



**Board of Directors  
Regular Meeting Agenda  
Wednesday, August 13, 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](http://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. Special Presentations and Introductions**

- 2.1 Promotion and Badge Pinning Presentation: Fire Marshal Erin Collins

**3. 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.

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

**5. 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.)

- 5.1 Minutes: Approve Regular Board Meeting Minutes of July 9, 2025



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

- 5.2 Minutes: Approve Special Board Meeting Minutes of July 30, 2025
- 5.3 Approve SVFPD Claims Disbursements for the Month of July 1, 2025 through June 31, 2025 in the Amount of:

Payroll and Benefits:	\$ 2,338,506.76*
General Fund:	\$ 199,883.52**
Capital Outlay:	\$ 17,125.00
SCHMIT:	\$ 12,178.70
TOTAL:	\$ 2,567,693.99

*\* Includes CalPERS unfunded actuarial liability (UAL) lump-sum prepayment \$1,366,993 and Workers Compensation Insurance payment \$498,991 Board approved 7/9/2025*

*\*\*Includes McNeil and Company District Insurance payment \$71,804 Board approved 7/9/2025*

- 5.4 Adopt Revised Policy 400 – Organizational Chart
- 5.5 Approve Award of Request for Proposals (RFP) for Architectural and Engineering Professional Services for the Erba Lane Fire Station and Authorize the Fire Chief to Execute an Agreement with the Selected Vendor

## 6. Discussion Items

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

## 7. Public Hearing I/Action 7.1-7.2

- 7.1 Scheduled Public Hearing for the SVFPD Final Budget for Fiscal Year 2025/2026:

685010	General Fund:	\$18,306,949
685030	Capital Outlay Zone A:	\$ 2,140,414
685040	SCHMIT:	\$ 730,196

Public Hearing Process: SVFPD staff will make a summary of the proposed budget. The Board President will ask for public comment. Each speaker should raise their hand, and state their name and address. 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 Resolution 2025-10: Resolution Adopting Final Budget for Fiscal Year 2025/2026

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

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

8.1 Board of Directors Report – Directors

8.2 Fire Chief / Administrative Report

**9. Correspondence**

9.1 Prevention follow-up- Thank you email from resident James Bresnahan

9.2 LAFCO letter- Nomination solicitation

**10. Request for Future Agenda Items**

**11. Closed Session: Government Code §54957**

11.1 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

11.2 Public Employee Performance Evaluation: Government Code §54957(b)(1)  
Title: Fire Chief

11.3 Labor Negotiations: Government Code §54957.6  
Conference with Labor Negotiators, Directors Cosner and Whittle  
Employee Organizations: Confidential Employees Group  
Unrepresented Employee: Fire Chief

**12. Open Session: Government Code §54957.1**

12.1 Report on closed session items 11.1-11.3

**13. Adjournments**

Next Regularly Scheduled Board Meeting: Wednesday, September 10, 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  
July 9, 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, July 9, 2025 at the City of Scotts Valley Council Chambers. President Cosner called the meeting to order at 5:59 p.m.

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 Mike Weave (MW) Director Ron Whittle (RW)
Director(s) Virtual at Alternate Location:	N/A
Director(s) Absent:	Director Daron Pisciotta (DP)
Fire District Staff:	Chief Correira Battalion Chief McNeil and Stubendorff Administrative Services Manager Rodriguez

**2. Public Comment (GC §54954.3)**

No public comment(s) made.

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

No agenda amendments made.

**4. Consent Calendar**

4.1 Minutes: Approve Regular Board Meeting Minutes of June 11, 2025

4.2 Approve SVFPD Claims Disbursements for the Month of June 1, 2025 through June 30, 2025 in the Amount of:



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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Payroll and Benefits:	\$ 701,632.10
General Fund:	\$ 97,625.99
Capital Outlay:	\$ 3,950.00
SCHMIT:	\$ -1,151.96
TOTAL:	\$ 802,056.13

- 4.3 Authorize Payment to Santa Cruz County Fire Agencies Insurance Group in the Amount of \$498,991 for Workers Compensation Insurance for the 2025/2026 Fiscal Year
- 4.4 Authorize Payment to CalPERS in the amount of \$1,366,993 for the Safety Plan's Unfunded Liability Annual Lump Sum Prepayment Option for the 2025-26 Fiscal Year
- 4.5 Authorize Payment to McNeil and Company in the amount of \$71,804 for District Commercial Package and Umbrella Coverage, and Commercial Inland Marine Insurance.
- 4.6 Approve Payment to Santa Cruz County Clerk/Election's Office Department invoice of \$53,405.02 for November 5, 2024 Election Expenses.
- 4.7 Adopt Revised Policy 300 – Mission, Vision and Values

**Board Comment/Questions: None**

**Public Comment: None**

**Motion to approve Consent Calendar Items 4.1-4.7 was made by Director Whittle, seconded by Director Weaver, and approved unanimously by voice vote, with 4 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

Battalion Chief McNeil reported that five proposals were received for seismic retrofit design services for Station 1's living quarters. Proposal costs ranged from \$40,000 to \$300,000. The Facilities Committee, BC McNeil, and Chief Correia will review the proposals and recommend a firm. A separate RFP for construction services will follow.

Board members asked questions regarding project scope and ADA requirements. BC McNeil confirmed the retrofit will maintain the existing floor plan. While, Chief Correia explained that it is likely 20% of the project value will need to address ADA compliance.

No action was taken.



## 5.2 Shared Services Update

Chief Correira reported that with the Fire Marshal agreement executed, the District will continue exploring additional shared service opportunities with Central Fire, specifically around developing a joint training program. Central Fire's staff expressed strong interest, and further discussions will take place in the coming weeks.

The focus would include ongoing scheduled and block training, with potential cost-sharing for outside instructors. Consolidation of PCF (Paid Call Firefighter) training programs is also under consideration, allowing for cross-agency staffing flexibility.

Board members asked about comparisons between the District's and Central's PCF programs, and Chief Correira confirmed they are similar, with potential for joint training and resource sharing.

The recent PCF Academy graduation was highlighted as a successful joint effort between the agencies, with 4 participants from Scotts Valley and 12–14 from Central. Director Weaver commended the program's value in fostering interagency collaboration and recognized staff efforts, including BC LoFranco, Engineer Brian Green, and Chief Correira's role as keynote speaker.

No action was taken.

## 6. **Closed Session: Government Code §54957**

### 6.1 Labor Negotiations: Government Code §65957.6

Conference with Labor Negotiators, Directors Cosner and Whittle

Employee Organizations: Confidential Employees Group and Scotts Valley Chief Officers

At 6:09 p.m. Board President Cosner announced the Board Closed Session for the purpose listed in Item 6.1.

## 7. **Open Session: Government Code §54957.1**

### 7.1 Report on closed session item 6.1

At 6:26 p.m. the Board reconvened to Open Session and President Cosner reported on Item 6.1.

- *Information was received, and direction was given. No Action taken.*

## 8. **Action Items- Discussion/Action**



8.1 Approve Memorandum of Understanding with the Confidential Employees Group for July 1, 2025 through June 30, 2028

Note: Supporting documents for this item were provided at the meeting and not included in the original agenda packet. Copies were made available to the Board and the public at the time of the meeting.

**Board Comment/Questions: None**

**Public Comment: None**

**Motion to Approve Memorandum of Understanding with the Confidential Employees Group for July 1, 2025 through June 30, 2028 as presented was made by Director Whittle, seconded by Director Hurst, and approved unanimously by voice vote, with 4 ayes.**

8.2 Approve Memorandum of Understanding with the Scotts Valley Chief Officers for July 1, 2025 through June 30, 2028

Note: Supporting documents for this item were provided at the meeting and not included in the original agenda packet. Copies were made available to the Board and the public at the time of the meeting.

**Board Comment/Questions: None**

**Public Comment: None**

**Motion to Approve Memorandum of Understanding with the Scotts Valley Chief Officers for July 1, 2025 through June 30, 2028 as presented was made by Director Weaver, seconded by Director Whittle, and approved unanimously by voice vote, with 4 ayes.**

8.3 Approve Revised Salary Schedule

Note: Supporting documents for this item were provided at the meeting and not included in the original agenda packet. Copies were made available to the Board and the public at the time of the meeting.

**Board Comment/Questions: None**

**Public Comment: None**

**Motion to Approve Revised Salary Schedule as presented was made by Director Hurst, seconded by Director Weaver, and approved unanimously by voice vote, with 4 ayes.**



## 8.4 Approve Reclassification of Deputy Fire Marshal to Fire Marshal

### **Board Comment/Questions:**

Director Hurst requested the organizational chart be updated to reflect the change. Director Whittle asked for clarification on effective date of reclassification. Chief Correira confirmed the reclassification was effective retroactively to June 21, 2025, the pay period inclusive of July 1<sup>st</sup>.

**Public Comment: None**

**Motion to Approve Reclassification of Deputy Fire Marshal to Fire Marshal was made by Director Weaver, seconded by Director Hurst, and approved unanimously by voice vote, with 4 ayes.**

## 8.5 Adopt Resolution 2025-09: The Board of Directors of the Scotts Valley Fire Protection District Electing to Provide Workers' Compensation Coverage to Unpaid Volunteer Firefighter Trainees

Chief Correira explained that the resolution is required by the District's new workers' compensation provider, GSRMA, to ensure coverage for volunteer firefighter trainees who are unpaid during training.

In response to a Board Director's question, Chief Correira confirmed the resolution will remain in effect as long as the District continues with GSRMA and does not need to be renewed annually.

**Board Comment/Questions: None**

**Public Comment: None**

**Motion to Adopt Resolution 2025-09 as presented was made by Director Hurst, seconded by Director Weaver, and approved unanimously by voice vote, with 4 ayes.**

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

### 9.1 Board of Directors Report – Directors

Director Cosner expressed appreciation for the professionalism and collaboration shown by all three bargaining groups during negotiations. He noted that the proposals brought forward were thoughtful and focused on strengthening the District, as reflected in the final agreements, and gave special acknowledgment to Director Whittle for his extensive work on financial analysis and compensation comparisons. Director Hurst also recognized Directors Cosner and Whittle for their effective leadership on the ad hoc negotiation committee.



## 9.2 Administrative Report – Chief Officers

Battalion Chief Stubendorff provided the following updates:

**Apparatus & Call Volume:** Crews have done a great job getting Unit 2512 into service. Call volume has been trending upward.

