



**Board of Directors
Regular Meeting Agenda
Wednesday, December 11, 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 Correira, Board Secretary, for immediate consideration.

Teleconferencing Notice

Director Weaver will be joining the meeting via teleconference from the following location:
6003 Webster Way, Waxham, North Carolina 28173

1. Opening Business

- 1.1 Call to Order
- 1.2 Pledge of Allegiance and Moment of Silence
- 1.3 Special Set Matter: Certificate of Election and Administration of Oath of Office for Elected Directors Daron Pisciotta, Mike Weaver, and Ron Whittle to Four-Year Terms.
- 1.4 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 November 13, 2024

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

Payroll and Benefits:	\$ 555,388.75
General Fund:	\$ 108,106.32
Capital Outlay:	\$ 117,997.09
SCHMIT:	\$ <u>76.02</u>
TOTAL:	\$ 781,568.18

4.3 Adopt Regular Board Meeting Dates for 2025

4.4 Approve New Policy 809: Recognition and Awards

4.5 Approve New Policy 1205: Ergonomics Safety Plan

4.6 Approve Side Letter with IAFF Local 3577- ETO Funds

4.7 Adopt Resolution 2024-14: Resolution Authorizing the Lease of District Property Located on Santa Cruz County Assessor Parcel No. 093-151-06 and Exempting Such Lease From the California Surplus Land Act

4.8 Approve Marywood Lease Agreement

5. Discussion Items

5.1 Reorganization Feasibility Study

6. Action Items- Discussion/Action

6.1 Approve Revised Policy 1500: Hiring Practices

6.2 Shared Fire Marshal Services with Central Fire

6.3 Side Letter with IAFF 3577- Deputy Fire Marshal Pay

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 Letter from LAFCO regarding upcoming vacancies for two Special District seats

8.2 Thank you card from Irene Bustichi and Family

9. Request for Future Agenda Items

10. Adjournment

Next Regularly Scheduled Board Meeting: Wednesday, January 8, 2025 at 6:00 p.m.



MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF November 13, 2024

1. Opening Business

1.1 Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, November 13, 2024 at the City of Scotts Valley Council Chambers. President Parker called the meeting to order at 6:01 p.m.

1.2 Pledge of Allegiance and Moment of Silence

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

1.3 Roll Call

Director(s) Present:	President Joe Parker (JP) Vice President Adam Cosner (AC) Director Philip Hover-Smoot (PHS) Director Kris Hurst (KH) Director Daron Pisciotta (DP)
Director(s) Virtual at Alternate Location:	N/A
Director(s) Absent:	N/A
Fire District Staff:	Chief Correira Battalion Chiefs LoFranco, McNeil, and Stubendorff Administrative Services Manager Rodriguez

2. Special Presentations

2.1 Presentation to Joe Parker for his public service as a Board of Director

Chief Correira recognized Director Parker for his dedicated service to the Board, noting his over 40 years in the fire service and his tenure on the Board from 2018 to 2024. He highlighted Parker's roles on the Finance and Personnel Committees, his work as a co-negotiator for the current MOUs, and his service as Board President in 2021 and 2024. Chief Correira presented Director Parker with a plaque in appreciation of his public service.

Director Parker expressed gratitude for the opportunity to serve the District and work with his colleagues.



3. Public Comment (GC §54954.3)

- No public comment.

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

- The Closed Session for this meeting was removed.

5. Consent Calendar

5.1 Minutes: Approve Regular Board Meeting Minutes of October 9, 2024

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

Payroll and Benefits:	\$ 799,163.12
General Fund:	\$ 64,092.40
Capital Outlay:	\$ 37,423.00
SCHMIT:	\$ 4,419.01
TOTAL:	\$ 905,097.53

5.3 Accept and File the SVFPD Financial Audit for 2023-2024 Fiscal Year Ending June 30, 2024

5.4 Accept and File the Branciforte Fire Protection District Financial Audit for 2023-2024 Fiscal Year Ending December 10, 2023

5.5 Accept the CERBT and CEPPT Account Update Summary as of September 30, 2024

Board Comment/Questions: None

Public Comment: None

Motion to approve Consent Calendar Items 5.1-5.5 as presented was made by Director Cosner, seconded by Director Hurst, and approved unanimously by voice vote, with 5 ayes.

6. Discussion Items

6.1 Marywood Property Lease

Chief Correira provided the Board with an update on activities related to the Marywood Property Lease. The Marywood property, located on Glenwood Way, has been leased for over 20 years. Mr. Clayton, the current tenant, notified the District that he plans to end the lease on December 1st. He also mentioned that Susie Powers, who runs a nonprofit called The Pony People, is interested in leasing the property. The nonprofit works with disabled and foster children, providing them with the opportunity to interact with and care for ponies.



Staff consulted with legal counsel, who recommended considering a term-limited lease rather than an evergreen lease. Ms. Powers is interested in a 5-year lease. The Finance Committee has reviewed the proposal and recommends working with Ms. Powers to draft a 5-year lease for Board consideration.

The Board agreed to have staff move forward with drafting a lease agreement with Ms. Powers and will review it at a future meeting for approval.

6.2 La Madrona Fire Station Planning

Chief Correira reported that Measure S, with 12,000 votes counted, has 61.54% support, but the district is trailing by 612 votes and it is unlikely to pass. Proposition 5, which aimed to lower the approval threshold, is also likely to fail. The marketing firm, Tripepi Smith, noted that similar outcomes were seen statewide, likely due to the number of items on the ballot rather than a lack of support for the fire station.

With the measure not expected to pass, Chief Correira suggested exploring next steps, including short- and long-term solutions, and noted that two new board members will join next month to contribute to the discussion.

Director Pisciotta suggested exploring lease revenue bonds as a potential financing option, sharing a 2017 document for reference.

Director Parker suggested revisiting a previous option to improve conditions at the headquarters station, potentially making it seismically safe and considering the sale of the La Madrona property as part of the plan.

Director Hurst emphasized the importance of addressing the seismic safety issues at the fire station promptly and suggested prioritizing the matter in January, either through an ad hoc or larger committee, to ensure personnel understand that a solution will be pursued despite Measure S not passing.

Chief Correira stated that staff has paused work with the design company and a press release focusing on firefighter safety will be issued the following day. He also noted media inquiries and the Board's consensus to revisit the topic in January to prioritize firefighter safety.

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

7.1 Board of Directors Report – Directors

- None



7.2 Administrative Report – Chief Officers

Chief Correira provided the following updates:

Missing Fire Helmet:

A fire helmet of one of our staff fell off a fire apparatus. The helmet has not yet been located.

Ambulance Transport Staffing Issues:

There is an ongoing issue with AMR ambulance staffing. Chief Correira and Battalion Chief Stubendorff are working on a strategy to address AMR's challenge to staff vehicles, which has impacted fire services by requiring paramedics to be reassigned from engines to ambulance units. The situation is being monitored, and further action may be needed.

Schmidt Team Program:

The department is considering two options: transferring management of the program to the county or exploring alternative hazardous materials response options in Santa Cruz County. Research and brainstorming are still in the early stages, and the Board will be kept apprised of developments.

Workers' Compensation Program:

The department is reviewing its workers' compensation program. After meeting with several vendors and consulting with the SCCFAIG group, the possibility of switching to a new provider is being explored. The goal is to achieve cost savings for the district.

Congratulations to Newly Elected Directors:

Chief Correira congratulated Director Pisciotta on his re-election to the Board, as well as Mike Weaver and Ron Whittle on their election.

Thanks to Director Hover-Smoot:

Chief Correira thanked Director Hover-Smoot for his valuable contributions and perspective during his time on the Board.

Battalion Chief LoFranco provided the following update:

Training Update:

Last month, personnel participated in a live fire vegetation management exercise at Butano State Park, hosted by Cal Fire, which helped finalize engine boss task books for additional crew members. He thanked State Parks and Cal Fire for the opportunity.

Battalion Chief Stubendorff provided the following update:

Status of Fire Season:

Fire season is not officially over, but recent rain and cooler weather signal its end. District crews responded to two significant October fires, including the Summit Fire, where they were first on scene. Burn season may begin December 1.

Administrative Services Manager Rodriguez provided the following update:

CalPERS Conference:

CalPERS Educational Forum was attended in October by administrative staff, gaining updates on health, retirement, and pensions.



8. Correspondence

8.1 Letter request from Colly Gruczelak, President of Damien's Ladder

Chief Correira discussed potential collaboration with Damien's Ladder to support the Falls Prevention Program and provide home safety equipment for seniors. The organization also expressed interest in partnering on the chipping program for low-income housing. The district's donation account, could help fund these efforts. The district will keep the Board updated should the partnership move forward.

The Board received and filed the correspondence.

9. Request for Future Agenda Items

- None

10. Adjournment

The meeting was adjourned at 6:30 p.m.

Attest _____
Adam Cosner
Board Vice President (Acting President)

Mark Correira
Board Secretary

Scotts Valley Fire Protection District (SVFPD)

Date: December 11, 2024
To: Board of Directors
From: SVFPD
Subject: Approve Claim Disbursements

SVFPD Claims have been approved for payment out of SVFPD Funds totaling \$ 781,568.18

These payments have been approved by the Board of Directors during their meeting on December 11, 2024

November 2024/2025 F.Y.

685010- Payroll and Benefits:	\$ 555,388.75
685010- General Fund:	\$ 108,106.32
685030- Capital Outlay:	\$ 117,997.09
685040- SCHMIT:	\$ 76.02

ATTEST _____
Adam Cosner
Board Vice President

Mark Correia
Board Secretary

Actual Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object
 Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685020, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 50 – SALARIES AND EMPLOYEE BENEF												
Object: 51000 – REGULAR PAY-PERMANENT												
2025	05	11/13/2024	PAYPERIOD 23		Expenditures	685010	50	51000	-153,264.03	PAYPERIOD 23PAYDATE 11152024		
2025	05	11/25/2024	PAYPERIOD 24		Expenditures	685010	50	51000	-153,282.63	PAYPERIOD 24PAYDATE 11272024		
Total 51000 – REGULAR PAY-PERMANENT									-306,546.66			
Object: 51005 – OVERTIME PAY-PERMANENT												
2025	05	11/13/2024	PAYPERIOD 23		Expenditures	685010	50	51005	-20,612.02	PAYPERIOD 23PAYDATE 11152024		
2025	05	11/25/2024	PAYPERIOD 24		Expenditures	685010	50	51005	-28,895.88	PAYPERIOD 24PAYDATE 11272024		
Total 51005 – OVERTIME PAY-PERMANENT									-49,507.90			
Object: 51010 – REGULAR PAY-EXTRA HELP												
2025	05	11/25/2024	PAYPERIOD 24		Expenditures	685010	50	51010	-2,264.48	PAYPERIOD 24PAYDATE 11272024		
Total 51010 – REGULAR PAY-EXTRA HELP									-2,264.48			
Object: 51035 – HOLIDAY PAY												
2025	05	11/13/2024	PAYPERIOD 23		Expenditures	685010	50	51035	-12,754.29	PAYPERIOD 23PAYDATE 11152024		
2025	05	11/25/2024	PAYPERIOD 24		Expenditures	685010	50	51035	-12,775.45	PAYPERIOD 24PAYDATE 11272024		
Total 51035 – HOLIDAY PAY									-25,529.74			
Object: 51040 – DIFFERENTIAL PAY												
2025	05	11/13/2024	PAYPERIOD 23		Expenditures	685010	50	51040	-7,729.54	PAYPERIOD 23PAYDATE 11152024		
2025	05	11/25/2024	PAYPERIOD 24		Expenditures	685010	50	51040	-7,729.54	PAYPERIOD 24PAYDATE 11272024		
Total 51040 – DIFFERENTIAL PAY									-15,459.08			
Object: 52010 – OASDI-SOCIAL SECURITY												
2025	05	11/13/2024	PAYPERIOD 23		Expenditures	685010	50	52010	-2,855.14	PAYPERIOD 23PAYDATE 11152024		
2025	05	11/25/2024	PAYPERIOD 24		Expenditures	685010	50	52010	-3,141.26	PAYPERIOD 24PAYDATE 11272024		
Total 52010 – OASDI-SOCIAL SECURITY									-5,996.40			
Object: 52015 – PERS												
2025	05	11/13/2024	PAYPERIOD 23		Expenditures	685010	50	52015	-31,339.69	PAYPERIOD 23PAYDATE 11152024		
2025	05	11/25/2024	PAYPERIOD 24		Expenditures	685010	50	52015	-31,713.55	PAYPERIOD 24PAYDATE 11272024		
Total 52015 – PERS									-63,053.24			
Object: 53010 – EMPLOYEE INSURANCE & BENEFITS												
2025	05	11/01/2024	1124		Expenditures	685010	50	53010	-1,472.62	BIDDLE, MIKE SVFD Health Ins.-	V105980	80073901
2025	05	11/01/2024	1124SVFD		Expenditures	685010	50	53010	-703.45	LOFRANCO, SAL SVFD Health Ins.	V105221	80073902
2025	05	11/01/2024	1124SVFD		Expenditures	685010	50	53010	-843.00	THEILEN, LOTHAR SVFD Health In	V117701	80073906
2025	05	11/01/2024	1124SVFD		Expenditures	685010	50	53010	-444.55	RONZANO, CHRIST SVFD Health In	V111324	80073905
2025	05	11/01/2024	1124SVFD		Expenditures	685010	50	53010	-432.63	PHINN, MIKE SVFD Health Ins.-	V103782	80073904
2025	05	11/01/2024	1124SVFD		Expenditures	685010	50	53010	-705.06	WHITTLE, RON SVFD Health Ins.-	V102822	80073909
2025	05	11/01/2024	1124SVFD		Expenditures	685010	50	53010	-794.44	VANDERVOORT, GR SVFD Health In	V122411	80073907
2025	05	11/01/2024	1124SVFD		Expenditures	685010	50	53010	-739.30	MCMURRY, MICHAEL SVFD Health In	V105430	80073903
2025	05	11/01/2024	1124SVFD		Expenditures	685010	50	53010	-772.82	WALTON, ALICIA SVFD Health Ins	V119128	80073908
2025	05	11/08/2024	NOV24HLTH		Expenditures	685010	50	53010	-70,601.83	SV FIRE NOV 2024	V116512	16433
2025	05	11/12/2024	1124SVFD		Expenditures	685010	50	53010	-5,078.93	HEALTH CARE EMP SVFD Group 367	V108670	00471911
2025	05	11/13/2024	PAYPERIOD 23		Expenditures	685010	50	53010	988.79	PAYPERIOD 23PAYDATE 11152024		
2025	05	11/13/2024	PAYPERIOD 23		Expenditures	685010	50	53010	-1,250.00	PAYPERIOD 23PAYDATE 11152024		
2025	05	11/14/2024	DU110869	DU110869	Expenditures	685010	50	53010	137.94	S.Kovacs Dec24 Dental	C99999	
2025	05	11/14/2024	DU110869	DU110869	Expenditures	685010	50	53010	48.56	D.Lipkowitz Nov24 DentalCK#812	C99999	
2025	05	11/14/2024	DU110869	DU110869	Expenditures	685010	50	53010	48.56	M.Pasquini Nov24 DentalCK#1118	C99999	
2025	05	11/14/2024	DU110869	DU110869	Expenditures	685010	50	53010	91.85	H.Bustichi Nov24 DentalCK#4093	C99999	
2025	05	11/14/2024	DU110869	DU110869	Expenditures	685010	50	53010	48.56	S.Downey Nov24 Dental CK#2408	C99999	
2025	05	11/26/2024	DU111209	DU111209	Expenditures	685010	50	53010	48.56	M.Marsano Dental Ins. R#4226	C99999	
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-82,425.81			
Object: 53015 – UNEMPLOYMENT INSURANCE												
2025	05	11/25/2024	PAYPERIOD 24		Expenditures	685010	50	53015	-36.22	PAYPERIOD 24PAYDATE 11272024		
Total 53015 – UNEMPLOYMENT INSURANCE									-36.22			
Object: 55021 – OTHER BENEFITS MISC												
2025	05	11/13/2024	PAYPERIOD 23		Expenditures	685010	50	55021	-2,284.61	PAYPERIOD 23PAYDATE 11152024		

