface exploration, and laboratory testing to develop geotechnical recommendations to support preparation of project plans and specifications. Our work will culminate in a Design-Level Geotechnical Investigation Report which will summarize our findings and present our conclusions and recommendations.

As noted in the RFP, the work is to be performed as part of a public works project. This requires compliance with public works laws requiring payment of prevailing wages and maintenance of certified payrolls, among others.

Our scope of work for the design level geotechnical services will consist of the following:

1. Project administration, work plan preparation and review of maps, geologic and geotechnical information pertaining to the study area, available in our files or provided by the Client.
2. Site reconnaissance to review project limits, determine drill rig access, and mark out exploratory boring locations for subsequent utility clearance.
3. Notify subscribing utility companies via Underground Service Alert (USA) a minimum of 72-hours (as required by law) prior to performing exploratory excavations at the site. We will also retain the services of a private utility locator service to clear utilities at the planned boring locations.
4. Explore, sample, and classify surface and subsurface soils by drilling 10 to 15 exploratory borings (and CPT soundings) across the project area at select and accessible locations. Three of the borings will be converted to infiltration test holes at the proposed infiltration locations. The borings will be drilled to depths of 10 to 35 feet. Representative (disturbed) soil samples will be obtained at selected depths within each boring location. The test holes will be backfilled with soil cuttings.
5. The three borings at the infiltration locations will be tested for infiltration characteristics. We have assumed one 10-hour day of testing to be performed in accordance with the “*Native Soil Assessment for Small Infiltration Based Stormwater Control Measures*” guidelines prepared by Earth Systems Pacific for the Central Coast Low Impact Development Initiative. The anticipated test depth is expected to range from approximately 10 to 16 feet below existing ground surface.
6. Laboratory testing of selected soil samples to determine their relevant engineering properties, including unit weight, shear strength, gradation, and other relevant laboratory tests. This will also include at least two soil samples for Cal-Trans corrosion analysis and R-Value.
7. Compilation and analysis of collected field and laboratory data. We will also attend design team meetings (4 person-hours assumed).
8. Preparation of a design level Geotechnical Investigation Report. Included in this report will be an analysis of our findings and recommendations for the design and construction of the project. Topics covered in our report will include:
 - A discussion of the seismic hazards associated with the site, including liquefaction, lateral spreading, dynamic compaction, landsliding, seismic shaking, CBC/ASCE 7 seismic parameters, and the proximity to mapped active and potentially active faults.
 - Site and subgrade preparation recommendations, including compaction recommendations, recommendations as to the suitability of the on-site earth materials for use as engineered fill, recommendations for imported fill material, recommendations for stable cut and fill slope gradients, and backfill requirements for utility trenches.



- Foundation design and construction recommendations, including recommended foundation type(s), foundation embedment depths, and the allowable bearing pressures to use in foundation design. Also included will be recommendations for the design and construction of concrete slab-on-grade floor systems.
- Retaining wall recommendations, including the active, at-rest and passive lateral earth pressures to use in retaining wall design, and anticipated lateral seismic forces.
- Recommendations for structural pavement design of flexible and rigid pavement systems.
- Infiltration rates and recommendations for site drainage, including provisions to control both surface and subsurface drainage, as needed.

The report will include illustrations, (scaled) boring location maps, boring CPT logs and laboratory test results and will be prepared and signed by a Registered Geotechnical Engineer with over 30 years of experience within the local area.

SCOPING ASSUMPTIONS

Our scope of work and fee assumes the Client understands the following issues:

- a. The Client and/or property owner will provide access to the boring locations for our drill rig and other equipment.
- b. We also assume we will be provided with updated site plans showing proposed structure locations.
- c. Our services will be provided on a fixed fee basis in accordance with our 2023 Schedule of Fees. Our fee estimate is based on the available information provided to develop this proposal. Those services not listed, emerging project requirements, preparation for and participation in meetings and presentations (over the four person-hours budgeted in this proposal), and/or the designers request for additional information beyond this scope of services will be considered extra services and will be billed in accordance with our standard rates.
- d. Our scope of work and fee assumes the Client will provide a base topographic map and site plan, with a scale of 1-inch equals 20 feet or larger, prior to initiation of our work.
- e. We will contact USA and a private utility locator and notify both you and them of our proposed drilling locations, however Pacific Crest Engineering Inc. will not assume responsibility for any damage to underground utilities that are not properly located by the property owner, Client or the Client's representative prior to drilling.
- f. Post report plan review (8 hours assumed)

EXCLUDED SERVICES

Our scope of work and fee does not include the following:

- i. Preparation of encroachment permits, Santa Cruz County Well Destruction Permits, or payment of encroachment permit fees, to any public agency or utility company having jurisdiction over the work area.