**Notable Incidents & Training:** Recent notable calls included an MCI on Highway 17 and a commercial structure fire in downtown Santa Cruz. Coordination during these incidents demonstrated the value of interagency training and shared protocols.

Battalion Chief McNeil provided the following updates:

**Type 6 Engine Update:** Unit 2546 is awaiting radio installation and will be sent to the shop next week for factory-covered alignment repairs. It is expected to be in service within two weeks.

**Radio Grant Equipment:** Radios from the Cal Fire grant are still pending, but surplus equipment from the Branciforte merger has allowed installation of BK mobiles in apparatus.

Administrative Services Manager Rodriguez provided the following update:

**Confidential Employees MOU:** Rodriguez expressed appreciation on behalf of the confidential employees group to Directors Whittle and Cosner for their professionalism and collaboration throughout the recent contract negotiations. She noted that the group felt respected and heard during the process.

Chief Correira provided the following updates:

**Branciforte Permit Process:** The District is still working through the County's requirements for the Branciforte Station project. A former building official with accessibility expertise has been brought in to help navigate the process and advocate for the District.

**Updated Chief's Report Layout Launch:** The new Chief's Report was included in the board packet and will evolve over time to include performance metrics such as budget tracking, revenue, expenses, and overtime. Board members were encouraged to share any metrics they'd like to see included.

**Fire Prevention Inspections:** A decrease in inspections was noted due to the Fire Marshal sharing agreement. Increasing inspection capacity through Central Fire support will be a priority over the next two quarters.

**Upcoming Special Meeting:** A special meeting will be scheduled before the end of next month to review and approve a temporary use agreement for the La Madrona site related to Santa Cruz Water Department's project. The agreement includes a temporary construction easement fee and was delayed due to environmental review. The District intends to present the findings on the impact fee study during the same special meeting for efficiency.

## 10. Correspondence



10.1 Community Event Follow-Up: Thank you letter from Michelle Stewart, Happy Valley School District's Superintendent/Principal

The Board received and filed the correspondence.

**11. Request for Future Agenda Items**

There were no requests for future agenda items.

**12. Closed Session: Government Code §54957**

12.1 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

12.2 Public Employee Performance Evaluation  
Title: Fire Chief

At 6:41 p.m., President Cosner announced the Board would be going into Closed Session for the purpose to discuss items listed in 12.1-12.2.

**13. Open Session: Government Code §54957.1**

13.1 Report on closed session

At 7:09 p.m., the Board reconvened to Open Session and President Cosner reported on Items 12.1-12.2. Information was received, and direction was given. No action taken.

**14. Adjournment.**

The meeting was adjourned at 7:09 p.m.

Attest \_\_\_\_\_  
Adam Cosner  
Board President

\_\_\_\_\_  
Mark Correia  
Board Secretary



**MINUTES OF THE  
SCOTTS VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
SPECIAL MEETING OF  
July 30, 2025**

**1. Opening Business**

1.1 Call to Order

The Special Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, July 30, 2025 at the City of Scotts Valley Council Chambers. President Cosner called the meeting to order at 4:00 p.m.

1.2 Roll Call

Director(s) Present:	President Adam Cosner (AC) Vice President Kris Hurst (KH) Director Daron Pisciotta (DP) 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 Administrative Services Manager Rodriguez

**2. Public Comment (GC §54954.3)**

No public comment(s) made.

**3. Action Items – Discussion/Action**

3.1 Temporary Construction Use License for the La Madrona lot

**Board Comment/Questions: None**

**Public Comment: None**

**Motion to Approve Temporary Construction Use License for the La Madrona lot as presented was made by Director Whittle, seconded by Director Pisciotta, and approved unanimously by voice vote, with 5 ayes.**



## 3.2 Impact Fee Nexus Study

Nicole Kissam (NBS Government Finance Group) and Nicolle Falcis (AALRR, District's legal firm) presented the nexus study related to impact fees for new growth and development. Chief Correira explained that the study aims to calculate fees that will help fund capital facilities (stations, vehicles, equipment) needed due to new development. However, the District does not have the authority to implement these fees and must work with the city and county to have them collected.

Chief Correira also clarified that while the study is complete, the adoption of the fees requires action by the city and/or county, as the District is not authorized to collect the fees itself. If adopted, the fees would be assessed at the time of occupancy without requiring voter approval.

### **Board Comment/Questions:**

Director Cosner asked: What if only one jurisdiction (city or county) adopts the fees?

Nicole Kissam responded: It's possible for just one jurisdiction to adopt the fees, with the city likely adopting first.

Director Cosner asked: Can fees be earmarked for specific uses and what happens if they aren't spent?

Nicolle Falcis responded: Fees can be earmarked, but if not spent as planned, the District must ensure there's a nexus to justify their use. Unspent fees may need to be refunded.

Director Whittle asked: Is there a potential conflict with the sprinkler fees we charge?

Chief Correira responded: No conflict; sprinkler fees are for operational costs, while impact fees address long-term growth.

Director Whittle asked: Do the city and county charge a collection and distribution fee, such as 3 or 5%?

Nicole Kissam and Nicolle Falcis responded that some cities and counties do charge an administrative fee, typically around 3%, but this can vary. The exact percentage will be clarified during negotiations.

Director Whittle asked: Is the \$17 million dollar asset replacement cost valuation for both fixed assets (stations and equipment) as well as mobile equipment? Also, does it exclude maintenance and upgrades?

Nicole Kissam confirmed that the asset replacement cost includes both fixed assets (stations, equipment) and mobile equipment. However, it does not include maintenance or upgrades to the facilities.

Director Weaver asked: What happens if the city approves the fees, but the county delays?

Nicolle Falcis responded: If the city approves first, it can continue to collect the fees, while the county's adoption can follow.

Director Hurst asked: Do impact fees require voter approval or a bond?

Nicolle Falcis responded: No, they do not require voter approval. Once adopted, they become effective 60 days after city/county approval.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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**Public Comment: None**

**No formal action was taken at this time, but the Board expressed general agreement and was in consensus to continue with the process.**

**4. Adjournment.**

The meeting was adjourned at 4:41 p.m.

Attest \_\_\_\_\_  
Adam Cosner  
Board President

\_\_\_\_\_  
Mark Correira  
Board Secretary

## Scotts Valley Fire Protection District (SVFPD)

Date: August 13, 2025  
To: Board of Directors  
From: SVFPD  
Subject: Approve Claim Disbursements

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SVFPD Claims have been approved for payment out of SVFPD Funds totaling \$ 2,567,693.99

These payments have been approved by the Board of Directors during their meeting on August 13, 2025

### July 2025/2026 F.Y.

685010- Payroll and Benefits:	\$ 2,338,506.76
685010- General Fund:	\$ 199,883.52
685030- Capital Outlay:	\$ 17,125.00
685040- SCHMIT:	\$ 12,178.70

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
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>												
<b>Object: 51000 – REGULAR PAY-PERMANENT</b>												
2026	01	7/01/2025	EC68500002RV		Expenditures	685010	50	51000	11,493.25	ACCR-2025-REG PAY ACCRUAL 6/30		
2026	01	7/01/2025	SA0250000RV		Expenditures	685010	50	51000	88,158.04	PAYPERIOD 14 ACCRUAL-60%		
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	50	51000	-157,482.59	PAYPERIOD 14PAYDATE 07112025		
2026	01	7/10/2025	DU117332	DU117332	Expenditures	685010	50	51000	11,493.25	Vandervoort Wage Reimb CTL	C99999	
2026	01	7/23/2025	PAYPERIOD 15		Expenditures	685010	50	51000	-163,736.59	PAYPERIOD 15PAYDATE 07252025		
Total 51000 – REGULAR PAY-PERMANENT									-210,074.64			
<b>Object: 51005 – OVERTIME PAY-PERMANENT</b>												
2026	01	7/01/2025	SA0250000RV		Expenditures	685010	50	51005	21,648.75	PAYPERIOD 14 ACCRUAL-60%		
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	50	51005	-36,884.76	PAYPERIOD 14PAYDATE 07112025		
2026	01	7/23/2025	PAYPERIOD 15		Expenditures	685010	50	51005	-18,426.79	PAYPERIOD 15PAYDATE 07252025		
Total 51005 – OVERTIME PAY-PERMANENT									-33,662.80			
<b>Object: 51010 – REGULAR PAY-EXTRA HELP</b>												
2026	01	7/01/2025	SA0250000RV		Expenditures	685010	50	51010	1,143.45	PAYPERIOD 14 ACCRUAL-60%		
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	50	51010	-2,297.64	PAYPERIOD 14PAYDATE 07112025		
Total 51010 – REGULAR PAY-EXTRA HELP									-1,154.19			
<b>Object: 51035 – HOLIDAY PAY</b>												
2026	01	7/01/2025	SA0250000RV		Expenditures	685010	50	51035	6,843.48	PAYPERIOD 14 ACCRUAL-60%		
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	50	51035	-13,015.56	PAYPERIOD 14PAYDATE 07112025		
2026	01	7/23/2025	PAYPERIOD 15		Expenditures	685010	50	51035	-13,349.98	PAYPERIOD 15PAYDATE 07252025		
Total 51035 – HOLIDAY PAY									-19,522.06			
<b>Object: 51040 – DIFFERENTIAL PAY</b>												
2026	01	7/01/2025	SA0250000RV		Expenditures	685010	50	51040	3,920.80	PAYPERIOD 14 ACCRUAL-60%		
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	50	51040	-8,514.44	PAYPERIOD 14PAYDATE 07112025		
2026	01	7/23/2025	PAYPERIOD 15		Expenditures	685010	50	51040	-8,523.03	PAYPERIOD 15PAYDATE 07252025		
Total 51040 – DIFFERENTIAL PAY									-13,116.67			
<b>Object: 52010 – OASDI-SOCIAL SECURITY</b>												
2026	01	7/01/2025	SA0250000RV		Expenditures	685010	50	52010	1,906.69	PAYPERIOD 14 ACCRUAL-60%		
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	50	52010	-3,616.86	PAYPERIOD 14PAYDATE 07112025		
2026	01	7/23/2025	PAYPERIOD 15		Expenditures	685010	50	52010	-3,061.35	PAYPERIOD 15PAYDATE 07252025		
Total 52010 – OASDI-SOCIAL SECURITY									-4,771.52			
<b>Object: 52015 – PERS</b>												
2026	01	7/01/2025	SA0250000RV		Expenditures	685010	50	52015	18,835.30	PAYPERIOD 14 ACCRUAL-60%		
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	50	52015	-34,191.99	PAYPERIOD 14PAYDATE 07112025		
2026	01	7/22/2025	SD17 24-25 SUR		Expenditures	685010	50	52015	-590.00	PERS ANNUAL SD17 SUR INS 25848	V116512	17041
2026	01	7/22/2025	SD17 24-25 SUR		Expenditures	685010	50	52015	-70.80	PERS ANNUAL SD17 SUR INS 27417	V116512	17041
2026	01	7/22/2025	SD17 24-25 SUR		Expenditures	685010	50	52015	-460.20	PERS ANNUAL SD17 SUR INS 904	V116512	17041
2026	01	7/22/2025	SD17 24-25 SUR		Expenditures	685010	50	52015	-44.25	PERS ANNUAL SD17 SUR INS 903	V116512	17041
2026	01	7/23/2025	PAYPERIOD 15		Expenditures	685010	50	52015	-35,842.20	PAYPERIOD 15PAYDATE 07252025		
2026	01	7/30/2025	170392526ANNUAL		Expenditures	685010	50	52015	-1,407,546.00	SV FIRE 25/26 UAL	V116512	17039
2026	01	7/30/2025	SD042425SUR		Expenditures	685010	50	52015	-69.60	PERS ANNUAL SD04 SUE INS 25189	V116512	17074
Total 52015 – PERS									-1,459,979.74			
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2026	01	7/01/2025	SA0250000RV		Expenditures	685010	50	53010	-741.48	PAYPERIOD 14 ACCRUAL-60%		
2026	01	7/01/2025	SA0250000RV		Expenditures	685010	50	53010	450.00	PAYPERIOD 14 ACCRUAL-60%		
2026	01	7/03/2025	0725SVFD		Expenditures	685010	50	53010	-704.06	Whittle, Ronald SVFD Health In	V102822	80083811
2026	01	7/03/2025	0725SVFD		Expenditures	685010	50	53010	-608.37	PHINN, MIKE SVFD Health Ins.-	V103782	80083806
2026	01	7/03/2025	0725SVFD		Expenditures	685010	50	53010	-1,704.35	BIDDLE, MIKE SVFD Health Ins.-	V105980	80083803
2026	01	7/03/2025	0725SVFD		Expenditures	685010	50	53010	-1,011.40	MCMURRY, MICHAEL SVFD Health In	V105430	80083805
2026	01	7/03/2025	0725SVFD		Expenditures	685010	50	53010	-1,019.67	WALTON, ALICIA SVFD Health Ins	V119128	80083810
2026	01	7/03/2025	0725SVFD		Expenditures	685010	50	53010	-964.62	LOFRANCO, SAL SVFD Health Ins.	V105221	80083804
2026	01	7/03/2025	0725SVFD		Expenditures	685010	50	53010	-793.44	VANDERVOORT, GR SVFD Health In	V122411	80083809
2026	01	7/03/2025	0725SVFD		Expenditures	685010	50	53010	-568.15	RONZANO, CHRIST SVFD Health In	V111324	80083807
2026	01	7/03/2025	0725SVFD		Expenditures	685010	50	53010	-842.00	THEILEN, LOTHAR SVFD Health In	V117701	80083808
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	50	53010	1,235.80	PAYPERIOD 14PAYDATE 07112025		