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, 685020, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 50 – SALARIES AND EMPLOYEE BENEF												
Object: 55021 – OTHER BENEFITS MISC												
2025	05	11/25/2024	PAYPERIOD 24		Expenditures	685010	50	55021	-2,284.61	PAYPERIOD 24PAYDATE 11272024		
Total 55021 – OTHER BENEFITS MISC									-4,569.22			
Total 50 – SALARIES AND EMPLOYEE BENEF									-555,388.75			
Character: 60 – SERVICES AND SUPPLIES												
Object: 61110 – CLOTHING & PERSONAL SUPPLIES												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	61110	-1,575.14	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-1,575.14			
Object: 61221 – TELEPHONE-NON TELECOM 1099												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	61221	-2,166.44	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
Total 61221 – TELEPHONE-NON TELECOM 1099									-2,166.44			
Object: 61310 – FOOD												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	61310	-171.58	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
2025	05	11/14/2024	DU110869	DU110869	Expenditures	685010	60	61310	171.88	ST Meal Reimb. R#4218	C99999	
Total 61310 – FOOD									0.30			
Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	61425	-463.27	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
2025	05	11/12/2024	1124SVFD4		Expenditures	685010	60	61425	-61.39	SCARBOROUGH LUM SVFD Acct 1169	V1233	80074192
2025	05	11/25/2024	278775		Expenditures	685010	60	61425	-83.11	MID VALLEY SUPP SVFD	V481	00473331
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-607.77			
Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	61720	-270.85	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
2025	05	11/21/2024	1124SVFD1		Expenditures	685010	60	61720	-3,150.00	ABBOTT, JOHN M SVFD	V121694	00472752
2025	05	11/21/2024	1124SVFD2		Expenditures	685010	60	61720	-1,600.00	ABBOTT, JOHN M SVFD	V121694	00472752
2025	05	11/21/2024	1124SVFD3		Expenditures	685010	60	61720	-1,600.00	ABBOTT, JOHN M SVFD	V121694	00472752
2025	05	11/25/2024	241171140		Expenditures	685010	60	61720	-6,183.99	CUMMINS INC SVFD	V46562	00473328
2025	05	11/25/2024	CI048076		Expenditures	685010	60	61720	-3,628.91	GOLDEN STATE EM SVFD PIE-0143	V129826	00473330
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-16,433.75			
Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES												
2025	05	11/12/2024	16082		Expenditures	685010	60	61725	-1,217.30	PAGODA TECHNOLO SVFD	V125184	80074200
2025	05	11/12/2024	16175		Expenditures	685010	60	61725	-2,043.67	PAGODA TECHNOLO SVFD	V125184	80074200
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-3,260.97			
Object: 61730 – MAINT-OTH EQUIP-SERVICES												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	61730	-142.60	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
2025	05	11/12/2024	1124SVFD3		Expenditures	685010	60	61730	-30.72	SCARBOROUGH LUM SVFD Acct 1169	V1233	80074192
2025	05	11/12/2024	960372		Expenditures	685010	60	61730	-210.00	REEDER, STEPHEN SVFD	V109597	00471914
Total 61730 – MAINT-OTH EQUIP-SERVICES									-383.32			
Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	61845	-527.94	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
2025	05	11/12/2024	1124SVFD1		Expenditures	685010	60	61845	-152.28	SCARBOROUGH LUM SVFD Acct 1169	V1233	80074192
2025	05	11/12/2024	4852		Expenditures	685010	60	61845	-411.80	R & S ERECTION SVFD	V112584	00471913
2025	05	11/12/2024	69549681		Expenditures	685010	60	61845	-110.00	WESTERN EXTERMI SVFD 868063	V15766	00471915
2025	05	11/12/2024	69549793		Expenditures	685010	60	61845	-110.00	WESTERN EXTERMI SVFD 868063	V15766	00471915
2025	05	11/12/2024	69550284		Expenditures	685010	60	61845	-110.00	WESTERN EXTERMI SVFD 868063	V15766	00471915
2025	05	11/21/2024	261767		Expenditures	685010	60	61845	-249.00	BELLOWS PLUMBING SVFD 112451	V128615	00472753
2025	05	11/25/2024	70010283		Expenditures	685010	60	61845	-110.00	WESTERN EXTERMI SVFD	V15766	00473332
2025	05	11/25/2024	70010284		Expenditures	685010	60	61845	-110.00	WESTERN EXTERMI SVFD	V15766	00473332
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-1,891.02			
Object: 61920 – MEDICAL, DENTAL & LAB SUPPLIES												
2025	05	11/21/2024	85553725		Expenditures	685010	60	61920	-869.20	BOUND TREE MEDI SVFD	V12149	00472754
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-869.20			
Object: 62020 – MEMBERSHIPS												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	62020	-279.00	U S BANK CORPOR SVFD 4246-0445	V992019	80074153

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, 685020, 685030, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 60 – SERVICES AND SUPPLIES												
Object: 62020 – MEMBERSHIPS												
2025	05	11/12/2024	1124SVFD		Expenditures	685010	60	62020	-5,569.67	CALIFORNIA SPEC SVFD 380 SVFD	V123263	00471909
2025	05	11/21/2024	000281021		Expenditures	685010	60	62020	-216.67	INTERNATIONAL A SVFD 000281021	V42190	00472755
Total 62020 – MEMBERSHIPS									-6,065.34			
Object: 62219 – PC SOFTWARE PURCHASES												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	62219	-91.50	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
Total 62219 – PC SOFTWARE PURCHASES									-91.50			
Object: 62223 – SUPPLIES												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	62223	-309.37	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
Total 62223 – SUPPLIES									-309.37			
Object: 62301 – ACCOUNTING AND AUDITING FEES												
2025	05	11/12/2024	1490		Expenditures	685010	60	62301	-7,475.00	PEHLING & PEHLI SVFD	V128403	80074214
Total 62301 – ACCOUNTING AND AUDITING FEES									-7,475.00			
Object: 62367 – MEDICAL SERVICES-OTHER												
2025	05	11/12/2024	241025		Expenditures	685010	60	62367	-5,610.00	BAYSPORT INC SVFD	V44180	00471908
2025	05	11/12/2024	241026		Expenditures	685010	60	62367	-2,720.00	BAYSPORT INC SVFD	V44180	00471908
2025	05	11/12/2024	241027		Expenditures	685010	60	62367	-15,990.00	BAYSPORT INC SVFD	V44180	00471908
Total 62367 – MEDICAL SERVICES-OTHER									-24,320.00			
Object: 62381 – PROF & SPECIAL SERV-OTHER												
2025	05	11/19/2024	203132		Expenditures	685010	60	62381	-210.00	CENTRAL COAST C SVFD	V15383	00472586
2025	05	11/19/2024	775658		Expenditures	685010	60	62381	-147.00	DEPT OF JUSTICE SVFD	V108459	00472487
2025	05	11/21/2024	294336		Expenditures	685010	60	62381	-187.50	VOYA RETIREMENT SVFD	V31933	00472685
2025	05	11/21/2024	58871		Expenditures	685010	60	62381	-1,775.00	CSG CONSULTANTS SVFD	V121100	80074614
2025	05	11/21/2024	8878		Expenditures	685010	60	62381	-6,400.00	REUBEN, DAVID P SVFD	V128713	80074612
2025	05	11/25/2024	731927		Expenditures	685010	60	62381	-10,143.01	ATKINSON ANDELS SVFD	V48005	00473327
2025	05	11/25/2024	732067		Expenditures	685010	60	62381	-7,368.38	ATKINSON ANDELS SVFD	V48005	00473327
Total 62381 – PROF & SPECIAL SERV-OTHER									-26,230.89			
Object: 62715 – SMALL TOOLS & INSTRUMENTS												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	62715	-318.97	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
2025	05	11/14/2024	DU110869	DU110869	Expenditures	685010	60	62715	1,580.50	B40 Refund CK LN Curtis	C99999	
2025	05	11/19/2024	260181		Expenditures	685010	60	62715	-2,077.57	ALLSTAR FIRE EQ SVFD	V116911	80074548
Total 62715 – SMALL TOOLS & INSTRUMENTS									-816.04			
Object: 62826 – EDUCATION AND/OR TRAINING												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	62826	-2,415.98	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
Total 62826 – EDUCATION AND/OR TRAINING									-2,415.98			
Object: 62888 – SPEC DIST EXP-SERVICES												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	62888	-1,633.72	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
Total 62888 – SPEC DIST EXP-SERVICES									-1,633.72			
Object: 62914 – EDUCATION & TRAINING(REPT)												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	62914	-2,412.95	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
2025	05	11/12/2024	1124SVFD2		Expenditures	685010	60	62914	-430.97	SCARBOROUGH LUM SVFD Acct 1169	V1233	80074192
2025	05	11/25/2024	2402-A		Expenditures	685010	60	62914	-74.00	EMT CERTIFICATI SVFD	V127457	00473329
2025	05	11/25/2024	2402-B		Expenditures	685010	60	62914	-200.00	COUNTY OF SANTA SVFD	V100280	00473255
Total 62914 – EDUCATION & TRAINING(REPT)									-3,117.92			
Object: 62920 – GAS, OIL, FUEL												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	62920	-154.36	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
2025	05	11/12/2024	855282		Expenditures	685010	60	62920	-1,850.37	WESTERN STATES SVFD	V39738	00471916
Total 62920 – GAS, OIL, FUEL									-2,004.73			
Object: 62930 – REGISTRATIONS (NON REPT)												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	62930	-1,785.00	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
Total 62930 – REGISTRATIONS (NON REPT)									-1,785.00			

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, 685020, 685030, 685040*]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure:	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC												
Character: 60 – SERVICES AND SUPPLIES												
Object: 63070 – UTILITIES												
2025	05	11/08/2024	1124SVFD		Expenditures	685010	60	63070	-4,653.52	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
Total 63070 – UTILITIES									-4,653.52			
Total 60 – SERVICES AND SUPPLIES									-108,106.32			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-663,495.07			

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, 685020, 685030, 685040*]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure:	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL												
Character: 60 – SERVICES AND SUPPLIES												
Object: 62381 – PROF & SPECIAL SERV-OTHER												
2025	05	11/12/2024	2024-400-1		Expenditures	685030	60	62381	-15,000.00	CAPITOL PUBLIC SVFD	V46379	00471910
2025	05	11/12/2024	202411-3595		Expenditures	685030	60	62381	-707.50	NBS GOVERNMENT SVFD	V33471	00471912
2025	05	11/21/2024	14305		Expenditures	685030	60	62381	-1,207.00	PACIFIC CREST E SVFD	V11635	80074611
2025	05	11/22/2024	23-002		Expenditures	685030	60	62381	-82,560.84	SANTA CRUZ COUN SVFD 23-002	V106952	00473053
2025	05	11/25/2024	3001021024		Expenditures	685030	60	62381	-18,521.75	RRM DESIGN GROU SVFD	V126553	80074740
Total 62381 – PROF & SPECIAL SERV-OTHER									-117,997.09			
Total 60 – SERVICES AND SUPPLIES									-117,997.09			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-117,997.09			

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, 685020, 685030, 685040*]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP												
Character: 60 – SERVICES AND SUPPLIES												
Object: 61221 – TELEPHONE-NON TELECOM 1099												
2025	05	11/08/2024	1124SVFD		Expenditures	685040	60	61221	-76.02	U S BANK CORPOR SVFD 4246-0445	V992019	80074153
Total 61221 – TELEPHONE-NON TELECOM 1099									-76.02			
Total 60 – SERVICES AND SUPPLIES									-76.02			
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP									-76.02			
									-781,568.18			



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Hon Board of Directors
FROM: Mark Correira, Fire Chief
DATE: December 11, 2024
RE: Board Memo 2024-38: Board Meeting Dates for 2025

Recommended Action:

Move to adopt proposed schedule for the 2025 Regular Board Meetings.

Background:

The following is a list of proposed Regular Board Meetings dates for 2024. The dates reflect the second Wednesday of the month per Board Policy 2100. The meetings are held at the Scotts Valley City Hall Chamber, 1 Civic Center Drive, Scotts Valley, CA 95066, unless otherwise noted below:

January 8	July 9
February 12	August 13
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10

Regular meetings are scheduled for 6:00 p.m. Special meetings can be added as necessary.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Honorable Board of Directors
FROM: Mark Correira, Fire Chief
DATE: December 11, 2024
RE: Board Memo 2024-32: Recognition and Awards Policy

Recommended Action:

Approve on Consent Agenda

Background:

The Scotts Valley Fire Protection District (SVFPD) recognizes its staff in many different ways including letters of commendation and/or appreciation. Additionally, the District annually honors an outstanding team member with the Fire District Employee of the Year award.

