



**Board of Directors
Special Meeting Agenda
Wednesday, September 10, 2025 7:00 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 August 13, 2025



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

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

Payroll and Benefits:	\$ 726,881.26
General Fund:	\$ 55,588.24
Capital Outlay:	\$ 13,107.50
SCHMIT:	<u>\$ 2,914.12</u>
TOTAL:	\$ 798,491.12

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
- 5.3 Station 3 - Community Room Remodel

6. Action Items

- 6.1 Approve Revised Policy 2100: Policy For Conducting Board Meetings
- 6.2 Adopt New Policy 1001: Fire Chief Performance Evaluation
- 6.3 Approve Letter to State Representatives Regarding Tax Apportionment Reform

7. Board of Directors and Administrative Reports – Information/Discussion (No action will be taken on any questions raised by the Board at this time.)

- 7.1 Board of Directors Report – Directors
- 7.2 Fire Chief / Administrative Report

8. Request for Future Agenda Items

9. Closed Session: Government Code §54957

- 9.1 Labor Negotiations: Government Code §54957.6
Conference with Labor Negotiators, Directors Cosner and Whittle
Unrepresented Employee: Fire Chief



10. Open Session: Government Code §54957.1

10.1 Report on closed session item 9.1

11. Adjournments

Next Regularly Scheduled Board Meeting: Wednesday, October 8, 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
August 13, 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, August 13, 2025 at the City of Scotts Valley Council Chambers. Vice President Hurst called the meeting to order at 6:01 p.m.

1.2 Pledge of Allegiance and Moment of Silence

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

1.3 Roll Call

Director(s) Present: President Adam Cosner (AC) at 6:23 PM
Vice President Kris Hurst (KH)
Director Daron Pisciotta (DP)
Director Mike Weaver (MW)
Director Ron Whittle (RW)

Director(s) Virtual at Alternate Location: N/A

Director(s) Absent: N/A

Fire District Staff: Chief Correira
Battalion Chief McNeil, Stubendorff, and
LoFranco (virtually)
Fire Marshal Collins
Administrative Services Manager Rodriguez

2. Special Presentations and Introductions

2.1 Promotion and Badge Pinning Presentation: Fire Marshal Erin Collins

Chief Correira introduced Fire Marshal Erin Collins, highlighting her career background, leadership roles, and significant contributions to fire prevention and community risk reduction. He noted her selection as Firefighter of the Year and recognized her impact across Scotts Valley and Central Fire Districts. Collins' son, Logan, performed the badge pinning, officially marking her promotion to Fire Marshal. The Board congratulated her on the achievement.

3. Public Comment (GC §54954.3)



No public comment(s) made.

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

No agenda amendments made.

5. Consent Calendar

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

5.2 Approve SVFPD Claims Disbursements for the Month of July 1, 2025 through July 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

5.3 Adopt Revised Policy 400 – Organizational Chart

5.4 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

Board Comment/Questions: None

Public Comment: None

Motion to approve Consent Calendar Items 5.1-5.4 was made by Director Whittle, seconded by Director Weaver, and approved unanimously by voice vote, with 4 ayes.

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

Chief Correira reported with approval of Consent Item 5.5, plans will move forward for the seismic revision plans at the Erba Lane station, followed by the City permitting process and a future RFP for construction services.

He also shared that he and President Cosner have met with County Supervisors from the 1st and 5th Districts to discuss potential funding opportunities through Enhanced Infrastructure Financing District (EIFD) and Tax Increment Financing (TIF). These conversations remain exploratory, with no commitments at this time.

This item was presented for informational purposes only; no Board action was taken.



6.2 Shared Services Update

Chief Correira reported that Scotts Valley continues to share Fire Marshal services with Central Fire and is working with them to align training calendars for joint company-level training in 2025. He noted that Central invited participation in their Captains exam, but Scotts Valley will run its own process this cycle due to timing. Board members asked how Central’s promotional lists operate and whether it would make sense for Scotts Valley to join their upcoming exams. Staff clarified that Central typically runs exams on a two-year cycle, maintains eligibility lists for one year with the option to extend, and is holding a Captains exam in October and a BC exam in February. Chief Correira added that Scotts Valley’s current list is exhausted, interest among acting captains is high, and an internal process will best meet the District’s needs. The Chief also informed the Board that LAFCO’s governance report on Felton Fire listed Scotts Valley as a potential reorganization partner, and when asked about that, he explained he had conveyed that the District is not interested due to cost, with Zayante or County Fire being more realistic options.