- ii. It is possible that the initial findings of our investigation will identify potential hazards that can only be evaluated through additional subsurface exploration. We have developed a scope of work that we anticipate will be adequate, but unexpected conditions could be encountered. If additional subsurface exploration is required based on preliminary findings, we will meet with you to obtain authorization prior to continuing. We will prepare a separate proposal and cost estimate at the time any additional work is planned.
- iii. Seismic Site Response Analysis in accordance with ASCE 7-22 Section 21.1. Our scope assumes a Site Class D soil classification and that ground motion parameters can be determined using the procedures and requirements of ASCE 7 Section 11.4.7 and/or Section 21.2 and the California Building Code.
- iv. Topographic survey. We require that the Client provide us with suitable topographic base map prior to initiation of our work.
- v. An environmental assessment or investigation for the presence of hazardous or toxic materials in the soil, groundwater or air; on, below or proximal to the site. This scope of work and budget also assumes that contaminated soil and/or groundwater will not be encountered. If any unusual vapors, odors or visual contamination are noticed during drilling of any test boring, the boring will be stopped, backfilled with grout and the suspected drill cuttings will be bagged, labeled for future source reference and provided to the Client for their disposal.
- vi. Flooding, hydrologic or quantitative storm water runoff analyses.
- vii. Our scope of work and fee does not include time spent on follow-up project meetings, review of contract plans and specifications, phone conferences, construction observation and testing services, etc., after the report is complete. We can develop separate cost estimate for post-report/construction phase services once our geotechnical investigation report is completed and the project design and formal construction schedule is available.

FEE FOR SERVICES

We propose to perform the scope of work as outlined in Tasks 1 through 8 above on a fixed fee basis unless additional work is authorized, in which case the fee will be increased in accordance with our customary rates for such additional services. Subject to variation among items, the table below presents a summary of tasks and their associated fees for this study:



Task	Description	Personnel/Item	Hours	\$/Hour	Cost/ Item
1	Project Coordination	Associate Engineer	8	210	1680
2	Literature Review	Associate Engineer	8	210	1680
3	Site Marking & Utility Locating	Associate Engineer	8	210	1680
4	Drilling & Sampling	Drill Rig Mob. & Drilling	20	560	11200
		Associate Engineer	20	210	4200
5	CPT Testing	Drill Rig Mob. & Drilling	10	760	7600
		Associate Engineer	10	210	2100
6	Percolation Testing (Three Locations)	Staff Engineer	24	170	4080
		Materials			2000
7	Laboratory Analysis	Lump Sum			3500
8	Engineering Analysis & Drafting	Associate Engineer	8	210	1680
		Staff Engineer	16	170	2720
9	Report Preparation	Principal Engineer	8	220	1760
		Associate Engineer	16	210	3360
10	Post Report Plan Review	Principal Engineer	8	220	1760
Total Cost of Professional Services					\$51,000.00

Based on the work scope outlined above and our understanding of the project objectives, we estimate our fee to perform the geotechnical services described in Tasks 1 through 8, inclusive, to be Fifty-One Thousand Dollars, (\$51,000.00), unless additional services are authorized in writing.

SCHEDULE

We are prepared to commence work immediately upon your authorization. We anticipate our tasks to be completed within the following time frames:

- Project Coordination/Utility Locating 2 weeks
- Drilling and Laboratory Testing 6 weeks
- Engineering Analysis and Report Preparation 4 weeks

We therefore estimate the work scope proposed herein can be completed within 12 weeks from your authorization to proceed, site access, scheduling of exploration equipment, weather and laboratory analysis permitting. Preliminary geotechnical design criteria can be provided to the design team during the course of our investigation.