However, beyond these current areas of recognition, the District currently lacks a formalized standard or consistent approach to recognizing both staff and community members for their contributions.

To address this gap, Policy 809 was developed to establish a comprehensive framework for recognizing achievements and contributions in line with common practices in fire service and public safety. This policy outlines a standardized process for various forms of commendation and appreciation, including recognition of community members. The policy draws on best practices from commendation policies implemented by other fire agencies.

The proposed Policy 809 has undergone review by the Executive Leadership Team and representatives of Local 3577, International Association of Firefighters. Feedback from both groups has been incorporated to ensure alignment with organizational goals and labor considerations.

Committee Recommendation:

Move Policy 809 – Awards and Recognition to the Board’s Consent Agenda for approval.

Scotts Valley Fire Protection District	
POLICY: 809	SUBJECT: Recognition and Awards
DATE APPROVED:	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

Purpose:

To provide guidance to the Scotts Valley Fire Protection District (SVFPD) employees on the process for reporting, collecting, and evaluating the nominations for selected commendations and awards for District personnel and community members.

Policy:

It is the policy of the SVFPD to appropriately recognize District personnel for their actions on or off duty, as well as members of the community who perform acts of distinct heroism or provide outstanding service to the District or the public safety of the community.

Nomination Process:

Any employee of the District may nominate or recommend a person for an award or recognition. The recommendation must include a statement which outlines the person's eligibility/actions related to the award, including time, location of the incident or event, and relevant incident report where applicable. The nomination should be forwarded in writing to the Fire Chief or Administrative Services Manager. Upon request, the Fire Chief or Administrative Services Manager will acknowledge receipt of the recommendation .

The Fire Chief may designate an *Awards and Recognition Working Group* to evaluate the nomination(s) for recognition. The Awards and Recognition Working Group will review and recommend recognitions that meet the standards outlined in the *Description of Awards* to the Fire Chief.

Presentation of Awards:

Awards will be presented annually by the Fire Chief or District representative. Exceptions include the following awards, which may be presented throughout the year: Certificates of Commendation; Unit Citation/Commendations; Individual Citation/Commendations; Service Awards; and Citizen Lifesaving Awards.

Description of Awards:

Medal of Valor: Awarded for a conspicuous act of valor and heroism by a SVFPD member under hazardous conditions in which the person is placed in a life-threatening position to save the life of another.

Medal of Honor: Awarded to a SVFPD employee who has performed outstanding service to the department or to the public safety of the community with regard to fire and emergency service in the District.



Individual Citation: Awarded to a Fire Department member who has performed in an outstanding manner worthy of recognition.

Unit Citation: Awarded to any two or more Fire District members who make up a company, division, group, team or employee work group which has performed in an outstanding manner worthy of recognition.

Distinguished Service

Award: Awarded to a SVFPD member or unit based on the performance of duties which have been carried out in an outstanding manner such as to merit recognition.

Life Saving Award: Awarded to an individual who is directly responsible for saving a human life. The award is presented to employees, mutual aid partners, affiliate agencies, or members of the community who are instrumental in saving a life through various actions above and beyond normal duties.

Community Service

Award: Awarded to a member of the Fire District who has given considerable time and/or effort toward the betterment of the community, not necessarily in a job-related manner.

Fire District Employee

of the Year Award: Awarded to any District Employee who performs their duties in an exemplary manner that far exceeds the expectations of their community and peers. The Fire District employee of the Year is nominated by their peers. The Fire Chief or designee presents the commendation annually. The person receiving this distinguished award will also be recognized at the annual Blue and Gold Recognition Event.

Fire Chief's

Award: Awarded to any District Employee whose performance or actions have had an impact on the services provided by the Fire District, or to the community we serve. This award is given at the discretion of the Fire Chief.

Service Awards:

Awarded to reflect the member's year of continuous service to the department. This award is given in five-year increments beginning with the completion of the member's 5th year of service. This award shall consist of a pin signifying the years of service. The Fire Chief or designee presents the commendation.

Scotts Valley Fire Protection District	
POLICY: 809	SUBJECT: Recognition and Awards

Letters of Commendation
(Individual, Unit, or
Civilian):

Awarded to those who go above and beyond their normal duties while performing a public service on behalf of the Fire Service. This commendation can be awarded to any citizen, public servant, or department member for recognition of outstanding achievement. This award shall include a letter of recognition in the member's personnel file. The Fire Chief or designee presents the commendation.

Awards and Recognition

Official recognition awarded by the District or specialty designations may be worn on Class A and B uniforms as identified in the Chart found in Appendix A of this document. All other insignias or awards received in the line of duty but not issued by the SVFPD are subject to the approval of the Fire Chief before being displayed on a District uniform.

Scotts Valley Fire Protection District	
POLICY: 809	SUBJECT: Recognition and Awards

Appendix A. Awards Ribbon/Medal Chart

AWARD	DESCRIPTION *	IMAGE
<u>Medal of Valor</u>	Medal: A417 Bar: J204-MV “Valor” white/red/white	
<u>Medal of Honor</u>	Medal: A4118 Bar: J202-MH “Honor” White/blue/white	
<u>Individual Citation</u>	Bar: A10849 W/R/Red Diamond/R/W	
<u>Unit Citation</u>	Bar: A11416 R/White & Flame/R	
<u>Distinguished Service Award:</u>	Bar: A2366 R/W/B/W/R	
<u>Life Saving Award</u>	Bar: A1178 “Life Saving” Red/Blue	
<u>Community Service Award</u>	Bar: A11166 Red/W/R/W/R/White/R/W/R/W/Red	
<u>Fire District Employee of the Year Award</u>	Bar: A7142 Red / White / Red	
<u>Fire Chief’s Award</u>	Bar: A1789 W/B/R/B/W	
<u>Years of Service Awards</u>	Bar: J204-Y5 Red J204-Y10 Red	

** Represents Eagle Engraving Inc. item number and description (other vendors may be used).*



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Hon. Board of Directors
FROM: Mark Correira, Fire Chief
DATE: December 11, 2024
RE: Board Memo 2024-37: New Policy 1205 Ergonomics Safety Plan

Recommended Action:

Move to approve Policy 1205 Ergonomics

Background:

The Fire District is evaluating Workers Compensation Insurance providers to be considered during the next fiscal year. As part of this evaluation, the insurance provider for the Joint Powers Agreement (JPA) of which the Fire District is a member recently reviewed our safety policies and recommended the adoption of an Ergonomics Safety Plan. In response to this recommendation, staff is proposing the adoption of (new) Policy 1205 *Ergonomics Safety Plan*.

California was the first state in the nation to have a legally enforceable repetitive motion injury (RMI) standard. Adopted in 1997, the requirements can be found in Title 8, Section 5110 of the California Code of Regulations (CCR). The Standard requires an employer to establish an Ergonomics Safety Plan if more than one (1) employee sustains a repetitive motion injury (RMI) within one calendar year. While RMIs are common in across various industries, they are particularly relevant in the Fire District's administration operations. Although it is unclear if the Fire District has ever met the threshold to require such a plan, the adoption of an Ergonomics Safety Plan is considered a best practice.

The Ergonomics Safety Plan was developed from other California municipal agencies, and contains multiple elements including but not limited to scope, responsibility, and worksite evaluation. The plan also mandates awareness training for employees at the time of hire and periodic refresher training to maintain compliance and awareness.

Staff has met with representatives of Local 3577, International Association of Firefighters and their recommended changes have been added to the proposed version. Staff is recommending approval of Policy 1205 *Ergonomics Safety Plan*.

Committee Recommendation:

Move to the December 11, 2024, Board Meeting Consent Agenda for consideration by the Board with a recommendation for approval.

Scotts Valley Fire Protection SVFPD	
POLICY: 1205	SUBJECT: Ergonomic Safety Plan
DATE APPROVED: 12/11/2024	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

The Scotts Valley Fire Protection District (SVFPD) is committed to providing a safe and healthy workplace for all staff by identifying and mitigating ergonomic risks. This policy outlines the responsibilities, processes, and control measures for managing ergonomic safety in the workplace.

The ergonomic safety plan includes the following elements:

Scope	Reporting and Recordkeeping
Responsibility	Hazard Control Measures
Definitions	Medical Management – Return to Work
Worksite Evaluations	Training
Job Hazard Analysis	

Scope

This policy applies to all SVFPD personnel.

Responsibility

The SVFPD’s Safety Officer is responsible for the implementation and maintenance of the ergonomic safety plan.

The SVFPD may enlist the services of an ergonomic specialist as needed to perform worksite evaluations and recommend effective control measures.

Managers and Supervisors will provide adequate resources and encourage the identification and control of ergonomic risk factors.

All employees are responsible for identifying ergonomic risks in their work areas, providing input during evaluations, and following recommended control measures.

Definitions

Ergometry – the science of measuring the physical work being done by the body, usually during exertion.

Ergonomics - design and arrangement of the things that people use so that people and things interact safely and efficiently.

Muscular Skeletal Disorder (MSD) - is a soft-tissue injury caused by sudden or sustained exposure to repetitive motion, force, vibration, and awkward positions.



Cumulative Trauma Disorder (CTD) - is an injury to part of the musculoskeletal or nervous system caused by repetitive use, vibrations, compression or long periods in a fixed position.

Repetitive Stress Injury (RSI) – is a term used to describe damage and pain caused by repetitive movement or overuse impacting muscles, nerves, ligaments, and tendons.

Repetitive Motion Disorder (RMD) – is a muscular condition resulting from repetitive motions performed in the course of normal work or daily activities and include carpal tunnel syndrome, bursitis, tendonitis, ganglion cyst and trigger finger.

Worksite Evaluation

Any employee may request an ergonomic evaluation of their work area(s) or work processes. The SVFPD’s Safety Officer will perform the evaluation and provide a written report that includes recommendations to reduce and/or eliminate ergonomic risk factors. The employee will provide input directly to the Safety Officer and be present for the evaluation.

The employee and supervisor will review the report and determine the recommendations to implement.

The employee is responsible for using equipment correctly and performing tasks as outlined in the evaluation.

Job Hazard Analysis

A job hazard analysis (JHA) may be performed to identify high-risk jobs. To assist in this process, the Job Hazard Analysis form found in attachment A may be used. The JHA consists of four steps:

1. Break the job down into its various steps,
2. Identify risk factors associated with each step,
3. Recommend hazard control measures to reduce/eliminate the risk factors, and
4. Follow up on any changes made.

High-risk jobs/tasks are evaluated for the following risk factors:

Awkward postures

- Neck: Looking upward, backward, and sideways
- Shoulders/Arms: Overreaching - forward, backward, over shoulders, and across the body
- Elbow/Forearms: Rotating forearm palm up and palm down, and raising elbows
- Wrists/Hands: Bending hand forward, backward, spreading fingers, and using power grip
- Upper and Lower Back: Bending forward and backward at the hips, bending sideways and twisting
- Legs/Knees: Standing on one leg, kneeling, and squatting
- Repetitive motion: number of movements per – wrenches, screwdrivers, pike pole/trash hook



- Forceful exertion: Lifting patients, using wrenches, screwdrivers, and firefighting tools
- Contact stress: Compression of any part of the body that decreases blood flow and compresses tendons, muscles, and ligaments such as kneeling on floor, resting on edge of vehicle when working under the hood, compressing and extending hands when using a computer
- Vibration: Using power tools or driving vehicles
- Other factors: Such as exposure to lighting and temperature

Employees familiar with the job should be interviewed and participate in analysis of the tasks. This approach results in practical recommendations with a high level of acceptance by employees performing the work.

Hazard Engineering Control Measures

Engineering controls are the preferred methods for controlling ergonomic hazards.

Engineering controls encompass the redesigning of the workplace and the elimination of the risk factors or hazards. Examples of engineering controls include:

- Restructure tasks to eliminate/reduce risk (reduce required movement, travel distance, or weight).
- Provide adequate space for required task motions.
- Select adjustable equipment and train employees to use it properly.
- Purchase equipment/tools to eliminate or reduce the exposure such as properly designed tools, carts, tables, adjustable keyboard trays, chairs, footstools and anti-fatigue mats.

Administrative controls are workplace procedures and practices that minimize the exposure of workers to risk conditions. Administrative controls are considered less effective than engineering controls in that they do not usually eliminate the hazard. Examples of administrative controls include:

- Provide adequate alternative work breaks to relieve fatigued muscle-tendon groups.
- Increase the number of employees assigned to a particular task.
- Establish job/task rotation to minimize the exposure.
- Implement a preventative maintenance schedule to ensure equipment is in proper working order.
- Implement a housekeeping schedule to minimize ergonomic and safety hazards.
- Provide training for employees in proper work techniques; body mechanics, lifting, proper use of lifting equipment, proper workstation set-up, maintenance, and use of equipment, etc.
- Monitor work practices and reinforce safe work practices and procedures.



Personal protective equipment (PPE) requires an employee to use equipment to prevent exposure to the ergonomic risk factor/hazard and is considered the least effective control measure. Refer to SVFPD’s Standard Operation Procedures on Protective Clothing Requirements. Examples of PPE include:

- Utility and firefighting gloves
- Gloves that protect the hands from cuts
- Clothes/gloves that protect against the cold and heat
- Firefighting or other comfortable footwear that provide protection against hazards

Medical Management and Early Return-to-Work

In the event of a work-related injury or illness, employees should refer to SVFPD’s Standard Operating Procedures on Reporting Work Related Injuries for the appropriate procedures regarding medical care and treatment. Refer to SVFPD’s Standard Operating Procedures on Fitness for Duty and Return to Work for return-to-work protocols.

Training

Ergonomic awareness training will be provided during onboarding and periodically thereafter. Refresher training will be provided when ergonomic issues are identified. Safe Practice Guidelines for office and field ergonomics are available for review.

General awareness training will cover the following topics:

- Ergonomics Safety Plan
- Risk factors associated with MSDs
- Symptoms and consequences of injuries caused by MSDs
- Importance of early reporting symptoms of MSDs to supervisor
- Awareness of safe work methods and techniques such as stretch breaks, proper use of assistive devices to minimize risk factors

Reporting, Recordkeeping and Access

Employees will report work related symptoms associated with MSDs verbally or by email to their supervisor or manager.