No action was taken.

President Cosner arrived at 6:23 p.m. and joined the meeting in progress.

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

The Public Hearing was opened at 6:26 p.m. No public comments were received. The Public Hearing was closed at 6:27 p.m.

7.2 Receive Public Comment and Adopt Resolution 2025-10: Resolution Adopting Final Budget for Fiscal Year 2025/2026

Board Comment/Questions: None

Public Comment: None

Motion to Adopt Resolution 2025-10: Resolution Adopting Final Budget for Fiscal Year 2025/2026 as presented was made by Director Hurst, seconded by Director Pisciotta, and approved unanimously by voice vote, with 5 ayes.



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

8.1 Board of Directors Report – Directors

Directors reported on recent meetings with Santa Cruz County Board of Supervisors Koenig and Martinez regarding Proposition 172 funding. Chief Correira and President Cosner explained that both supervisors appeared unaware that the Board of Supervisors have discretion over the allocation of these funds, and discussions served to plant the seed for a potential united approach among local fire districts to advocate for a more equitable share. Board members asked follow-up questions about the allocation process and the history of the funding, and staff clarified that fire districts currently receive less than half of one percent of the county's Prop 172 revenues, with the majority directed to the Sheriff's Office and jails. The Board acknowledged that progress will require coordinated advocacy with Central Fire and other districts.

Director Weaver shared there was a Facilities and Equipment Committee meeting on July 23rd. He commended BC McNeil for securing and evaluating bids for the Erba Lane Station project, presenting a thorough package that enabled the committee to move forward with a strong recommendation.

8.2 Administrative Report – Chief Officers

Battalion Chief Stubendorff provided the following updates:

Community Engagement: Crews attended a FireWise event in the Branciforte area with Units 2512 and 2546, providing updates and meeting with residents.

Notable Incidents: Crews quickly contained a multiple vehicle fire at Mission Springs during a camp event and also assisted on a second-alarm commercial structure fire on Bay Avenue.

Fire Marshal Collins provided the following update:

Shared Services & Defensible Space: Shared Services with Central Fire is going well. The District has been utilizing their assistance in inspections, now in the fourth week, with defensible space inspectors in the District every Thursday.

Battalion Chief Lofranco provided the following updates:

Out-of-County Assignment: The District has a crew currently deployed out of county. Updates from their leaders have been positive, and they are performing well.

Training Tower Project: Crews have been actively involved in constructing the new training tower in the upper lot at Station 1 using shipping containers. Their extra effort is helping move the project forward and make it usable for training.

Training: Recent block training on standpipe operations was held at UCS and hosted by Santa Cruz City Fire Battalion Chief Johnny Fox. Participation from across the county made it a valuable and challenging training. This week, new EMS ventilation training led by Scott Brady will be attended by District crews.



Fire Chief Correira provided the following update:

Revenue Tracking & Branciforte Merger: Staff identified a transposed tax code error that excluded part of the former Branciforte district from secured property tax rolls, resulting in a shortfall of about \$91,000 for FY 2024/2025 and potentially closer to \$200,000 overall. The State has acknowledged the error, and the District is working with the County Auditor-Controller's Office on a plan to recover the lost revenue.

9. Correspondence

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

The Board received and filed the correspondence.

10. Request for Future Agenda Items

President Cosner requested that Policy 2100- Policy for Conducting Board Meetings be brought back for discussion regarding a change to the standing Board meeting start time.

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
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

At 6:50 p.m., President Cosner announced the Board would be going into Closed Session for the purpose to discuss items listed in 11.1-11.3.

12. Open Session: Government Code §54957.1

12.1 Report on closed session

The Board returned to Open Session at 8:51 p.m.

