



**Board of Directors
Regular Meeting Agenda
Wednesday, June 11, 2025 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.

1. Opening Business

- 1.1 Call to Order
- 1.2 Pledge of Allegiance and Moment of Silence
- 1.3 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 May 14, 2025



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

- 4.2 Approve SVFPD Claims Disbursements for the Month of May 1, 2025 through May 31, 2025 in the Amount of:

Payroll and Benefits:	\$ 555,406.89
General Fund:	\$ 58,479.18
Capital Outlay:	\$ 71,378.31
SCHMIT:	<u>\$ 285,923.15</u>
TOTAL:	\$ 971,187.53

- 4.3 Approve Surplus List

5. Discussion Items

- 5.1 La Madrona Fire Station Planning / Safety Measures to Address Seismic Concerns for Firefighters at Fire Station One, located at Erba Lane
- 5.2 Shared Services Update

6. Public Hearing I

- 6.1 Scheduled Public Hearing Regarding AB 2561 Status of Vacancies

Public Hearing Process: The District will present on the status of vacancies at Scotts Valley Fire Protection District and the District's recruitment and retention efforts. Following the District presentation, each employee organization will have the opportunity to make a presentation if the group chooses to do so. The Board President or Designee will ask for public comment. Members of the public wishing to speak should wait for their turn and approach the podium when invited. Speakers should state their name for the record before addressing the Board. Each speaker will be allowed two (2) minutes in an effort to have as much public input as possible. Upon completion of the public hearing, the Board may provide direction to staff or request that the item be brought back for further discussion at a future meeting; otherwise, no further action is necessary.

7. Public Hearing II/Action 7.1-7.2

- 7.1 Scheduled Public Hearing for Ordinance 2025-1: Scotts Valley Fire District Hazard Map Ordinance

Public Hearing Process: SVFPD staff will make a summary of the proposed Ordinance. The Board President or Designee will ask for public comment. Members of the public wishing to speak should wait for their turn and approach the podium when invited. Speakers should state their name for the record before addressing the Board. Each speaker will be allowed three (3) minutes in an effort to have as much public input as possible. Upon completion of the public hearing, the matter will be brought before the Board.



- 7.2 Receive Public Comment and Adopt Ordinance 2025-1: Scotts Valley Fire District Hazard Map Ordinance
- 8. Closed Session: Government Code §54957**
 - 8.1 Labor Negotiations: Government Code §65957.6
Conference with Labor Negotiators, Directors Cosner and Whittle
Employee Organizations: Local 3577, International Association of Firefighters and Scotts Valley Chief Officers
- 9. Open Session: Government Code §54957.1**
 - 9.1 Report on closed session item 8.1
- 10. Action Items- Discussion/Action**
 - 10.1 Approve Memorandum of Understanding with the Scotts Valley Firefighters I.A.F.F. Local 3577 for July 1, 2025 through June 30, 2028
 - 10.2 Approve Policy 1505 Career Development Guide
 - 10.3 Policy 1703 Battalion Chief Job Description
 - 10.4 Policy 1705 Captain Job Description
 - 10.5 Policy 1706 Engineer Job Description
 - 10.6 Approve Agreement for Services between Central Fire District of Santa Cruz County and Scotts Valley Fire Protection
- 11. Board of Directors and Administrative Reports – Information/Discussion**
(No action will be taken on any questions raised by the Board at this time.)
 - 11.1 Board of Directors Report – Directors
 - 11.2 Administrative Report – Chief Officers
- 12. Correspondence**
 - 12.1 Donation Follow-Up: Thank you letter from Baymonte Fundraising Team
 - 12.2 Coordinating Follow-Up: Thank you letter from Scotts Valley Haunted House Staff
- 13. Request for Future Agenda Items**



14. Closed Session: Government Code §54957

- 14.1 Closed Session Conference with Legal Counsel – Threatened/Anticipated Litigation
Significant exposure to litigation pursuant to Government Code sections 54956.6(d)(2) and 54956.6(e)(1): 1 case
- 14.2 Public Employee Performance Evaluation
Title: Fire Chief

15. Open Session: Government Code §54957.1

- 15.1 Report on closed session items 14.1-14.2

16. Adjournments

Next Regularly Scheduled Board Meeting: Wednesday, July 9, 2025 at 6:00 p.m.

Note: Certain supporting documents for items on this agenda may be distributed at the Board meeting. Copies will be made available to the public at that time in accordance with Government Code Section 54957.5.



**MINUTES OF THE
SCOTTS VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING OF
May 14, 2025**

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, May 14, 2025 at the City of Scotts Valley Council Chambers. President Cosner called the meeting to order at 6:01 p.m. A teleconferencing notice for Director Whittle was not needed as he was able to attend in person.

1.2 Pledge of Allegiance and Moment of Silence

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

1.3 Roll Call

Director(s) Present:	President Adam Cosner (AC) Vice President Kris Hurst (KH) Director Daron Pisciotta Director Mike Weave (MW) Director Ron Whittle (RW)
Director(s) Virtual at Alternate Location:	N/A
Director(s) Absent:	N/A
Fire District Staff:	Chief Correira Battalion Chiefs LoFranco and McNeil Administrative Services Manager Rodriguez

2. Public Comment (GC §54954.3)

Becky Steinbruner shared LAFCO approved \$30,000–\$60,000 for a fire consolidation feasibility study at their May 7 meeting. She also mentioned Don Jarvis, who previously led LAFCO fire consolidations, had announced his resignation. Becky shared she also attended the Santa Cruz City Council meeting and advised the Board to look at item 18 of the meeting which was their community risk assessment standards of cover and deployment analysis done by AP Triton.

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

- Director Cosner requested Action Item 6.5 be pulled from the Agenda.
- Director Whittle requested Consent Item 4.5 be pulled from Consent and placed under Action, listed as new Action Item 6.6.



4. Consent Calendar

- 4.1 Minutes: Approve Regular Board Meeting Minutes of April 9, 2025
- 4.2 Approve SVFPD Claims Disbursements for the Month of April 1, 2025 through April 30, 2025 in the Amount of:

Payroll and Benefits:	\$ 765,200.36
General Fund:	\$ 692,815.95
Capital Outlay:	\$ 6,602.30
SCHMIT:	\$ 4,352.04
TOTAL:	\$ 1,468,970.65

- 4.3 Approve payment for Allstar Equipment Invoice
- 4.4 Adopt Resolution 2025-7: Resolution Requesting Temporary Transfer of Funds
- 4.5 Approve Surplus List

Board Comment/Questions: None

Public Comment: None

Motion to approve Consent Calendar Items 4.1-4.4 as presented was made by Director Pisciotta, seconded by Director Weaver, and approved unanimously by voice vote, with 5 ayes.

5. Discussion Items

- 5.1 La Madrona Fire Station Planning / Safety Measures to Address Seismic Concerns for Firefighters at Fire Station One, located at Erba Lane

Chief Correira reported that Mali LaGoe, City Manager of Scotts Valley, reached out to explore potential collaboration on a shared public safety facility at the La Madrona site, possibly combining fire and police services or creating a broader municipal campus. Chief Correira plans to convene the District's Station Committee, along with Mali and City staff to begin discussions and determine interest in collaboration. He also noted that there have been preliminary conversations with a developer regarding the property across the street, though details remain limited at this time.

Additionally, Chief Correira invited the Board to attend the City's June 18 Council meeting, where a presentation on Enhanced Infrastructure Financing Districts (EIFD) and Tax Increment Financing (TIF) by consultant Kosmont will be given, as a possible funding strategy for the District.



6. Action Items- Discussion/Action

6.1 Adopt Resolution 2025-4: SVFPD Five-Year Strategic Plan

Chief Correira introduced the resolution to adopt the District’s Five-Year Strategic Plan, noting the inclusion of the final draft, a management implementation guide, and a tentative schedule reviewed by the Personnel Committee. He described the plan as a culmination of input from the community, staff, and Board, and emphasized its role as a flexible, living document that can adapt as priorities shift.

Board Comment/Questions:

Director Hurst inquired about who would be responsible for implementing the plan and ensuring accountability for the assigned tasks. Chief Correira responded that the responsibility ultimately lies with him and that staff will follow a work plan model with quarterly assignments and updates. These updates will be brought to the Board to track progress and propose any timeline adjustments.

Director Hurst also asked whether staff felt burdened by the level of responsibility detailed in the plan. Chief Correira said that while that conversation hasn’t occurred yet, some tasks may take longer than anticipated and will require flexibility.

Director Weaver commented on the substantial effort that went into developing the plan and emphasized the importance of maintaining perspective that it is a flexible, five-year framework.

Director Cosner thanked community stakeholders Becky Steinbruner and Marilyn Kuksht, along with Board Directors Hurst and Pisciotta, for their contributions.

Public Comment: None

Motion to adopt Resolution 2025-4: SVFPD Five-Year Strategic Plan was made by Director Weaver, seconded by Director Whittle, and approved unanimously by voice vote, with 5 ayes.

6.2 Adopt Resolution 2025-8: Adopting Preliminary Budgets for Fiscal Year 2025-26

685010	General Fund:	\$16,743,000
685030	Capital Outlay/Zone A:	\$ 1,570,729
685040	SCHMIT:	\$ 603,957



Board Comment/Questions: None

Public Comment: None

Motion to adopt Resolution 2025-8: Adopting Preliminary Budgets for Fiscal Year 2025-26 was made by Director Whittle, seconded by Director Pisciotta, and approved unanimously 5-0 by a roll call vote.

Staff was directed to set a public hearing for August 13, 2025, at 6:00 p.m. to adopt the final budget for fiscal year 2025-2026. Staff was directed to publish the public hearing notice and make the budget available for review.

6.3 Adopt Resolution 2025-6: Designating Fire Hazard Severity Zones

Board Comment/Questions:

Director Hurst sought clarification on the purpose of the resolution. Chief Correira explained that the maps are state-mandated, with no changes made by the District, and that the ordinance simply formalizes adoption of these maps for the Local Responsibility Area. A public workshop was previously held, with no requested changes from the community. Once adopted, the District will assume responsibility for hazard disclosure inspections on newly purchased properties in the LRA. While some map boundaries may seem arbitrary, they were drawn by the state. Chief Correira noted this is a required administrative step to codify the State's maps.

Director Whittle noted that parts of the District are considered Local Responsibility Areas (LRA) but were not shown on the provided map. He asked whether those areas are included in the adoption. Chief Correira stated that the LRA maps were provided by the State and his assumption is that areas not shown may fall under State Responsibility Areas (SRA). Chief Correira said he would follow up with the State to confirm why certain LRA areas within the District were not included on the map.

Public Comment:

Becky Steinbrunner requested the District notify the Santa Cruz County Fire Safe Council and all local Firewise communities and their leaders about the upcoming public hearing. She also asked for clarification on the appeal process for the fire hazard severity zone designations.

Chief Correira confirmed that staff can send notice to the Fire Safe Council and Firewise community leaders. He also clarified that any appeals would likely follow existing building code procedures.

Motion to adopt Resolution 2025-6: Designating Fire Hazard Severity Zones was made by Director Hurst, seconded by Director Weaver, and approved unanimously by voice vote, with 5 ayes.



Staff was directed to set a public hearing for June 11, 2025, at 6:00 p.m. to adopt Ordinance 2025-1, which designates Fire Hazard Severity Zones. Staff was directed to publish the public hearing notice and make the ordinance available for review.

6.4 Notice of Intent to Comply and Adoption of New Policy 2109: Reporting Requirements for Employment Vacancies (AB 2561)

Board Comment/Questions: None

Public Comment: None

Motion to adopt New Policy 2109: Reporting Requirements for Employment Vacancies (AB 2561) was made by Director Weaver, seconded by Director Pisciotta, and approved unanimously 5-0 by a roll call vote.

Staff was directed to set a public hearing for June 11, 2025, at 6:00 p.m. to comply with requirements for AB 2561.

6.5 Adopt Resolution 2025-5: Authorizing the Fire Chief to Enter into a Memorandum of Understanding with the City of Santa Cruz, Central Fire District of Santa Cruz County, and the Local Agency Formation Commission to Evaluate Consolidation of Fire Services

Director Cosner requested Action Item 6.5 be pulled from the Agenda.

6.6 Approve Surplus List

Chief Correira provided an overview of the surplus list, which included two vehicles. He noted that the listed values were estimates and that the District has historically had success using *govdeals.com* for surplus sales, generating around \$39,000 last year. One of the vehicles, a Type 3 engine previously used by Branciforte, is being offered to the City of Santa Cruz for \$5,000.

Board Comment/Questions:

Director Whittle asked if any research was done to determine fair market value for the surplus engines, expressing concern that \$5,000 for the Type 3 may be low.

Director Pisciotta asked whether both engines would be auctioned.

Director Hurst inquired on the bid process.

Chief Correira explained the \$5,000 sale to Santa Cruz City Fire was a proposed direct sale, not an auction. The rationale is to keep the vehicle local and recognize the City's partnership in providing first response for incidents in the southern portion of Branciforte.



Battalion Chief McNeil explained the bid process is run through an auction house, usually without a minimum bid. Recent auctions lasted two weeks, allowing bidders to continue bidding until the final day.

Public Comment: None

Motion to approve surplus list as presented was made by Director Pisciotta, seconded by Director Hurst, and approved unanimously 5-0 by a roll call vote.

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

7.1 Board of Directors Report – Directors

Director Weaver reported on the Organization and Personnel Committee meeting held April 22, where the committee discussed the strategic plan, proposed moving administrative reports from each meeting to a quarterly schedule, and reviewed the hazardous map ordinance. He also complimented the local unions of Scotts Valley and Central for hosting a successful cornhole tournament, noting it was a great event with proceeds benefiting a great cause (San Jose Burn Foundation).

Director Cosner reported out on negotiation efforts with the firefighter local union and that a tentative agreement has been reached. Negotiations with the Chief Officers group has begun.

7.2 Administrative Report – Chief Officers

Chief Correira provided the following updates:

Recognition and Awards: The District held a Recognition Awards Breakfast to recognize staff for their contributions over the past year. Deputy Fire Marshal Erin Collins was named Firefighter of the Year and will be recognized at the upcoming Blue & Gold event.

Administrative Reports: Chief Correira noted that administrative updates will now be shared at each monthly board meeting as verbal reports, with more detailed, performance-based reports provided quarterly.

Battalion Chief McNeil provided the following update:

Station 1 Construction Proposal (Erba Lane): BC McNeil shared that one local contractor, John Mandela, has submitted a fee schedule to begin the permit process for Station 1 repairs. The proposed scope focused on making the living quarters safe and includes architectural and structural engineering work. Estimated construction duration is two months, with a preliminary cost estimate of \$250,000–\$300,000. Staff will research whether this exceeds the city's remodel threshold and ADA requirements. An RFP process will be initiated as required for projects over \$10,000.