SITE DISTURBANCE

In performing this work, a certain level of site disturbance may be unavoidable. We will take care to limit any site disturbance associated with field operations; however, a reasonable level of disturbance should be expected. We



will backfill our boreholes to the ground surface with the drilling spoils but some settling may occur. It must be understood that some amount of post-investigation maintenance or repair on your part may be required. Any improvements or items of importance that should be avoided during our field investigation should be brought to our attention prior to the scheduled drill date.

AUTHORIZATION

To authorize our firm to provide these services, please send an agreement for professional services and authorization to proceed to our office as soon as possible.

Pacific Crest Engineering Inc. appreciates the opportunity to provide our services and would be pleased to answer any questions you may have about our proposed scope of work and fee. We can be reached at (831) 722-9446.

Sincerely,

PACIFIC CREST ENGINEERING INC.



Chris Johnson, PE
Principal Civil Engineer
CE 82630, Expires 9/30/24





SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: May 8, 2024
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: Administrative Report – May 2024

Administration

- The District is planning to replace its current Report Management Software (RMS) system, as the current vendor's service will become obsolete by the end of the year. The District is considering three RMS systems, namely First Due, ESO, and Fireworks. In addition, the District is collaborating with neighboring agencies to better align and potentially share some cost savings.
- Hosted Office Supervisor / Administrative Analyst first round interviews. Of the twenty-two interviews, three candidates have been moved forward to a final interview.

Operations

- On April 2nd, 2024, the A-Shift responded to a structure fire that occurred in the 200 block of Nelson Road. Initially reported as a wildland fire in the Mission Springs area, the incident was later identified to be a fully involved structure fire located off a long driveway on Nelson Road. Unfortunately, the occupant of the home was unable to escape and remained inside the dwelling. The fire was extinguished quickly with assistance from Santa Cruz City Fire, Cal Fire, Zayante Fire, and Felton Fire. The operation continued overnight as the team worked diligently to contain the fire and secure the scene. Crews worked tirelessly with the Santa Cruz Sheriff's Office Coroner and CSI the next day to recover the occupant's body.
- There has been a rise in the number of vehicle crashes on Southbound Highway 17 near the Sims off-ramp. The California Highway Patrol (CHP) has reported that the road surface is deteriorating and there is water seeping up from beneath the surface. These factors, coupled with increased speeds in the area, have been the primary causes of the numerous collisions. To address this problem, the California Department of Transportation (CALTRANS) is planning to undertake a resurfacing project in the area this spring.

Training

- Engineer Paramedic Rothweiler has completed his Acting Captain Training and is now qualified as an Acting Captain for the District.

EMS

- The County EMS ALS scope has been updated with the addition of a new medication, Ketorolac, which is commonly known as Toradol. This medication has been approved to treat minor traumatic and non-traumatic pain. It is a non-steroidal anti-inflammatory drug (NSAID) that works by blocking the production of certain natural substances in the body that cause inflammation. Toradol will be administered by trained medical professionals and is expected to provide relief for patients experiencing mild to moderate pain. Its addition to the EMS protocol is part of ongoing efforts to improve patient care and ensure the most effective treatment options are available to EMS personnel.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Fire Prevention / Community Risk Reduction

- Four construction inspections, 1 state licensing inspection, 6 state mandated inspections, 65 annual inspections, 15 annual re-inspections, 2 complaint follow-ups and 5 defensible space inspections were completed.
- Six construction plan reviews and 1 residential fire sprinkler plan review were completed in-house.
- Deputy Fire Marshal Johnson from UCSC Fire shadowed Deputy Fire Marshal Collins in order to complete her task book
- Deputy Fire Marshal Collins and Chief Correira toured a parcel owned by the Resource Conservation District of Santa Cruz along Bean Creek Rd. They are planning some wildfire mitigation efforts and were consulting with the District on the their plan as this area is in the local responsibility area (LRA).