Item 11.1 – Anticipated Litigation: The Board authorized the District to enter into a settlement agreement concerning firefighter Brian Green and authorized the Fire Chief to



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execute the agreement. A copy of the settlement agreement is available upon request from the Fire Chief.

Item 11.2 – Fire Chief Evaluation: No reportable action.

Item 11.3 – Labor Negotiations: No reportable action.

13. **Adjournment.**

The meeting was adjourned at 8:53 p.m.

Attest _____
Adam Cosner
Board President

Mark Correia
Board Secretary

Scotts Valley Fire Protection District (SVFPD)

Date: September 10, 2025
To: Board of Directors
From: SVFPD
Subject: Approve Claim Disbursements

SVFPD Claims have been approved for payment out of SVFPD Funds totaling \$ 798,491.12

These payments have been approved by the Board of Directors during their meeting on September 10, 2025

August 2025/2026 F.Y.

685010- Payroll and Benefits:	\$ 726,881.26
685010- General Fund:	\$ 55,588.24
685030- Capital Outlay:	\$ 13,107.50
685040- SCHMIT:	\$ 2,914.12

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												
2026	02	8/06/2025	PAYPERIOD 16		Expenditures	685010	50	51000	-164,352.25	PAYPERIOD 16PAYDATE 08082025		
2026	02	8/07/2025	DU118055	DU118055	Expenditures	685010	50	51000	1,794.90	Vandervoort Work Reimb. CTL	C99999	
2026	02	8/20/2025	PAYPERIOD 17		Expenditures	685010	50	51000	-165,205.46	PAYPERIOD 17PAYDATE 08222025		
Total 51000 – REGULAR PAY-PERMANENT									-327,762.81			
Object: 51005 – OVERTIME PAY-PERMANENT												
2026	02	8/06/2025	PAYPERIOD 16		Expenditures	685010	50	51005	-39,910.84	PAYPERIOD 16PAYDATE 08082025		
2026	02	8/20/2025	PAYPERIOD 17		Expenditures	685010	50	51005	-91,770.39	PAYPERIOD 17PAYDATE 08222025		
Total 51005 – OVERTIME PAY-PERMANENT									-131,681.23			
Object: 51010 – REGULAR PAY-EXTRA HELP												
2026	02	8/06/2025	PAYPERIOD 16		Expenditures	685010	50	51010	-4,692.61	PAYPERIOD 16PAYDATE 08082025		
Total 51010 – REGULAR PAY-EXTRA HELP									-4,692.61			
Object: 51035 – HOLIDAY PAY												
2026	02	8/06/2025	PAYPERIOD 16		Expenditures	685010	50	51035	-13,349.98	PAYPERIOD 16PAYDATE 08082025		
2026	02	8/20/2025	PAYPERIOD 17		Expenditures	685010	50	51035	-13,349.98	PAYPERIOD 17PAYDATE 08222025		
Total 51035 – HOLIDAY PAY									-26,699.96			
Object: 51040 – DIFFERENTIAL PAY												
2026	02	8/06/2025	PAYPERIOD 16		Expenditures	685010	50	51040	-8,523.03	PAYPERIOD 16PAYDATE 08082025		
2026	02	8/20/2025	PAYPERIOD 17		Expenditures	685010	50	51040	-8,523.03	PAYPERIOD 17PAYDATE 08222025		
Total 51040 – DIFFERENTIAL PAY									-17,046.06			
Object: 52010 – OASDI-SOCIAL SECURITY												
2026	02	8/06/2025	PAYPERIOD 16		Expenditures	685010	50	52010	-3,765.07	PAYPERIOD 16PAYDATE 08082025		
2026	02	8/20/2025	PAYPERIOD 17		Expenditures	685010	50	52010	-4,216.52	PAYPERIOD 17PAYDATE 08222025		
Total 52010 – OASDI-SOCIAL SECURITY									-7,981.59			
Object: 52015 – PERS												
2026	02	8/04/2025	BT170912526ANN		Expenditures	685010	50	52015	-35,640.00	SV FIRE 25/26 UAL	V116512	17091