Battalion Chief LoFranco provided the following updates:

Zone Coordination Policy: BC LoFranco shared BC Stubendorff is collaborating with Central Fire's Nigel Miller to update the Zone Coordination Policy to improve coordination during countywide resource shortages. A draft policy has been developed and will be presented at an upcoming board meeting.

Training Program Update: Captain Green continues to successfully help lead the Paid Call Firefighter (PCF) Academy, in addition with Engineers Jared Vandiver and Patrick Shaughnessy overseeing the in-house portion of PCF training. PCF graduation is scheduled for June; the exact date will be shared once confirmed.

For County training, most staff have completed Wildland Refresher training. Recent block training included off-road driving with the Type 3 engines, with special thanks to Engineers Josh Neff and John Bridges for serving as instructors.

8. Correspondence

8.1 Incident Follow-Up: Email from Carolyn Smith (District Resident)

The Board received and filed the correspondence.

9. Request for Future Agenda Items

There were no requests for future agenda items.

10. Closed Session: Government Code §54957

10.1 Closed Session Conference with Legal Counsel – Threatened/Anticipated Litigation

Significant exposure to litigation pursuant to Government Code sections 54956.6(d)(2) and 54956.6(e)(1): 1 case

10.2 Labor Negotiations: Government Code §65957.6

Conference with Labor Negotiators, Directors Cosner and Whittle

Employee Organizations: Local 3577, International Association of Firefighters and Scotts Valley Chief Officers

At 6:44 p.m., President Cosner announced the Board would be going into Closed Session for the purpose to discuss items listed in 10.1-10.2.

11. Open Session: Government Code §54957.1

11.1 Report on closed session

At 7:24 p.m., the Board reconvened to Open Session and President Cosner reported on Items 10.1-10.2. Information was received, and direction was given. No action taken.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

12. Adjournment

The meeting was adjourned at 7:24 p.m.

Attest _____
Adam Cosner
Board President

Mark Correira
Board Secretary

Scotts Valley Fire Protection District (SVFPD)

Date: June 11, 2025
To: Board of Directors
From: SVFPD
Subject: Approve Claim Disbursements

SVFPD Claims have been approved for payment out of SVFPD Funds totaling \$ 971,187.53

These payments have been approved by the Board of Directors during their meeting on June 11, 2025

May 2024/2025 F.Y.

685010- Payroll and Benefits:	\$	555,406.89
685010- General Fund:	\$	58,479.18
685030- Capital Outlay:	\$	71,378.31
685040- SCHMIT:	\$	285,923.15

ATTEST _____
Adam Cosner
Board 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	11	5/14/2025	PAYPERIOD 10		Expenditures	685010	50	51000	-147,238.79	PAYPERIOD 10PAYDATE 05162025		
2025	11	5/28/2025	PAYPERIOD 11		Expenditures	685010	50	51000	-146,936.15	PAYPERIOD 11PAYDATE 05302025		
Total 51000 – REGULAR PAY-PERMANENT									-294,174.94			
Object: 51005 – OVERTIME PAY-PERMANENT												
2025	11	5/14/2025	PAYPERIOD 10		Expenditures	685010	50	51005	-28,095.95	PAYPERIOD 10PAYDATE 05162025		
2025	11	5/28/2025	PAYPERIOD 11		Expenditures	685010	50	51005	-22,036.08	PAYPERIOD 11PAYDATE 05302025		
Total 51005 – OVERTIME PAY-PERMANENT									-50,132.03			
Object: 51010 – REGULAR PAY-EXTRA HELP												
2025	11	5/14/2025	PAYPERIOD 10		Expenditures	685010	50	51010	-2,087.28	PAYPERIOD 10PAYDATE 05162025		
Total 51010 – REGULAR PAY-EXTRA HELP									-2,087.28			
Object: 51035 – HOLIDAY PAY												
2025	11	5/14/2025	PAYPERIOD 10		Expenditures	685010	50	51035	-11,939.93	PAYPERIOD 10PAYDATE 05162025		
2025	11	5/28/2025	PAYPERIOD 11		Expenditures	685010	50	51035	-11,939.93	PAYPERIOD 11PAYDATE 05302025		
Total 51035 – HOLIDAY PAY									-23,879.86			
Object: 51040 – DIFFERENTIAL PAY												
2025	11	5/14/2025	PAYPERIOD 10		Expenditures	685010	50	51040	-6,534.66	PAYPERIOD 10PAYDATE 05162025		
2025	11	5/28/2025	PAYPERIOD 11		Expenditures	685010	50	51040	-6,534.66	PAYPERIOD 11PAYDATE 05302025		
Total 51040 – DIFFERENTIAL PAY									-13,069.32			
Object: 52010 – OASDI-SOCIAL SECURITY												
2025	11	5/14/2025	PAYPERIOD 10		Expenditures	685010	50	52010	-3,110.55	PAYPERIOD 10PAYDATE 05162025		
2025	11	5/28/2025	PAYPERIOD 11		Expenditures	685010	50	52010	-2,861.64	PAYPERIOD 11PAYDATE 05302025		
Total 52010 – OASDI-SOCIAL SECURITY									-5,972.19			
Object: 52015 – PERS												
2025	11	5/14/2025	PAYPERIOD 10		Expenditures	685010	50	52015	-31,641.54	PAYPERIOD 10PAYDATE 05162025		
2025	11	5/28/2025	PAYPERIOD 11		Expenditures	685010	50	52015	-31,172.77	PAYPERIOD 11PAYDATE 05302025		
Total 52015 – PERS									-62,814.31			
Object: 53010 – EMPLOYEE INSURANCE & BENEFITS												
2025	11	5/05/2025	0525SVFD		Expenditures	685010	50	53010	-1,704.35	BIDDLE, MIKE SVFD Health Ins.	V105980	80080935
2025	11	5/05/2025	0525SVFD		Expenditures	685010	50	53010	-608.37	PHINN, MIKE SVFD Health Ins. 5	V103782	80080938
2025	11	5/05/2025	0525SVFD		Expenditures	685010	50	53010	-568.15	RONZANO, CHRIST SVFD Health In	V111324	80080939
2025	11	5/05/2025	0525SVFD		Expenditures	685010	50	53010	-1,019.67	WALTON, ALICIA SVFD Health Ins	V119128	80080942
2025	11	5/05/2025	0525SVFD		Expenditures	685010	50	53010	-842.00	THEILEN, LOTHAR SVFD Health In	V117701	80080940
2025	11	5/05/2025	0525SVFD		Expenditures	685010	50	53010	-964.62	LOFRANCO, SAL SVFD Health Ins.	V105221	80080936
2025	11	5/05/2025	0525SVFD		Expenditures	685010	50	53010	-704.06	Whittle, Ronald SVFD Health In	V102822	80080943
2025	11	5/05/2025	0525SVFD		Expenditures	685010	50	53010	-793.44	VANDERVOORT, GR SVFD Health In	V122411	80080941
2025	11	5/05/2025	0525SVFD		Expenditures	685010	50	53010	-1,011.40	MCMURRY, MICHA SVFD Health In	V105430	80080937
2025	11	5/08/2025	DU115748	DU115748	Expenditures	685010	50	53010	48.56	D.Lipkowitz May25 DentalCK#833	C99999	
2025	11	5/08/2025	DU115748	DU115748	Expenditures	685010	50	53010	48.56	M.Pasquini May25 DentalCK#4253	C99999	
2025	11	5/08/2025	DU115748	DU115748	Expenditures	685010	50	53010	48.56	I.Bustichi May25 DentalCK#3381	C99999	
2025	11	5/09/2025	MAY25HLTH		Expenditures	685010	50	53010	-76,351.29	SV FIRE MAY 2025	V116512	16858
2025	11	5/12/2025	0625SVFD		Expenditures	685010	50	53010	-4,573.26	HEALTH CARE EMP SVFD Group 367	V108670	00484248
2025	11	5/14/2025	PAYPERIOD 10		Expenditures	685010	50	53010	-750.00	PAYPERIOD 10PAYDATE 05162025		
2025	11	5/14/2025	PAYPERIOD 10		Expenditures	685010	50	53010	1,235.80	PAYPERIOD 10PAYDATE 05162025		
2025	11	5/15/2025	DU115924	DU115924	Expenditures	685010	50	53010	48.56	M.Marsano May25 Dental	C99999	
2025	11	5/15/2025	DU115924	DU115924	Expenditures	685010	50	53010	91.85	S.Kovacs Jun25 Dental	C99999	
2025	11	5/19/2025	0625SVFD-1		Expenditures	685010	50	53010	-1,419.00	FIRE RISK MANAG SVFD	V45930	00484788
2025	11	5/29/2025	0625SVFD		Expenditures	685010	50	53010	-1,704.35	BIDDLE, MIKE SVFD Health Ins.-	V105980	80082008
2025	11	5/29/2025	0625SVFD		Expenditures	685010	50	53010	-842.00	THEILEN, LOTHAR SVFD Health In	V117701	80082013
2025	11	5/29/2025	0625SVFD		Expenditures	685010	50	53010	-568.15	RONZANO, CHRIST SVFD Health In	V111324	80082012
2025	11	5/29/2025	0625SVFD		Expenditures	685010	50	53010	-793.44	VANDERVOORT, GR SVFD Health In	V122411	80082014
2025	11	5/29/2025	0625SVFD		Expenditures	685010	50	53010	-1,011.40	MCMURRY, MICHA SVFD Health In	V105430	80082010
2025	11	5/29/2025	0625SVFD		Expenditures	685010	50	53010	-1,019.67	WALTON, ALICIA SVFD Health Ins	V119128	80082015
2025	11	5/29/2025	0625SVFD		Expenditures	685010	50	53010	-608.37	PHINN, MIKE SVFD Health Ins.-	V103782	80082011
2025	11	5/29/2025	0625SVFD		Expenditures	685010	50	53010	-964.62	LOFRANCO, SAL SVFD Health Ins.	V105221	80082009

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: 53010 – EMPLOYEE INSURANCE & BENEFITS												
2025	11	5/29/2025	0625SVFD		Expenditures	685010	50	53010	-704.06	Whittle, Ronald SVFD Health In	V102822	80082016
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-98,003.78			
Object: 53015 – UNEMPLOYMENT INSURANCE												
2025	11	5/14/2025	PAYPERIOD 10		Expenditures	685010	50	53015	-43.96	PAYPERIOD 10PAYDATE 05162025		
Total 53015 – UNEMPLOYMENT INSURANCE									-43.96			
Object: 55021 – OTHER BENEFITS MISC												
2025	11	5/14/2025	PAYPERIOD 10		Expenditures	685010	50	55021	-2,614.61	PAYPERIOD 10PAYDATE 05162025		
2025	11	5/28/2025	PAYPERIOD 11		Expenditures	685010	50	55021	-2,614.61	PAYPERIOD 11PAYDATE 05302025		
Total 55021 – OTHER BENEFITS MISC									-5,229.22			
Total 50 – SALARIES AND EMPLOYEE BENEF									-555,406.89			
Character: 60 – SERVICES AND SUPPLIES												
Object: 61110 – CLOTHING & PERSONAL SUPPLIES												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	61110	-214.26	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
2025	11	5/12/2025	943104		Expenditures	685010	60	61110	-6,355.24	L N CURTIS & SO SVFD Cust 3627	V115989	80081275
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-6,569.50			
Object: 61125 – UNIFORM REPLACEMENT												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	61125	-1,582.84	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 61125 – UNIFORM REPLACEMENT									-1,582.84			
Object: 61217 – RADIO												
2025	11	5/19/2025	JE521796		Expenditures	685010	60	61217	-93,725.45	RECLASS NON COUNTY TO CHAR 60		
Total 61217 – RADIO									-93,725.45			
Object: 61221 – TELEPHONE-NON TELECOM 1099												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	61221	-3,224.24	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 61221 – TELEPHONE-NON TELECOM 1099									-3,224.24			
Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	61425	-662.70	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
2025	11	5/12/2025	0525SVFD3		Expenditures	685010	60	61425	-349.66	SCARBOROUGH LUM SVFD Acct 1169	V1233	80081279
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-1,012.36			
Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	61720	-5,764.03	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
2025	11	5/12/2025	0525SVFD2		Expenditures	685010	60	61720	-255.43	SCARBOROUGH LUM SVFD Acct 1169	V1233	80081279
2025	11	5/12/2025	136491		Expenditures	685010	60	61720	-280.00	LARGES METAL FA SVFD	V126124	80081276
2025	11	5/19/2025	050205-1		Expenditures	685010	60	61720	-852.15	GOLDEN STATE EM SVFD PIE-0143	V129826	00484789
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-7,151.61			
Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES												
2025	11	5/12/2025	16633		Expenditures	685010	60	61725	-1,512.64	Pagoda Technolo SVFD	V125184	80081278
2025	11	5/12/2025	16649		Expenditures	685010	60	61725	-2,082.67	Pagoda Technolo SVFD	V125184	80081278
2025	11	5/12/2025	16681		Expenditures	685010	60	61725	-224.20	Pagoda Technolo SVFD	V125184	80081278
2025	11	5/12/2025	490764		Expenditures	685010	60	61725	-540.63	Monterey Bay Of SVFD	V125978	80081277
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-4,360.14			
Object: 61730 – MAINT-OTH EQUIP-SERVICES												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	61730	-115.18	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 61730 – MAINT-OTH EQUIP-SERVICES									-115.18			
Object: 61848 – MAINT-STRUCT/GRDS-OTH-SRV												
2025	11	5/19/2025	JE521796		Expenditures	685010	60	61848	-18,637.94	RECLASS NON COUNTY TO CHAR 60		
Total 61848 – MAINT-STRUCT/GRDS-OTH-SRV									-18,637.94			
Object: 61920 – MEDICAL, DENTAL & LAB SUPPLIES												
2025	11	5/19/2025	85725640-1		Expenditures	685010	60	61920	-69.44	BOUND TREE MEDI SVFD	V12149	80081617
2025	11	5/19/2025	85727643-1		Expenditures	685010	60	61920	-297.29	BOUND TREE MEDI SVFD	V12149	80081617