**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
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>												
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	50	53010	-750.00	PAYPERIOD 14PAYDATE 07112025		
2026	01	7/10/2025	0725SVFD		Expenditures	685010	50	53010	-4,573.26	HEALTH CARE EMP SVFD Group 367	V108670	00488371
2026	01	7/10/2025	0725SVFD		Expenditures	685010	50	53010	-1,419.00	FIRE RISK MANAG SVFD	V45930	80084158
2026	01	7/10/2025	DU117332	DU117332	Expenditures	685010	50	53010	48.56	D.Lipkowitz Jul25 DentalCK#838	C99999	
2026	01	7/10/2025	DU117332	DU117332	Expenditures	685010	50	53010	91.85	S.Kovacs Jul25 Dental	C99999	
2026	01	7/10/2025	DU117332	DU117332	Expenditures	685010	50	53010	48.56	M.Pasquini Jul25 DentalCK#1154	C99999	
2026	01	7/10/2025	DU117332	DU117332	Expenditures	685010	50	53010	48.56	I.Bustichi Jil25DentalCK#3407	C99999	
2026	01	7/10/2025	JUL25HLTH		Expenditures	685010	50	53010	-76,351.29	SV FIRE JUL 2025	V116512	16996
2026	01	7/23/2025	PAYPERIOD 15		Expenditures	685010	50	53010	1,235.80	PAYPERIOD 15PAYDATE 07252025		
2026	01	7/23/2025	PAYPERIOD 15		Expenditures	685010	50	53010	-750.00	PAYPERIOD 15PAYDATE 07252025		
2026	01	7/25/2025	0825SVFD		Expenditures	685010	50	53010	-4,573.26	HEALTH CARE EMP SVFD Group 367	V108670	00489429
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-94,215.22			
<b>Object: 53015 – UNEMPLOYMENT INSURANCE</b>												
2026	01	7/01/2025	SA0250000RV		Expenditures	685010	50	53015	18.29	PAYPERIOD 14 ACCRUAL-60%		
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	50	53015	-36.76	PAYPERIOD 14PAYDATE 07112025		
Total 53015 – UNEMPLOYMENT INSURANCE									-18.47			
<b>Object: 54010 – WORKERS COMPENSATION INSURANCE</b>												
2026	01	7/17/2025	323806		Expenditures	685010	50	54010	-498,991.00	SANTA CRUZ COUN SVFD	V104861	00488806
Total 54010 – WORKERS COMPENSATION INSURANCE									-498,991.00			
<b>Object: 55021 – OTHER BENEFITS MISC</b>												
2026	01	7/01/2025	SA0250000RV		Expenditures	685010	50	55021	1,568.77	PAYPERIOD 14 ACCRUAL-60%		
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	50	55021	-2,284.61	PAYPERIOD 14PAYDATE 07112025		
2026	01	7/23/2025	PAYPERIOD 15		Expenditures	685010	50	55021	-2,284.61	PAYPERIOD 15PAYDATE 07252025		
Total 55021 – OTHER BENEFITS MISC									-3,000.45			
Total 50 – SALARIES AND EMPLOYEE BENEF									-2,338,506.76			
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61110 – CLOTHING &amp; PERSONAL SUPPLIES</b>												
2026	01	7/10/2025	39572		Expenditures	685010	60	61110	-204.50	SCOTTS PPE RECO SVFD	V118889	00488373
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-204.50			
<b>Object: 61217 – RADIO</b>												
2026	01	7/17/2025	0725SVFD		Expenditures	685010	60	61217	-37,659.00	SANTA CRUZ REGI SVFD	V13917	00488807
Total 61217 – RADIO									-37,659.00			
<b>Object: 61535 – OTHER INSURANCE</b>												
2026	01	7/17/2025	4894226		Expenditures	685010	60	61535	-71,804.00	MCNEIL & COMPAN SVFD 4894226	V124152	00488803
Total 61535 – OTHER INSURANCE									-71,804.00			
<b>Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV</b>												
2026	01	7/10/2025	051451		Expenditures	685010	60	61720	-253.79	GOLDEN STATE EM SVFD PIE-0143	V129826	00488370
2026	01	7/17/2025	0725SVFD4		Expenditures	685010	60	61720	-49.03	SCARBOROUGH LUM SVFD Acct 1169	V1233	80084480
2026	01	7/25/2025	0151288		Expenditures	685010	60	61720	-1,647.35	GOLDEN STATE EM SVFD PIE-0143	V129826	00489428
2026	01	7/25/2025	051407		Expenditures	685010	60	61720	-243.18	GOLDEN STATE EM SVFD PIE-0143	V129826	00489428
2026	01	7/25/2025	051496		Expenditures	685010	60	61720	-567.99	GOLDEN STATE EM SVFD PIE-0143	V129826	00489428
2026	01	7/25/2025	964707		Expenditures	685010	60	61720	-264.73	L N CURTIS & SO SVFD Cust 3627	V115989	80084800
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-3,026.07			
<b>Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES</b>												
2026	01	7/10/2025	16803		Expenditures	685010	60	61725	-2,168.37	Pagoda Technolo SVFD	V125184	80084160
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-2,168.37			
<b>Object: 61848 – MAINT-STRUCT/GRDS-OTH-SRV</b>												
2026	01	7/25/2025	79965738		Expenditures	685010	60	61848	-110.00	WESTERN EXTERMI SVFD	V15766	00489430
2026	01	7/25/2025	79965739		Expenditures	685010	60	61848	-110.00	WESTERN EXTERMI SVFD	V15766	00489430
2026	01	7/25/2025	79965740		Expenditures	685010	60	61848	-110.00	WESTERN EXTERMI SVFD	V15766	00489430
Total 61848 – MAINT-STRUCT/GRDS-OTH-SRV									-330.00			