Supervisors and Managers will notify the SVFPD Safety Officer when a request for an evaluation, modification, or accommodation is made and will ensure appropriate action is taken.

The SVFPD will maintain accurate records related to the Ergonomics Safety Plan in compliance with the Policy 1403 Injury and Illness Prevention and the SVFPD’s Records Retention Schedule.

Scotts Valley Fire Protection SVFPD	
POLICY: 1205	SUBJECT: Ergonomics Safety Plan

Attachment A:

Job Hazard Analysis Form

Job Title Being Evaluated:

Date:	Work Task:	Completed By:
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Activity or Description	Notable Hazards	Corrective Action

Signature

Date



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Hon. Board of Directors
FROM: Mark Correira, Fire Chief
DATE: December 11, 2024
RE: Board Memo 2024-33: Side Letter for Education Time Off (ETO)

Recommended Action:

Approve on Consent Agenda.

Background:

Local 3577 International Association of Firefighters (Union) and the Scotts Valley Fire Protection District (SVFPD) are parties to a Memorandum of Understanding (MOU) with a term of July 1, 2021 through June 30, 2025. Within this MOU, Section VIII- *EDUCATION* outlines how the District administers ETO and reimburses costs related to approved work-related training.

Section 8.02 states *eligible employees to receive up to \$1,000 in education expense reimbursement each year regardless of rank*. In August, the Board approved the 2024/2025 Final Budget. Within this budget, the Board approved additional training funds that could be utilized if an employee exceeds the \$1,000 maximum threshold outlined in Section 8.02.

However, because Section 8.02 defines a maximum threshold, exceeding this amount would ultimately violate the Agreement and could give the appearance that the District is gifting public funds to the employees. To address this, Staff and the Union collaborated to develop the proposed Side Letter.

The proposed Side Letter adds the following sentence to Section 8.02:

The Fire Chief, or designee, may authorize additional funds in addition to the \$1,000 at their discretion and based on fiscal impacts, operational need, and benefit to the District.

This proposed language has been reviewed and approved by Union Representatives. In addition, this language aligns with similar discretionary language found in other articles within the MOU. Staff is recommending approval of this Side Letter.

Committee Recommendation:

Place the Side Letter on the December Board Meeting Consent Agenda with a recommendation for approval.

SIDE LETTER OF AGREEMENT

Between

SCOTTS VALLEY FIRE PROTECTION DISTRICT

And

LOCAL 3577, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

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

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

WHEREAS, Section VIII. of the MOU provides the agreement for the Deputy Fire Marshal Education Incentive Pay, and how the District will allocate, administer, and reimburse Union Represented Employees for the costs of work-related-training and education; and

WHEREAS, Section 8.02 provides *eligible employees to receive up to \$1,000 in education expense reimbursement each year regardless of rank*; and

WHEREAS, the District approved additional training and education funds in the FY 2024/25 allowing employees to apply for the use of these funds after they have exhausted their \$1,000 maximum benefit; and

Whereas, Section 8.02 sets the maximum reimbursement amount at \$1,000, and approving the use of the additional funds would exceed the \$1,000 maximum benefit, violating this section.

THEREFORE, to remedy this situation, it is understood that Article VIII, Section 8.02 shall include the additional (underlined) language within the MOU that has been agreed to between the parties:

Article VIII. EDUCATION

Section 8.02 Continuing Education Reimbursement

Each employee will be eligible to receive up to \$1,000 in education expense reimbursement each fiscal year, regardless of rank. The Fire Chief, or designee, may authorize additional funds in addition to the \$1,000 at their discretion and based on fiscal impacts, operational need, and benefit to the District.

The **District** will reimburse employees for continuing education related expenses that are associated with job related training, subject to the approval of the Fire Chief. The employee must attend and/or complete the educational program associated with the training to be entitled to education expense reimbursement.

DONE THIS _____ DAY OF _____, 2024

LOCAL 3577, INTERNATIONAL
ASSOCIATION OF FIREFIGHTERS

SCOTTS VALLEY FIRE PROTECTION DISTRICT

Garrett Grigg, President

Board President



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Hon. Board of Directors
FROM: Mark Correira, Fire Chief
DATE: December 11, 2024
RE: Board Memo 2024-35: Marywood Lease

Recommended Action:

Approve Resolution 2024-14 and the Lease Agreement.

Background:

At the November 13, 2024 Board Meeting, the Board of Directors discussed the Marywood Property located across from 4171 Glennwood Drive. For a detailed history of this property, please see Board Memo 2024-30: *Marywood Property Lease*.

During the November 13, 2024 Board Meeting, the Board reached a consensus for Staff to work with the Pony People, a local non-profit, to establish a multi-year but term limited lease agreement. Staff worked with General Counsel to draft the proposed lease agreement and worked closely with Pony People on the terms of the agreement.

This proposed lease agreement closely mirrors the previous lease agreement with the for-profit company known as Carriage Company. This new lease agreement outlines the permitted use of the property (for pony grazing and occasional child education related to horses), and the requirement to maintain the property as an open pasture. Previously, the Carriage Company paid \$100 per month to the District for use of the property. For this lease agreement, staff is proposing an annual lease fee of \$500 for the use of the property. The rationale behind this lower rate is multi-fold including Pony People is a non-profit corporation whereas the Carriage Company was a for-profit business, Pony People are required to maintain the property to include discing along the road (i.e. maintain to a higher standard), and the one-time-annual-payment will save staff time for processing the lease payments.

It is important to note that legal requirements regarding the use of "surplus land" have changed since the previous lease was established in 2005. To comply with these updated laws and regulations, General Counsel has prepared a resolution allowing the District to lease the property without violating applicable statutes. *Resolution 2024-14: Resolution Authorizing the Lease of District Property* is attached to this memorandum for consideration.

Both the Pony People and the District's General Counsel have reviewed the lease agreement and have approved it to form. Additionally, the Pony People have tentatively agreed to the terms of the lease agreement, pending Board approval.

Committee Recommendation:

Move Resolution No. 2024-14 *Resolution Authorizing the Lease of District Property*, and the Lease Agreement Between the Scotts Valley Fire Protection District and the Pony People Corporation to the December Board Meeting as a consent agenda item(s) with a recommendation for approval.

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2024-14

RESOLUTION AUTHORIZING THE LEASE OF DISTRICT PROPERTY LOCATED ON SANTA CRUZ COUNTY ASSESSOR PARCEL NO. 093-151-06 AND EXEMPTING SUCH LEASE FROM THE CALIFORNIA SURPLUS LAND ACT

WHEREAS, the Scotts Valley Fire Protection District (“SVFPD”) owns certain real property on Glenwood Drive, south of its intersection with Eagle Road, identified as Santa Cruz County Assessor Parcel No. (“APN”) 093-151-06 and commonly known as the “Marywood Property”;

WHEREAS, SVFPD owns the Marywood Property as a potential site for a future fire station, if and when needed, but in the meantime has obligations to maintain the site and keep it free and clear of flammable brush;

WHEREAS, an adjacent property owner, Suzanne Powers, is the CEO of a California non-profit public benefit corporation, Pony People, which has a mission to provide education and charitable assistance to the special needs children, foster children and children who are underprivileged;

WHEREAS, Pony People maintains ponies and/or horses (“ponies”) for use in the pursuit of its mission;

WHEREAS, SVFPD desires to lease the Marywood Property to Pony People, and Pony People desires to lease the Marywood Property from SVFPD, for a term of five (5) years to provide the ponies a location to graze, which will aid in keeping the property clear of brush, and for use in teaching children within its mission statement pony care and maintenance;

WHEREAS, SVFPD is generally required to comply with the Surplus Land Act, as set forth in Title 5, Division 2, Part 1, Chapter 5, Article 8 (commencing with Section 54220) of the California Government Code, whenever it sells property or leases property for a term longer than 15 years; and

WHEREAS, pursuant to Government Code section 54221(d), the Surplus Land Act does not apply to properties leased for less than 15 years or for which the lease does not involve any development or demolition, regardless of the term.

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

The Surplus Land Act does not apply to the lease of the Marywood Property proposed between SVFPD and Pony People for the reasons set forth herein, including, but not limited to, the lease is for less than 15 years and, regardless, involves no development of or demolition on such property.

The proposed lease between SVFPD and the Pony People is hereby approved, and the Board delegates authority to the Fire Chief to execute and deliver a copy of the lease to Pony People.

The Fire Chief is delegated authority to take any action reasonably necessary to effectuate the purpose of this Resolution, and otherwise manage the lease hereafter entered into with the Pony People.

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, this 11th day of December, 2024 by the following vote:

	<u>AYES</u>	<u>NOES</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Director Adam Cosner				
Director Kris Hurst				
Director Daron Pisciotta				
Director Ron Whittle				
Director Michael Weaver				

ATTEST: _____
Board President

Mark Correira, Board Secretary

**LEASE AGREEMENT BETWEEN
THE SCOTTS VALLEY FIRE PROTECTION DISTRICT AND
THE PONY PEOPLE CORPORATION**

MARYWOOD PROPERTY (APN 093-151-06)

This Lease Agreement ("Lease") is made and entered into on this ___ day of _____, 202__ ("Effective Date"), by and between the SCOTTS VALLEY FIRE PROTECTION DISTRICT ("SVFD"), a California fire protection district formed and organized pursuant to Health and Safety Code section 13800 *et seq.*, and the PONY PEOPLE ("Lessee"), a California nonprofit public benefit corporation organized and existing under the laws of California. SVFD and Lessee may be referred to herein individual as "Party," or collectively as "Parties."

RECITALS

- A. SVFD owns certain real property located off Glenwood Drive, south of its intersection with Eagle Road, identified as Santa Cruz County Assessor Parcel No. 093-151-06 and commonly known as the "Marywood Property." The Marywood Property is depicted in Exhibit A, attached hereto.
- B. Lessee desires to lease the Marywood Property for use for open pasture purposes, in particular for ponies to graze and/or for use to reach children pony care and maintenance ("Pony Purposes"). No ponies or other horses shall be housed on the Marywood Property.
- C. SVFD desires to lease to Lessee, and Lessee desires to lease from SVFD, the Marywood Property for the Pony Purposes identified herein.

AGREEMENT

1. **Leased Premises.** Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the Marywood Property ("Premises") for use to accomplish the Pony Purposes set forth herein.
2. **Term.** The term of this Lease shall commence on the Effective Date of this Lease, shall continue for a period of 5 years ("Term"), unless terminated earlier in accordance with the provisions of this Agreement.
3. **Rent.** Lessee shall pay to Lessor as rent for the Premises the sum of \$500 per year, payable in advance on the first day of each year during the term of this Agreement. As additional compensation for this Lease, Lessee shall comply with Lessee Obligations defined herein, which are an express and material part of this Lease.
4. **Lessor Obligations.** SVFD shall warrant and defend Lessee's possession of the Premises against any and all persons as long as the Lease remains in effect and Lessee is not in default under the terms of this Lease.

5. **Lessee Obligations.** Lessee shall maintain the property as an open pasture, to be used for pony grazing and from time to time for the education of children, including foster and disabled children, relative to pony care and maintenance. Additionally, Lessee shall:
- a. maintain the site, including discing of the property along the adjacent roadway and other standard pasture maintenance, including, but not limited to, weed control, reasonable brush clearance, and, as necessary, mowing to comply with any property maintenance obligations imposed by the County of Santa Cruz or otherwise, to the extent the same is not accomplished by the grazing ponies;
 - b. be solely responsible for the care and feeding of its ponies on the Premises, and must ensure that the animals have an adequate supply of water while on the Premises;
 - c. be responsible for any and all manure management on the Premises, and manure cleanup and removal activities shall be scheduled so as to minimize disruption of neighboring properties;
 - d. minimize hay storage, if any, on the Premises;
 - e. to the extent applicable, be responsible for any and all utility and/or service costs incurred in connection with Lessee's use of the Premises, including water, electricity, and waste disposal;
 - f. be responsible, either directly to the County or indirectly through reimbursement to SVFD, for any real property taxes that may be or become due in connection with the Premise. The Parties acknowledge that the Marywood Property is currently tax exempt, in light of its ownership by SVFD, and, as such, any property taxes due in connection with the property will be due as a result of Lessee's use of the property;
 - g. use the Premises only for lawful purposes, and shall at all times use the Premises in compliance with any and all laws, ordinances, decrees, orders, rules, and regulations, including, but not limited to, all environmental and land use laws, statutes, rules, regulations and ordinances of any authority with jurisdiction over the Marywood Property; and
 - h. shall not bring, use, store, or dispose of any hazardous materials on the Premises, except for gasoline or oil necessary for the operation of vehicles. Hazardous materials include, but are not limited to, substances defined as hazardous under any local, state, or federal law.
6. **Use of Premises.** Lessee shall use the Premises solely for the Pony Purposes and for no other purpose without the prior written consent of SVFD. Lessee shall not make any improvements, alterations, or additions to the Premises without the express written consent of SVFD. Lessee may place signage on the Premises, provided such signage is in compliance with all applicable laws and ordinances.

7. **Maintenance and Repairs.** Lessee shall, at its own expense, maintain the Premises in good condition and repair, and shall not permit any waste or damage to the Premises.

8. **Insurance.**

a. The Lessee shall procure and maintain insurance for the duration of the facility use, covering claims for injuries, death, or property damage arising from the use of the facilities and related activities. The required insurance includes:

i. **General Liability Insurance:** Coverage must be at least as broad as ISO Commercial General Liability Coverage (Occurrence Form CG 00 01) with limits of at least \$2,000,000 per occurrence. If a general aggregate limit applies, it must be twice the required occurrence limit or apply separately to the project/location.

1. Additional Insured Status: SVFD and its representatives must be named as additional insureds.

2. Primary Coverage: The Lessee's insurance must be primary, and any insurance maintained by SVFD must be excess and non-contributory.

ii. **Workers' Compensation Insurance:** Coverage as required by California law, with statutory limits and Employer's Liability Insurance of no less than \$1,000,000 per accident. The insurer must waive all rights of subrogation against SVFD and its representatives.