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: 61920 – MEDICAL, DENTAL & LAB SUPPLIES												
2025	11	5/19/2025	85767913-1		Expenditures	685010	60	61920	-1,026.44	BOUND TREE MEDI SVFD	V12149	80081617
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-1,393.17			
Object: 62020 – MEMBERSHIPS												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	62020	-395.00	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 62020 – MEMBERSHIPS									-395.00			
Object: 62111 – MISCELLANEOUS EXPENSE-SERVICES												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	62111	-328.15	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 62111 – MISCELLANEOUS EXPENSE-SERVICES									-328.15			
Object: 62219 – PC SOFTWARE PURCHASES												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	62219	-211.38	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 62219 – PC SOFTWARE PURCHASES									-211.38			
Object: 62223 – SUPPLIES												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	62223	-788.06	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 62223 – SUPPLIES									-788.06			
Object: 62301 – ACCOUNTING AND AUDITING FEES												
2025	11	5/20/2025	JV15975	SV FIRE	Expenditures	685010	60	62301	-8,300.20	2425 PAYROLL CHARGES		
2025	11	5/20/2025	JV15975	BRANCFORTE FIRE	Expenditures	685010	60	62301	-821.19	2425 PAYROLL CHARGES		
2025	11	5/28/2025	JV15991	SV FIRE	Expenditures	685010	60	62301	-3,904.56	24/25 CLAIMS CHARGES		
2025	11	5/28/2025	JV15991	BRANCFORTE FIRE	Expenditures	685010	60	62301	-649.44	24/25 CLAIMS CHARGES		
Total 62301 – ACCOUNTING AND AUDITING FEES									-13,675.39			
Object: 62358 – LAUNDRY SERVICES												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	62358	-151.70	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 62358 – LAUNDRY SERVICES									-151.70			
Object: 62381 – PROF & SPECIAL SERV-OTHER												
2025	11	5/12/2025	325672		Expenditures	685010	60	62381	-187.50	VOYA RETIREMENT SVFD VB22970M	V31933	00484250
2025	11	5/12/2025	746438		Expenditures	685010	60	62381	-2,929.50	ATKINSON ANDELS SVFD	V48005	00484246
2025	11	5/19/2025	203215-1		Expenditures	685010	60	62381	-630.00	CENTRAL COAST C SVFD	V15383	00484786
2025	11	5/19/2025	77348894-1		Expenditures	685010	60	62381	-110.00	WESTERN EXTERMI SVFD	V15766	00484793
2025	11	5/19/2025	77348895-1		Expenditures	685010	60	62381	-110.00	WESTERN EXTERMI SVFD	V15766	00484793
2025	11	5/19/2025	77348896-1		Expenditures	685010	60	62381	-110.00	WESTERN EXTERMI SVFD	V15766	00484793
Total 62381 – PROF & SPECIAL SERV-OTHER									-4,077.00			
Object: 62715 – SMALL TOOLS & INSTRUMENTS												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	62715	-137.19	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 62715 – SMALL TOOLS & INSTRUMENTS									-137.19			
Object: 62826 – EDUCATION AND/OR TRAINING												
2025	11	5/12/2025	0525SVFD		Expenditures	685010	60	62826	-805.27	NEHF, JOSH SVFD	V129723	00484184
Total 62826 – EDUCATION AND/OR TRAINING									-805.27			
Object: 62888 – SPEC DIST EXP-SERVICES												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	62888	-601.12	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
2025	11	5/12/2025	493		Expenditures	685010	60	62888	-210.00	REEDER, STEPHEN SVFD	V109597	00484249
Total 62888 – SPEC DIST EXP-SERVICES									-811.12			
Object: 62914 – EDUCATION & TRAINING(REPT)												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	60	62914	-7,153.28	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 62914 – EDUCATION & TRAINING(REPT)									-7,153.28			
Object: 63074 – UTILITIES												
2025	11	5/19/2025	JE521796		Expenditures	685010	60	63074	-43,156.39	RECLASS NON COUNTY TO CHAR 60		
Total 63074 – UTILITIES									-43,156.39			
Total 60 – SERVICES AND SUPPLIES									-209,462.36			

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: 61 – SERVICES AND SUPPLIES-ISF												
Object: 61215 – ISD-RADIO												
2025	11	5/19/2025	JE521796		Expenditures	685010	61	61215	93,725.45	RECLASS NON COUNTY TO CHAR 60		
Total 61215 – ISD-RADIO									93,725.45			
Object: 61845 – GSD-MAINT-STRUCT/GRDS-OTH-SRV												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	61	61845	-383.00	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
2025	11	5/12/2025	0525SVFD1		Expenditures	685010	61	61845	-528.89	SCARBOROUGH LUM SVFD Acct 1169	V1233	80081279
2025	11	5/19/2025	JE521796		Expenditures	685010	61	61845	18,637.94	RECLASS NON COUNTY TO CHAR 60		
Total 61845 – GSD-MAINT-STRUCT/GRDS-OTH-SRV									17,726.05			
Object: 63070 – GSD-UTILITIES												
2025	11	5/08/2025	0525SVFD		Expenditures	685010	61	63070	-3,624.71	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
2025	11	5/19/2025	JE521796		Expenditures	685010	61	63070	43,156.39	RECLASS NON COUNTY TO CHAR 60		
Total 63070 – GSD-UTILITIES									39,531.68			
Total 61 – SERVICES AND SUPPLIES-ISF									150,983.18			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-613,886.07			

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: 61217 – RADIO												
2025	11	5/19/2025	JE521796		Expenditures	685030	60	61217	-11,012.21	RECLASS NON COUNTY TO CHAR 60		
Total 61217 – RADIO									-11,012.21			
Object: 61848 – MAINT-STRUCT/GRDS-OTH-SRV												
2025	11	5/19/2025	JE521796		Expenditures	685030	60	61848	-25,833.20	RECLASS NON COUNTY TO CHAR 60		
Total 61848 – MAINT-STRUCT/GRDS-OTH-SRV									-25,833.20			
Object: 62381 – PROF & SPECIAL SERV-OTHER												
2025	11	5/08/2025	0525SVFD		Expenditures	685030	60	62381	-14,480.00	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
2025	11	5/19/2025	2025-173-1		Expenditures	685030	60	62381	-2,042.50	CAPITOL PUBLIC SVFD	V46379	00484785
2025	11	5/19/2025	202505-1982-1		Expenditures	685030	60	62381	-2,947.50	NBS GOVERNMENT SVFD	V33471	00484790
Total 62381 – PROF & SPECIAL SERV-OTHER									-19,470.00			
Total 60 – SERVICES AND SUPPLIES									-56,315.41			
Character: 61 – SERVICES AND SUPPLIES-ISF												
Object: 61215 – ISD-RADIO												
2025	11	5/19/2025	JE521796		Expenditures	685030	61	61215	11,012.21	RECLASS NON COUNTY TO CHAR 60		
Total 61215 – ISD-RADIO									11,012.21			
Object: 61845 – GSD-MAINT-STRUCT/GRDS-OTH-SRV												
2025	11	5/19/2025	JE521796		Expenditures	685030	61	61845	25,833.20	RECLASS NON COUNTY TO CHAR 60		
Total 61845 – GSD-MAINT-STRUCT/GRDS-OTH-SRV									25,833.20			
Total 61 – SERVICES AND SUPPLIES-ISF									36,845.41			
Character: 80 – FIXED ASSETS												
Object: 86110 – BUILDINGS AND IMPROVEMENTS												
2025	11	5/12/2025	642553BC-9903		Expenditures	685030	80	86110	-12,348.00	BRYX INC SVFD	V47812	00484247
Total 86110 – BUILDINGS AND IMPROVEMENTS									-12,348.00			
Object: 86209 – MOBILE EQUIPMENT												
2025	11	5/12/2025	197004		Expenditures	685030	80	86209	-39,560.31	WEIS FIRE AND S SVFD	V35344	00484185
Total 86209 – MOBILE EQUIPMENT									-39,560.31			
Total 80 – FIXED ASSETS									-51,908.31			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-71,378.31			

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	11	5/08/2025	0525SVFD		Expenditures	685040	60	61221	-76.02	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 61221 – TELEPHONE-NON TELECOM 1099									-76.02			
Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV												
2025	11	5/08/2025	0525SVFD		Expenditures	685040	60	61720	-6,286.57	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-6,286.57			
Object: 62920 – GAS, OIL, FUEL												
2025	11	5/08/2025	0525SVFD		Expenditures	685040	60	62920	-112.77	U S BANK CORPOR SVFD 4246-0445	V992019	80081103
Total 62920 – GAS, OIL, FUEL									-112.77			
Total 60 – SERVICES AND SUPPLIES									-6,475.36			
Character: 70 – OTHER CHARGES												
Object: 75268 – OTHER CHARGES-OTHER												
2025	11	5/19/2025	24251-1		Expenditures	685040	70	75268	-63,000.00	CENTRAL FIRE PR SVFD SCHMIT Te	V116886	00484787
2025	11	5/19/2025	24252-1		Expenditures	685040	70	75268	-36,000.00	SANTA CRUZ FIRE SVFD SCHMIT Te	V120003	00484791
2025	11	5/19/2025	24253-1		Expenditures	685040	70	75268	-63,000.00	SCOTT'S VALLEY F SVFD	V128300	00484792
2025	11	5/19/2025	24255-1		Expenditures	685040	70	75268	-20,000.00	SCOTT'S VALLEY F SVFD	V128300	00484792
Total 75268 – OTHER CHARGES-OTHER									-182,000.00			
Total 70 – OTHER CHARGES									-182,000.00			
Character: 80 – FIXED ASSETS												
Object: 86204 – EQUIPMENT												
2025	11	5/19/2025	263279-1		Expenditures	685040	80	86204	-97,447.79	ALLSTAR FIRE EQ SVFD	V116911	80081616
Total 86204 – EQUIPMENT									-97,447.79			
Total 80 – FIXED ASSETS									-97,447.79			
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP									-285,923.15			
									-971,187.53			



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: June 11, 2025
RE: Board Memo 2025-22: Surplus Items

Recommendation

Approve the items on the attached form for surplus and authorize staff to dispose of, or sell using an online auction house or similar form.

Discussion

On occasion, the District has a need to dispose of items that have reached the end of their useful life, has been damaged, or is no longer needed. To accommodate the disposal of these type of items, the Staff submits the items to the Board to be acknowledged as surplus items.

Staff is recommending the attached lists be deemed surplus allowing them to either be sold through an online auction house (govdeals.com), or conveyed to a neighboring agency for the value listed. If the Auctioned items cannot be sold and they still have a useful purpose, we will contact neighboring agencies to determine levels of interest and convey the items to them administratively.

Surplus Form				
Item #	Quantity	Description	Value	Planned Disposition
1	2	Hydraulic Ram	400	Auction
2	2	Hydraulic Cutters	400	Auction
3	2	Hydraulic Spreaders	400	Auction
4	2	Hydraulic Power Unit	200	Auction
5	4	Electric Box Fan	50	Auction
6	10	Soft Splints	0	Garbage
7	1	Stokes Basket	0	Garbage
8	1	Arc Welder	0	Recycle
9	2	Water Cans (past hydro)	0	Recycle



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of Directors of the Scotts Valley Fire Protection District will conduct a public hearing to present and discuss the District's annual staffing vacancies and recruitment and retention efforts, in compliance with Assembly Bill 2561 (AB 2561).

Date: June 11, 2025

Time: 6:00 PM

Location: Scotts Valley City Hall, 1 Civic Center Drive

This presentation will include information regarding the District's current job vacancies, recruitment and retention strategies, and any proposed changes to policies or procedures affecting hiring processes. Recognized employee organizations are invited to make presentations during the hearing.

The agenda and related materials will be posted at least 72 hours in advance on the District's website at www.scottsvalleyfire.com

Board of Directors
Scotts Valley Fire Protection District

By: Mark Correira
Fire Chief

Publication Dates: 5/30/2025 and 6/6/2025



NOTICE OF PUBLIC HEARING

The Board of Directors of the SVFPD adopted Resolution 2025-6: Designating Fire Hazard Severity Zones on May 14, 2025 and is available for viewing at www.scottsvalleyfire.com.

Regarding Adoption of Ordinance #2025-1, Scotts Valley Fire District Hazard Map Ordinance.

The SVFPD proposed Ordinance #2025-1 will be available for public review on our website at www.scottsvalleyfire.com or upon email request.

A public hearing on the proposed Ordinance will be held on the date indicated below, at which time any resident of the SVFPD may appear and comment. The public hearing will be held on June 11, 2025 at 6:00pm at the Scotts Valley City Hall, 1 Civic Center Drive.

Board of Directors
Scotts Valley Fire Protection District

By: Mark Correira
Fire Chief

Publication Dates: 5/30/2025 and 6/6/2025



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: June 11, 2025
RE: Board Memo 2025-26: Adoption of Ordinance 2025-01 Designating Fire Hazard Severity Zones

Recommendation

Adopt Ordinance 2025-01 Designating Fire Hazard Severity Zones

Discussion

The Scotts Valley Fire Protection District must formally adopt the most current Local Responsibility Area (LRA) maps as part of our district's official boundary and planning framework. The LRA is essentially encompasses the City of Scotts Valley, and recent legislation requires the agency providing primary fire response, suppression, and prevention to adopt LRA Fire Severity Zone Maps.

These Maps were developed by the Office of the State Fire Marshal, and were received by the District on February 24, 2025. The code requiring these maps also required the district make these maps available to the community with 30 days, and adopt a final version of the maps within 120 days of receipt. The staff has sought public comment in two ways. First, the District held an open house at the Community Center where approximately 70 local residents attended and asked questions related to the maps. Second, the District published the maps on our normal social media channels. Little feedback was received or suggested changes were received by the public, and the maps remain unedited and in the same form as provided by the State.

The District is also required to adopt an ordinance to codify the maps. Ordinance 2025-01 was part of a model ordinance recommended by the Office of the State Fire Marshal. It has been reviewed and updated by staff, and the District's legal counsel has reviewed and approved it to form.

At the Regular Board meeting on May 14, 2025, the Board passed Resolution 2025-06 Designating Fire Severity Hazard Zones.

Staff is requesting the Board to adopt the Ordinance.

ORDINANCE NO. 2025-1

**SCOTTS VALLEY FIRE DISTRICT OF
SANTA CRUZ COUNTY**

AN ORDINANCE FOR DESIGNATING FIRE HAZARD SEVERITY ZONES

The Board of Directors (“Board”) of the Scotts Valley Fire District (“SVFD”) ordains as follows:

ARTICLE 1
GENERAL PROVISIONS

Section 1.1 Short Title

This Ordinance may be cited as the "Scotts Valley Fire District Hazard Map Ordinance."

Section 1.2. Authority

SVFD is a fire protection district organized and existing pursuant to Part 2.7 (commencing with Section 13800) of Division 12 of the California Health and Safety Code charged with providing fire protection services within its jurisdictional boundaries. This Ordinance is authorized by 14875 *et seq.* and 14930 of the California Health and Safety Code.

Section 1.3 Adoption of Maps

The Board designates fire hazard severity zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.

The Maps showing the fire zone designations, including the City of Scotts Valley and any portions of unincorporated county within the District hereto as Attachment A, is approved by the District, hereby incorporated by reference, and entitled “Scotts Valley Fire District Fire Hazard Severity Zones.” The map is also located at the following internet address: <https://www.scottsvalleyfire.com/fire-hazard-severity-zones/>.

1.4 Environmental Findings

The Board of Directors finds that this ordinance is not subject to California Environmental Quality Act (CEQA) pursuant to following sections of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3: (1) Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment); and (2) Section 15060(c)(3) (the activity is not a project as defined in Section 15378) because the subject ordinance has no potential for resulting in any significant physical change to the environment, either directly or indirectly.

1.5 Delegated Authority

The Fire Chief is delegated authority to take any action reasonably necessary to effectuate this Ordinance, including, but not limited to, the provision of notice and exercise of enforcement powers contemplated by Government Code section 51186, as such section may from time to time be amended.