2026	02	8/06/2025	PAYPERIOD 16		Expenditures	685010	50	52015	-35,446.92	PAYPERIOD 16PAYDATE 08082025		
2026	02	8/20/2025	PAYPERIOD 17		Expenditures	685010	50	52015	-35,809.03	PAYPERIOD 17PAYDATE 08222025		
2026	02	8/28/2025	SD17GASB68		Expenditures	685010	50	52015	-700.00	BT FOR GASB-68 INV 18034494	V116512	17148
Total 52015 – PERS									-107,595.95			
Object: 53010 – EMPLOYEE INSURANCE & BENEFITS												
2026	02	8/02/2025	0825SVFD		Expenditures	685010	50	53010	-608.37	PHINN, MIKE SVFD Health Ins.-	V103782	80085047
2026	02	8/02/2025	0825SVFD		Expenditures	685010	50	53010	-1,704.35	BIDDLE, MIKE SVFD Health Ins.-	V105980	80085044
2026	02	8/02/2025	0825SVFD		Expenditures	685010	50	53010	-1,019.67	WALTON, ALICIA SVFD Health Ins	V119128	80085051
2026	02	8/02/2025	0825SVFD		Expenditures	685010	50	53010	-568.15	RONZANO, CHRIST SVFD Health In	V111324	80085048
2026	02	8/02/2025	0825SVFD		Expenditures	685010	50	53010	-793.44	VANDERVOORT, GR SVFD Health In	V122411	80085050
2026	02	8/02/2025	0825SVFD		Expenditures	685010	50	53010	-842.00	THEILEN, LOTHAR SVFD Health In	V117701	80085049
2026	02	8/02/2025	0825SVFD		Expenditures	685010	50	53010	-964.62	LOFRANCO, SAL SVFD Health Ins.	V105221	80085045
2026	02	8/02/2025	0825SVFD		Expenditures	685010	50	53010	-1,011.40	MCMURRY, MICHAEL SVFD Health In	V105430	80085046
2026	02	8/06/2025	PAYPERIOD 16		Expenditures	685010	50	53010	1,235.80	PAYPERIOD 16PAYDATE 08082025		
2026	02	8/06/2025	PAYPERIOD 16		Expenditures	685010	50	53010	-750.00	PAYPERIOD 16PAYDATE 08082025		
2026	02	8/07/2025	DU118055	DU118055	Expenditures	685010	50	53010	91.85	Kovacs Aug25 Dental	C99999	
2026	02	8/07/2025	DU118055	DU118055	Expenditures	685010	50	53010	48.56	D.Lipkowitz Aug25 DentalCK#840	C99999	
2026	02	8/07/2025	DU118055	DU118055	Expenditures	685010	50	53010	48.56	M.Pasquini Aug25 DentalCK#1158	C99999	
2026	02	8/07/2025	DU118055	DU118055	Expenditures	685010	50	53010	48.56	I.Bustichi Aug25 DentalCK#3423	C99999	
2026	02	8/07/2025	DU118055	DU118055	Expenditures	685010	50	53010	48.56	M.Marsano Jul25 DentalR#4262	C99999	
2026	02	8/08/2025	AUG25HEALTH		Expenditures	685010	50	53010	-76,191.06	SV FIRE AUD 2025	V116512	17084
2026	02	8/09/2025	0825SVFD		Expenditures	685010	50	53010	-704.06	Whittle, Ronald SVFD Health In	V102822	80085304
2026	02	8/12/2025	0925SVFD		Expenditures	685010	50	53010	-4,573.26	HEALTH CARE EMP SVFD Group 367	V108670	00490390
2026	02	8/16/2025	0825SVFD		Expenditures	685010	50	53010	-1,419.00	FIRE RISK MANAG SVFD	V45930	80085620
2026	02	8/16/2025	0925SVFD		Expenditures	685010	50	53010	-1,419.00	FIRE RISK MANAG SVFD	V45930	80085620
2026	02	8/20/2025	PAYPERIOD 17		Expenditures	685010	50	53010	1,235.80	PAYPERIOD 17PAYDATE 08222025		
2026	02	8/20/2025	PAYPERIOD 17		Expenditures	685010	50	53010	-750.00	PAYPERIOD 17PAYDATE 08222025		
2026	02	8/29/2025	0925SVFD		Expenditures	685010	50	53010	-568.15	RONZANO, CHRIST SVFD Health In	V111324	80086174
2026	02	8/29/2025	0925SVFD		Expenditures	685010	50	53010	-964.62	LOFRANCO, SAL SVFD Health Ins.	V105221	80086168