# Actual Transactions

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

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61920 – MEDICAL, DENTAL &amp; LAB SUPPLIES</b>												
2026	01	7/25/2025	85794145		Expenditures	685010	60	61920	-465.45	BOUND TREE MEDI SVFD	V12149	80084797
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-465.45			
<b>Object: 62020 – MEMBERSHIPS</b>												
2026	01	7/10/2025	SCO2025DUES		Expenditures	685010	60	62020	-300.00	FIRE CHIEFS ASS SVFD	V118736	00488369
2026	01	7/10/2025	SCOAS2026		Expenditures	685010	60	62020	-2,000.00	SAN LORENZO VAL SVFD	V107826	00488372
Total 62020 – MEMBERSHIPS									-2,300.00			
<b>Object: 62219 – PC SOFTWARE PURCHASES</b>												
2026	01	7/17/2025	2025-56		Expenditures	685010	60	62219	-2,032.00	STREAMLINE AUTO SVFD	V38876	00488808
Total 62219 – PC SOFTWARE PURCHASES									-2,032.00			
<b>Object: 62301 – ACCOUNTING AND AUDITING FEES</b>												
2026	01	7/17/2025	14593		Expenditures	685010	60	62301	-2,500.00	TOTAL COMPENSAT SVFD ACCOUNTS	V129212	00488809
2026	01	7/17/2025	1582		Expenditures	685010	60	62301	-6,000.00	PEHLING & PEHLI SVFD	V128403	80084479
Total 62301 – ACCOUNTING AND AUDITING FEES									-8,500.00			
<b>Object: 62327 – DIRECTORS' FEES</b>												
2026	01	7/09/2025	PAYPERIOD 14		Expenditures	685010	60	62327	-3,100.00	PAYPERIOD 14PAYDATE 07112025		
Total 62327 – DIRECTORS' FEES									-3,100.00			
<b>Object: 62381 – PROF &amp; SPECIAL SERV-OTHER</b>												
2026	01	7/10/2025	0725SVFD		Expenditures	685010	60	62381	-600.00	CENTRAL COAST C SVFD	V15383	00488368
2026	01	7/17/2025	202508		Expenditures	685010	60	62381	-250.00	SANTA CRUZ CO E SVFD	V120732	00488804
2026	01	7/17/2025	24-057-24-058		Expenditures	685010	60	62381	-53,405.02	SANTA CRUZ COUN SVFD	V30915	00488805
2026	01	7/25/2025	61884		Expenditures	685010	60	62381	-2,627.00	CSG CONSULTANTS SVFD	V121100	80084803
2026	01	7/28/2025	756025		Expenditures	685010	60	62381	-5,825.40	ATKINSON ANDELS SVFD	V48005	00489460
Total 62381 – PROF & SPECIAL SERV-OTHER									-62,707.42			
<b>Object: 62715 – SMALL TOOLS &amp; INSTRUMENTS</b>												
2026	01	7/17/2025	0725SVFD1		Expenditures	685010	60	62715	-86.39	SCARBOROUGH LUM SVFD Acct 1169	V1233	80084480
2026	01	7/25/2025	265951		Expenditures	685010	60	62715	-1,536.69	ALLSTAR FIRE EQ SVFD	V116911	80084802
Total 62715 – SMALL TOOLS & INSTRUMENTS									-1,623.08			
<b>Object: 62826 – EDUCATION AND/OR TRAINING</b>												
2026	01	7/17/2025	0725SVFD		Expenditures	685010	60	62826	-133.27	POST, WILLEM SVFD	V37872	00488729
Total 62826 – EDUCATION AND/OR TRAINING									-133.27			
<b>Object: 62890 – SUBSCRIPTIONS BOOKS &amp; ED MATER</b>												
2026	01	7/25/2025	852084578		Expenditures	685010	60	62890	-279.53	WEST PUBLISHING SVFD	V12636	80084739
Total 62890 – SUBSCRIPTIONS BOOKS & ED MATER									-279.53			
<b>Object: 62914 – EDUCATION &amp; TRAINING(REPT)</b>												
2026	01	7/10/2025	DU117332	DU117332	Expenditures	685010	60	62914	4,070.00	SB Training Mat. ReimbCK#58558	C99999	
2026	01	7/17/2025	0725SVFD2		Expenditures	685010	60	62914	-582.51	SCARBOROUGH LUM SVFD Acct 1169	V1233	80084480
Total 62914 – EDUCATION & TRAINING(REPT)									3,487.49			
<b>Object: 62920 – GAS, OIL, FUEL</b>												
2026	01	7/10/2025	FAC-1200		Expenditures	685010	60	62920	-1,256.00	MONTEREY BAY AI SVFD	V103374	80084159
2026	01	7/17/2025	860808		Expenditures	685010	60	62920	-2,789.50	WESTERN STATES SVFD	V39738	00488810
2026	01	7/25/2025	0126729		Expenditures	685010	60	62920	-981.00	COUNTY OF SANTA SVFD	V103950	00489427
Total 62920 – GAS, OIL, FUEL									-5,026.50			
<b>Object: 63074 – UTILITIES</b>												
2026	01	7/10/2025	DU117332	DU117332	Expenditures	685010	60	63074	975.99	Amerigas Settlement	C99999	
2026	01	7/17/2025	0725SVFD1		Expenditures	685010	60	63074	-1,115.81	PACIFIC GAS AND SVFD	V129169	00488759
2026	01	7/17/2025	0725SVFD2		Expenditures	685010	60	63074	-1,346.52	PACIFIC GAS AND SVFD	V129169	00488759
2026	01	7/17/2025	0725SVFD3		Expenditures	685010	60	63074	-84.92	PACIFIC GAS AND SVFD	V129169	00488759
2026	01	7/17/2025	0725SVFD4		Expenditures	685010	60	63074	-88.12	PACIFIC GAS AND SVFD	V129169	00488759
2026	01	7/17/2025	0725SVFD5		Expenditures	685010	60	63074	-160.24	PACIFIC GAS AND SVFD	V129169	00488759
Total 63074 – UTILITIES									-1,819.62			
Total 60 – SERVICES AND SUPPLIES									-199,691.32			

## 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
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 61 – SERVICES AND SUPPLIES-ISF</b>												
<b>Object: 61845 – GSD-MAINT-STRUCT/GRDS-OTH-SRV</b>												
2026	01	7/17/2025	0725SVD3		Expenditures	685010	61	61845	-192.21	SCARBOROUGH LUM SVFD Acct 1169	V1233	80084563
Total 61845 – GSD-MAINT-STRUCT/GRDS-OTH-SRV									-192.21			
Total 61 – SERVICES AND SUPPLIES-ISF									-192.21			
<b>Character: 70 – OTHER CHARGES</b>												
<b>Object: 75231 – CONTRIB TO OTHER AGENCIES-OTH</b>												
2026	01	7/11/2025	JE522137		Expenditures	685010	70	75231	-12,178.70	Sc tts Vly Fire LAFCO FY2526		
Total 75231 – CONTRIB TO OTHER AGENCIES-OTH									-12,178.70			
Total 70 – OTHER CHARGES									-12,178.70			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-2,550,568.99			

## 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
<b>GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL</b>												
<b>Character: 80 – FIXED ASSETS</b>												
<b>Object: 86110 – BUILDINGS AND IMPROVEMENTS</b>												
2026	01	7/17/2025	642553BC-9904		Expenditures	685030	80	86110	-17,125.00	BRYX INC SVFD	V47812	00488802
Total 86110 – BUILDINGS AND IMPROVEMENTS									-17,125.00			
Total 80 – FIXED ASSETS									-17,125.00			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-2,567,693.99			



# 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: August 13, 2025  
RE: Board Memo 2025-30: Revised Policy 400 – Organizational Chart

## **Recommendation**

Approve Revised Policy 400 – Organizational Chart

## **Discussion**

Policy 400 outlines the organizational chart for the Scotts Valley Fire Protection District. On July 9, 2025, the Board of Directors unanimously approved the reclassification of the Deputy Fire Marshal position to Fire Marshal. Policy 400 has been updated to reflect this change, as well as to align with the positions approved in the current budget.

Staff recommends approval of the revised Policy 400 to formally adopt the updated organizational chart, including the new Fire Marshal position.

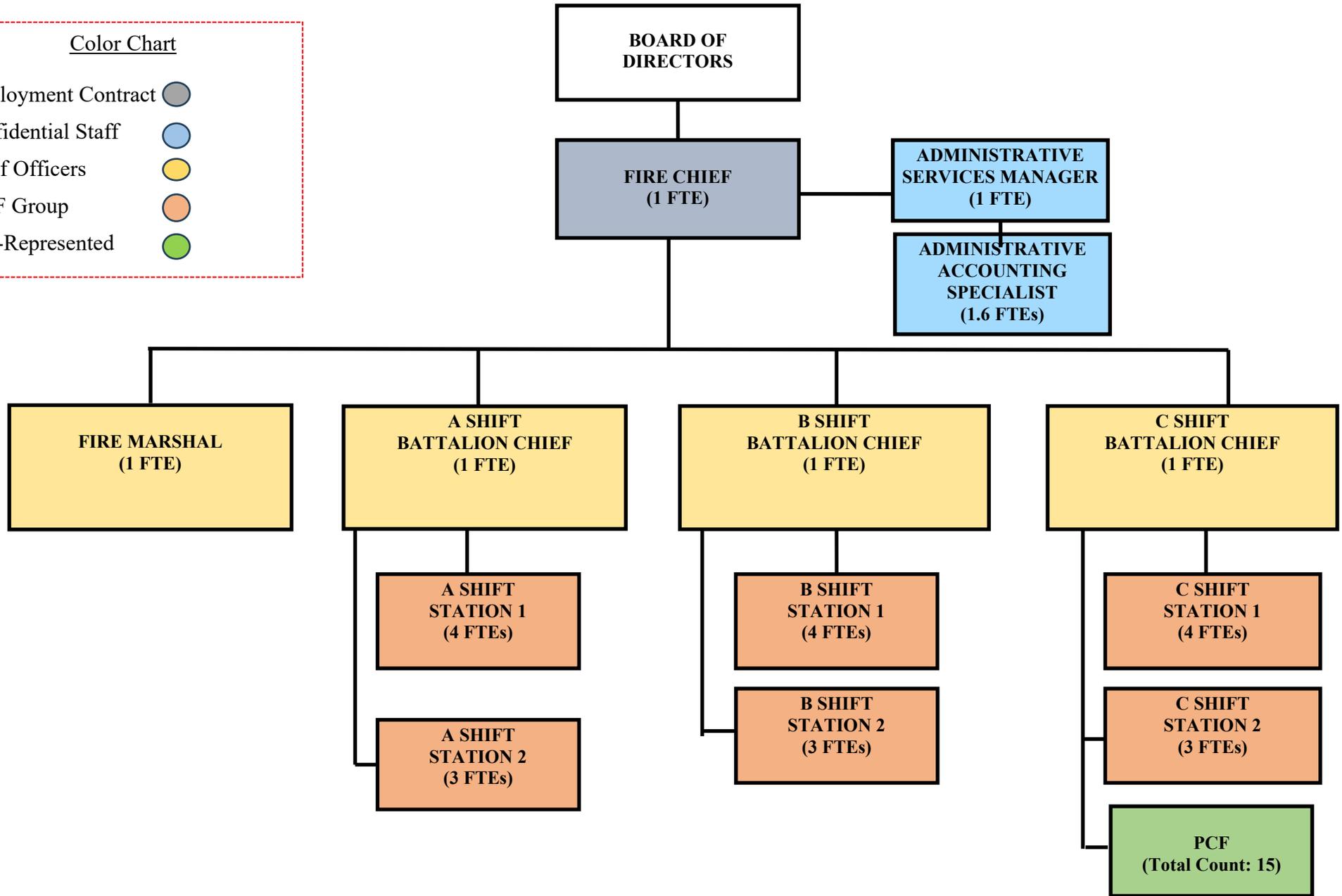
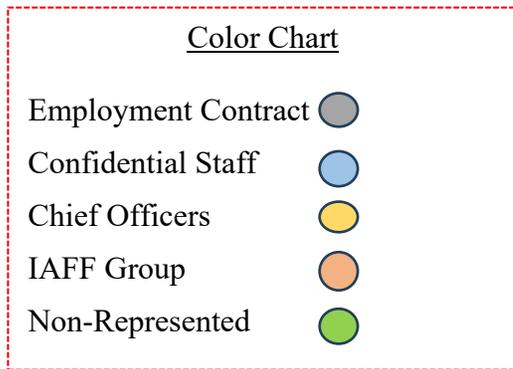
<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 400</b>	<b>SUBJECT: Organizational Chart</b>
<b>DATE APPROVED: 8/13/2025</b>	
<b>BOARD PRESIDENT:</b> _____	<b>FIRE CHIEF:</b> _____

**Policy 400: Organizational Chart**

The positions on the attached organizational chart are authorized by the Board of Directors.