1.6 Publication

The Secretary of the Board of Directors is directed to cause this ordinance to be published as required by State law.

This ordinance was introduced before the Scotts Valley Fire District at a regular meeting on May 14, 2025 and passed on June 11, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Secretary of the Board

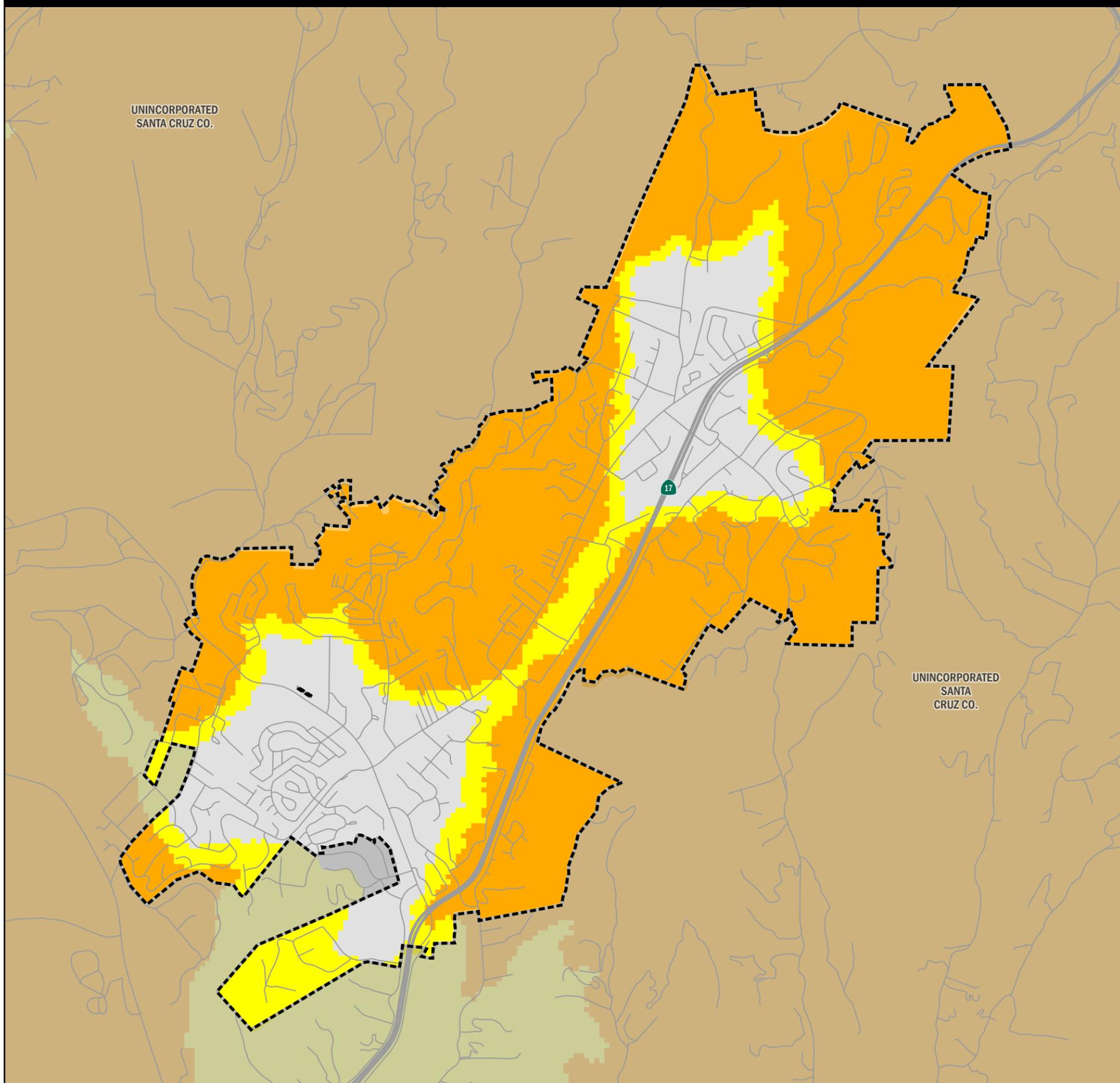
Board Chair



Local Responsibility Area Fire Hazard Severity Zones

As Identified by the
State Fire Marshal

February 24, 2025



Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

High Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

High Moderate



Projection: NAD 83 California Teale Albers
Scale: 1:25,000 at 11" x 17"

Incorporated City
 Unzoned LRA

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

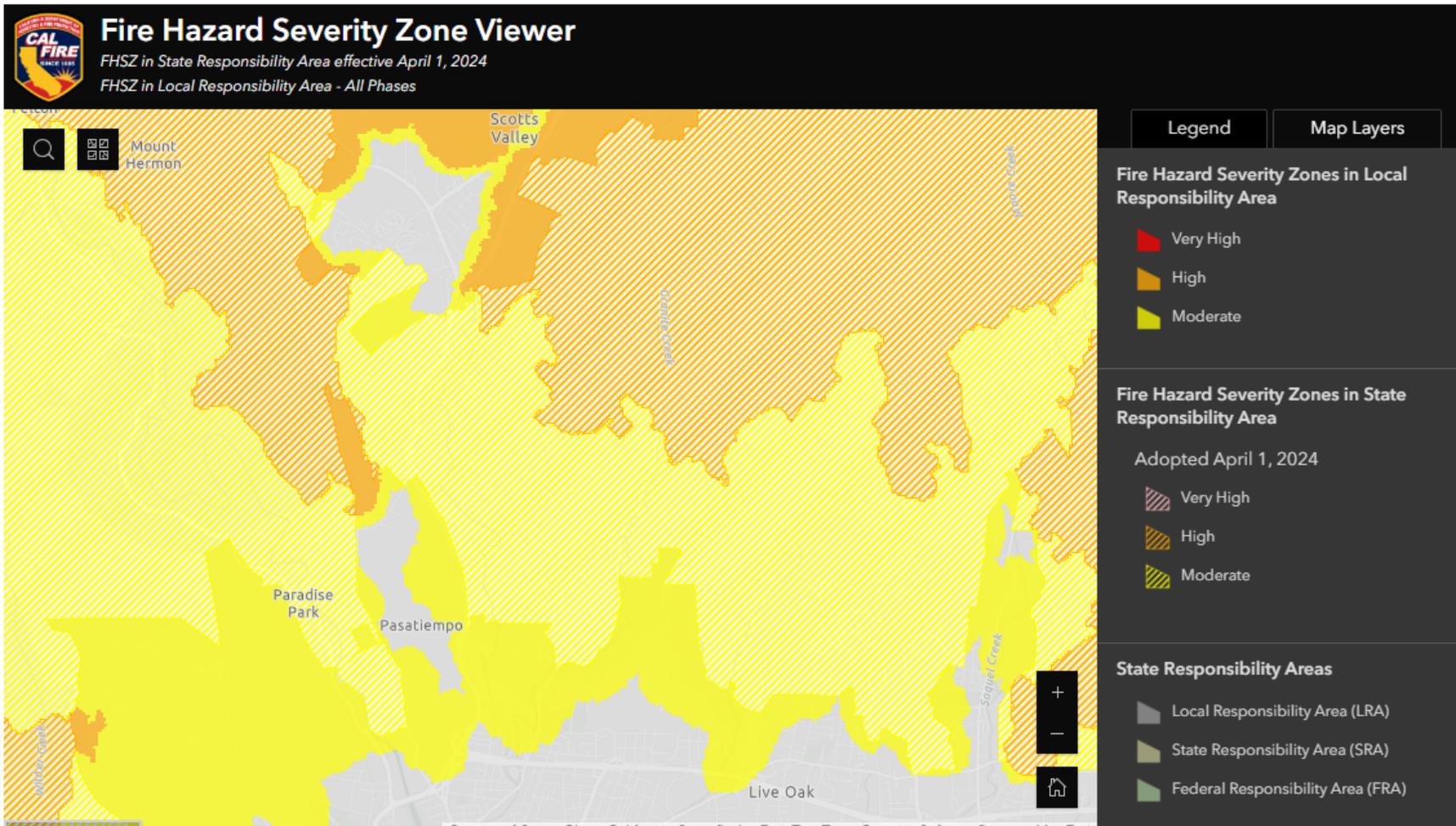
The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection
Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)
CAL FIRE State Responsibility Areas (SRA25_1)
City and County boundaries as of 10/22/24 (CA Board of Equalization)



Unincorporated LRA Area of the Scotts Valley Fire Protection District



SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2025-06

RESOLUTION OF INTENT TO ADOPT AN ORDINANCE ESTABLISHING FIRE HAZARD SEVERITY ZONES IN THE LOCAL RESPONSIBILITY AREA

WHEREAS, the Scotts Valley Fire Protection District (SVFPD) is a fire protection district organized and existing pursuant to Part 2.7 (commencing with Section 13800) of Division 12 of the California Health and Safety Code charged with providing fire protection services within its jurisdictional boundaries; and

WHEREAS, the SVFPD is authorized to adopt fire hazard severity zones by 14875 *et seq.* and 14930 of the California Health and Safety Code; and

WHEREAS, the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178 designated fire hazard severity zones within the local responsibility area; and

WHEREAS, a public hearing will be held on June 11, 2025 at 6 p.m. at Scotts Valley City Hall, One Civic Center Drive, Scotts Valley, CA 95-66 for the proposed Ordinance prior to consideration of adoption of said Ordinance by the Board; and

WHEREAS, the Board of the SVFPD intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the SVFPD's compliance with California Health and Safety Code, Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED THAT the secretary of the District is ordered and directed to cause notice of aforesaid public hearing to be given by publishing a notice reciting the text that is this Resolution in a newspaper of general circulation within said District. Said notice shall be published once prior to the date of said hearing in accordance with Section 6061 of the California Government Code.

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on May 14, 2025, by the following vote:

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

ATTEST:


Mark Correia
Board Secretary


Adam Cosner
Board President

cc: County Auditor/Controller



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: June 11, 2025
RE: Board Memo 2025-23: Policy 1505 Career Development Guide

Recommendation

Approve Policy 1505 Career Development Guide.

Discussion

Policy 1505 – Career Development Guide outlines the developmental pathway for most uniformed positions within the organization. Since its last revision, staff have encountered challenges in accessing the necessary coursework to advance along this path.

To address these issues, and following negotiations of the Memorandum of Understanding (MOU) process with the IAFF Union and Chief Officers, the District has tentatively agreed to revisions that modify how staff may complete required coursework.

The primary change in the revised policy allows staff to take a designated number of courses—based on salary step—from a pre-approved list specific to their classification. Additionally, Attachment 3 has been added to Policy 1505, outlining the education and incentive provisions included in the tentatively agreed MOUs.

Staff have reviewed the proposed policy changes with representatives from the affected groups and recommend adoption.

Scotts Valley Fire Protection District	 
POLICY: 1505	SUBJECT: Career Development Guide
DATE APPROVED: <u>06/11/2025</u>	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

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Policy 1505: Career Development Guide

The Scotts Valley Fire Protection District endeavors to have the best-trained personnel possible. The *Career Development Guide (charts attached)* outlines specific requirements for each position as identified. These requirements are a combination of education, training, skills, and experience that are achieved through in-house training and outside education.

- Attachment 1505-1 Career Development Guide (06/2025)***
- Attachment 1505-2 Officers Career Development Guide (06/2025)***
- Attachment 1505-3 Certification and Education Incentive Guide (06/2025)***

All employees holding the rank of Captain Step 1, 2, 3 or Engineer Step 3 on January 11, 2017, and who have a California State Fire Marshal Company Officer Certification on file with the District, are exempt from the Company Officer 2 series classes, as outlined in the Officers Career Development Guide.

All employees holding the rank of Captain Step 3 on January 11, 2017, may substitute successful completion of the equivalent Chief Officer 2 series class for the new Chief Fire Officer 3 series class as specified here:

- Fire Management 2A for Chief Fire Officer 3A (Human Resources/Relations)
- Fire Management 2B for Chief Fire Officer 3B (Budget and Financial Management)
- Fire Management 2C for Chief Fire Officer 3C (Administration and Labor Relations)
- There is no Chief Officer 2 series equivalent for Chief Fire Officer 3D

All employees holding the rank of Battalion Chief 3 on January 11, 2017, are exempt from the Chief Fire Officer 3 series classes, as outlined in the Officers Career Development Guide.

Scotts Valley Fire Protection District	
POLICY: 1505 DATE APPROVED: 06/11/2025 BOARD PRESIDENT: _____	SUBJECT: Career Development Guide FIRE CHIEF: _____

Policy 1505: Career Development Guide

The Scotts Valley Fire Protection District endeavors to have the best-trained personnel possible. The *Career Development Guide (charts attached)* outlines specific requirements for each position as identified. These requirements are a combination of education, training, skills, and experience that are achieved through in-house training and outside education.

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All employees holding the rank of Battalion Chief 3 on January 11, 2017, are exempt from the Chief Fire Officer 3 series classes, as outlined in the Officers Career Development Guide.