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												
2026	02	8/29/2025	0925SVFD		Expenditures	685010	50	53010	-608.37	PHINN, MIKE SVFD Health Ins.-	V103782	80086171
2026	02	8/29/2025	0925SVFD		Expenditures	685010	50	53010	-704.06	WHITTLE, RONALD SVFD Health In	V102822	80086178
2026	02	8/29/2025	0925SVFD		Expenditures	685010	50	53010	-1,019.67	WALTON, ALICIA SVFD Health Ins	V119128	80086177
2026	02	8/29/2025	0925SVFD		Expenditures	685010	50	53010	-1,011.40	MCMURRY, MICHAEL SVFD	V105430	80086169
2026	02	8/29/2025	0925SVFD		Expenditures	685010	50	53010	-842.00	THEILEN, LOTHAR SVFD Health In	V117701	80086175
2026	02	8/29/2025	0925SVFD		Expenditures	685010	50	53010	-1,704.35	BIDDLE, MIKE SVFD Health Ins.-	V105980	80086166
2026	02	8/29/2025	0925SVFD		Expenditures	685010	50	53010	-793.44	VANDERVOORT, GR SVFD Health In	V122411	80086176
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-98,776.75			
Object: 53015 – UNEMPLOYMENT INSURANCE												
2026	02	8/06/2025	PAYPERIOD 16		Expenditures	685010	50	53015	-75.08	PAYPERIOD 16PAYDATE 08082025		
Total 53015 – UNEMPLOYMENT INSURANCE									-75.08			
Object: 55021 – OTHER BENEFITS MISC												
2026	02	8/06/2025	PAYPERIOD 16		Expenditures	685010	50	55021	-2,284.61	PAYPERIOD 16PAYDATE 08082025		
2026	02	8/20/2025	PAYPERIOD 17		Expenditures	685010	50	55021	-2,284.61	PAYPERIOD 17PAYDATE 08222025		
Total 55021 – OTHER BENEFITS MISC									-4,569.22			
Total 50 – SALARIES AND EMPLOYEE BENEF									-726,881.26			
Character: 60 – SERVICES AND SUPPLIES												
Object: 61110 – CLOTHING & PERSONAL SUPPLIES												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	61110	-629.38	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-629.38			
Object: 61125 – UNIFORM REPLACEMENT												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	61125	-2,319.67	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
Total 61125 – UNIFORM REPLACEMENT									-2,319.67			
Object: 61217 – RADIO												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	61217	-67.01	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
Total 61217 – RADIO									-67.01			
Object: 61221 – TELEPHONE-NON TELECOM 1099												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	61221	-3,167.91	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
Total 61221 – TELEPHONE-NON TELECOM 1099									-3,167.91			
Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES												
2026	02	8/29/2025	282673		Expenditures	685010	60	61425	-153.34	MID VALLEY SUPP SVFD	V481	80086170
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-153.34			
Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	61720	-3,678.99	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
2026	02	8/12/2025	0825SVFD		Expenditures	685010	60	61720	-148.58	SCARBOROUGH LUM SVFD Acct 1169	V1233	80085374
2026	02	8/29/2025	052248		Expenditures	685010	60	61720	-226.54	GOLDEN STATE EM SVFD PIE-0143	V129826	00491389
2026	02	8/29/2025	055051		Expenditures	685010	60	61720	-2,800.00	SCOTT, DAVID SVFD	V49873	00491391
2026	02	8/29/2025	0925SVFD2		Expenditures	685010	60	61720	-141.69	SCARBOROUGH LUM SVFD Acct 1169	V1233	80086156
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-6,995.80			
Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES												
2026	02	8/12/2025	16881		Expenditures	685010	60	61725	-2,168.91	Pagoda Technolo SVFD	V125184	80085425
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-2,168.91			
Object: 61730 – MAINT-OTH EQUIP-SERVICES												
2026	02	8/29/2025	0925SVFD4		Expenditures	685010	60	61730	-81.12	SCARBOROUGH LUM SVFD Acct 1169	V1233	80086156
Total 61730 – MAINT-OTH EQUIP-SERVICES									-81.12			
Object: 61848 – MAINT-STRUCT/GRDS-OTH-SRV												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	61848	-1,099.32	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
2026	02	8/12/2025	0825SVFD3		Expenditures	685010	60	61848	-139.02	SCARBOROUGH LUM SVFD 4246-0445	V1233	80085374
2026	02	8/12/2025	5341		Expenditures	685010	60	61848	-328.00	R&S Erection of SVFD	V112584	80085426
2026	02	8/29/2025	0925SVFD1		Expenditures	685010	60	61848	-206.97	SCARBOROUGH LUM SVFD Acct 1169	V1233	80086156
2026	02	8/29/2025	287473		Expenditures	685010	60	61848	-959.00	BELLOWS PLUMBING SVFD 112451	V128615	80086165