# SCOTTS VALLEY FIRE PROTECTION DISTRICT

## Organization Chart





# 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  
Jeff McNeil, Battalion Chief  
DATE: August 13, 2025  
RE: Board Memo 2025-31: Award Request for Proposals for Architectural and Engineering Professional Services for the Erba Lane Fire Station

## **Recommendation**

Approve the award of the Request for Proposals (RFP) for Architectural and Engineering Professional Services for the Erba Lane Fire Station to Mandella Construction, in an amount not to exceed \$19,500. Authorize the Fire Chief to execute an agreement with the selected vendor.

## **Discussion**

Between June 2 and July 2, 2025, the District issued an RFP seeking proposals from architectural and structural engineering firms to provide comprehensive design and assessment services for voluntary seismic retrofitting of the Erba Lane Fire Station. The District received five (5) proposals, with cost estimates ranging from \$19,500 to \$299,820.

District staff independently evaluated and scored each proposal using the criteria outlined in the RFP. Proposals were rated on a scale of 0 (lowest) to 5 (highest). Combined evaluation scores ranged from 4.475 to 3.325.

At the July 23, 2025, Facilities and Equipment Committee meeting, staff presented the proposals and the evaluation results to the Committee members. Both staff and Committee / Board members concurred that Mandella Construction submitted the most responsive and cost-effective proposal, with a bid of \$19,500.

Staff and the Committee recommend awarding the contract to Mandella Construction in an amount not to exceed \$19,500, and authorize the Fire Chief to execute an agreement with the selected vendor.



# 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: August 13, 2025  
RE: Board Memo 2025-32: Scotts Valley Fire Protection District Final Budget for Fiscal Year 2025/26

## **Recommendation**

Adopt Resolution 2025-10 approving the 2025/2026 Fiscal Year Final Budget as presented:

685010	General Fund	\$18,306,949
685030	Capital Outlay/Zone A	\$2,140,414
685040	SCHMITT	\$730,196

## **Discussion**

On May 14, 2025, the Board of Directors approved the 2025/2026 Preliminary Budget, scheduled a public hearing for the adoption of the Final Budget on August 13, 2025, and directed staff to post the public hearing notice and make the budget available for public review.

In preparation for the August 13th Final Budget Hearing, staff is presenting the proposed 2025/2026 Final Budget for the Board's consideration and adoption.

Since the Preliminary Budget was approved, several forecasted budget areas have been updated with actual figures. A copy of the 2025/2026 Preliminary Budget Memorandum is included as Attachment A to this document.

Additionally, staff is recommending a few revisions from the Preliminary Budget, all of which are incorporated into the Final Budget. These revisions are described in detail later in this document.

The table below summarizes the fund-level changes between the 2025/2026 Preliminary Budget and the Final Budget:

<i>Fund Number</i>	<i>Fund Description</i>	<i>Preliminary Budget</i>	<i>Final Budget</i>	<i>Difference</i>
685010	General Fund	\$16,743,000	\$18,306,949	\$1,563,949
685030	Capital Outlay/Zone A	\$1,570,729	\$2,140,414	\$569,685
685040	SCHMITT	\$603,957	\$730,196	\$126,239

The remainder of this memorandum provides a detailed explanation of the changes to the fund balances for each respective fund.

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## Revenue

The beginning fund balances for the Final 2025/2026 Fiscal Year are as follows:

- **General Fund:** \$6,555,949
- **Capital Outlay/Zone A Fund:** \$1,219,685
- **SCHMIT Fund:** \$416,239

Two revenue adjustments were made to the Preliminary Budget, both within the General Fund:

1. **Object Code 40440 – Rents and Leases:** Increased by \$5,000 to reflect the La Madrona Construction License Agreement.
2. **Object Code 42010 – SCHMIT Administrative Service Charge:** Increased by \$3,000 to align with the SCHMIT Budget.

Undesignated reserves are projected as follows, and comply with District Policy 1608 Reserve Guidelines:

- **General Fund:** \$3,474,215
- **Capital Outlay/Zone A Fund:** \$773,914
- **SCHMIT Fund:** \$322,172

All remaining changes to revenue across the three funds are attributable to increases in beginning fund balances being above what was forecasted in the Preliminary Budget.

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## Expenses

The following summarizes the changes in expenses between the 2025/2026 Preliminary Budget and the Final Budget:

### *General Fund*

Total expenditures in the General Fund increased by \$339,118, driven primarily by:

- **Object Code 50000 – Salaries and Benefits:** Increased by \$395,438 to reflect recently ratified Memorandums of Understanding (MOUs) with the three employee groups, as well as potential adjustments for contracted staff. This category also includes a \$30,000 placeholder to account for the anticipated need to hire a temporary staff member due to a planned leave of absence during the fiscal year.
- **Object Code 60000 – Services and Supplies:** Decreased by \$56,320. The table below provides a breakdown of this adjustment:

<i>Obj. Code #</i>	<i>Description</i>	<i>Adjustment</i>	<i>Comment</i>
61720	Maintenance Mobile Equipment	-\$30,000	Reduction in apparatus maintenance to align with previous years.
62219	Computer Software	\$4,500	Increase to accommodate records management system (RMS) replacement.
62301	Accounting/Audit Fees	\$7,600	Increase to accommodate County Accounts Payable and Payroll Fees.
62367	Medical Services	\$5,000	Increase in annual medical physicals
62381	Professional Services	-\$42,000	Removal of Reorganization Study costs
62890	Subscriptions	- \$1,420	Website quote reduction
<i>TOTAL</i>		-\$56,320	

*Capital Outlay / Zone A Fund*

The FY 2025/2026 Final Budget for the Capital Outlay / Zone A (COZA) Fund reflects an overall decrease of \$3,000 in expenditures. The following adjustments were made:

- **Object Code 62710 – Equipment:** Increased by \$10,000 to fund the purchase of Type 6 portable and mobile radios.
- **Object Code 86210 – Small Tools:** Increased by \$7,000 to support equipment for the Rescue Ambulance.
- **Object Code 86110 – Structures and Improvements:** Decreased by \$20,000, originally allocated for the Station 3 Community Room project.

The \$20,000 reduction for the Station 3 Community Room corresponds to the reallocation of funds to cover the cost of equipment and radios for the Type 6 apparatus, which was purchased using a donation from the Barnes Family Trust (a Branciforte family) to the former Branciforte Fire District. The remaining amount of this donation is budgeted for the community room project.

As noted earlier, the undesignated fund balance (reserves) for Capital Outlay / Zone A is \$773,914. These funds will support future capital replacement needs and are consistent with the District's Capital Fund Planning Sheet.

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### **SCHMIT Fund**

No changes were made to expenditures in the SCHMIT Fund.

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### **Closing**

Staff recommends adoption of the Final Budget for Fiscal Year 2025/2026 as presented. A detailed breakdown of fund amounts is provided in Attachment B.

### **Attachments:**

A: 2025/2026 Preliminary Budget Memo

B: 2025/2026 Detailed Fund Amounts



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, CA 95066-4199 • [scottsvalleyfire.com](http://scottsvalleyfire.com) • 831-438-0211

TO: Honorable Board of Directors

From: Mark Correira, Fire Chief

DATE: May 14, 2025

RE: **Board Memo 2025-21: 2025/26 Preliminary Budget**

---

## **Recommendation**

Move to approve Resolution 2025-08: Adopting Preliminary Budget For Fiscal Year 2025-2026

## **Background**

This memorandum provides details on the budgeting philosophy and Staff recommendations for the 2025/26 Preliminary Budget. We believe this budget will meet the service demands for the community, supports the community driven strategic plan, and prioritizes the needs of the District. Examples of this include an increase in wages and benefits to align with the recently tentatively agreed to memorandum of understanding with one of the employee groups, adds an additional \$500 thousand to the La Madrona Fire Station (now \$1.5 million), and secures \$50 thousand for the District's portion of the reorganizations study with Central Fire District and the City of Santa Cruz. It also transfers \$750 thousand to our Capital Fund to fund our capital needs.

Philosophically, the District continues a culture of frugality and a conservative approach to budgeting. The last two (2) fiscal years have had the most changes to its finances in recent history. Most of these changes were created with the addition of the Branciforte Fire District. The reorganization of the two (2) Districts created two (2) additional funds to manage, with staff having to manage the transfer of assets and liabilities from Branciforte to Scotts Valley. Staff is hopeful that moving into 2025/26 the District's budgeting is now stabilized, and easier to manage. Actions taken by the Board, to include the dissolution of the Branciforte Service Zone Fund and Measure T Fund, will limit the complexity of managing multiple funds, and will align with how the District managed its finances before the reorganization. For historical purposes, the two Branciforte Funds were merged into their "like" Scotts Valley accounts, with the Service Zone being transferred to the General Fund and Measure T to the Capital Fund.