Scotts Valley Fire Protection District Career Development Guide Firefighter, Engineer, Inspector

06/11/2025

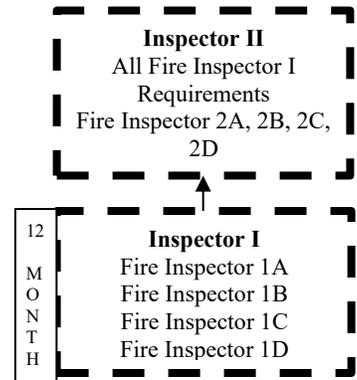
(REPLACES VERSION 4/14/21)

Engineer Step 4
60 months service
Total of 7 Classes on file from
the Engineer approved course
list

Engineer Step 3
48 months service
Total of 4 Classes on file from
the Engineer approved course list

Engineer Step 2
36 months service
Total of 2 classes on file from
the Engineer approved course

Engineer
24 months service
SCO Engineer Program
Special Operations, Pump Test,
Mechanics
Class B CA, DL or FF
Endorsement

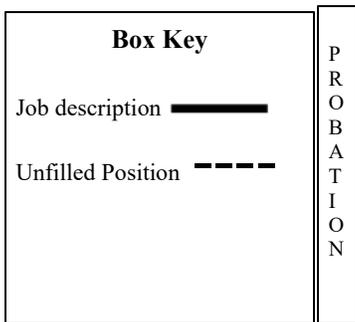


- Engineer Approved Course List**
- X1 Approved Rescue Classes
 - S-212
 - ICS300
 - Instructor 1
 - S-290
 - HMOSC
 - **2E**

Firefighter Step 2
12 months service
SCO FFI Program/NFPA
• **FEMA IS 800**

Firefighter
Entry Level
Class C CA DL
EMT

**Paid Call Firefighter/
Volunteer**
Valid CA DL
CPR
Complete Background
Medical / Physical



- Firefighter Approved Courses**
- Auto Ex
 - FF Survival
 - Confined Space Awareness
 - CSTI HAZMAT FRO and DECON
 - FEMA IS100 IS200 IS700 IS800
 - S-130
 - S-131
 - S-133
 - S-134
 - S-190
 - L-180
 - RRAO
- *FF1 / FF2 academy equivalent and/or
ability to obtain

Scotts Valley Fire Protection District Career Development Guide Firefighter, Engineer, Inspector

06/11/2025

(REPLACES VERSION 4/14/21)

Engineer Step 4
60 months service
Total of 7 Classes on file from
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36 months service
Total of 2 classes on file from
the Engineer approved course

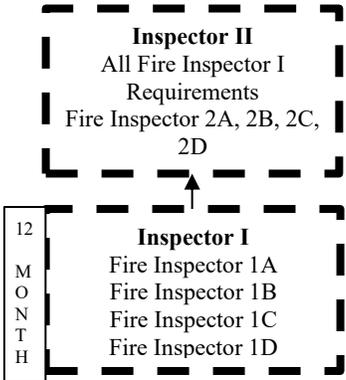
Engineer
24 months service
SCO Engineer Program
Special Operations, Pump Test,
Mechanics
Class B CA. DL or FF
Endorsement

Firefighter Step 2
12 months service
SCO FFI Program/NFPA

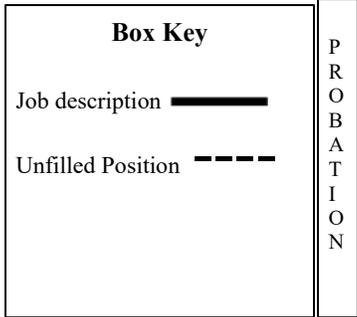
- FEMA IS 800

Firefighter
Entry Level
Class C CA DL
EMT

**Paid Call Firefighter/
Volunteer**
Valid CA DL
CPR
Complete Background
Medical / Physical



- Engineer Approved Course List**
- X1 Approved Rescue Classes
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 - S-130
 - S-131
 - S-133
 - S-134
 - S-190
 - L-180
 - RRAO
- *FF1 / FF2 academy equivalent and/or
ability to obtain

Scotts Valley Fire Protection District Officers Career Development Guide

64/114/251

*** Acting Battalion Chief**
24 months Line/Shift Captain Experience
All educational requirements up to and including *Captain Step 3* in Policy 1705
Rescue Systems (RS+)
Completed Acting BC Position Task Book

Battalion Chief Step 3
12 months as B.C. Step 2
At least 7 class on file from approved BC Course List
Two Chief Fire Officer-2 Series Class

Battalion Chief Step 2
12 months as Battalion Chief
At least 4 class on file from approved BC Course List
One Chief Fire Officer-3 Series Class

12 MONTH
Battalion Chief
12 months as Captain *step 3*
At least 2 class on file from approved BC Course List
One Chief Fire Officer-3 Series Class

- Battalion Chief Approved Course List**
- Chief Fire officer Series
 - 3A
 - 3B
 - 3C
 - 3D
 - ICS400
 - Div S-339 AR or L-960
 - ST Leader S-330

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12 MONTH
Fire Marshal
Plan Examiner 1A, 1B, 1C
All DFM and Inspector I and II requirements
Investigator 1A, 1B, 1C, PC832

Deputy Fire Marshal
All Fire Inspector I and II Requirements

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Captain Step 3
12 months as Captain *Step 2*
At least 7 class on file from approved Captain Course List
One Company Officer-2 Series Class

Captain Step 2
12 months as Captain
At least 4 class on file from approved Captain Course List
Two Company Officer-2 Series Classes

- Captain Approved Course List**
- Approved Company Officer Series
 - 2A
 - 2B
 - 2C
 - 2D
 - S-219
 - S-270
 - S-404 or L-954

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*** Acting Company Officer**
60 months of service
All educational requirements up to and including *Engineer Step 4* in Policy 1706
Completed A/C Position Task Book
S-230 & 231

Box Key & Legend

Job Description ———

Optional Duty ———

* Minimum Requirements to Test for Respective Position.

12 MONTH
Captain
12 Months as *Engineer Step 4*
At least 2 class on file from approved Captain Course List
Two Company Officer-2 Series Classes

Scotts Valley Fire Protection District Officers Career Development Guide

6/11/25

*** Acting Battalion Chief**
24 months Line/Shift Captain Experience
All educational requirements up to and including *Captain Step 3* in Policy 1705

Completed Acting BC Position Task Book

Battalion Chief Step 3
12 months as B.C. Step 2
At least 7 class on file from approved BC Course List

Battalion Chief Step 2
12 months as Battalion Chief
At least 4 class on file from approved BC Course List

12 MONTH

Battalion Chief
12 months as Captain *step 3*
At least 2 class on file from approved BC Course List

- Battalion Chief Approved Course List**
- Chief Fire officer Series
 - 3A
 - 3B
 - 3C
 - 3D
 - ICS400
 - Div S-339 AR or L-960
 - ST Leader S-330

12 MONTH

Fire Marshal
Plan Examiner 1A, 1B, 1C
All DFM and Inspector I and II requirements
Investigator 1A, 1B, 1C, PC832

Deputy Fire Marshal
All Fire Inspector I and II Requirements

Captain Step 3
12 months as Captain *Step 2*
At least 7 class on file from approved Captain Course List

*** Acting Company Officer**
60 months of service
All educational requirements up to and including *Engineer Step 4* in Policy 1706
Completed A/C Position Task Book

S-230 & 231

Captain Step 2
12 months as Captain
At least 4 class on file from approved Captain Course List

- Captain Approved Course List**
- Approved Company Officer Series
 - 2A
 - 2B
 - 2C
 - 2D
 - S-219
 - S-270
 - S-404 or L-954

Box Key & Legend

Job Description

Optional Duty

* Minimum Requirements to Test for Respective Position.

P R O B A T I O N

12 MONTH

Captain
12 Months as Engineer *Step 4*
At least 2 class on file from approved Captain Course List

Scotts Valley Fire Protection District Career Development Guide

06/11/2025

(NEW)

EDUCATION – CERTIFICATION - INCENTIVE REQUIREMENTS

SFT Company Officer Education

SFT Firefighter I
SFT Firefighter II
Company Officer 2A
Company Officer 2B
Company Officer 2C
Company Officer 2D
Company Officer 2E
Instructor I
Complete SFT Company Officer Task Book

SFT Instructor

Instructor I
Instructor II
Regional Instructor Orientation
Ethics
Complete SFT Instructor Task Book
(Discipline to be approved prior to initiation by the Training Chief)

**Paramedic
(EMSIA)**
Current Requirements

Education
Associates Degree
Bachelor's Degree
Master's Degree

Haz Mat Specialist
Haz Mat 1F
Haz Mat 1G

Haz Mat Technician
Haz Mat 1A
Haz Mat 1B
Haz Mat 1C
Haz Mat 1D

SFT Investigator

Fire Investigator 1A
Fire Investigator 1B
Fire Investigator 1C
PC-832
Participation in SCCFITF

* District Mechanic

<u>All Items Listed Below</u>	or	<u>SFM/CFMA Courses</u>
5 years of Service		Minimum of 4 @ 160hrs Gasoline Engines Diesel Engines Brakes Electrical/Electronic Systems Preventative Maintenance Drive Train Transmissions Suspension and Steering Aerial Apparatus Fire Pumps and Accessories
CFMA Fire Mechanic I, II, or III		

* Subject to Fire Chief approval based on District need.



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: June 11, 2025
RE: Board Memo 2025-24: Revised Job Descriptions

Recommendation

Approve Policies 1703 Battalion Chief, 1705 Captain, 1706 Engineer Job Descriptions.

Discussion

Following the Memorandum of Understanding (MOU) negotiations with the IAFF Union and Chief Officers, the District has tentatively agreed to revisions affecting how staff may fulfill required coursework. This coursework is specified in **Policy 1505 – Career Development Guide**, as well as in the job descriptions outlined in **Policies 1703 (Battalion Chief), 1705 (Captain), and 1706 (Engineer)**. These job description policies have been updated to ensure alignment with the revised Career Development Guide and the terms of the MOUs.

Staff have reviewed the proposed policy revisions in collaboration with representatives from the affected groups and recommend their adoption.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Job Title: Battalion Chief **Date Approved:** February 14, 2024
Reports To: Fire Chief
Supervision: Captain
Status: Exempt

JOB SUMMARY:

The Battalion Chief is an administrative staff position that performs supervisory and command functions as assigned. Under the supervision and direction of the Fire Chief, the Battalion Chief is to provide responsible and technical assistance to the Fire Chief. He/she will manage various district divisions and programs **including Training, EMS and Technology, and Operations and Facilities**, and ensure that the mission and goals of the District are carried out. He/she shall exercise and promote effective communication and leadership skills. The Battalion Chief shall perform administrative, suppression, prevention and related duties as assigned. The Battalion Chief shall direct emergency scene activities, supervise and develop company officers and evaluate performance of employees. The Battalion Chief will ensure that personnel are trained in the proper fire service techniques and operations and oversee the maintenance of the Fire District facilities and apparatus. The Battalion Chief will create staff reports and written communications and manage such collateral duties as: hazardous materials response, fire suppression operations, training, disaster planning, mutual aid, emergency medical services, facilities, fire prevention, fire investigations, apparatus, public education, communications and other related duties as may be required.

As a member of the Fire Chiefs management team, Battalion Chiefs shall have the obligation to provide the Fire Chief with their professional and honest opinion pertaining to proposed or existing policies, procedures and/or decisions.

The Battalion Chief will provide Duty Chief coverage on a shift basis with a 15-minute response time to the District boundary.

CLASS CHARACTERISTICS

Supervision Received and Exercised

Battalion Chiefs report to the Fire Chief and provide direct or indirect supervision within the assigned programs to Captains and other subordinate staff which may include Engineers, Firefighters and Paid Call Firefighters.

DUTIES AND RESPONSIBILITIES

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



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

All Battalion Chiefs:

- Assigns and schedules staff for proper coverage, approves time off, and maintains staffing calendars in accordance with District Policy;
- Directly supervises Fire Captains including recruiting, planning, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems including evaluation of staff and coaching and counseling, and recommending step increases and discipline in accordance with District Policy; writes performance evaluations; arranges scheduling and overtime when necessary;
- Indirectly supervises Engineers and Fire Fighters through Fire Captains; may provide direct supervision on a project basis;
- Evaluate company performance, and affirm assigned goals and requirements are being accomplished;
- Responsible for budget development for responsible programs and overview of programs/divisions to which assigned, make recommendations for budget planning and future purchases that align with programmatic and organizational goals;
- Prepares standard operating procedures related to fire department operations for the assigned program(s);
- May act as the duty officer and responds to emergency incidents; may function in any position within the incident command system;
- May serve as an incident safety officer and or health and safety officer;
- May work in and around carcinogenic materials through inhalation or skin contact and on rare occasions may involve working around infectious diseases such as Hepatitis, HIV, etc.;
- May be subject to callback, as needed;
- May serve as Fire Chief in their absence;

Additional Essential Duties and Responsibilities:

- Serves as duty officer and responds to emergency incidents; may function in any position within the incident command system;
- Manages the scene of complex all hazard/risk emergencies;
- Directly supervises Fire Captains in the provision of services during assigned shift; indirectly supervises Engineers and Fire Fighters;
- Conducts incident analysis; coordinates and conducts multi-company drills;
- Ensures that initial fire investigation is performed;
- Identifies and addresses special field hazards;
- Provides general input and feedback on the Emergency Medical Services, Training, Operations and Facilities Programs, and the Fire Prevention Programs;
- Corrects immediate station maintenance and clean-up problems;
- Provides follow-up for day-to-day operational issues;
- Ensures appropriate public relations at the company level; develops and releases publicity according to department policy;
- Ensures uniform enforcement of protective clothing regulations and proper safety practices during both emergency and non-emergency situations;
- Ensures enforcement of Policies, Procedures and General Orders
- Performs other related essential duties as required.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Additional Essential Duties and Responsibilities for Training Program Management

- Assesses present and future training needs of fire department personnel for compliance with federal, state and local requirements; discusses areas of deficiency with management and line personnel; researches state of the art techniques as training subject matter by attending conferences, reading professional journals, and networking with peers;
- Supervises and directs training activities; coordinates and conducts multi-company drills; coordinates the basic training program; provides feedback on annual training plan; ensures compliance with company training program; conducts battalion drills; determines special training needs;
- Evaluates effectiveness of training programs; outlines plans and delineates criteria for increasing quality of programs;
- Develops employee training compliance report, develops improvement plans, and provides training support to other shifts/battalions;
- Selects appropriate training media, methods and materials;
- Implements training programs for management and line personnel; writes lesson plans, audio visual scripts, instructor's guides, training manuals, operational directives and related materials; describes appropriate practice exercises;
- Works closely and represents the District with federal, state and local training organizations;
- Serves as Department of Motor Vehicles Program Manager.
- Supervises the Department's Joint Apprenticeship Committee (JAC) program and acts as its supervisor.
- Responsible for coordinating the California Incident Command Certification System (CICCS) activities within the Scotts Valley Fire District.

Additional Essential Duties and Responsibilities for EMS and IT Program Management

- Is responsible for the maintenance of the Department's Infection control Program;
- Directly supervises Fire Captains, Engineers, Fire Fighters, and PCFs in the provision and application of medical care standards, including review of work performed; coordinating activities, acting on employee problems, evaluates and reviews the performance of employees in the provision of emergency medical services;
- Evaluates day-to-day operations of the EMS Program; analyzes reports containing response time and other data for comparison with current emergency medical services standards to ensure delivery of prompt, high quality service;
- Oversees inventory, repair and maintenance of EMS equipment in order to insure preparedness for emergency response to calls;
- Monitors training courses for Fire Department employees for compliance with federal, state and local regulations with regard to emergency medical services;
- Coordinates the medical equipment maintenance program;
- Acts as a hospital liaison, represents District at EMSIA, and collaborates with other EMS Stakeholders;



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Oversees and coordinates the state mandated Continuous Quality Improvement/Quality Assurance programs;
- Ensures compliance of EMS at company level, quality assurance and Continuous Quality Improvement of EMS;
- Supports and maintains EMS inventory and purchases all medical supplies and equipment for the EMS program;
- Develops and maintains the emergency medical training program in conjunction and cooperation with the Training Program Manager, to ensure that department staff performs services consistent with current standards;
- Develops compliance reports, specific reports for injury risk reduction, and recommends community risk reduction programs to the Program Manager;
- Attends meetings and conferences pertaining to EMS information for public relations and community awareness programs;
- Functions as department representative and works closely with federal, state and local organizations/agencies, including public and private service organizations in regards to the EMS program;
- Gathers and prepares EMS information for public relations and community awareness programs;
- Coordinates EMS activities with either the Santa Cruz County Medical Director to ensure the quality and level of service for the agency are being met;
- Researches data and prepares provider reports at the request of the Fire Chief or other Program Managers;
- Performs various related essential duties as required;
- Ensures compliance with DEA and FDA regulations governing the storage, use and handling of controlled substances;
- Purchases and oversees the repair and maintenance of communications equipment, such as computers, laptops, iPads, radios and cellular phones; coordinates purchase of software and maintaining files for computer equipment with the District IT provider;
- Serves as Website Manager

Additional Essential Duties and Responsibilities for Operations Program Management

- Oversees the operations of the Fire Department, coordinates activities with the Training Program Battalion Chief to accomplish organization goals related to emergency response commensurate with response duties;
- Oversees the operations and training for Hazardous Materials incidents, works with Hazmat Technician and SCHMITT Leadership to accomplish programmatic goals;
- Supports Homeland Security Mission, identifies potential threats and critical infrastructure, completes the Critical Infrastructure Threat assessment;
- Recommends training for the Citizens Emergency Response Team (CERT) members and other emergency preparedness programs;
- Assists with emergency management by supporting major incidents; updating the emergency resource list, planning responses for large/special events, completing risk assessment planning, providing continuity of operations planning, and disaster services and planning;
- Assists with the update of the District Emergency Operations Plan;
- Assesses the present and future training and operational needs of the District;



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Assists with emergency management by supporting major incidents; participating with disaster management planning; acting as agency liaison to allied disaster preparedness agencies, including City of Scotts Valley and Santa Cruz County;
- Manages District Vegetation Management & Chipper Program.