To the extent Lessee has no employees, then it may certify in writing to SVFD that it has no employees and is not required to carry workers' compensation insurance under applicable state laws. If making such an election, Lessee agrees to notify SVFD immediately if this status changes. Lessee further agrees to indemnify and hold harmless SVFD from any and all claims, liabilities, or costs arising from any injury or illness incurred by the Lessee or its subcontractors while performing work under this Agreement.

iii. **Property Insurance:** Coverage against all risks of loss to tenant improvements or betterments at full replacement cost with no coinsurance penalty.

If the Lessee maintains broader coverage or higher limits than the minimums specified, SVFD is entitled to the broader coverage or higher limits.

b. Notice of Cancellation: Insurance policies provided pursuant to this Section must provide that coverage cannot be canceled without notice to the SVFD.

c. Insurer Requirements: Insurance required by this Section must be placed with insurers having an A.M. Best rating of no less than A-:VII or as approved by the SVFD.

d. Verification of Coverage: The Lessee must comply with these provisions before commencing the lease and provide certificates and endorsements at least five days before

using the facilities. Failure to maintain the required insurance and provide adequate evidence of coverage is a material breach of contract.

9. **Indemnification.** To the maximum extent permitted by law, Lessee shall indemnify and hold harmless and defend SVFD, its directors, officers, employees, and authorized volunteers, and each of them from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation), of every kind or nature arising out of or in connection with Lessee's lease and use of Premises or its failure to comply with any of its obligations contained in this Lease, except such loss or damage which was caused by the sole negligence or willful misconduct of SVFD, or its directors, officers, employees, or authorized volunteers.
10. **Liability and Encumbrances.** It is further understood and agreed that SVFD shall not be liable for debts or liabilities contracted or incurred by Lessee, nor shall Lessee allow any labor, mechanic or material liens to attach to said Premises or improvements to the Premises. To the maximum extent permitted by law, SVFD shall not be liable for any accident to persons or properties which may occur in the Premises or in connection with the performance of this Lease during the Term of this Lease. Lessee shall not under any circumstances encumber the fee estate of SVFD in the Premises, including by means of any mortgage, deed of trust, or other instrument or device. Lessee shall not, by operation of law or otherwise, sell, assign, lease, sublease, or otherwise transfer, dispose of or convey its leasehold interest in the Premises.
11. **Inspection of Premises.** Lessor may enter the Premises from time to time for purposes of inspecting the Premises to ensure compliance with the Lease terms, provided such inspection does not unreasonably interfere with the Lessee's use of the Premises.
12. **Termination.** Either Party may terminate this Lease (1) without further cause upon 30 days' written notice to the other Party; or (2) for cause with notice of a material breach of this Lease provided the breaching Party is provided with a 10-day timeframe to cure such breach. Upon termination, Lessee shall vacate the Premises and return it to Lessor in the same condition as received, reasonable wear and tear excepted.
13. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California.
14. **Recitals.** All recitals and exhibits attached hereto and/or referred to herein are incorporated into and are an effective part of this Lease.
15. **Partial Invalidity.** If any provision of this Lease is held to be invalid, void, or unenforceable by a court of law, the remaining provisions of this Lease shall nevertheless continue in full force and effect without being impaired or invalidated in any way, unless doing so would alter the intent of the Parties.
16. **Interpretation.** Prior to execution and delivery of this Lease, each Party has received, or had unqualified opportunities to receive, independent legal advice from its legal counsel with respect

to the advisability of executing this Lease and the meaning of the provisions herein. Therefore, the provisions of this Lease shall be construed based on their fair and reasonable meaning, and not for or against any Party based on whether such Party or its legal counsel was primarily responsible for drafting this Lease or any particular provision herein.

17. **Authority to Execute.** Each person signing this Lease represents and warrants that they have been duly authorized, by appropriate action of the Party that they represent, to act on behalf of the Party and to bind that Party to the terms and conditions of this Lease.
18. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether written or oral, relating to the subject matter hereof.
19. **Notice.** Any notice required to be given, or which may be given by either Party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, postage prepaid, and addressed as follows:

SVFD:

Mark Correira, Fire Chief
Scotts Valley Fire Protection District
7 Erba Lane
Scotts Valley, CA 95066
E-mail: mcorreira@scottsvalleyfire.com

Lessee:

Suzy Powers
Pony People
4171 Glenwood Drive
Scotts Valley, CA 95066
E-mail: ponypeople@comcast.net

The Parties may change the contacts or addresses above by providing written notice to the other Party. The Parties may provide notice via e-mail rather than U.S. Mail by using the e-mail addresses specified above (or subsequently noticed), upon confirmation or acknowledgement of receipt by the recipient. This provision is not intended to restrict general day-to-day communications which may be handled via telephone or e-mail.

20. **Counterparts.** This Lease may be executed in multiple counterparts, each of which shall be an original and all of which shall constitute one agreement. For purposes of this section, facsimile and/or electronic copies shall bear as original signatures.

IN WITNESS WHEREOF, the Parties hereto have executed this Lease on the day and year first above written.

LESSEE:
PONY PEOPLE

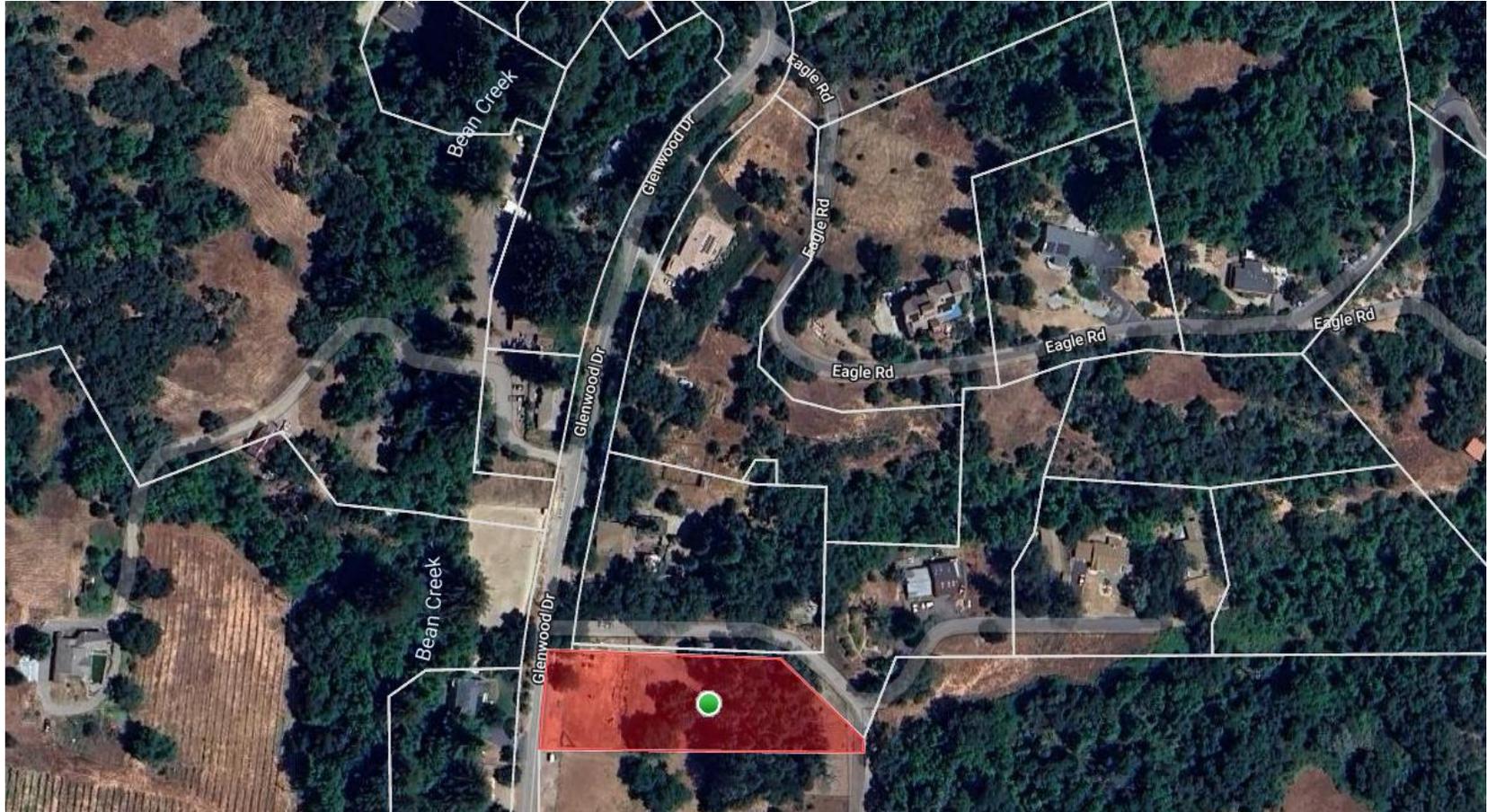
LESSOR:
SCOTTS VALLEY FIRE PROTECTION DISTRICT

By: _____
Suzanne Powers, CEO

By: _____
Mark Correira, Fire Chief

EXHIBIT A

DEPICTION OF MARYWOOD PROPERTY





SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Hon. Board of Directors
FROM: Mark Correira, Fire Chief
DATE: December 11, 2024
RE: Board Memo 2024-34: Reorganization Feasibility Study

Recommended Action:

Discussion Only

Background:

In mid-November, Chief Correira of the Scotts Valley Fire Protection District (SVFPD) was contacted by City of Santa Cruz Deputy City Manager Lisa Murphy expressing interest in including the SVFPD in their fire consolidation study. Santa Cruz City Fire Chief Rob Oatey, Central Fire District of Santa Cruz County Fire Chief Jason Nee, and Santa Cruz County Local Agency Formation Commission (LAFCO) Executive Director Joe Serrano also contacted the District inquiring if the SVFPD would be interested in participating in the study.

Earlier this year, following conversations with neighboring fire chiefs, the City of Santa Cruz approached Central Fire District to gauge their interest in exploring consolidating their agencies. Both agencies agreed to examine consolidation but postponed the study until the City of Santa Cruz completed a standards of coverage and deployment study. That study has now been completed, and the group is moving forward with a consolidation feasibility study.

A consolidation working group has been formed, consisting of the Santa Cruz Deputy City Manager, the Fire Chiefs, and the Union Leadership from both agencies. LAFCO Executive Director Joe Serrano is assisting in facilitating the meetings and will continue to work with all agencies on the study. The group is planning to hold their next working group meeting in January to begin developing a request for proposals (RFP) to solicit bids from consultants for this study.

If the Board is supportive of pursuing this opportunity, SVFPD staff would participate with the working group in the development of the RFP, assist in evaluating the firms who submitted proposals, and bring the most responsive bidder back to the Board for consideration. The District would incur a cost for a portion of the Study, and a sharing model had not yet been identified. This study was not anticipated in the final budget, but Staff is anticipating bringing forth a budget amendment before the end of the fiscal year to fund two other unplanned expenses. The District has funds available in the fund balance to accommodate this and the other needed amendments.

A consolidation feasibility study would take multiple months to complete, and the deliverables would include a multipage (100+) report evaluating all three agencies. The report would evaluate, analyze, and report on the strengths, weaknesses, opportunities and threats of all participating agencies. It would also provide prospective analysis on the benefits and challenges with consolidating all agencies into one,



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or one agency consolidating with another. The report would provide assessment of current operations, demographic information, cost and budget analysis, and feasibility of consolidation.

Although this is a common first step in consolidation efforts, it is important to emphasize that this report/study does not advocate for consolidation, reorganization, or merger. Rather, participating in the study will provide detailed analysis and information to assist the community and elected officials in making a more informed decision about whether consolidation would benefit the community.

Given the extensive borders between SVFPD and both Central Fire and Santa Cruz City, along with the positive outcomes realized from the Branciforte reorganization and similar discussions with Felton Fire, Staff is presenting this opportunity to the Board for consideration and is supportive of participating in this study.

Committee Recommendation:

Move to the December Board Meeting for discussion



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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TO: Hon. Board of Directors
FROM: Mark Correira, Fire Chief
DATE: December 11, 2024
RE: Board Memo 2024-36: Revised Policy 1500: Hiring Practices

Recommended Action:

Move to approve revised Policy 1500 Hiring Practices

Background:

In an effort to create a more competitive hiring environment for the Fire District, staff is recommending revising the District's hiring practices for firefighting positions. Policy 1500 *Hiring Practices* was last revised on November 8, 2023, to ensure compliance with current State and Federal Laws and Regulations. The proposed revisions to this policy focus on changes to the Entry Level Firefighter position, and the addition of new classifications for Lateral Firefighter/EMT and Paramedic. The following describes the proposed changes to Policy 1500:

Entry-Level Firefighter/EMT

Staff is proposing removing the requirements for firefighter and EMT training and instead listing them as "desirable" qualifications. This change would allow the district to advertise to fill vacancies and hire candidates nearing completion of a EMT or Fire Training Program, or hire remarkable candidates without prior training and send them to either a fire and/or EMT training program. This approach is common in fire service hiring, can increase the pool of the candidates, and helps address barriers that may impact diversity in our hiring pools.

Lateral Firefighter/EMT and Lateral Firefighter/Paramedic

This new classification is modeled after similar practices at other fire departments and aims to attract experienced firefighters. The requirements for lateral firefighter match all requirements of an entry-level firefighter/EMT or Paramedic, but will also require the candidate to have training as a firefighter and EMT or Paramedic, and at least two years of experience as a career firefighter/EMT or firefighter/Paramedic. Because this classification could hire an experienced firefighter, a longer trial period may not be necessary, staff is recommending a one (1) year probationary period.

Staff believes making these changes will create more flexibility in our hiring practices, as well as attract a broader pool of candidates, and appeal to potential applicants from other parts of the State who may want to work in the northern Central Coast region of California.

Staff has met with representatives of Local 3577, International Association of Firefighters and their suggested changes have been incorporated into the proposed version.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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Committee Recommendation:

Move to the December 11, 2024, Board Meeting for consideration by the Board with a recommendation for approval.

Scotts Valley Fire Protection SVFD	
POLICY: 1500 DATE APPROVED: 12/11/2024 BOARD CHAIR: _____	SUBJECT: Hiring Practices and Requirements FIRE CHIEF: _____

Policy 1500: Hiring Practices

This Policy provides the framework and requirements for the Scotts Valley Fire SVFD’s (SVFD) hiring practices.