In an effort to reconcile the Branciforte merged funds, Staff has been working with Santa Cruz County to affirm there was no loss of revenue in the Branciforte Reorganization. Although Staff is still investigating the issue, it appears an error may have occurred. In 2024/25, the County forecasted a 4% increase in property tax revenue, but analysis shows an increase of only 2.7%. The County receives its numbers from the State Board of Equalization so it would need to be corrected at the State level. Staff is working with LAFCO to investigate the issue further in hopes of resolving it.

The attachments to this memorandum provide the detail on the proposed 2025/26 Preliminary Budget. The following will provide an explanation for the changes in this budget.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## General Fund:

### *General Fund Revenues*

Property Taxes (Secured, Unsecured, and Home Owners Relief) have been increased by 3.8% from the previous year. The number used for the Preliminary Budget has been provided by Santa Cruz County, and may be in dispute because of a possible error caused by the State's Board of Equalization. If the dispute is resolved, the property tax will be increased above the amount used for the forecast. The County has forecasted a 4% increase for this fiscal year.

In the 2025/26 Budget, we are adding Account 40106 Residual Distribution to the Revenue Summary, and forecasting \$400,000 in it. The Residual Distribution is an ongoing form of revenue that will eventually roll into the District's Secured Property Taxes. We have seen increases in this account and feel there is value adding it to our Revenue Summary. For year to date (YTD) 2024/25 Fiscal Year, the Residual Distribution is \$442,679 – using the \$400,000 as a forecasted amount aligns with the conservative approach to budgeting.

Other changes to the revenue accounts include a forecasted increase in 40430 Interest (\$25,000), a reduction of \$10,000 in 40330 License and Permits (\$40,000) to align with recent historical collections, and an increase in 40894 ST-Aid Other (\$500,000) as it predicted to be another busy year for out-of-county aid.

In total, Staff has forecasted \$11,743,000 in revenue, with an estimated beginning fund balance of \$5,000,000. As benchmarks, total Salaries and Benefits realized a 4% increase, and the services and supplies realized an increase of 6% from the previous fiscal year (FY).

### *General Fund Expenditures*

Staff is recommending a total expenditure amount of \$13,493,616 which includes an increase of \$500,000 (to \$1.5 million) in Fixed Assets for the La Madrona Fire Station. Salaries and benefits are estimated at \$10,678,436 and includes the wages and benefits recently tentatively agreed to in the memorandum of understanding (MOU) with the International Association of Firefighters (IAFF) Local 3577. For planning and equity purposes, salaries and healthcare benefits were adjusted for non-union members in alignment with the IAFF Local 3577 MOU even though the two other MOUs have not been tentatively agreed to.

Other notable or significant changes to the expenditures include:

- 51005 Overtime – staff has increased the overtime budget by \$50,000 (now \$350,000) for station call back to fill vacant positions. This increase is to accommodate the increase in wages and training time off as part of the proposed MOU changes. Additionally, staff is planning for \$550,000 in strike team and prepositioning overtime. This aligns with the 2024/25 FY, and is offset by the revenue found in ST-Aid. Staff conservatively budgets approximately 90% revenue



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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reimbursement in the event we have a late season deployment and are reimbursed in the next fiscal year.

- 52015 PERS – staff has included an additional \$200,000 in this account to pay down some of the unfunded pension liability, and plan for any increases in UAL caused by the recent wage increase. To offset this expense, Staff is recommending not budgeting \$150,000 into the pension prefunding trust fund (CEPPT), while continuing the \$155,000 into the other pension employee benefits account (OPEBP in our CalPERS trust fund (CERBT)).
- 54010 Workers Compensation was reduced by \$40,000. Staff has worked with other joint powers agreement (JPA) providers to find a less expensive insurance option for the work-comp insurance. The quote from the new provider aligns with the \$500,000 proposed in the budget.
- 61110 Clothing and Personal Supplies (PPE) – reduction of \$7,000. Staff has been budgeting PPE equipment in the Capital Fund, and the reduction was caused by moving these expenses to Capital.
- 61720 Maintenance Mobile Equipment – increased by \$34,500. The aging fleet and delay in taking delivery of the new type 1 has increased our maintenance costs in 2024/25 FY. \$30,000 was added to maintenance, and \$4,500 for bulk oil and transmission fluid to address a similar possibility in this FY. We are hopeful these funds will not be needed, but felt it was prudent to budget for an unforeseen expense.
- 61845 – Maintenance Structures, Improvements & Grounds was reduced by \$17,350. Like PPE, the District has budgeted for these costs in the Capital Fund, and this fund was reduced accordingly.
- 62381 Professional Services was only increased by \$1,000 from last FY, but includes a few changes. Staff is proposing the removal of the District Demographic Study (\$30,000) for voting districts, and adding the Reorganization Study with Central Fire and Santa Cruz City (\$50,000). The remaining difference in these amounts includes the completion of special projects like Strategic Planning.
- 62715 Small Tools was increased by \$10,925 for replacement of end-of-life technical rescue equipment, addition of self-rescue equipment, and for station tools.
- 62826 Education Reimbursement was increased by \$13,000. This increase is to align with the tentatively agreed to MOU, and Board Member and Non-Union Staff Per Diem reimbursements. This fund is separate from other similar accounts (training & education, conferences) for better manage tax implication for these expenses.
- 62890 Subscriptions was increased by \$5,790 and includes a new website, Adobe Pro, and similar marketing technology.
- 62930 Conference Tuition was increased by \$13,000 and will add a conference for some of the Fire Investigators, expands firefighter training, and align with historical expenses for Board of Director Conferences (e.g. LCW and FDAC).
- 75233 Contributions to Trust was reduced by \$150,000 as noted earlier.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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- 86110 Structures and Improvements was increased by \$500,000 (now \$1,500,000) for the La Madrona Fire Station.
- 98700 Contingencies was unchanged and remains at \$250,000.
- 9000 Transfer Out - Staff is recommending transferring \$750,000 to the Capital Fund. With the early purchase of the Type 1 Engine in 2025, and the addition of items noted in the Capital Fund, this amount will keep the fund balanced for future capital purchases.

## Capital Fund:

### *Revenues*

Similar to the General Fund, Staff is increasing property tax revenues (Secured, Unsecured, and ST-Homeowners Relief) in the Capital Fund by 3.8% and will total \$170,729. The \$750,000 transfer from the General Fund and an estimated beginning fund balance of \$600,000 totals \$1,570,729.

Staff plans for large future expenses using a Capital Fund Planning Sheet. For revenue, Staff is anticipating smaller transfers from the General Fund in the future years (\$50,000 to \$100,000 per year) to keep the fund in the black. In addition, moving forward Staff intends to use apparatus reimbursement for out-of-county strike team response to lessen or prevent the need for General Fund transfers in the future.

### *Expenditures*

Staff has budgeted a total of \$1,155,100 of expenses in the Capital Fund. The two largest expenses are in Professional Services (\$592,000) for Design and Architecture Services for the La Madrona Fire Station (\$500,000) and election costs from the recent Bond Measure (\$92,000); and Structures and Improvements (\$400,000) for the Branciforte Community Room (\$250,000) and Erba Lane Temporary Safety Upgrades (\$150,000). The \$250,000 for the Community Room upgrades are part of the Barnes Family Trust donation given to the Branciforte Fire District. This amount may be lowered by \$39,000 in the final budget because of unanticipated expenses from the Type 6 apparatus that was paid for using the donated funds. This will be addressed in the 2025/26 Final Budget if needed.

Also included in the Capital Fund are the items moved from the General Fund including PPE, computers, and portable and mobile radios. We have also budgeted \$6,000 to replace the chairs in the day room areas of the Erba and Glennwood Fire Stations.

As noted earlier, Staff plans for large future expenses using a Capital Fund Planning Sheet. The next apparatus needed for replacement is in FY2027/28. We are forecasting \$480,000 for the replacement of the water tender. We are also planning for the replacement of two command vehicles; one in FY2028/29, and FY2031/32. The revenue from Zone A and the information provided earlier in the document will keep this fund in the black even with the purchases listed.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## **SCHMIT:**

### *Revenues*

Revenues for SCHMIT are derived from contributions from the contracting agencies in the SCHMIT JPA. The contributions were increased significantly over the past two years. Staff is proposing a status-quo budget with the level of revenue matching FY2024/25, and forecasted at \$313,557. The SCHMIT Team purchased new SCBA's in 2025 which was budgeted at \$100,000. The total revenue (\$313,557) and forecasted fund balance (\$290,000) totals \$603,957.

### *Expenses*

Similar to the revenue, the Team has requested a status quo budget, with one addition – a new laptop for the Hazmat Response Vehicle. This enhancement has been added to proposed budget (\$3,000). The total FY2025/26 expenses are budgeted at \$383,024.

## **Conclusion**

Staff has developed the proposed budget to align with organizational and community goals. It prioritizes our human capital, strategic planning direction, focusing on strategic debt management, and the need for a new fire station.

## **Attachments**

Resolution 2025-08: Adopting Preliminary Budget for Fiscal Year 2025/2026

Proposed General Fund Budget

Proposed Capital Fund Budget

Proposed SCHMIT Budget

# Scotts Valley Fire Protection District

General Fund (685010)

2025/2026 Final Budget

## Revenue Summary

Account #	Revenue Description	Revenue Amount
40100	Prop Tax-Current Secured	\$ 10,341,945
40106	Residual Distribution	\$ 400,000
40110	Prop Tax-Current Unsecured	\$ 220,733
40150	Supplemental Prop Tax-Current Secured	\$ 99,000
40151	Supplemental Prop Tax-Current Unsecured	\$ 2,000
40160	Supplemental Prop Tax-Prior Sec, Supplemental	\$ 3,000
40330	Licenses and Permits	\$ 40,000
40430	Interest	\$ 25,000
40440	Rents and Leases	\$ 5,500
40830	St-Homeowners' Property Tax Relief	\$ 46,322
40894	ST-Aid Others	\$ 500,000
42022	Cost Recovery, Other	\$ -
42010	SCHMIT Administrative Services Reimbursement	\$ 9,000
42055	SCHMIT Reimbursement	\$ 56,000
42384	Other Revenue	\$ 2,500
42462	Transfer In	\$ -
<b>Total Revenue</b>		<b>\$ 11,751,000</b>
Estimated Beginning Fund Balance		\$ 6,555,949
<b>Total General Fund Budget</b>		<b>\$ 18,306,949</b>

## Expenditure Summary

Account #	Expense Category	Expense Amount
50000	Salaries & Benefits	\$ 11,025,502
60000	Services & Supplies	\$ 1,140,032
75000	Other Charges	\$ 167,200
80000	Fixed Assets	\$ 1,500,000
<b>Total Expenditures</b>		<b>\$ 13,832,734</b>
Operating Transfer Out		\$ 750,000
Contingencies		\$ 250,000
Reserves - Undesignated		\$ 3,474,215
<b>Total General Fund Budget</b>		<b>\$ 18,306,949</b>

### Notes:

Schedule of Revenue: 50% in December, 45% in April and 5% in June

Account 40100, 40110, and 40830 reflects a 3.8% increase as per Santa Cruz County Auditor's Office.