Chief Report

- Attended two (2) meetings with the Felton Fire Protection Board of Directors to discuss providing executive leadership and other services.
- Attended the District Council Meeting with the San Lorenzo Valley Fire Chiefs.
- Hosted a joint labor management (JLM) meeting with the IAFF 3577 representatives to discuss areas of mutual interest.
- Met with RRM Designs to discuss civil engineering for the La Madrona Fire Station Site. This was to confirm the site design aligns with the water district pump station plan.
- Met with the Water District Representatives to discuss the final items for the pump station real estate agreement.
- Attended the EMSIA and SC County Fire Chiefs Meeting
- Attended the Next Generation Public Safety Radio System Finance Committee meeting. Also attended a political strategy meeting to discuss federal and state funding option that can support this project.
- The Executive Leadership Team completed 2024/25 Preliminary Budget Planning and recommendations to the Chief and Board.
- Attended the Fire District Association of California (FDAC) conference in Monterey.
- Researched options for the Fire Station Site and location of Fire Administration
- Attended California Paid Leave Law training through the Society of Human Resource Managers
- Kicked off Impact Fee study with NBS. Staff will be gathering data to support this effort.

Scotts Valley Fire Protection District

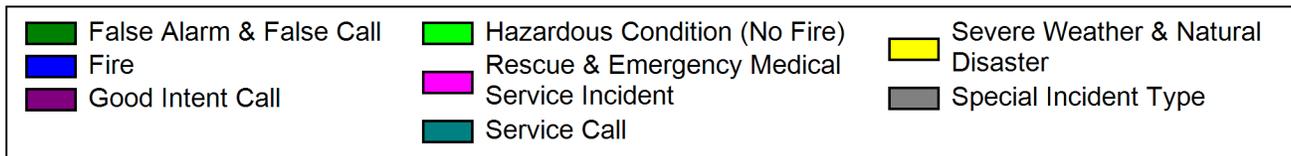
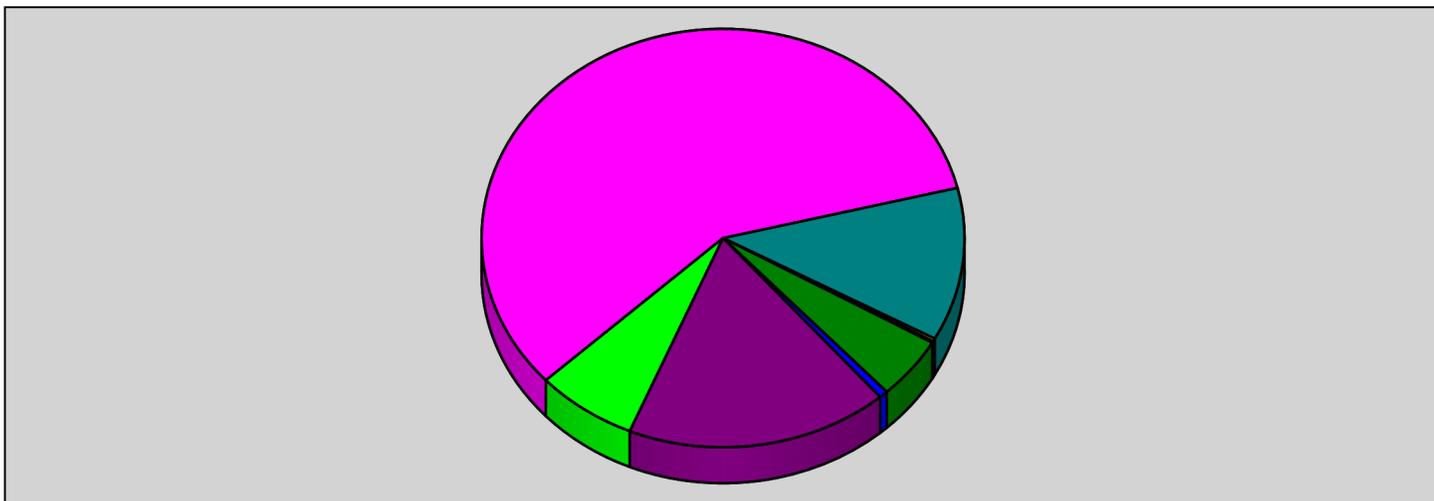
Scotts Valley, CA

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Major Incident Types by Month for Date Range

Start Date: 01/01/2024 | End Date: 04/30/2024



INCIDENT TYPE	JAN	FEB	MAR	APR	TOTAL
False Alarm & False Call	13	11	7	10	41
Fire	1	2		2	5
Good Intent Call	34	43	41	32	150
Hazardous Condition (No Fire)	11	33	12	2	58
Rescue & Emergency Medical Service Incident	126	124	134	111	495
Service Call	35	27	15	24	101
Severe Weather & Natural Disaster		2			2
Special Incident Type				1	1
Total	220	242	209	182	853