Additional Essential Duties and Responsibilities for Facilities Program Management

- Performs or manages inventory control for all fuel, safety equipment and general fixed assets;
- Serves as Logistics Program Manager; supervises the staff assigned to Logistics; coordinates and oversees the activities of Logistics; develops and manages Logistic Program budget; maintains effective and efficient methodologies for ordering, receipt, and delivery of Departmental supplies, tools and equipment;
- Serves as the personal Protective Equipment Program Manager; manages the procurement and disbursement of personal protective clothing; develops and manages program budget; oversees the research and development relative to personal protective clothing;
- Manages fire department facilities; coordinates maintenance and repair of Fire Department facilities; provides input to, and manage expenses related to maintenance and repair of Fire Department facilities;
- Serves as the Fire Department Assistant Public Information Officer; provides information to media outlets regarding Fire Department activities.

Knowledge of:

All Battalion Chiefs:

- Fire suppression tactics and strategies; common and special fire hazards; fire Prevention and investigation;
- The Incident Command System;
- Department rules, regulations, policies and standard operating procedures;
- The budget development and oversight process; financial administration;
- Principles, practices and techniques of fire prevention and provisions of local fire code requirements and related ordinances;
- The Department's Emergency Medical Services and fire communication systems;
- The Department's Emergency Medical Services program;
- Operation, capabilities and maintenance of fire apparatus and equipment used in modern fire suppression;
- Principles and techniques of supervision and training including the techniques of performance evaluations, employee counseling and progressive discipline;
- The Uniform Fire Code, Health and Safety Code and Vehicle Code, Government Code Sections 3500 to 3510;
- Methods of inventory control and purchasing;
- Computer equipment and office machines.

Training Division Assignment:



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Federal and State laws, codes and typical rules which impact training programs;
- educational program design;
- educational need assessment;
- general principles and procedures used in training implementation, including securing facilities and physical logistics requirements and program administration;
- program evaluation techniques;
- criterion-referenced instruction and performance-based training programs;
- instructional methods, training aids and materials;
- California State Board of Fire Services Certification System;
- California Incident Command Certification System (CICCS).

EMS Division Assignment:

- Principles, practices and procedures of EMS operations and delivery of services including ambulance operations;
- Principles and practices of EMS training programs;
- EMS operations as related to basic and advanced life support systems;
- Principles and practice of Quality Assurance and Improvement programs;
- Principles and practices of infectious control and blood borne pathogens programs;
- Principles and practices of critical incident stress debriefing programs;
- Federal, state and local legislation, EMS rules and regulations including base hospital requirements, policies and procedures.

All Battalion Chiefs Require Ability to:

- Assign, review, plan and coordinate of other employees including providing instruction and guidance;
- Promote staff development and motivation;
- Assess the work of employees, write performance appraisals, recommend the transfer, promotion, step increase, or corrective action as appropriate;
- Analyze problems that arise in the areas of supervision and recommend solutions;
- Coach and counsel subordinate staff;
- Recommend appropriate discipline of staff to the Fire Chief and effectively carry out disciplinary action at the Fire Chief's direction;
- Operate both as a member of a team and independently;
- Effectively communicate with individuals or groups both internally and externally utilizing a broad base of verbal skills;
- Use independent judgment in periodically non-routine situations involving occasional major risk of injury or death to self, staff or public and some periodic financial risk in decision making;
- Prepare written correspondence as directed using prescribed format and conforming to all rules of punctuation, grammar, diction and style;
- Perform complex tasks during life threatening emergencies;
- Comprehend and correctly use a variety of reference books and manuals as well as informational documents, reference books, maps and manuals;



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Operate a variety of fire apparatus, vehicles and tools, including two-way radio, mobile data terminal, and command vehicle;
- Apply principles of influence systems such as supervising, instructing, and rational systems such as budgeting;
- Apply principles of synthesis functions in determining approach to fire suppression with chemical/hazardous materials involvement;
- Utilize a variety of clerical, medical, training, computer and audio-visual tools and supplies;
- Use fine and gross motor coordination in performing data entry, climbing ladders and donning protective equipment;
- Exert a moderate amount of force periodically to lift, carry, push, pull or otherwise move heavy objects, climb ladders and stairs, work in high places;
- Perceive all colors, hear, feel, and perceive odors immediately;
- Add, subtract, multiply and divide;
- Calculate decimals, ratios, percentages and fractions.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- **Mobility:** Frequent work in offices and buildings; occasional moderate to severe amount of physical effort to climb ladders, stooping, bending, squatting, working in high places and in closely confined places;
- **Vision/Talking/Hearing:** Regular reliance on sense of sight, hearing, smell and touch while on fire grounds to aid in assigned duties and maintain personal safety; color vision sufficient to perform assigned duties safely; visual acuity sufficient to drive vehicles, read blueprints, specifications, fine print and Video Display Terminals; hear well enough to identify mechanical noises, to converse on the radio, telephone, and in person over incident noise;
- **Dexterity:** Occasional performance of a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders;
- **Emotional/Psychological:** Occasional work for long periods of time requiring sustained physical and intense concentration; occasional physically demanding work in hot conditions while wearing equipment which significantly impairs body cooling mechanisms; or in wet, icy or muddy conditions; infrequent exposure to grotesque sights and smells associated with major trauma and burn victims;
- **Driving:** Ability to use fine and gross motor coordination for driving;
- **Potential Exposures:** Occasional work outside in all weather conditions under hazardous conditions within burning structures where sustaining a traumatic or thermal injury is possible or where exposure to hazardous materials is possible;
- No person shall pose a direct threat to themselves, to the health and safety of other individuals in the work place, or to the public they serve.

Typical Working Conditions

Incumbents are typically assigned work both in an indoor and outdoor environment which may take place in various types of weather and high temperatures. Work may take place in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces Work may involve exposure to hazardous and/or carcinogenic materials through inhalation or skin contact and on rare occasions may include exposure as outlined above. Work will include traveling from site to site in a vehicle.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

MINIMUM QUALIFICATIONS

- Shall have worked a minimum of one year as a Captain *Step 3* with the Scotts Valley Fire Protection District and met all requirements for Captain *Step 3*.
- Must be an Acting Battalion Chief.
- Shall have completed and have on record with the Training Officer at least two (2) classes from the approved Battalion Chief Course list found in Policy 1505 Professional Development Guide. the following courses as outlined in the Career Development Guide: One Chief Fire Officer 3 series class, AH 330 (Strike Team/Task Force Leader All Hazards), and ICS 400 (Advanced Incident Command System).
- Must possess and maintain a Class C California Driver License or better.
- **Must possess a minimum of California EMT License**

BATTALION CHIEF *Step 2*

- Shall have worked a minimum of one year as a Battalion Chief *Step 1* with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief *Step 1*.
- Shall have completed and have on record with the Training at least four (4) classes from the approved Battalion Chief Course list found in Policy 1505 Professional Development Guide. Officer the following courses as outlined in the Career Development Guide: One additional Chief Fire Officer 3 series class, S 339AR (Division/Group Supervisor All Risk), and S-404 Safety Officer.
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Policies and Procedures prior to moving to Battalion Chief *Step 2*.

BATTALION CHIEF *Step 3*

- Shall have worked a minimum of one year as a Battalion Chief *Step 2* with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief *Step 2*.
- Shall have completed and have on record with the Training Officer at least seven (7) classes from the approved Battalion Chief Course list found in Policy 1505 Professional Development Guide. the following courses as outlined in the Career Development Guide: Two additional Chief Fire Officer 3 series classes.

DESIREABLE QUALIFICATIONS:

- College degree in Fire Protection technology, Public Administration or related field.
- **Graduate of the National Fire Academy Managing Officers Program**
- **Center for Public Safety Excellence Officer Designation**

Any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

SUPPLEMENTAL INFORMATION



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

EMPLOYMENT TYPE

Full-time, Exempt



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Job Title: Battalion Chief **Date Approved:** June 11, 2025
Reports To: Fire Chief
Supervision: Captain
Status: Exempt

JOB SUMMARY:

The Battalion Chief is an administrative staff position that performs supervisory and command functions as assigned. Under the supervision and direction of the Fire Chief, the Battalion Chief is to provide responsible and technical assistance to the Fire Chief. He/she will manage various district divisions and programs **including Training, EMS and Technology, and Operations and Facilities**, and ensure that the mission and goals of the District are carried out. He/she shall exercise and promote effective communication and leadership skills. The Battalion Chief shall perform administrative, suppression, prevention and related duties as assigned. The Battalion Chief shall direct emergency scene activities, supervise and develop company officers and evaluate performance of employees. The Battalion Chief will ensure that personnel are trained in the proper fire service techniques and operations and oversee the maintenance of the Fire District facilities and apparatus. The Battalion Chief will create staff reports and written communications and manage such collateral duties as: hazardous materials response, fire suppression operations, training, disaster planning, mutual aid, emergency medical services, facilities, fire prevention, fire investigations, apparatus, public education, communications and other related duties as may be required.

As a member of the Fire Chiefs management team, Battalion Chiefs shall have the obligation to provide the Fire Chief with their professional and honest opinion pertaining to proposed or existing policies, procedures and/or decisions.

The Battalion Chief will provide Duty Chief coverage on a shift basis with a 15-minute response time to the District boundary.

CLASS CHARACTERISTICS

Supervision Received and Exercised

Battalion Chiefs report to the Fire Chief and provide direct or indirect supervision within the assigned programs to Captains and other subordinate staff which may include Engineers, Firefighters and Paid Call Firefighters.

DUTIES AND RESPONSIBILITIES

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



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

All Battalion Chiefs:

- Assigns and schedules staff for proper coverage, approves time off, and maintains staffing calendars in accordance with District Policy;
- Directly supervises Fire Captains including recruiting, planning, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems including evaluation of staff and coaching and counseling, and recommending step increases and discipline in accordance with District Policy; writes performance evaluations; arranges scheduling and overtime when necessary;
- Indirectly supervises Engineers and Fire Fighters through Fire Captains; may provide direct supervision on a project basis;
- Evaluate company performance, and affirm assigned goals and requirements are being accomplished;
- Responsible for budget development for responsible programs and overview of programs/divisions to which assigned, make recommendations for budget planning and future purchases that align with programmatic and organizational goals;
- Prepares standard operating procedures related to fire department operations for the assigned program(s);
- May act as the duty officer and responds to emergency incidents; may function in any position within the incident command system;
- May serve as an incident safety officer and or health and safety officer;
- May work in and around carcinogenic materials through inhalation or skin contact and on rare occasions may involve working around infectious diseases such as Hepatitis, HIV, etc.;
- May be subject to callback, as needed;
- May serve as Fire Chief in their absence;

Additional Essential Duties and Responsibilities:

- Serves as duty officer and responds to emergency incidents; may function in any position within the incident command system;
- Manages the scene of complex all hazard/risk emergencies;
- Directly supervises Fire Captains in the provision of services during assigned shift; indirectly supervises Engineers and Fire Fighters;
- Conducts incident analysis; coordinates and conducts multi-company drills;
- Ensures that initial fire investigation is performed;
- Identifies and addresses special field hazards;
- Provides general input and feedback on the Emergency Medical Services, Training, Operations and Facilities Programs, and the Fire Prevention Programs;
- Corrects immediate station maintenance and clean-up problems;
- Provides follow-up for day-to-day operational issues;
- Ensures appropriate public relations at the company level; develops and releases publicity according to department policy;
- Ensures uniform enforcement of protective clothing regulations and proper safety practices during both emergency and non-emergency situations;
- Ensures enforcement of Policies, Procedures and General Orders
- Performs other related essential duties as required.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Additional Essential Duties and Responsibilities for Training Program Management

- Assesses present and future training needs of fire department personnel for compliance with federal, state and local requirements; discusses areas of deficiency with management and line personnel; researches state of the art techniques as training subject matter by attending conferences, reading professional journals, and networking with peers;
- Supervises and directs training activities; coordinates and conducts multi-company drills; coordinates the basic training program; provides feedback on annual training plan; ensures compliance with company training program; conducts battalion drills; determines special training needs;
- Evaluates effectiveness of training programs; outlines plans and delineates criteria for increasing quality of programs;
- Develops employee training compliance report, develops improvement plans, and provides training support to other shifts/battalions;
- Selects appropriate training media, methods and materials;
- Implements training programs for management and line personnel; writes lesson plans, audio visual scripts, instructor's guides, training manuals, operational directives and related materials; describes appropriate practice exercises;
- Works closely and represents the District with federal, state and local training organizations;
- Serves as Department of Motor Vehicles Program Manager.
- Supervises the Department's Joint Apprenticeship Committee (JAC) program and acts as its supervisor.
- Responsible for coordinating the California Incident Command Certification System (CICCS) activities within the Scotts Valley Fire District.