Account 40106 reflects residual distribution, will roll to secured property tax in future

Other Charges - Contributions to Trust accounts and LAFCO charges.

Account 40330 - Revenue from Permits, Plan Checks and Inspections

Account 40440 - Revenue from the Lease of the Marywood and La Madrona Properties

Account 40894 - Revenue from Statewide Strike Teams, Overhead Assignments, out of County Response

Account 42010 - Revenue of \$9,000 for SCHMIT Administration

Account 42055 - Reimbursement for Personnel - Haz Mat Stipends and Training

Account 42384 - Revenue from CPR Classes, Donations, and Misc. Revenue

Estimated Fund Balance as of July 31, 2025

Reserves = Balance complies with Policy 1608 - Reserve Guidelines.

# Scotts Valley Fire Protection District

General Fund (685010)  
2025/2026 Final Budget

## Expenditure Accounts

Account #	Category	Expenditure Amount
<b>Salaries and Benefits</b>		
51000	Regular Pay, Perm.	\$ 4,735,740
51005	Overtime Pay	\$ 1,012,041
51010	Regular Pay, Extra help	\$ 64,100
51035	Holiday Pay	\$ 353,232
51040	Differential Pay	\$ 400,080
52010	Medicare Tax	\$ 101,660
52015	PERS	\$ 2,541,294
53010	Employee Group Insurance	\$ 1,095,135
53015	Unemployment Insurance	\$ 7,803
54010	Workers' Compensation Ins	\$ 500,000
55020	Sick Leave Reserve	\$ 67,942
55021	Other Benefits Miscellaneous: Vacation Payoff	\$ 146,475
<b>Total Salaries and Benefits</b>		<b>\$ 11,025,502</b>
<b>Services and Supplies</b>		
61110	Clothing and Personal Supplies	\$ 32,700
61125	Uniforms	\$ 20,950
61217	Radio	\$ 97,800
61221	Telephone and Telegraph	\$ 20,700
61310	Food	\$ 4,900
61425	Household Expense	\$ 7,500
61535	Insurance	\$ 88,500
61720	Maintenance Mobile Equipment	\$ 139,500
61725	Maintenance Office Equipment	\$ 29,217
61730	Maintenance Other Equipment	\$ 27,950
61848	Maintenance Structure & Grounds	\$ 14,050
61920	Medical Supplies	\$ 15,100
62020	Memberships	\$ 15,186
62111	Miscellaneous Expense	\$ 1,500
62219	Computer Software	\$ 29,300
62223	Office Expense	\$ 8,600
62301	Accounting & Auditing Fees	\$ 95,200
62327	Directors Fees	\$ 13,300
62358	Laundry Service	\$ 1,000
62367	Medical Services	\$ 47,000
62381	Professional/Special Services	\$ 155,500
62420	Publications and Legal Notices	\$ 2,500
62500	Rents and Leases, Equipment	\$ 1,000
62715	Small Tools and Instruments	\$ 36,584
62826	Education Reimbursement	\$ 44,500
62888	Special District Expense	\$ 21,500
62890	Subscriptions	\$ 8,245
62914	Education & Training	\$ 25,100
62920	Gas, Oil and Fuel	\$ 53,850
62930	Conference Tuition - Registrations	\$ 33,100
63074	Utilities	\$ 48,200
<b>Total Services &amp; Supplies</b>		<b>\$ 1,140,032</b>
<b>Other Charges</b>		
75233	Contributions to Trust/Agency Fund	\$ 155,000
75231	Contributions to Other Government Agencies	\$ 12,200
<b>Total Other Charges</b>		<b>\$ 167,200</b>
<b>Operating Transfers Out</b>		
90000	Transfer To Capital Outlay/Zone A (685030)	750,000
<b>Total Operating Transfer Out</b>		<b>750,000</b>
<b>Fixed Assets</b>		
86110	Structure and Improvements	\$ 1,500,000
<b>Total Fixed Assets</b>		<b>\$ 1,500,000</b>
<b>Appropriation for Contingencies</b>		
98700	Contingencies	\$ 250,000
<b>Total Contingencies</b>		<b>\$ 250,000</b>
<b>General Reserves</b>		
98695	Undesignated Fund Balance	\$ 3,474,215
<b>Total Reserves</b>		<b>\$ 3,474,215</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 18,306,949</b>

# Scotts Valley Fire Protection District

General Fund (685010)

2025/2026 Final Budget

## Schedule of Fixed Assets

<b>Account #</b>	<b>Description</b>	<b>Amount</b>
86110	Structures and Improvements	
	La Madrona Fire Station	\$ 1,500,000
	<b>Subtotal Structures and Improvements</b>	<b>\$ 1,500,000</b>
		<b>Total Fixed Assets \$ 1,500,000</b>

Signed: \_\_\_\_\_

Board Secretary

# Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

2025/2026 Final Budget

## Revenue Summary

Account #	Revenue Description		Revenue Amount
40100	Prop Tax-Current Secured	\$	160,121
40110	Prop Tax-Current Unsecured	\$	3,420
40150	Supplemental Prop Tax-Current Secured	\$	1,500
40151	Supplemental Prop Tax-Current Unsecured	\$	-
40430	Interest	\$	5,000
40830	St-Homeowners' Property Tax Relief	\$	688
42462	Transfer In From General Fund	\$	750,000
Total Revenue			\$ 920,729
Fund Balance			\$ 1,219,685
Total Capital Outlay/Zone A Budget			\$ 2,140,414

## Expenditure Summary

Account #	Expense Category		Expense Amount
60000	Services and Supplies	\$	780,500
86000	Fixed Assets	\$	386,000
Total Expenditures			\$ 1,166,500
Operating Transfer Out			\$ -
Contingencies			\$ 200,000
General Reserves			\$ 773,914
Total Capital Outlay/Zone A Budget			\$ 2,140,414

# Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

2025/2026 Final Budget

## Expenditure Accounts

Account #	Category	Expenditure Amount
<b>Services and Supplies</b>		
61845	Maintenance Structure & Grounds	\$ 55,000
61110	PPE	\$ 37,200
62111	Miscellaneous	\$ 3,000
62223	Office Supplies	\$ 4,000
62301	Accounting & Auditing Fees	\$ 1,100
62381	Professional Services	\$ 592,000
62710	Equipment	\$ 44,000
62715	Small Tool	\$ 7,000
<b>Total Services and Supplies</b>		<b>\$ 780,500</b>
<b>Fixed Assets</b>		
86110	Structures and Improvements	\$ 380,000
86204	Equipment	\$ -
86209	Mobile Equipment	\$ -
86222	Furniture	\$ 6,000
86210	Office Equipment	\$ -
<b>Total Fixed Assets</b>		<b>\$ 386,000</b>
<b>Operating Transfer Out</b>		
90000	Transfer To General Fund (685010)	\$ -
<b>Total Operating Transfer Out</b>		<b>\$ -</b>
<b>General Reserves</b>		
98695	Fund Balance - Undesignated	\$ 773,914
<b>Total General Reserves</b>		<b>\$ 773,914</b>
<b>Appropriation for Contingencies</b>		
98700	Contingencies	\$ 200,000
<b>Total Contingencies</b>		<b>\$ 200,000</b>
<b>Total Expenditures</b>		<b>\$ 2,140,414</b>

# Scotts Valley Fire Protection District

Capital Outlay - Zone A (685030)

2025/2026 Final Budget

## Schedule of Fixed Assets

Account #	Description	Amount
<b>86110</b>	<b>Structures and Improvements</b>	
	Branciforte Community Room	\$ 230,000
	Erba Lane Temp Upgrades	\$ 150,000
	<b>Subtotal Structures and Improvements</b>	<b>\$ 380,000</b>
<b>86222</b>	<b>Furniture</b>	
	Station 1 and 2 Chair Replacement	\$ 6,000
	<b>Subtotal Furnishings</b>	<b>\$ 6,000</b>
	<b>Total Fixed Assets</b>	<b>\$ 386,000</b>

Signed: \_\_\_\_\_

Board Secretary

# Scotts Valley Fire Protection District

SCHMIT (685040)  
2025/2026 Final Budget

## Revenue Summary

Account #	Revenue Description	Revenue Amount
40430	Interest	\$ 400
40894	Grant Funding	\$ -
<b>Subtotal Other Revenue</b>		<b>\$ 400</b>
41150	<u>Haz Mat Contract Contributions:</u>	
	<u>Percentage</u>	
	Santa Cruz County	49.16% \$ 142,849
	City of Santa Cruz	23.24% \$ 67,531
	City of Watsonville	19.42% \$ 56,431
	City of Scotts Valley	4.51% \$ 13,105
	City of Capitola	3.67% \$ 10,664
	UCSC	Fixed \$ 12,536
	State Parks	Fixed \$ 10,441
<b>Total Contribution From Other Agencies</b>		<b>\$ 313,557</b>
<b>Total Revenue</b>		<b>\$ 313,957</b>
<b>Fund Balance</b>		<b>\$ 416,239</b>
<b>Total SCHMIT Budget</b>		<b>\$ 730,196</b>

## Expenditure Summary

Account #	Expense Category	Expense Amount
60000	Services and Supplies	\$ 93,024
75000	Personnel Costs	\$ 290,000
86204	Fixed Assets	\$ -
<b>Total Expenditures</b>		<b>\$ 383,024</b>
<b>Contingencies</b>		<b>\$ 25,000</b>
<b>General Reserves</b>		<b>\$ 322,172</b>
<b>Total SCHMIT Budget</b>		<b>\$ 730,196</b>