Only REVIEWED incidents included



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Scotts Valley Fire Protection District

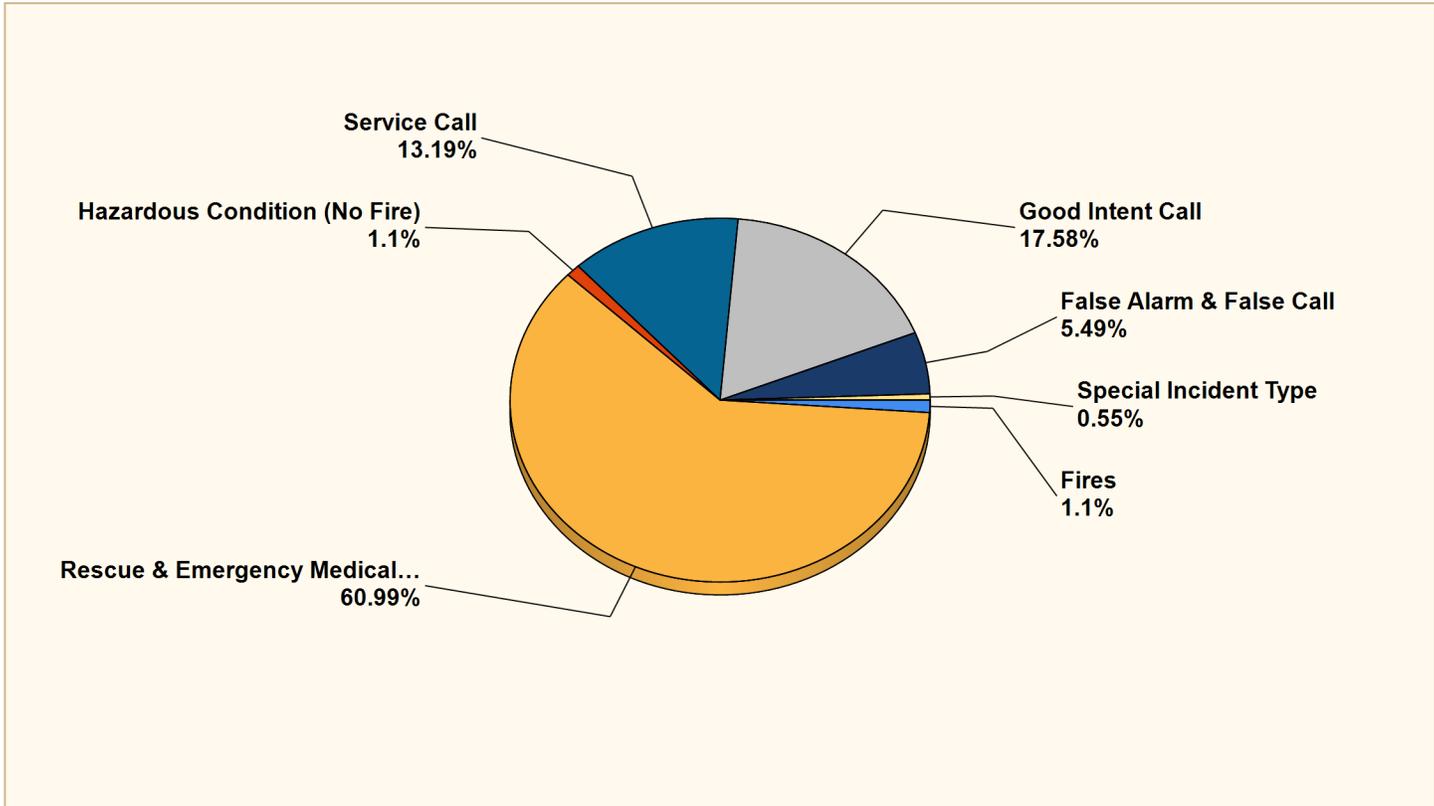
Scotts Valley, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.1%
Rescue & Emergency Medical Service	111	60.99%
Hazardous Condition (No Fire)	2	1.1%
Service Call	24	13.19%
Good Intent Call	32	17.58%
False Alarm & False Call	10	5.49%
Special Incident Type	1	0.55%
TOTAL	182	100%