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: 61848 – MAINT-STRUCT/GRDS-OTH-SRV												
2026	02	8/29/2025	81338009		Expenditures	685010	60	61848	-110.00	WESTERN EXTERMI SVFD	V15766	00491392
2026	02	8/29/2025	81338010		Expenditures	685010	60	61848	-110.00	WESTERN EXTERMI SVFD	V15766	00491392
2026	02	8/29/2025	81338011		Expenditures	685010	60	61848	-110.00	WESTERN EXTERMI SVFD	V15766	00491392
2026	02	8/29/2025	C5294		Expenditures	685010	60	61848	-3,950.00	R&S Erection of SVFD	V112584	80086172
Total 61848 – MAINT-STRUCT/GRDS-OTH-SRV									-7,012.31			
Object: 61920 – MEDICAL, DENTAL & LAB SUPPLIES												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	61920	-1,810.88	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
2026	02	8/29/2025	85893150		Expenditures	685010	60	61920	-77.45	BOUND TREE MEDI SVFD	V12149	80086167
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-1,888.33			
Object: 62219 – PC SOFTWARE PURCHASES												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	62219	-1,459.05	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
Total 62219 – PC SOFTWARE PURCHASES									-1,459.05			
Object: 62223 – SUPPLIES												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	62223	-751.17	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
Total 62223 – SUPPLIES									-751.17			
Object: 62381 – PROF & SPECIAL SERV-OTHER												
2026	02	8/16/2025	336987		Expenditures	685010	60	62381	-187.50	VOYA RETIREMENT SVFD	V31933	00490660
2026	02	8/29/2025	2507		Expenditures	685010	60	62381	-250.00	CENTRAL COAST C SVFD	V15383	00491388
2026	02	8/29/2025	62378		Expenditures	685010	60	62381	-1,885.00	CSG CONSULTANTS SVFD	V121100	80086179
2026	02	8/29/2025	758653		Expenditures	685010	60	62381	-11,502.75	ATKINSON ANDELS SVFD	V48005	00491387
Total 62381 – PROF & SPECIAL SERV-OTHER									-13,825.25			
Object: 62715 – SMALL TOOLS & INSTRUMENTS												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	62715	-285.44	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
2026	02	8/12/2025	0825SVFD1		Expenditures	685010	60	62715	-171.51	SCARBOROUGH LUM SVFD Acct 1169	V1233	80085374
2026	02	8/29/2025	0925SVFD3		Expenditures	685010	60	62715	-11.83	SCARBOROUGH LUM SVFD Acct 1169	V1233	80086156
Total 62715 – SMALL TOOLS & INSTRUMENTS									-468.78			
Object: 62826 – EDUCATION AND/OR TRAINING												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	62826	-1,549.00	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
2026	02	8/12/2025	0825SVFD		Expenditures	685010	60	62826	-69.69	COLLINS, ERIN SVFD	V116856	00490333
2026	02	8/29/2025	0825SVFD-1		Expenditures	685010	60	62826	-8.40	VANDERVOORT, GR SVFD	V122411	80086176
Total 62826 – EDUCATION AND/OR TRAINING									-1,627.09			
Object: 62888 – SPEC DIST EXP-SERVICES												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	62888	-172.86	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
Total 62888 – SPEC DIST EXP-SERVICES									-172.86			
Object: 62890 – SUBSCRIPTIONS BOOKS & ED MATER												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	62890	-699.20	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
2026	02	8/12/2025	5149		Expenditures	685010	60	62890	-2,680.19	LOCALITY MEDIA SVFD	V39212	00490391
Total 62890 – SUBSCRIPTIONS BOOKS & ED MATER									-3,379.39			
Object: 62914 – EDUCATION & TRAINING(REPT)												
2026	02	8/12/2025	0825SVFD2		Expenditures	685010	60	62914	-275.61	SCARBOROUGH LUM SVFD 4246-0445	V1233	80085374
Total 62914 – EDUCATION & TRAINING(REPT)									-275.61			
Object: 62920 – GAS, OIL, FUEL												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	62920	-133.38	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
2026	02	8/12/2025	861437		Expenditures	685010	60	62920	-2,782.32	WESTERN STATES SVFD	V39738	00490393
Total 62920 – GAS, OIL, FUEL									-2,915.70			
Object: 62930 – REGISTRATIONS (NON REPT)												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	62930	-549.00	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
Total 62930 – REGISTRATIONS (NON REPT)									-549.00			
Object: 63074 – UTILITIES												
2026	02	8/09/2025	0725SVFD		Expenditures	685010	60	63074	-1,875.56	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
2026	02	8/12/2025	0825SVD1		Expenditures	685010	60	63074	-179.06	CITY OF SCOTTS SVFD	V102713	80085424