When no current eligibility list exists for vacant or known vacant positions, the Fire Chief may establish eligibility hiring list(s) to be used to fill these positions. All applications received will be processed in accordance with the SVFD’s hiring policies and practices. Any candidate disqualified from the hiring process shall be sent written notice of rejection from the process and reason why. Said notice shall be mailed to the email or physical address provided at the time of application.

The Scotts Valley Board of Director shall approve all hiring lists before conditional offers of employment are provided to any future employee or volunteer.

General Requirements (All Positions)

1. The SVFD is an equal opportunity employer and in compliance with equal opportunity hiring requirements. There shall be no discrimination in employment against any person on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.
2. Applicants must have the legal right to work in the United States. Residence in California, or in Santa Cruz County, at the time of application is not required.
3. Applications shall be received from qualified applicants who are eighteen (18) years old or greater. Applicants must hold a valid California driver’s license at the time of appointment.
4. Applicants shall have a high school diploma or G.E.D. certificate.

Scotts Valley Fire Protection SVFD	
POLICY: 1500	SUBJECT: Hiring Practices and Requirements

5. All newly hired employees of the SVFD will be on Probationary Status for a period of not less than one year from the date of hire, unless otherwise stated in policy, procedure, or memorandum of understanding of the SVFD.

6. The SVFD shall in all cases attempt to supply its need for officers and supervisors from its existing personnel. If, for some reason it is not able to do so, an open examination may be given to fill such positions or vacancies upon approval of the Board.

Specific Requirements:

ADMINISTRATION

Administrative Accounting Specialist

1. Meet all SVFD General Hiring Requirements
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Ability to perform the essential functions of the position.
5. Any combination of training and experience which would provide the required knowledge and abilities for the position. A typical way to obtain the required knowledge and abilities would be one (1) years of experience in a related full-time administrative position. Related education may be substituted for experience or experience may be substituted for education.

Desirable Qualification:

- Collegiate education in finance, accounting, business or public administration, or closely related field. A Bachelor's Degree is preferred.
- Training and or certification in state or nationally recognized municipal programs related to the position.

Probationary trial period:

- One (1) Year from appointment date

Administrative Services Manager

1. Meet all SVFD General Hiring Requirements

Scotts Valley Fire Protection SVFD	
POLICY: 1500	SUBJECT: Hiring Practices and Requirements

2. Possess and maintain a valid Class C California Driver’s License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD’s insurance provider
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Ability to perform the essential functions of the position.
5. Any combination of training and experience which would provide the required knowledge and abilities for the position. A typical way to obtain the required knowledge and abilities would be five (5) years of experience in a related full-time administrative position with increasing responsibilities. Related education may be substituted for experience or experience may be substituted for education.

Desirable Qualification:

- Previous supervisory or management experience in a similar sized organization and similar field of work.
- Collegiate education in finance, accounting, business or public administration, or closely related field. A Bachelor’s Degree is preferred.
- Training and or certification in state or nationally recognized municipal programs related to the position.

Probationary trial period:

- One (1) Year from appointment date

Fire Marshal / Deputy Fire Marshal

1. Meet all SVFD General Hiring Requirements.
2. Complete Live Scan Fingerprinting.
3. Possess and maintain a valid Class C California Driver’s License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD’s insurance provider.
4. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
5. Ability to perform the essential functions of the position.
6. Minimum of five (5) years of experience in a career full time position in fire prevention and/or suppression, or related activities.
7. Complete California State Fire Training and Education Fire Investigator (2017) coursework (Fire Investigation 2A and 2B) or equivalent*.
8. Completion of P.C. 832.

Desired Qualifications:

Scotts Valley Fire Protection SVFD	
POLICY: 1500	SUBJECT: Hiring Practices and Requirements

- Collegiate education at the Associated Degree or greater in Fire Science or related field.
- Prior experience preparing, reviewing, assisting, or completing fire code adoption.

Probationary trial period: One (1) Year from appointment date

EMERGENCY RESPONSE PERSONNEL

Response Volunteer and or Paid Call Firefighter (PCF)

Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Reside within Santa Cruz County or a county with a contiguous border of Santa Cruz County.
3. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
4. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
5. Ability to perform the essential functions of the position and possess a valid and not greater than six (6) month old candidate physical ability test (CPAT) card (not greater).
6. Successfully pass a comprehensive background check as provided by the SVFD.

Probationary trial period:

- Response Volunteer – from appointment date to 1-year from fire academy graduation date.
- PCF – One year from appointment date.

Entry Level Firefighter/EMT and Entry Level Firefighter/Paramedic Hiring

Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.

Scotts Valley Fire Protection SVFD	
POLICY: 1500	SUBJECT: Hiring Practices and Requirements

4. Ability to perform the essential functions of the position and possess a valid candidate physical ability test (CPAT) card not greater than 6-months old at time of hire.
5. Successfully pass a comprehensive background check as provided by the SVFD.
6. Desirable qualifications:
 - a. Firefighter/EMT: Graduate of an accredited fire training academy, or equivalent* training academy/program; be a licensed EMT in California or the ability to be licensed as an EMT in CA at the time of hire, and a non-expired CPR certification. Experience as a firefighter is not required.
 - b. Firefighter/Paramedic: Graduate of an accredited fire training academy, or equivalent* training academy/program. Graduate of an accredited paramedic training program with the ability to be licensed as a paramedic in California at the time of hire, and a non-expired CPR, ACLS, PALS, and basic level trauma training (e.g. PHTLS, BTLS) or equivalent*. Experience as a firefighter is not required.

Lateral Firefighter/EMT and Lateral Firefighter/Paramedic Hiring Requirements:

7. Meet all SVFD General Hiring Requirements.
8. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
9. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
10. Ability to perform the essential functions of the position and possess a valid candidate physical ability test (CPAT) card not greater than 6-months old at time of hire.
11. Successfully pass a comprehensive background check as provided by the SVFD.
12. Meet the following minimum qualifications:
 - a. Firefighter/EMT: Graduate of an accredited fire training academy, or equivalent* training academy/program, not less than two (2) years experience as a career firefighter/EMT, ability to be licensed as an EMT in California, and a non-expired CPR certification.
 - b. Firefighter/Paramedic: Graduate of an accredited fire training academy, or equivalent* training academy/program, not less than two (2) years experience as a career firefighter/EMT, graduate of an accredited paramedic training program with the ability to be licensed as a paramedic in California, and a non-expired CPR, ACLS, PALS, and basic level trauma training (e.g. PHTLS, BTLS) or equivalent*.

Scotts Valley Fire Protection SVFD	
POLICY: 1500	SUBJECT: Hiring Practices and Requirements

Desirable Qualifications:

- Collegiate education or course of study related to the position
- Emergency response experience in the SVFD
- Emergency medical, fire or rescue related training
- California licensed EMT or Paramedic

Probationary trial period:

- Entry-Level: Two (2) years (24 months)
- Lateral: one (year) (12 months)

** The Fire Chief or Designee shall determine, at their discretion, qualifying equivalencies.*



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Honorable Board of Directors
FROM: Mark Correira, Fire Chief
DATE: December 11, 2024
RE: Board Memo 2024-31: Agreement for Shared Fire Marshal Services

Recommended Action:

Approve the Agreement for Services Between Central Fire District of Santa Cruz County and Scotts Valley Fire District.

Background:

The Central Fire District of Santa Cruz County's (Central Fire) Fire Marshal has announced plans to retire in January of 2025. Central Fire intends to perform an open recruitment for this position; however, this process will not be completed before the current Fire Marshal's retirement. As a result, Central Fire has inquired whether the Scotts Valley Fire Protection District (SVFPD) would consider establishing a shared service agreement to allow the SVFPD's Deputy Fire Marshal to serve both agencies during this interim period.

The Fire Chiefs from both agencies have met to discuss Central Fire's needs and the feasibility of sharing this position. It was agreed that, under the right conditions and as a bridge until Central Fire's new Fire Marshal is hired, a shared service arrangement could serve as a temporary solution. Although more attention related to the finer details of this proposal is necessary, the likely architecture that would be realized is SVFPD's Deputy Fire Marshal would lead Central Fire's Community Risk Reduction Division, and this division would serve both communities.

The Fire Chief has discussed this proposal with Deputy Fire Marshal Collins to gauge her interest in serving in this role. Although many of the details have not been confirmed, Deputy Fire Marshal Collins expressed willingness to take on this responsibility if it benefits both Fire Districts.

As communicated previously with the Board, the Fire Chief has established a professional development plan with Deputy Fire Marshal Collins which includes the eventual reclassification of her position to Fire Marshal. She has completed all necessary training requirements, and serving in the capacity as Interim Fire Marshal for both agencies would be an exceptional opportunity for her professional development.

As noted earlier in this memorandum, more discussion and detail are needed if there is an interest in pursuing this opportunity. Should the Board of Directors express interest, Staff would work with Central Fire to work through the details to develop the necessary agreement and bring it back for Board review and approval.

Committee Recommendation:

Place on Board Agenda as an action item with recommendation of Approval.

AGREEMENT FOR SERVICES BETWEEN
CENTRAL FIRE DISTRICT OF SANTA CRUZ COUNTY
AND
SCOTTS VALLEY FIRE PROTECTION DISTRICT

THIS AGREEMENT is made and entered into this 12 day of December, 2024 by and between the **Central Fire District of Santa Cruz County**, hereinafter called “**Central**” and **Scotts Vally Fire Protection District**, hereinafter called “**Scotts Valley**”.

WHEREAS, Central and Scotts Valley are looking to provide mutual benefit to their Community Risk Reduction Division and Fire Prevention Division ranks, in the most fiscal and responsible manner possible; and

WHEREAS, Central and Scotts Valley personnel have the requisite knowledge, skills and abilities, training, qualifications and experience to render such services called for under this agreement.

THE PARTIES HEARBY AGREE AS FOLLOWS:

SECTION 1. SCOPE OF SERVICES. Central Fire Inspectors, Defensible Space Inspectors and Administrative Analyst and Scotts Valley Deputy Fire Marshal shall perform those functions as specified in detail in Exhibit “A”, entitled “CENTRAL AND SCOTTS VALLEY COMMUNITY RISK REDUCTION/FIRE PREVENTION SCOPE OF DUTIES”, which is attached hereto and incorporated herein.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be from 1 of January 2025, through June 1, 2025 inclusive. The TERM may be extended upon mutual agreement by the Central and Scotts Valley Board of Directors.

SECTION 3. COMPENSATION. There will be no exchange of compensation between Central and Scotts Valley for services provided by either agency as detailed in Exhibit “A”, entitled “CENTRAL AND SCOTTS VALLEY COMMUNITY RISK REDUCTION/FIRE PREVENTION SCOPE OF DUTIES” as the date of this agreement, unless otherwise agreed upon by both parties.

SECTION 4. EMPLOYMENT STATUS. It is understood and agreed that Central personnel and Scotts Valley personnel, in the performance of the work duties agreed to be performed, shall be exclusive employees of their respective Districts. Each District shall remain responsible for its Worker’s Compensation insurance.

SECTION 5. TERMINATION. Central and Scotts Valley shall have the right to terminate this agreement, without cause, by giving not less than thirty (30) days written notice of termination.

WITNESS THE EXECUTION HEREOF, on the day and year first hereinabove written.

CENTRAL

SCOTTS VALLEY

BY: _____

BY: _____

Board Chair

Board President

BY: _____

BY: _____

Fire Chief

Fire Chief

EXHIBIT "A"

CENTRAL AND SCOTTS VALLEY COMMUNITY RISK REDUCTION/FIRE PREVENTION SCOPE OF DUTIES

The Scope of Duties are as follows:

Deputy Fire Marshal (Scotts Valley)

Scotts Valley's Deputy Fire Marshal (DFM) shall provide administrative oversight for all Community Risk Reduction/Fire Prevention related duties, such as day-to-day operations, issuing inspection assignments, coordinating staff duties and consulting with staff and the public on inquiries. The DFM shall also be responsible for, including but not limited to, all division-related activities and programs, inspections, plan checks, weed abatements, and public education for both Districts.

The DFM shall not be responsible for work/skills review, discipline or schedule adjustments unless directed so by the Central Fire Chief or Designee. Personnel management of the Community Risk Reduction/Fire Prevention staff shall be the responsibility of the Central Fire Chief or designee. Personnel management shall include, but not limited to, performance evaluations, counseling and disciplinary action. Similarly, the personnel management of the DFM shall be the responsibility of the Scotts Valley Fire Chief.

The DFM is assigned to the Community Risk Reduction/Fire Prevention Division on a 40-hour (flex schedule) work week. The approved schedule starting times and or adjustments to the schedule shall be mutually agreed to between the DFM and Central Fire Chief. Time off requests shall be approved by the Scotts Valley Fire Chief after consultation with the Central Fire Chief.

The Deputy Fire Marshal shall become proficient in both District's boundaries, facilities, policies and procedures, records management/time keeping processes.

Fire Inspectors (Central)

The Fire Inspectors from Central shall provide community risk reduction related duties to both districts as assigned by the DFM or their immediate supervisor.

The Fire Inspectors shall be assigned to the Community Risk Reduction Division on a 40-hour schedule, which can be modified to an alternate schedule, as needed, with approval from the Fire Chief.

Each Fire Inspector shall become proficient in both district's boundaries, facilities, policies and procedures, and records management/time keeping processes.

Community Risk Reduction Administrative Analyst (Central)

The Community Risk Reduction Administrative Analyst shall provide clerical and technical work in support of the Community Risk Reduction/Fire Prevention Divisions for both districts assigned to the DFM or designee.

The Administrative Analyst shall be assigned to the Community Risk Reduction/Fire Prevention Division on a 40-hour (flex schedule) work week, which can be modified to an alternate schedule as needed, with approval from the Fire Chief.

The Administrative Analyst shall become proficient in both district's boundaries, fiscal functions related to the accounting and purchasing, permitting, policies and procedures, and records management/time keeping processes.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: December 11, 2024
To: Hon. Board of Directors
From: Mark Correira, Fire Chief
Subject: Administrative Report – December 2024

Administration

- Crews participated in a toy drive outside Target in conjunction with the Scotts Valley Police Department.
- Two new security cameras were installed at the Branciforte station. The cameras cover the front of the station and the back apron.
- Administration will be closed the week of Christmas.