# Scotts Valley Fire Protection District

SCHMIT (685040)  
2025/2026 Final Budget

## Expenditure Accounts

Account #	Category		Expenditure Amount
<b>Services and Supplies</b>			
61110	Protective Clothing	\$	10,600
61221	Telephone and Telegraph	\$	960
61535	Insurance	\$	2,555
61720	Maintenance, Mobile Equipment	\$	16,700
61725	Maintenance, Office Equipment	\$	380
61730	Maintenance, Other Equipment	\$	10,200
61920	Medical Supplies	\$	1,000
62219	Computer Software	\$	3,500
62301	Accounting and Auditing	\$	1,200
62365	Management Services	\$	9,000
62715	Small Tools and Instruments	\$	14,429
62888	Special District Expense	\$	1,250
62914	Training	\$	20,600
62920	Fuel	\$	650
<b>Total Services and Supplies</b>			<b>\$ 93,024</b>
<b>Contributions to Agencies</b>			
75268	Reimbursement of Costs to Agencies	\$	270,000
75276	Emergency Response Reimbursement	\$	20,000
<b>Total Contributions to Agencies</b>			<b>\$ 290,000</b>
<b>Fixed Assets</b>			
86204	Equipment	\$	-
<b>Total Fixed Assets</b>			<b>\$ -</b>
<b>General Reserves</b>			
98965	Unassigned Fund Balance	\$	322,172
<b>Total Reserves</b>			<b>\$ 322,172</b>
<b>Appropriation for Contingencies</b>			
98700	Contingencies	\$	25,000
<b>Total Appropriation for Contingencies</b>			<b>\$ 25,000</b>
<b>Total Expenditures</b>			<b>\$ 730,196</b>

**Scotts Valley Fire Protection District**

SCHMIT (685040)  
2025/2026 Final Budget

**Schedule of Fixed Assets**

<b>Budget</b>	<b>Description</b>	
<b>685040</b>	<b>SCHMIT</b>	

<b>Account</b>	<b>Description of Item</b>	<b>Amount</b>
<b>86204</b>		\$ -
		\$ -

<b>Subtotal Equipment</b>		<b>\$ -</b>
<b>Total Fixed Assets</b>		<b>\$ -</b>

**Signed:** \_\_\_\_\_  
**Board Secretary**

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2025-10**

**RESOLUTION ADOPTING FINAL BUDGET**  
**FOR FISCAL YEAR 2025/2026**

WHEREAS, Sections 13890, 13891 and 13893 of the California Health and Safety Code have been complied with; and

WHEREAS, a public hearing has been completed, during which time all additions and deletions to the proposed budget for 2025/2026 were made;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED in accordance with Section 13895 of the California Health and Safety Code, the Final Budget of the Scotts Valley Fire Protection District of Santa Cruz County for which the Board of Directors is the governing board, for fiscal year 2025/2026 and is hereby adopted in accordance with the following:

Final Scotts Valley Fire Protection District Budget

General Fund	Index 685010	\$18,306,949
Capital Outlay/Zone A	Index 685030	\$ 2,140,414
SCHMIT	Index 685040	\$ 730,196

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

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on August 13, 2025, by the following vote:

AYES    NOES    ABSENT    ABSTAIN

Director Adam Cosner  
Director Kris Hurst  
Director Daron Pisciotta  
Director Mike Weaver  
Director Ron Whittle

ATTEST:

\_\_\_\_\_  
Mark Correira  
Board Secretary

\_\_\_\_\_  
Adam Cosner  
Board President

cc: County Auditor/Controller



Alyssa Rodriguez <arodriguez@scottsvalleyfire.com>

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## Tramell Way

1 message

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**James Bresnahan** <jdbresnahan1952@gmail.com>

Wed, Jul 30, 2025 at 9:24 AM

To: info@scottsvalleyfire.com

Greg,  
Thank you so much for the aid you provided to all of us on the street.  
We all appreciate your help and action.

**James Bresnahan**

[REDACTED]  
[REDACTED]  
[REDACTED]

[jdbresnahan1952@gmail.com](mailto:jdbresnahan1952@gmail.com)



August 5, 2025

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

**SUBJECT: CONSOLIDATED OVERSIGHT BOARD DISTRICT SEATS – DEADLINE EXTENSION**

Dear Chief Correira:

This is a follow-up letter from LAFCO's July 15 letter soliciting nominations for the regular and alternate member seats on the Consolidated Redevelopment Oversight Board in Santa Cruz County. The deadline to submit applications was Friday, August 1, 2025; however, LAFCO did not receive any applications. **Therefore, LAFCO will extend the deadline to submit applications to Friday, September 5, 2025.**

**Background**

In 2015, Senate Bill 107 passed establishing the Consolidated Redevelopment Oversight Board (COB) and specified its duties and board appointments. The COB oversees the dissolutions of the five redevelopment agencies in Santa Cruz County: Live Oak-Soquel (County) and the Cities of Capitola, Santa Cruz, Scotts Valley, and Watsonville. The law requires certain cash assets of the former redevelopment agencies to be distributed to the County, cities, school districts, and special districts that have a share in the general 1% property tax. Independent special districts get a seat on that Board to help ensure that distributions are properly made.

**Eligibility**

People eligible to serve on the Consolidated Redevelopment Oversight Board are district directors of agencies receiving a share of the 1% property tax. **Independent special districts that receive a share of the Santa Cruz County property tax are shown in the attached list.** Since the COB will be reviewing complicated governmental finance information, applicants with skills related to financial matters are encouraged to run for a seat on the Board.

**Process**

The appointment process for the regular and alternate member seats will be in accordance with the rules of the Independent Special District Selection Committee. If LAFCO receives only two applications, then the candidates will be appointed in lieu of an election under Government Code Section 56332(f)(2). Therefore, LAFCO encourages that at least two candidates submit an application by Friday, September 5, 2025 to ensure the COB has district representation.

Feel free to contact me if you have any questions about the selection process. After the September 5th deadline, each district's presiding officer will be sent ballots along with an explanation of the voting process.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joe A. Serrano', is written over a white background.

Joe A. Serrano  
Executive Officer

Attachment: LAFCO Letter dated July 15, 2025



July 15, 2025

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

**SUBJECT: CONSOLIDATED REDEVELOPMENT OVERSIGHT BOARD – DISTRICT SEATS**

Dear Chief Correira:

The purpose of this letter is to solicit nominations for the regular and alternate member seats on the Consolidated Redevelopment Oversight Board in Santa Cruz County. Both seats will have a four-year term starting in September 2025. Please inquire with your respective board to determine if any of them are interested to serve in either position. If so, complete the attached application form and submit it no later than **Friday, August 1, 2025 by 3:00pm**.

**Background**

In 2015, Senate Bill 107 passed establishing the Consolidated Redevelopment Oversight Board (COB) and specified its duties and board appointments. The COB oversees the dissolutions of the five redevelopment agencies in Santa Cruz County: Live Oak-Soquel (County) and the Cities of Capitola, Santa Cruz, Scotts Valley, and Watsonville. The law requires certain cash assets of the former redevelopment agencies to be distributed to the County, cities, school districts, and special districts that have a share in the general 1% property tax. Independent special districts get a seat on that Board to help assure that proper distributions are properly made.

**Eligibility**

People eligible to serve on the Consolidated Redevelopment Oversight Board are district directors of agencies receiving a share of the 1% property tax. **Independent special districts that receive a share of the Santa Cruz County property tax are shown in the attached list.** Since the COB will be reviewing complicated governmental finance information, applicants with skills related to financial matters are encouraged to run for a seat on the Board.

**Process**

The appointment process for the regular and alternate member seats will be in accordance with the rules of the Independent Special District Selection Committee, similar to the steps taken to appoint Special District members on LAFCO. Background materials will include the rules of the Independent Special District Selection Committee, Senate Bill 107, and the County's request for appointments which can be found by following the Redevelopment Oversight link on LAFCO's home page: [www.santacruzlafco.org](http://www.santacruzlafco.org).

Feel free to contact me if you have any questions about the selection process. After the August 1st deadline, each district's presiding officer will be sent ballots along with an explanation of the voting process.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joe A. Serrano', is written over a white background.

Joe A. Serrano  
Executive Officer

Attachment: Application Form (including List of Eligible Special Districts)



LOCAL AGENCY FORMATION COMMISSION OF SANTA CRUZ COUNTY

NOMINATION FOR THE SPECIAL DISTRICT REGULAR AND ALTERNATE MEMBER SEATS ON THE COUNTY CONSOLIDATED REDEVELOPMENT SUCCESSOR AGENCY OVERSIGHT BOARD (TERM BEGINNING SEPTEMBER 2025 AND ENDING IN SEPTEMBER 2029)

INSTRUCTIONS:

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

Applications must be submitted to LAFCO no later than 3:00 p.m. on September 5, 2025

I am applying for (CHECK ONE):

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

\*\*\*Note that some district board members are NOT eligible for the oversight board seats due to state law. Page 2 shows the list of eligible special districts.\*\*\*

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE(s): Home: \_\_\_\_\_ Cell/Business: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DISTRICT BOARD ON WHICH YOU CURRENTLY SERVE: \_\_\_\_\_

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

Multiple horizontal lines for text entry.

STATEMENT OF INTEREST:

You may attach a separate sheet to present additional qualifications or a statement of interest in serving on the County Consolidated Redevelopment Successor Agency Oversight Board (COB).

CERTIFICATION:

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

Signature of Board Member Interested in Serving on COB

Date

**Santa Cruz County Consolidated Redevelopment Successor Agency Oversight Board  
(2025 Eligibility and Voting Process)**

<b>Independent Special Districts</b>	<b>Eligible Board Members to Run for Regular/Alt Seats</b>	<b>Districts that Can Submit Ballots During Voting Process</b>
Alba Recreation & Park District		X
Aromas Tri-County Fire Protection District	X	
Ben Lomond Fire Protection District	X	X
Boulder Creek Fire Protection District	X	X
Boulder Creek Recreation & Park	X	X
Central Fire District	X	X
Central Water District	X	X
Felton Fire Protection District	X	X
La Selva Recreation & Park District	X	X
Pajaro Valley Fire Protection District	X	X
Pajaro Valley Health Care District		X
Pajaro Valley Public Cemetery District	X	X
Pajaro Valley Water Management Agency		X
Resource Conservation District	X	X
Salsipuedes Sanitary District	X	X
San Lorenzo Valley Water District	X	X
Santa Cruz Port District	X	X
Scotts Valley Fire Protection District	X	X
Scotts Valley Water District	X	X
Soquel Creek Water District		X
Zayante Fire Protection District	X	X