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



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.55%
131 - Passenger vehicle fire	1	0.55%
321 - EMS call, excluding vehicle accident with injury	99	54.4%
322 - Motor vehicle accident with injuries	8	4.4%
324 - Motor vehicle accident with no injuries.	4	2.2%
422 - Chemical spill or leak	1	0.55%
444 - Power line down	1	0.55%
500 - Service Call, other	2	1.1%
510 - Person in distress, other	1	0.55%
550 - Public service assistance, other	1	0.55%
551 - Assist police or other governmental agency	1	0.55%
553 - Public service	8	4.4%
554 - Assist invalid	11	6.04%
600 - Good intent call, other	3	1.65%
611 - Dispatched & cancelled en route	23	12.64%
622 - No incident found on arrival at dispatch address	6	3.3%
700 - False alarm or false call, other	3	1.65%
710 - Malicious, mischievous false call, other	1	0.55%
714 - Central station, malicious false alarm	2	1.1%
736 - CO detector activation due to malfunction	1	0.55%
741 - Sprinkler activation, no fire - unintentional	1	0.55%
743 - Smoke detector activation, no fire - unintentional	1	0.55%
745 - Alarm system activation, no fire - unintentional	1	0.55%
900 - Special type of incident, other	1	0.55%
TOTAL INCIDENTS:	182	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

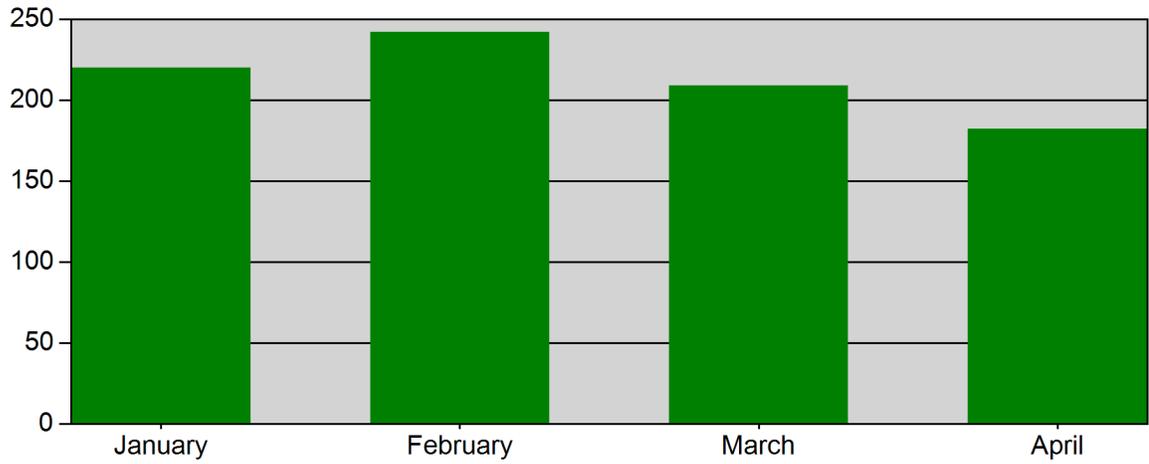
Scotts Valley, CA

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Incidents by Month for Month Range

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



MONTH	INCIDENTS
January	220
February	242
March	209
April	182

Only REVIEWED incidents included



April 8-24

Fire Chief, Scotts Valley Fire

Cc: Erin Collins

I wanted to commend Erin Collins, Deputy Fire Marshall, for her consistent and proactive help with my issue on Weston ridge road. Although laws are not in place to clear undeveloped land, which borders my land, she did her utmost to help me work with the owners to assess their property.

It is wonderful to have someone as responsive and caring as Erin on your staff.

She is professional, knowledgeable, a real asset to the community.

Thank you.

Marti Answorth
Tom Reilly

From: Becky Steinbruner <ki6tkb@yahoo.com> on behalf of Becky Steinbruner
Sent: Wednesday, May 1, 2024 11:19 AM
To: Alicia Walton; Mark Correira; Joe Parker
Cc: Joe Serrano; Becky Steinbruner
Subject: Please Request LAFCO Assistance Sharing Costs of Transition to District-Based Scotts Valley Fire Protection District Board Elections

Dear Scotts Valley Fire Protection District Board of Directors,
I am writing to request that your Board issue a letter to Santa Cruz County LAFCO, requesting funding assistance for the costs inherent in transitioning from at-large Board elections to district-based elections of Board members. Please place this request on your May 8, 2024 Board agenda for discussion and action.