Operations

- E2511 was sent to Golden State Fire Apparatus to have the front suspension system worked on.
- Captain Petteys and Firefighter Lackey have been working to rehab E2610 as a future reserve unit.
- Burn season is officially open starting December 1st.
- The local private ambulance provider is facing ongoing challenges with staffing their ambulances in the county. Several incidents have occurred within the district where ambulances have either been delayed or lacked adequate staffing, particularly in terms of having a paramedic on board. This has resulted in delays in patient transport and has led to unnecessary losses of district personnel who were serving as the attending paramedic for routine non-emergency advanced life support (ALS) patient transports.

Training / EMS

- All four probationary employees will have completed their 1st year of training. Firefighter Lackey will be off probation following the conclusion of his driver/operator final exam. FF Pisciotta, Perex, and Lucchesi will continue into Driver/Operator training over the next year.
- Crews will recertify their ACLS, PALS, and BCLS throughout early December.
- E2538 participated in numerous prescribed burns near Pescadero in San Mateo County coordinated by Cal Fire and California State Parks.
- The EMSIA has submitted a proposal to County EMS for the purchase of 12 LUCAS devices. SVFD would receive one additional LUCAS device. If the proposal is approved, the LUCAS device will likely be in service in early spring.
- The County is seeking a new EMS Medical Director to replace Dr. Ghilarducci, who will retire early next year.

Prevention / Community Risk Reduction

- Inspections Conducted:
 - 3 construction inspections

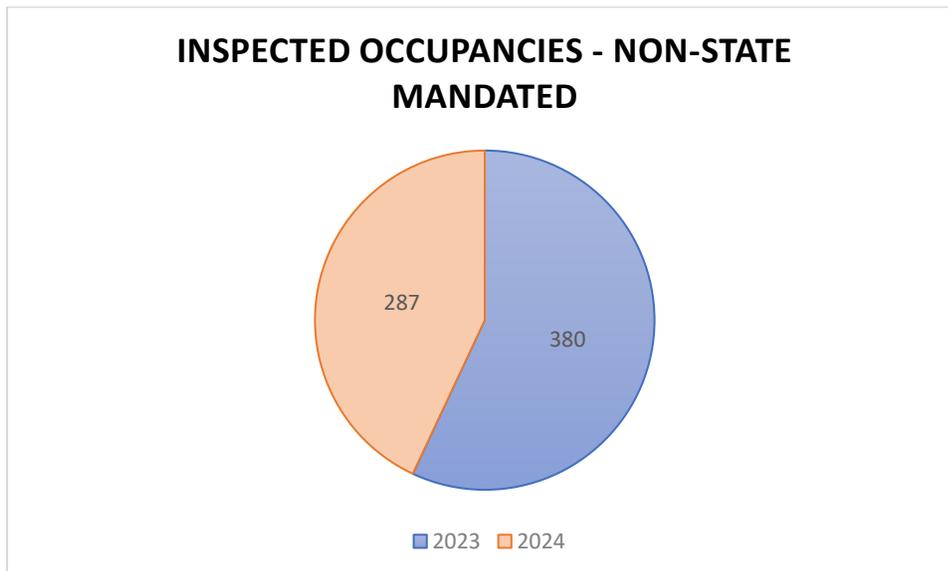


SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

- 7 annual re-inspections
- Follow-up: 3 complaints
- Plan Reviews:
 - 5 construction plans
 - 3 fire sprinkler plans
- Community Engagement & Meetings
 - Met with Big Redwood Park resident to discuss access and clearance in their efforts to become a recognized Firewise Community.
 - Attended the FPO meeting

As part of DFM Collins' inspection program, the goal was to inspect every commercial occupancy within the Scotts Valley Fire District over a two-year cycle. In 2023, all commercial occupancies located on the Scotts Valley Drive side of the District were inspected. In 2024, the program focused on inspected all commercial occupancies on the Mount Hermon side of the District. Moving forward, all non-state mandated commercial occupancies will be inspected on a biennial basis, ensuring consistent fire and life safety compliance across the District.



Chief Report

- Represented the District's Workers Compensation Insurance Joint Powers Agreement (JPA) group to evaluate options for insurance providers. This subcommittee met with three different insurance providers and have identified a preferred provider. They will recommend a preferred provider in December. This proposed change will likely lead to a cost savings for all agencies in the JPA.
- Staff and the Finance Committee met with the Auditor to review the 2024 Audit Report. The Finance committee also reviewed the CEPPT and CERBT Summary Reports.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

- Met with representatives of IAFF 3577 to discuss the Side Letter for ETO Funds, Deputy Fire Marshal out of classification pay, and Policy Updates.
- Attended a quarterly Executives Meeting with the Scotts Valley City Manager, School Superintendent, and Water District General Manager.
- Served on the Technical Advisory Group (TAG) evaluating the vendors who responded to the County's Public Safety Radio Emergency Radio Network RFP. The evaluation process is nearing completion and the TAG will be making a recommendation to the County on a preferred vendor.
- Onboarded the District's two newest Board Members and briefed them on the contemporary issues facing the District.

Scotts Valley Fire Protection District

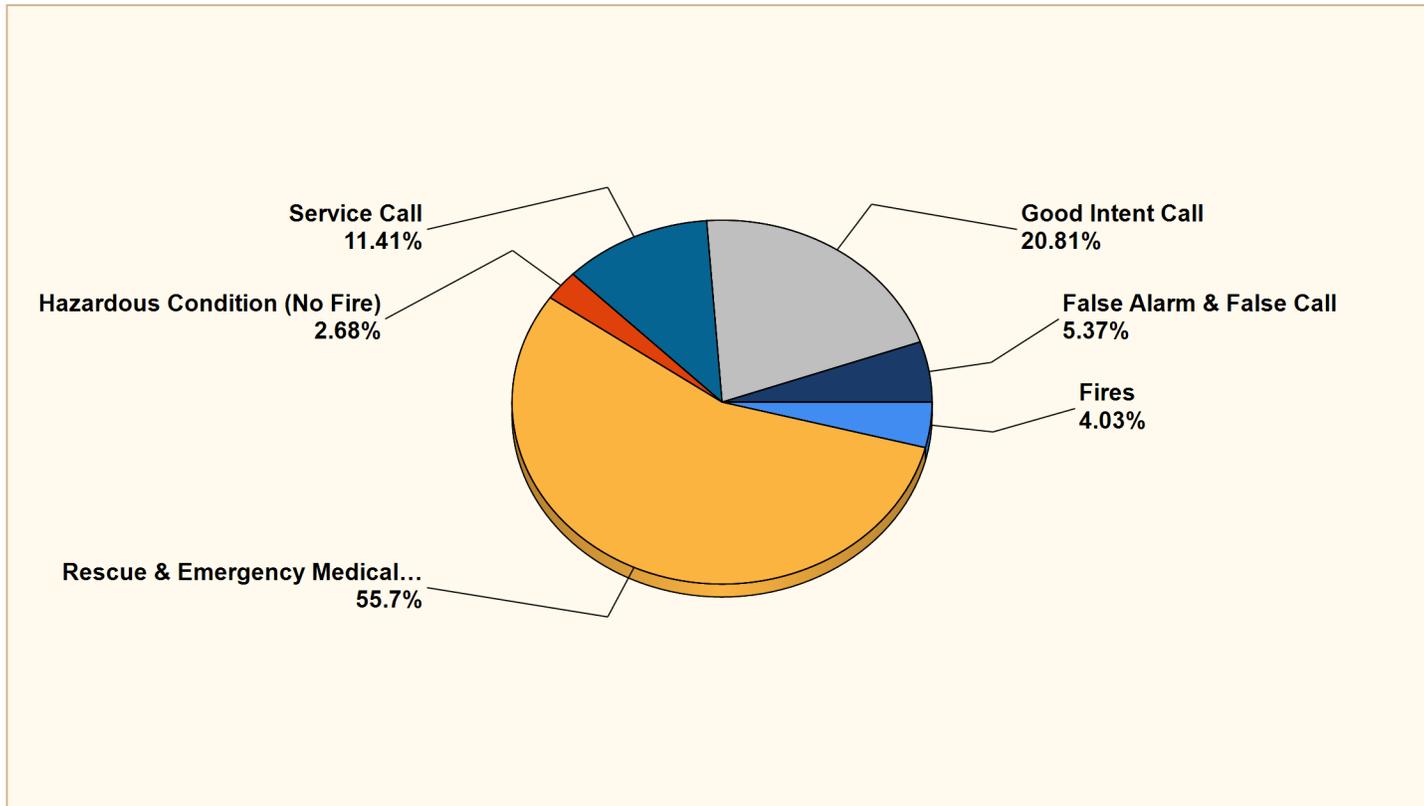
Scotts Valley, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2024 | End Date: 11/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	4.03%
Rescue & Emergency Medical Service	83	55.7%
Hazardous Condition (No Fire)	4	2.68%
Service Call	17	11.41%
Good Intent Call	31	20.81%
False Alarm & False Call	8	5.37%
TOTAL	149	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	0.67%
113 - Cooking fire, confined to container	2	1.34%
141 - Forest, woods or wildland fire	3	2.01%
320 - Emergency medical service, other	4	2.68%
321 - EMS call, excluding vehicle accident with injury	73	48.99%
322 - Motor vehicle accident with injuries	4	2.68%
324 - Motor vehicle accident with no injuries.	2	1.34%
412 - Gas leak (natural gas or LPG)	1	0.67%
440 - Electrical wiring/equipment problem, other	2	1.34%
444 - Power line down	1	0.67%
510 - Person in distress, other	1	0.67%
551 - Assist police or other governmental agency	1	0.67%
553 - Public service	10	6.71%
554 - Assist invalid	5	3.36%
611 - Dispatched & cancelled en route	18	12.08%
622 - No incident found on arrival at dispatch address	5	3.36%
650 - Steam, other gas mistaken for smoke, other	2	1.34%
651 - Smoke scare, odor of smoke	5	3.36%
653 - Smoke from barbecue, tar kettle	1	0.67%
700 - False alarm or false call, other	1	0.67%
710 - Malicious, mischievous false call, other	1	0.67%
711 - Municipal alarm system, malicious false alarm	1	0.67%
733 - Smoke detector activation due to malfunction	3	2.01%
743 - Smoke detector activation, no fire - unintentional	1	0.67%
744 - Detector activation, no fire - unintentional	1	0.67%
TOTAL INCIDENTS:	149	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

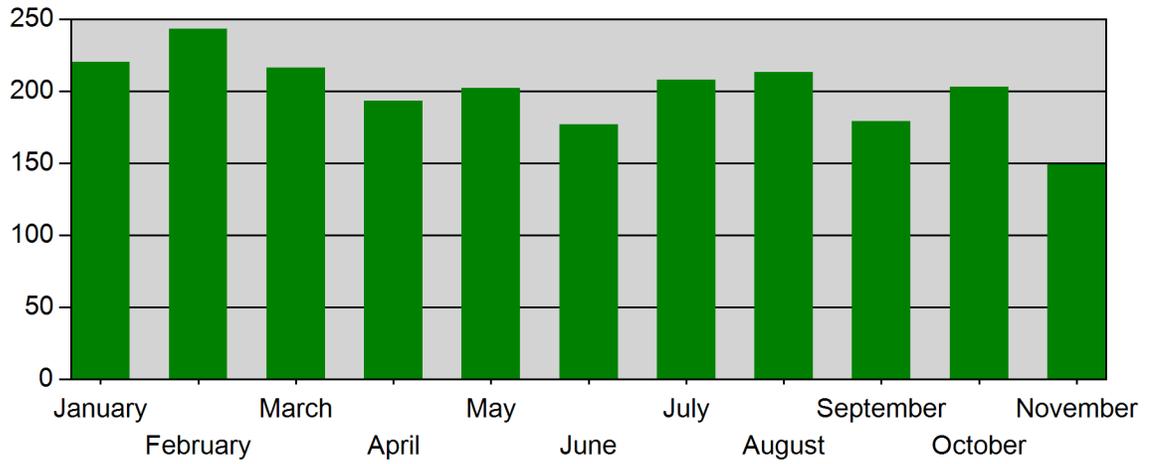
Scotts Valley, CA

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Incidents by Month for Month Range

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



MONTH	INCIDENTS
January	220
February	243
March	216
April	193
May	202
June	177
July	208
August	213
September	179
October	203
November	149

Only REVIEWED incidents included



Scotts Valley Fire Protection District

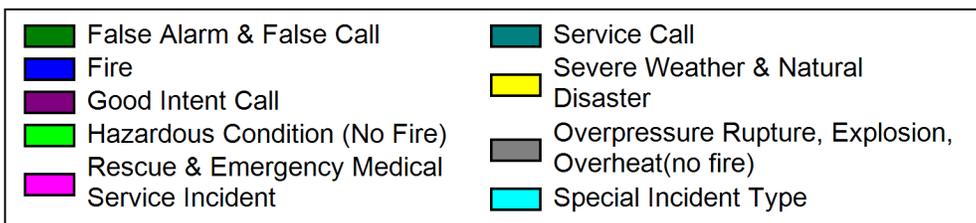
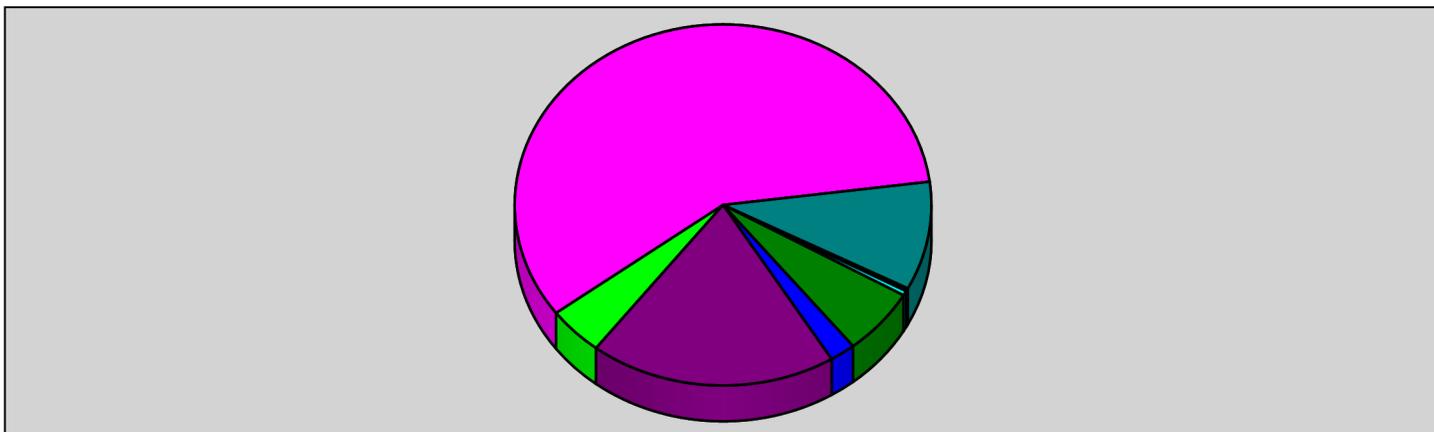
Scotts Valley, CA