Additional Essential Duties and Responsibilities for EMS and IT Program Management

- Is responsible for the maintenance of the Department's Infection control Program;
- Directly supervises Fire Captains, Engineers, Fire Fighters, and PCFs in the provision and application of medical care standards, including review of work performed; coordinating activities, acting on employee problems, evaluates and reviews the performance of employees in the provision of emergency medical services;
- Evaluates day-to-day operations of the EMS Program; analyzes reports containing response time and other data for comparison with current emergency medical services standards to ensure delivery of prompt, high quality service;
- Oversees inventory, repair and maintenance of EMS equipment in order to insure preparedness for emergency response to calls;
- Monitors training courses for Fire Department employees for compliance with federal, state and local regulations with regard to emergency medical services;
- Coordinates the medical equipment maintenance program;
- Acts as a hospital liaison, represents District at EMSIA, and collaborates with other EMS Stakeholders;



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Oversees and coordinates the state mandated Continuous Quality Improvement/Quality Assurance programs;
- Ensures compliance of EMS at company level, quality assurance and Continuous Quality Improvement of EMS;
- Supports and maintains EMS inventory and purchases all medical supplies and equipment for the EMS program;
- Develops and maintains the emergency medical training program in conjunction and cooperation with the Training Program Manager, to ensure that department staff performs services consistent with current standards;
- Develops compliance reports, specific reports for injury risk reduction, and recommends community risk reduction programs to the Program Manager;
- Attends meetings and conferences pertaining to EMS information for public relations and community awareness programs;
- Functions as department representative and works closely with federal, state and local organizations/agencies, including public and private service organizations in regards to the EMS program;
- Gathers and prepares EMS information for public relations and community awareness programs;
- Coordinates EMS activities with either the Santa Cruz County Medical Director to ensure the quality and level of service for the agency are being met;
- Researches data and prepares provider reports at the request of the Fire Chief or other Program Managers;
- Performs various related essential duties as required;
- Ensures compliance with DEA and FDA regulations governing the storage, use and handling of controlled substances;
- Purchases and oversees the repair and maintenance of communications equipment, such as computers, laptops, iPads, radios and cellular phones; coordinates purchase of software and maintaining files for computer equipment with the District IT provider;
- Serves as Website Manager

Additional Essential Duties and Responsibilities for Operations Program Management

- Oversees the operations of the Fire Department, coordinates activities with the Training Program Battalion Chief to accomplish organization goals related to emergency response commensurate with response duties;
- Oversees the operations and training for Hazardous Materials incidents, works with Hazmat Technician and SCHMITT Leadership to accomplish programmatic goals;
- Supports Homeland Security Mission, identifies potential threats and critical infrastructure, completes the Critical Infrastructure Threat assessment;
- Recommends training for the Citizens Emergency Response Team (CERT) members and other emergency preparedness programs;
- Assists with emergency management by supporting major incidents; updating the emergency resource list, planning responses for large/special events, completing risk assessment planning, providing continuity of operations planning, and disaster services and planning;
- Assists with the update of the District Emergency Operations Plan;
- Assesses the present and future training and operational needs of the District;



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Assists with emergency management by supporting major incidents; participating with disaster management planning; acting as agency liaison to allied disaster preparedness agencies, including City of Scotts Valley and Santa Cruz County;
- Manages District Vegetation Management & Chipper Program.

Additional Essential Duties and Responsibilities for Facilities Program Management

- Performs or manages inventory control for all fuel, safety equipment and general fixed assets;
- Serves as Logistics Program Manager; supervises the staff assigned to Logistics; coordinates and oversees the activities of Logistics; develops and manages Logistic Program budget; maintains effective and efficient methodologies for ordering, receipt, and delivery of Departmental supplies, tools and equipment;
- Serves as the personal Protective Equipment Program Manager; manages the procurement and disbursement of personal protective clothing; develops and manages program budget; oversees the research and development relative to personal protective clothing;
- Manages fire department facilities; coordinates maintenance and repair of Fire Department facilities; provides input to, and manage expenses related to maintenance and repair of Fire Department facilities;
- Serves as the Fire Department Assistant Public Information Officer; provides information to media outlets regarding Fire Department activities.

Knowledge of:

All Battalion Chiefs:

- Fire suppression tactics and strategies; common and special fire hazards; fire Prevention and investigation;
- The Incident Command System;
- Department rules, regulations, policies and standard operating procedures;
- The budget development and oversight process; financial administration;
- Principles, practices and techniques of fire prevention and provisions of local fire code requirements and related ordinances;
- The Department's Emergency Medical Services and fire communication systems;
- The Department's Emergency Medical Services program;
- Operation, capabilities and maintenance of fire apparatus and equipment used in modern fire suppression;
- Principles and techniques of supervision and training including the techniques of performance evaluations, employee counseling and progressive discipline;
- The Uniform Fire Code, Health and Safety Code and Vehicle Code, Government Code Sections 3500 to 3510;
- Methods of inventory control and purchasing;
- Computer equipment and office machines.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Training Division Assignment:

- Federal and State laws, codes and typical rules which impact training programs;
- educational program design;
- educational need assessment;
- general principles and procedures used in training implementation, including securing facilities and physical logistics requirements and program administration;
- program evaluation techniques;
- criterion-referenced instruction and performance-based training programs;
- instructional methods, training aids and materials;
- California State Board of Fire Services Certification System;
- California Incident Command Certification System (CICCS).

EMS Division Assignment:

- Principles, practices and procedures of EMS operations and delivery of services including ambulance operations;
- Principles and practices of EMS training programs;
- EMS operations as related to basic and advanced life support systems;
- Principles and practice of Quality Assurance and Improvement programs;
- Principles and practices of infectious control and blood borne pathogens programs;
- Principles and practices of critical incident stress debriefing programs;
- Federal, state and local legislation, EMS rules and regulations including base hospital requirements, policies and procedures.

All Battalion Chiefs Require Ability to:

- Assign, review, plan and coordinate of other employees including providing instruction and guidance;
- Promote staff development and motivation;
- Assess the work of employees, write performance appraisals, recommend the transfer, promotion, step increase, or corrective action as appropriate;
- Analyze problems that arise in the areas of supervision and recommend solutions;
- Coach and counsel subordinate staff;
- Recommend appropriate discipline of staff to the Fire Chief and effectively carry out disciplinary action at the Fire Chief's direction;
- Operate both as a member of a team and independently;
- Effectively communicate with individuals or groups both internally and externally utilizing a broad base of verbal skills;
- Use independent judgment in periodically non-routine situations involving occasional major risk of injury or death to self, staff or public and some periodic financial risk in decision making;
- Prepare written correspondence as directed using prescribed format and conforming to all rules of punctuation, grammar, diction and style;
- Perform complex tasks during life threatening emergencies;



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Comprehend and correctly use a variety of reference books and manuals as well as informational documents, reference books, maps and manuals;
- Operate a variety of fire apparatus, vehicles and tools, including two-way radio, mobile data terminal, and command vehicle;
- Apply principles of influence systems such as supervising, instructing, and rational systems such as budgeting;
- Apply principles of synthesis functions in determining approach to fire suppression with chemical/hazardous materials involvement;
- Utilize a variety of clerical, medical, training, computer and audio-visual tools and supplies;
- Use fine and gross motor coordination in performing data entry, climbing ladders and donning protective equipment;
- Exert a moderate amount of force periodically to lift, carry, push, pull or otherwise move heavy objects, climb ladders and stairs, work in high places;
- Perceive all colors, hear, feel, and perceive odors immediately;
- Add, subtract, multiply and divide;
- Calculate decimals, ratios, percentages and fractions.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- **Mobility:** Frequent work in offices and buildings; occasional moderate to severe amount of physical effort to climb ladders, stooping, bending, squatting, working in high places and in closely confined places;
- **Vision/Talking/Hearing:** Regular reliance on sense of sight, hearing, smell and touch while on fire grounds to aid in assigned duties and maintain personal safety; color vision sufficient to perform assigned duties safely; visual acuity sufficient to drive vehicles, read blueprints, specifications, fine print and Video Display Terminals; hear well enough to identify mechanical noises, to converse on the radio, telephone, and in person over incident noise;
- **Dexterity:** Occasional performance of a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders;
- **Emotional/Psychological:** Occasional work for long periods of time requiring sustained physical and intense concentration; occasional physically demanding work in hot conditions while wearing equipment which significantly impairs body cooling mechanisms; or in wet, icy or muddy conditions; infrequent exposure to grotesque sights and smells associated with major trauma and burn victims;
- **Driving:** Ability to use fine and gross motor coordination for driving;
- **Potential Exposures:** Occasional work outside in all weather conditions under hazardous conditions within burning structures where sustaining a traumatic or thermal injury is possible or where exposure to hazardous materials is possible;
- No person shall pose a direct threat to themselves, to the health and safety of other individuals in the work place, or to the public they serve.

Typical Working Conditions

Incumbents are typically assigned work both in an indoor and outdoor environment which may take place in various types of weather and high temperatures. Work may take place in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces Work may involve exposure to hazardous and/or carcinogenic materials through inhalation or skin contact and on rare occasions may



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

include exposure as outlined above. Work will include traveling from site to site in a vehicle.

MINIMUM QUALIFICATIONS

- Shall have worked a minimum of one year as a Captain *Step 3* with the Scotts Valley Fire Protection District and met all requirements for Captain *Step 3*.
- Must be an Acting Battalion Chief.
- Shall have completed and have on record with the Training Officer at least two (2) classes from the approved Battalion Chief Course list found in Policy 1505 Professional Development Guide.
- Must possess and maintain a Class C California Driver License or better.
- **Must possess a minimum of California EMT License**

BATTALION CHIEF Step 2

- Shall have worked a minimum of one year as a Battalion Chief *Step 1* with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief *Step 1*.
- Shall have completed and have on record with the Training at least four (4) classes from the approved Battalion Chief Course list found in Policy 1505 Professional Development Guide..
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Policies and Procedures prior to moving to Battalion Chief *Step 2*.

BATTALION CHIEF Step 3

- Shall have worked a minimum of one year as a Battalion Chief *Step 2* with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief *Step 2*.
- Shall have completed and have on record with the Training Officer at least seven (7) classes from the approved Battalion Chief Course list found in Policy 1505 Professional Development Guide..

DESIREABLE QUALIFICATIONS:

- College degree in Fire Protection technology, Public Administration or related field.
- **Graduate of the National Fire Academy Managing Officers Program**
- **Center for Public Safety Excellence Officer Designation**

Any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

SUPPLEMENTAL INFORMATION

EMPLOYMENT TYPE

Full-time, Exempt

Scotts Valley Fire Protection District	
POLICY: 1705 DATE APPROVED: 6/11/2025 BOARD PRESIDENT: _____	SUBJECT: Fire Captain Job Description FIRE CHIEF: _____

FIRE CAPTAIN

Job Description

REPORTS TO: Chief Officer

SUPERVISES: Firefighters and Engineers

BASIC FUNCTION:

The Fire Captain performs supervisory and technical firefighting and fire prevention duties on an assigned shift, evaluates performance of employees, and directs the activities of a fire company at the station, at the scene of an emergency and during other company activities. Will also perform related duties as required within any assigned Division.

Primary duties will be to:

- Take command of assigned fire stations, organize work schedules, assign personnel, and review job performances;
- Supervise the maintenance and use of all fire apparatus and other emergency equipment;
- Drill firefighters in latest firefighting techniques, including pre-plan fire extinguishment of key structures and areas in the Fire District;
- Fill out reports on all incidents;
- Lead and direct firefighters at fire sites or under emergency conditions;
- Dispatch fire apparatus;
- Supervise periodic maintenance and performance test of equipment;
- Supervise personnel in fire prevention company inspections within key areas of the Fire District;
- Conduct Fire Safety Equipment and other district training programs.
- Perform related work as required.

Scotts Valley Fire Protection District	 
POLICY: 1705	SUBJECT: Fire Captain Job Description

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CAPTAIN Step 1

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 4* (72 months service) with the Scotts Valley Fire Protection District and met all requirements for *Engineer Step 4*.
- Must be a department Acting Company Officer
- Shall have completed and have on record with the Training Officer at least two (2) approved courses found in the Scotts Valley Fire District Career Development Guide for Captain ~~the following courses as outlined in the Career Development Guide: Two Company Officer 2 series classes and S-231 (Engine Boss).~~
- Must possess and maintain a valid Class C Driver License with a Firefighter Endorsement or a Class B California Driver License.
- Maintain a current EMT certification or better.

CAPTAIN Step 2

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Captain Step 1* with the Scotts Valley Fire Protection District and met all the requirements for *Captain Step 1*.
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Policies and Procedures prior to moving to *Captain Step 2*.
- Shall have completed and have on record with the Training Officer at least four (4) approved courses found in the Scotts Valley Fire District Career Development Guide for Captain ~~the following courses as outlined in the Career Development Guide: Two additional Company Officer 2 series classes and S-219 (Firing Operations).~~

CAPTAIN Step 3

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Captain Step 2* with the Scotts Valley Fire Protection District and meet all the requirements for *Captain Step 2*.
- Shall have completed and have on record with the Training Officer at least seven (7) approved courses found in the Scotts Valley Fire District Career Development Guide for Captain ~~the following courses as outlined in the Career Development Guide: One additional Company Officer 2 series class and S-270 (Basic Air Operations).~~

DESIREABLE QUALIFICATIONS:

- College degree in Fire Protection technology or related field.

Scotts Valley Fire Protection District	
POLICY: 1705 DATE APPROVED: 6/11/2025 BOARD PRESIDENT: _____	SUBJECT: Fire Captain Job Description FIRE CHIEF: _____

FIRE CAPTAIN

Job Description

REPORTS TO: Chief Officer

SUPERVISES: Firefighters and Engineers

BASIC FUNCTION:

The Fire Captain performs supervisory and technical firefighting and fire prevention duties on an assigned shift, evaluates performance of employees, and directs the activities of a fire company at the station, at the scene of an emergency and during other company activities. Will also perform related duties as required within any assigned Division.

Primary duties will be to:

- Take command of assigned fire stations, organize work schedules, assign personnel, and review job performances;
- Supervise the maintenance and use of all fire apparatus and other emergency equipment;
- Drill firefighters in latest firefighting techniques, including pre-plan fire extinguishment of key structures and areas in the Fire District;
- Fill out reports on all incidents;
- Lead and direct firefighters at fire sites or under emergency conditions;
- Dispatch fire apparatus;
- Supervise periodic maintenance and performance test of equipment;
- Supervise personnel in fire prevention company inspections within key areas of the Fire District;
- Conduct Fire Safety Equipment and other district training programs.
- Perform related work as required.

Scotts Valley Fire Protection District	
POLICY: 1705	SUBJECT: Fire Captain Job Description

CAPTAIN Step 1

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 4* (72 months service) with the Scotts Valley Fire Protection District and met all requirements for *Engineer Step 4*.
- Must be a department Acting Company Officer
- Shall have completed and have on record with the Training Officer at least two (2) approved courses found in the Scotts Valley Fire District Career Development Guide for Captain.
- Must possess and maintain a valid Class C Driver License with a Firefighter Endorsement or a Class B California Driver License.
- Maintain a current EMT certification or better.

CAPTAIN Step 2

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Captain Step 1* with the Scotts Valley Fire Protection District and met all the requirements for *Captain Step 1*.
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Policies and Procedures prior to moving to *Captain Step 2*.
- Shall have completed and have on record with the Training Officer at least four (4) approved courses found in the Scotts Valley Fire District Career Development Guide for Captain.