I am willing to issue a second 45-day "Safe Harbor" notice delaying the impending legal action against your District, contingent upon your Board's action to discuss sending a request for funding assistance to LAFCO at your May 8, 2024 Board meeting.

On March 22, 2024, I met with District President Parker and Chief Correira to discuss possible resolution of my multiple requests made on behalf of the former Branciforte Fire District residents that the Scotts Valley Fire Protection District Board elections transition to district-based elections. Mr. Parker informed me that the District has no money budgeted for the costs that would be incurred with such a transition, but that money could be allocated for a demographer in the 2024-2025 Budget hearings.

On April 19, 2024, I wrote to Mr. Joe Serrano, Director of Santa Cruz County LAFCO, to inquire if he would consider requesting funds in the 2024-2025 LAFCO Final Budget to be allocated for professional services to assist Scotts Valley Fire Protection District in necessary studies and process for transition to district-based elections.

On May 1, 2024, I testified before the LAFCO and made the same request, reasoning that the reorganization dissolving Branciforte Fire District and annexation to Scotts Valley Fire Protection District was spurred by LAFCO, and funded to a large extent by LAFCO. Scotts Valley Fire Protection District has taken on great burden by accepting the Branciforte Fire District business, staff and assets, and therefore it is only reasonable that LAFCO financially support your district-based Board elections to support equitable representation.

The Commission was not agreeable to a citizen request for funding direction.

However, the LAFCO recently set a precedent when they agreed to help the City of Capitola fund studies, upon the City's request, related to actions the Commission requested the City do but the City needed additional funding to accomplish the work.

Therefore, I hereby ask and recommend that your Board send a letter to Santa Cruz County LAFCO requesting funding assistance for the cost of a consultant that will transition the Scotts Valley Fire Protection District Board of Director elections to district-based elections for equitable representation throughout your expanded District.

Time is of the essence.

Your Board must approve a preliminary 2024-2025 Budget by June 30, 2024. Also, I am preparing to pursue legal action with support of residents within Scotts Valley Fire Protection District, that will bring to the Court the request under the California Voting Rights Act that your District transition from at-large Board elections to district-based elections.

On January 2, 2024, I sent your Board a certified letter issuing a 45-day "Safe Harbor" notice that expired on February 9, 2024. I am willing to issue a second 45-day "Safe Harbor" notice, contingent upon your Board's action to send a request for funding assistance to LAFCO at your May 8, 2024 Board meeting, and budgeting funding for the district-based Board election transition to occur in 2024-2025 fiscal year..

Your request for funding would likely be considered by LAFCO at the June 5, 2024 meeting, timely for your District's consideration at your June 12, 2024 meeting and preliminary Budget approval by June 30, 2024.

The California legislature passed by Assembly Bill 350, Section 10010 of the elections code was amended to provide a 45-day "safe harbor" limit after the receipt of a letter from potential plaintiffs in California Voting Rights Act (CVRA) cases.

The amendment took effect on January 1, 2017, and prevents lawsuits during the 45-day period. If the Scotts Valley Fire Protection District makes legal moves towards district elections during that 45-day period, it cannot be sued for an additional 90 days after it makes a legal declaration.

The Scotts Valley Fire Protection District must then hold at least two public hearings on the matter within 30 days. The amendments to section 10010 also put a limit of \$30,000 on the amount the District must pay to potential litigants if the District moves to district elections within the 90 day period.

If legal action does occur, Santa Cruz County LAFCO will and must be named as a Real Party in Interest in the matter under California Civil Procedure 367, thereby also incurring legal expenses.

The approved minutes of your July 12, 2023 District Board meeting recognized that "The District Plan for Services states that SVFPD will consider District based elections in the future." (page 3, Item #9) <https://www.scottsvallyfire.com/wp-content/uploads/2023/08/7-12-2023-Minutes.pdf>

That future time is now, and I request your Board move forward with district-based elections, beginning by requesting at your May 8, 2024 meeting that LAFCO help fund the progressive and equitable action.

Sincerely,
Becky Steinbruner