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Major Incident Types by Month for Date Range

Start Date: 01/01/2024 | End Date: 11/30/2024



INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
False Alarm & False Call	13	11	7	10	13	8	7	26
Fire	1	2		3	3	3	6	5
Good Intent Call	34	44	45	39	26	35	36	44
Hazardous Condition (No Fire)	11	33	13	3	7	4	6	4
Overpressure Rupture, Explosion, Overheat(no fire)				1	2		1	
Rescue & Emergency Medical Service Incident	126	124	135	112	132	108	128	120
Service Call	35	27	16	24	19	15	20	14
Severe Weather & Natural Disaster		2						
Special Incident Type				1		4	4	
Total	220	243	216	193	202	177	208	213

Only REVIEWED incidents included



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Doc Id: 495

Page # 1 of 2

INCIDENT TYPE	SEP	OCT	NOV	TOTAL
False Alarm & False Call	12	16	8	131
Fire	5	10	6	44
Good Intent Call	38	50	31	422
Hazardous Condition (No Fire)	4	7	4	96
Overpressure Rupture, Explosion, Overheat(no fire)				4
Rescue & Emergency Medical Service Incident	110	103	83	1281
Service Call	10	17	17	214
Severe Weather & Natural Disaster				2
Special Incident Type				9
Total	179	203	149	2203

Only REVIEWED incidents included





December 2, 2024

Mark Correira, Fire Chief
Scotts Valley Fire Protection District
7 Erba Lane
Scotts Valley, CA 95066

SUBJECT: UPCOMING VACANCY FOR THE REGULAR & ALTERNATE SEATS ON LAFCO

Dear Chief Correira:

The purpose of this letter is to solicit applications for the regular and alternate member seats on the Local Agency Formation Commission (“LAFCO”). The independent special districts in Santa Cruz County have three seats on LAFCO. The two regular member seats are currently held by Jim Anderson (Felton Fire Protection District) with a term ending in May 2025, and Rachél Lather (Soquel Creek Water District) with a term ending in May 2027. The alternate member seat is currently held by Ed Banks (Pajaro Valley Public Cemetery District) with a term ending in May 2025. **Two seats will become vacant in May, and as a result, the independent special districts must address the vacancy before May 1, 2025.**

Selection Process

LAFCO’s Independent Special District Selection Committee Policy (refer to **Attachment 1**) indicates that the two regular members cannot be from the same type of district (fire, water, recreation, miscellaneous). Since the regular member currently in the middle of a term is from a water district, the regular position being filled cannot be from another water agency. Therefore, the pool of eligible applicants for the regular member term will be anyone who is on the board of an independent special district in Santa Cruz County, with the exception for those currently serving as water district and water management agency board members. The pool of people eligible to apply for the alternate seat will be anyone who is on the board of any independent special district in Santa Cruz County. There are no restrictions regarding the type of district for the alternate seat. **The term of office for the newly appointed LAFCO members will begin May 5, 2025 and will end on May 7, 2029.**

Application Deadline

Please share this letter with your board members. The deadline for returning completed applications is **Friday, January 24, 2025 at 3:00pm**. A complete overview of the selection process timeline is shown in **Attachment 2**. I have attached a form by which a board member may apply for either or both positions. An electronic version of the form can be accessed on the LAFCO website (refer to **Attachment 3**).

Feel free to contact me if you have any questions about the selection process. After January 24th, each independent special district will be sent a subsequent letter with information about the proposed candidates and an explanation on how each district will cast their vote to appoint the district representative on LAFCO.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joe A. Serrano', is written over a light blue horizontal line.

Joe A. Serrano
Executive Officer

Attachments:

- 1) Independent Special District Selection Committee Policy
- 2) Selection Process Timeline
- 3) Application Form



LOCAL AGENCY FORMATION COMMISSION
OF SANTA CRUZ COUNTY

INDEPENDENT SPECIAL DISTRICTS SELECTION POLICY

1. OVERVIEW

The purpose of the Independent Special District Selection Committee shall be to appoint the regular and alternate special district members of the Local Agency Formation Commission (LAFCO) and to fill unexpired terms when vacancies occur. It is important to note that nothing in these Rules of Procedure shall supersede Government Code Section 56332, which governs the establishment of the Independent Special District Selection Committee.

2. MEMBERSHIP

Membership of the Independent Special District Selection Committee shall be composed of the presiding officer or designated board member of the legislative body of each independent special district either located wholly within Santa Cruz County or containing territory within the county that represents 50% or more of the assessed value of taxable property of the district.

3. MEETINGS

3.1 Notification and Solicitation of Nominations

The Executive Officer of the Commission shall give written notice to all eligible independent special districts of any meeting of the Independent Special District Selection Committee, specifying the date, time, and place.

Any person qualified to serve as an Independent Special District representative to LAFCO shall be qualified to submit a nomination which shall be accompanied by a brief resume on the form provided by LAFCO. Each district shall be encouraged to submit nominations.

3.2 Registration

Each member of the Selection Committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer.

In the event that the presiding officer is unable to attend a meeting of the Committee, the legislative body may appoint one of its members to attend in the presiding officer's place. Such a designated member shall submit written authorization at the time of registration.

Each voting member shall register and complete a declaration of qualification. The voting member will then be given the required number of ballots and other voting materials.

3.3 Quorum

Members representing a majority of the eligible districts shall constitute a quorum for the conduct of Committee business. No meeting shall be called to order earlier than the time specified in the notice and until a quorum has been declared to be present.

Before calling the meeting to order, the Executive Officer shall announce that a quorum is present and request that any voting member who has not yet registered do so at that time. Only those eligible members registered and present shall be allowed to vote.

3.4 Sequential Balloting

If there is more than one position to fill, sequential balloting will be held in the following order using a ballot with names of all eligible nominees: (1) Full term, regular member; (2) Partial term, regular member; and (3) Alternate member.

If a candidate is elected to a position, his or her name will be crossed out on the subsequent ballots.

3.5 Majority to Win

In order for a candidate to be elected, that candidate must receive a majority of the votes being cast.

If no candidate receives a majority, a subsequent round of voting shall be conducted with the eligible candidates limited to the two candidates who received the most votes in the previous round and any candidates who received the same number of votes as the second candidate.

4. COMPOSITION OF SPECIAL DISTRICT REPRESENTATION ON LAFCO

It is desirable that the special district members on LAFCO have a broad cross-section of duties and experience in district matters. Therefore, the following four classes of districts are established:

Class 1: Fire Protection Districts

- Ben Lomond Fire Protection District
- Boulder Creek Fire Protection District
- Central Fire District¹
- Felton Fire Protection District
- Pajaro Valley Fire Protection District²
- Scotts Valley Fire Protection District³
- Zayante Fire Protection District

¹ The original resolution listed the Aptos/La Selva Fire Protection District, which was subsequently consolidated with the Central Fire Protection District (named changed to Central Fire District) in 2021.

² The original resolution listed the Freedom Fire Protection District and the Salsipuedes Fire Protection District, which were subsequently consolidated into the Pajaro Valley Fire Protection District.

³ The original resolution listed the Branciforte Fire Protection District, which was subsequently dissolved and annexed into the Scotts Valley Fire Protection District in 2023.

Class 2: Water Districts

- Central Water District
- San Lorenzo Valley Water District⁴
- Scotts Valley Water District
- Soquel Creek Water District

Class 3: Recreation and Park Districts

- Alba Recreation and Park District
- Boulder Creek Recreation and Park District
- La Selva Beach Recreation and Park District

Class 4: Miscellaneous Districts⁵

- Pajaro Valley Health Care District
- Pajaro Valley Public Cemetery District
- Pajaro Valley Water Management Agency
- Salsipuedes Sanitary District
- Santa Cruz County Resource Conservation District
- Santa Cruz Port District

4.1 Overlapping Classes

At no time shall the two regular special district members on LAFCO come from the same class of districts.

4.2 Class Diversity

Where feasible, nominations for vacancies on LAFCO may not come from the class that already has a regular member sitting on LAFCO.

4.3 Conflicting Classes

Any election that would result in the two regular special district members being from the same class of district shall be immediately deemed invalid, and a subsequent ballot will be prepared excluding the conflicting class of candidates and voted upon.

5. MAILED-BALLOT ELECTIONS

5.1 Authority

A mailed-ballot election may be conducted if the Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible.

5.2 Notification and Solicitation of Nominations

The Executive Officer of the Commission shall give written notice to all eligible independent special districts of the intention to conduct a mailed-ballot election. Each district shall acknowledge receipt of the Executive Officer's notice.

⁴ The original resolution listed the Lompico County Water District which was subsequently dissolved and annexed into the San Lorenzo Valley Water District.

⁵ The original resolution listed the Opal Cliffs Recreation District and the Reclamation District No. 2049, which were subsequently dissolved in 2022 and 2024 respectively. The list also excluded the Pajaro Valley Health Care District which was ultimately created through special legislation in 2022.

Each district shall be encouraged to submit nominations, accompanied by a brief resume on the form provided by LAFCO. All nominations must be received by a specified date that shall be at least six weeks from the date of notification. Emailed copies of nominations may be submitted, if necessary, to meet the established deadline; however, replacement originals must be submitted as soon thereafter as possible.

5.3 Distribution and Return of Ballots

All eligible districts shall be sent, by certified mail, return receipt requested, the following materials: (1) copies of all nominations received by the deadline, (2) ballot(s) as required to vote for Commission members, and (3) voting instructions.

The following outlines the necessary information and steps to submit a complete ballot:

1. The ballots shall include the names of all nominees.
2. Each ballot shall be accompanied by a certification sheet to be completed by the presiding officer or designated alternate who cast that district's vote.
3. A specified period of time, not less than six weeks, shall be allowed for the districts to cast their votes and return their ballots.
4. Ballots shall be sent by certified mail, return receipt requested.
5. Emailed copies of ballots may be submitted, if necessary, to meet the established deadline; however, replacement originals must be submitted as soon thereafter as possible.
6. All ballots received by the deadline shall be counted and the results announced within seven days.
7. Certified ballots representing a simple majority of the eligible districts must be returned for a valid election.

5.4 Appointment by Majority Vote

A candidate for a regular or alternate member of the Commission must receive at least a majority of the votes cast in order to be selected. Results of the election will be reviewed and adopted by the Commission during an open session of a regularly scheduled LAFCO Meeting.

In the event that no candidate receives the required number of votes, a run-off election shall be conducted, either by a second mailed ballot or a meeting of the Independent Special District Selection Committee, at the discretion of the Executive Officer.

*Adopted on September 7, 1994 (Resolution No. 801-B)
Revision on May 6, 2020 (Resolution No. 2020-11)
Last Revision on March 6, 2024 (Resolution No. 2024-07)*



LOCAL AGENCY FORMATION COMMISSION OF SANTA CRUZ COUNTY

LAFCO'S DISTRICT REGULAR & ALTERNATE SEAT VACANCIES
 (Independent Special District Selection Committee Election Process)

Action	Deadline	Notes
Request for Applications	Monday, December 2, 2024	LAFCO will send out letters to the independent special districts to solicit applications from eligible board members
Application due back to LAFCO	Friday, January 24, 2025	Applications are due no later than 3:00pm
Election Process Begins	Monday, January 26, 2025	LAFCO will send out letters with ballots and information about the candidates
Election Process Ends	Wednesday, March 26, 2025	Ballots due no later than 3:00pm
LAFCO Meeting (Certify Results)	Wednesday, April 2, 2025	LAFCO will consider adopting a resolution certifying the election results
LAFCO Meeting (Oath of Office)	Wednesday, May 7, 2025	LAFCO will officially introduce the newly elected district representatives



LOCAL AGENCY FORMATION COMMISSION OF SANTA CRUZ COUNTY

NOMINATION FOR LAFCO'S SPECIAL DISTRICT REGULAR & ALTERNATE MEMBER SEATS
(TERM BEGINNING MAY 2025 AND ENDING IN MAY 2029)

INSTRUCTIONS:

If you are interested in serving as a special district member on LAFCO, please complete and sign the following application. The completed application can be mailed, hand delivered, or emailed (as a PDF with signature) to: 701 Ocean Street, Room 318-D, Santa Cruz, CA 95060 (mailing address) or joe@santacruzlafco.org (email).

Applications must be submitted to LAFCO no later than 3:00 p.m. on January 24, 2025

I am applying for (CHECK ONE):

Table with 2 columns and 3 rows: Special District Regular Member ONLY, Special District Alternate Member ONLY, Either Position

Note that water district board members are NOT eligible for the proposed regular member position because a water district board member currently occupies the other regular seat.

NAME: _____

MAILING ADDRESS: _____

PHONE(s): Home: _____ Cell/Business: _____

EMAIL: _____

DISTRICT BOARD ON WHICH YOU CURRENTLY SERVE: _____

PREVIOUS BOARD, COMMISSION, OR COMMITTEE SERVED (Identify organization[s] and length of term[s]):

Multiple horizontal lines for text entry under the previous board section.

STATEMENT OF INTEREST:

You may attach a separate sheet to present additional qualifications or a statement of interest in serving on LAFCO.

CERTIFICATION:

I certify that the above information is true and correct and I authorize the verification of the information in the application.

Signature of Board Member Interested in Serving on LAFCO

Date

*Your kind expression of sympathy
is deeply appreciated
and gratefully acknowledged*

Dear Chief Correia,

A note of thanks to your personnel for their care and kindness shown to my husband Harvey each time we called for assistance. Every time they entered our home he was greeted with a "Hi Harvey, how are you doing?"

A special thank you to Captains Garrett and Armando and their crews for attending Harvey's funeral mass. We appreciate them being there to honor Harvey as we bid him farewell. With gratitude, Irene Bustichu + family