CAPTAIN Step 3

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Captain Step 2* with the Scotts Valley Fire Protection District and meet all the requirements for *Captain Step 2*.
- Shall have completed and have on record with the Training Officer at least seven (7) approved courses found in the Scotts Valley Fire District Career Development Guide for Captain.

DESIREABLE QUALIFICATIONS:

- College degree in Fire Protection technology or related field.

Scotts Valley Fire Protection District	 
POLICY: 1706 DATE APPROVED: 6/11/2023 6/11/2025 BOARD PRESIDENT: _____	SUBJECT: Engineer Job Description FIRE CHIEF: _____

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ENGINEER

Job Description

REPORTS TO: Company Officer

SUPERVISES: Non-Supervisory Position

BASIC FUNCTION:

The Engineer shall, under the supervision of the officer in charge, be responsible for the condition and operation of apparatus to which they are assigned, and shall be held accountable for its readiness for service.

Primary duties will be to:

- Drive and operate apparatus in a manner consistent with safety and due regard for the welfare of the public and the district;
- Acquaint themselves with the topography, physical conditions, and other matters affecting response within the District's boundaries;
- Familiarize themselves with practices and procedures relative to water supply, fire streams, pump, motor, and other operations that will enable them to efficiently perform their duties; Respond to fire alarms, aid in the suppression of fires, operate pumper trucks, aerial trucks and other special emergency apparatus;
- Use fire hose, forcible entry tools (axes, bars, door openers, pike poles) and self-contained breathing apparatus;
- Administer first-aid, operate resuscitator and rescue equipment. Perform salvage operations with use of tarps, brooms, mops, shovels, etc;
- Maintain all fire equipment, apparatus, as well as fire stations, and station quarters. Issue fire permits;
- Assist and participate in fire prevention and public safety training programs, and departmental training programs;
- Study fire department rules and regulations, fire hazards, and fire fighting techniques; Perform other agency services such as voter registration;
- Participate in the pre-fire planning by inspecting and drawing floor plans of commercial and industrial buildings;
- May be required to respond to fire calls during non-duty hours;

Scotts Valley Fire Protection District	
POLICY: 1706	SUBJECT: Engineer Job Description

- Perform related work as required.
- Under the supervision of the Company Officer, the firefighter will be a mentor and help with training the volunteers and PCF's

ENGINEER Step 1

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Firefighter Step 2* (24 months service) with the Scotts Valley Fire Protection District and met all requirements for Firefighter steps.
- Shall have successfully passed the SCO Driver Operator 24-month manipulative and written exam within the 24 month probationary period.
- Must possess and maintain a valid Class C Driver License with a Firefighter Endorsement or Class B California Driver License.
- Maintain a current EMT certification or better.

ENGINEER Step 2

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 1* (36-months service) with the Scotts Valley Fire Protection District and have met all the requirements for *Engineer Step 1*.
- Shall successfully complete the SCO Engineer Program: Special Operations, Pump Test, and Mechanics.
- Shall have completed and have on record with the Training Officer, at least two (2) approved courses found in the Scotts Valley Fire District Career Development Guide for Engineer. the following courses as outlined in the Career Development Guide: One approved 40 hour Rescue class (Ex. Trench Rescue, Rescue Systems I, or Confined Space Rescue Tech.), and S-215 (Fire Operations in Wildland/Urban Interface).

ENGINEER Step 3

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 2* (48 months service) with the Scotts Valley Fire Protection District and have met all the requirements for *Engineer Step 2*.
- Shall completed and have on record with the Training Officer at least four (4) approved courses found in the Scotts Valley Fire District Career Development Guide for Engineer the following courses as outlined in the Career Development Guide: Instructor Methodology, IS-800B National Response Framework (FEMA Online), ICS 300 (Intermediate ICS) and S 212 (Wildland Chainsaws).

ENGINEER Step 4

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 3* (60 months service) with the Scotts Valley Fire Protection District and have met all requirements for *Engineer Step 3*.
- Shall completed and have on record with the Training Officer at least seven (7) approved courses found in the Scotts Valley Fire District Career Development Guide for Engineer the following courses as outlined in the Career Development Guide: Hazardous Materials On Scene Commander, S-290 (Intermediate Wildland Fire Behavior).

Scotts Valley Fire Protection District	
POLICY: 1706	SUBJECT: Engineer Job Description

Scotts Valley Fire Protection District	
POLICY: 1706 DATE APPROVED: 6/11/2025 BOARD PRESIDENT: _____	SUBJECT: Engineer Job Description FIRE CHIEF: _____

ENGINEER

Job Description

REPORTS TO: Company Officer

SUPERVISES: Non-Supervisory Position

BASIC FUNCTION:

The Engineer shall, under the supervision of the officer in charge, be responsible for the condition and operation of apparatus to which they are assigned, and shall be held accountable for its readiness for service.

Primary duties will be to:

- Drive and operate apparatus in a manner consistent with safety and due regard for the welfare of the public and the district;
- Acquaint themselves with the topography, physical conditions, and other matters affecting response within the District's boundaries;
- Familiarize themselves with practices and procedures relative to water supply, fire streams, pump, motor, and other operations that will enable them to efficiently perform their duties; Respond to fire alarms, aid in the suppression of fires, operate pumper trucks, aerial trucks and other special emergency apparatus;
- Use fire hose, forcible entry tools (axes, bars, door openers, pike poles) and self-contained breathing apparatus;
- Administer first-aid, operate resuscitator and rescue equipment. Perform salvage operations with use of tarps, brooms, mops, shovels, etc;
- Maintain all fire equipment, apparatus, as well as fire stations, and station quarters. Issue fire permits;
- Assist and participate in fire prevention and public safety training programs, and departmental training programs;
- Study fire department rules and regulations, fire hazards, and fire fighting techniques; Perform other agency services such as voter registration;
- Participate in the pre-fire planning by inspecting and drawing floor plans of commercial and industrial buildings;
- May be required to respond to fire calls during non-duty hours;
- Perform related work as required.



- Under the supervision of the Company Officer, the firefighter will be a mentor and help with training the volunteers and PCF's

ENGINEER Step 1

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a *Firefighter Step 2* (24 months service) with the Scotts Valley Fire Protection District and met all requirements for Firefighter steps.
- Shall have successfully passed the SCO Driver Operator 24-month manipulative and written exam within the 24-month probationary period.
- Must possess and maintain a valid Class C Driver License with a Firefighter Endorsement or Class B California Driver License.
- Maintain a current EMT certification or better.

ENGINEER Step 2

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 1* (36-months service) with the Scotts Valley Fire Protection District and have met all the requirements for *Engineer Step 1*.
- Shall successfully complete the SCO Engineer Program: Special Operations, Pump Test, and Mechanics.
- Shall have completed and have on record with the Training Officer, at least two (2) approved courses found in the Scotts Valley Fire District Career Development Guide for Engineer.

ENGINEER Step 3

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 2* (48 months service) with the Scotts Valley Fire Protection District and have met all the requirements for *Engineer Step 2*.
- Shall completed and have on record with the Training Officer at least four (4) approved courses found in the Scotts Valley Fire District Career Development Guide for Engineer.

ENGINEER Step 4

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as an *Engineer Step 3* (60 months service) with the Scotts Valley Fire Protection District and have met all requirements for *Engineer Step 3*.
- Shall completed and have on record with the Training Officer at least seven (7) approved courses found in the Scotts Valley Fire District Career Development Guide for Engineer.



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: June 11, 2025
RE: Board Memo 2025-25: Agreement for Fire Marshal Services with Central Fire District of Santa Cruz County

Recommendation

Approve the Shared Services Agreement for Fire Marshal Services with Central Fire District of Santa Cruz County.

Background

On December 11, 2024, the Board of Directors approved a Shared Services Agreement with the Central Fire District of Santa Cruz County (Central Fire) for the provision of Fire Marshal services. This agreement was initiated to support Central Fire in the leadership and management of its Community Risk Reduction Division following the planned retirement of their Fire Marshal in January 2025.

Personnel from both agencies met to evaluate Central Fire's operational needs and assess the feasibility of a shared Fire Marshal position. It was mutually agreed that, under appropriate conditions, a shared services model could serve as an effective interim solution until Central Fire appoints a permanent Fire Marshal. While additional details of the arrangement required refinement, the preliminary plan identified that Scotts Valley Fire Protection District (SVPFD) would provide its Deputy Fire Marshal to lead Central Fire's Community Risk Reduction Division. This division would, in turn, provide services to both communities. The initial term of the agreement was for six (6) months, with an option for the Board of Directors to extend the agreement for an additional six (6) months.

Implementation and Performance:

Since January 2025, SVPFD Deputy Fire Marshal Erin Collins has been serving concurrently as Acting Fire Marshal for Central Fire and Deputy Fire Marshal for SVPFD. Deputy Fire Marshal Collins has performed exceptionally well in this dual role, demonstrating strong leadership and operational effectiveness.

Recently, Command Staff from both agencies convened to review the program's performance, discuss future steps, and evaluate the potential for continuing the collaboration. Both agencies expressed strong support for extending the agreement. However, they also agreed that the agreement should be revised to better reflect the evolving needs of both organizations.

Agreement Revisions:

The updated agreement includes the following key revisions:

1. **Scope of Services** – The revised scope incorporates the inclusion of a Deputy Fire Marshal position within Central Fire's organizational structure to support ongoing community risk reduction efforts. It's believed Central Fire intends to recruit for this role later in 2025.

2. **Compensation** – The Compensation section has been updated to include reimbursement for a Retired Annuitant hired by SVFPD to support inspection services. The reimbursement rate aligns with the hourly rate proposed in the tentative Memorandum of Understanding with IAFF Local 3577.

New Agreement Term:

It is important to note that this is a new agreement rather than an extension of the original. The revised Shared Services Agreement will take effect from **July 1, 2025**, through **December 31, 2025**, with an option for extension upon mutual agreement by the Boards of Directors of both agencies.

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 12th day of ~~December~~June, 2025~~4~~ by and between the **Central Fire District of Santa Cruz County**, hereinafter called “**Central**” and **Scotts Valley 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 fiscally prudent 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’s ~~Deputy Fire Marshal,~~ Inspectors, Defensible Space ~~Inspectors and Administrative Analyst and~~ Scotts Valley’s ~~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, for both Central and Scotts Valley, as described in Exhibit A.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be from ~~1~~of ~~January~~ 1 2025, through ~~June~~December ~~31~~, 2025 inclusive. The ~~TERM~~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 Central Fire shall compensate~~ Scotts Valley in exchange for services provided in an amount not to exceed \$35,652.96 per term of the agreement. This compensation is to reimburse Scotts Valley for the appointment of a retired annuitant working in the Scotts Valley Prevention Division an average of 16-hours per week and at an hourly rate of \$82.53. The “amount not to exceed” outlined earlier in this section will be adjusted in accordance with the hours and hourly rate if the agreement is extended as outlined in Section 2 of this agreement.

Duties performed 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 subject to this Agreement and explained in Exhibit A, shall be exclusive employees of their respective Districts, and not employees of the other District. Each District shall remain responsible for its Worker's Compensation insurance and any other compensation and benefits for each employee who provides services pursuant to this Agreement. Each District shall be responsible for all personnel matters for their own employees.

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

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 11th day of June, 2025 by and between the **Central Fire District of Santa Cruz County**, hereinafter called “**Central**” and **Scotts Valley 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 fiscally prudent 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’s Deputy Fire Marshal, Inspectors, Defensible Space Inspectors and Administrative Analyst and Scotts Valley’s Fire Marshal shall perform those functions as specified in Exhibit “A”, entitled “CENTRAL AND SCOTTS VALLEY COMMUNITY RISK REDUCTION/FIRE PREVENTION SCOPE OF DUTIES”, which is attached hereto and incorporated herein, for both Central and Scotts Valley, as described in Exhibit A.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be from July 1 2025, through December 31, 2025. The term may be extended upon mutual agreement by the Central and Scotts Valley Board of Directors.

SECTION 3. COMPENSATION. Central Fire shall compensate Scotts Valley in exchange for services provided in an amount not to exceed \$35,652.96 per term of the agreement. This compensation is to reimburse Scotts Valley for the appointment of a retired annuitant working in the Scotts Valley Prevention Division an average of 16-hours per week and at an hourly rate of \$82.53. The “amount not to exceed” outlined earlier in this section will be adjusted in accordance with the hours and hourly rate if the agreement is extended as outlined in Section 2 of this agreement. Duties performed by either agency as detailed in Exhibit “A,” unless otherwise agreed upon by both parties.

SECTION 4. EMPLOYMENT STATUS. Central personnel and Scotts Valley personnel, in the performance of the work duties subject to this Agreement and explained in Exhibit A, shall be employees of their respective Districts, and not employees of the other District. Each District shall remain responsible for its Worker's Compensation insurance and any other compensation and benefits for each employee who provides services pursuant to this Agreement. Each District shall be responsible for all personnel matters for their own employees.

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.

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:

Fire Marshal (Scotts Valley)

Scotts Valley's Fire Marshal (FM) 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 FM 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 FM 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 FM shall be the responsibility of the Scotts Valley Fire Chief.

The FM 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 FM and Central Fire Chief. Time off requests shall be approved by the Scotts Valley Fire Chief after consultation with the Central Fire Chief.

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

Deputy Fire Marshal / Fire Inspectors (Central)

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

The Deputy Fire Marshal and 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.

The Deputy Fire Marshal and 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 FM 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.

March 25, 2025

Scotts Valley Firefighters
7 Erba Lane
Scotts Valley, CA 95066

Dear Baymonte Donor:

The Baymonte Fundraising Committee wants to express their deepest appreciation for your donation of the auction item(s):

Your donation Ride to School on a Fire Engine with the Scotts Valley Fire Department was received.

It is with sincere gratitude that I write this letter to thank you for your generous donation to our Baymonte "A Midsummer Night's Dream" spring fundraiser held on March 22, 2025. The Baymonte community appreciates your generosity toward our fundraising goal and our campus renewal projects.

Baymonte has served Santa Cruz County families by providing quality Christian education for more than five decades. We are one of a select group of schools recognized by the U.S. Department of Education with the National Blue Ribbon School Award. We currently have children from all over the county enrolled in our preschool through eighth grade programs. We are a 501(c)(3) non-profit organization and donations to our school are tax deductible to the extent allowed by law. Our tax ID number is;

Again, thank you for your help in making this a successful and memorable event!

Please retain this receipt with your tax records.

In Christ,

Baymonte Fundraising Team

Dear Fire Marshal Collins,

Thank you for meeting with us so thoroughly to make sure everything was safe. From the in-depth initial meeting to brief chats at Starbucks or over text, and of course the on-site inspections, we knew we could rely on you for any of our questions. It was great sharing the excitement of the event with you! We are so grateful for your time.

Many thanks,
Haunted Howe Staff

ERIK DUFFY, Sammy Rebert, Payne Leonetti



Thank you for everything you did to make this years
Scotts Valley Haunted House as spook-tacular as it
could be! We couldn't have done it without you!