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: 63074 – UTILITIES												
2026	02	8/12/2025	0825SVFD1		Expenditures	685010	60	63074	-230.84	CITY OF SCOTTS SVFD	V102713	80085424
2026	02	8/12/2025	0825SVFD5		Expenditures	685010	60	63074	-498.66	PACIFIC GAS AND SVFD	V129169	00490346
2026	02	8/16/2025	0825SVFD1		Expenditures	685010	60	63074	-1,257.40	PACIFIC GAS AND SVFD	V129169	00490578
2026	02	8/16/2025	0825SVFD2		Expenditures	685010	60	63074	-1,447.12	PACIFIC GAS AND SVFD	V129169	00490578
2026	02	8/16/2025	0825SVFD3		Expenditures	685010	60	63074	-85.83	PACIFIC GAS AND SVFD	V129169	00490578
2026	02	8/16/2025	0825SVFD4		Expenditures	685010	60	63074	-106.09	PACIFIC GAS AND SVFD	V129169	00490578
Total 63074 – UTILITIES									-5,680.56			
Total 60 – SERVICES AND SUPPLIES									-55,588.24			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-782,469.50			

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: 61848 – MAINT-STRUCT/GRDS-OTH-SRV												
2026	02	8/29/2025	635-1		Expenditures	685030	60	61848	-11,870.00	MANDELLA, JOHN SVFD	V43108	00491390
Total 61848 – MAINT-STRUCT/GRDS-OTH-SRV									-11,870.00			
Object: 62381 – PROF & SPECIAL SERV-OTHER												
2026	02	8/12/2025	202508-2732		Expenditures	685030	60	62381	-1,237.50	NBS GOVERNMENT SVFD	V33471	00490392
Total 62381 – PROF & SPECIAL SERV-OTHER									-1,237.50			
Total 60 – SERVICES AND SUPPLIES									-13,107.50			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-13,107.50			

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: 62219 – PC SOFTWARE PURCHASES												
2026	02	8/29/2025	2025057		Expenditures	685040	60	62219	-1,661.94	RIGHTANSWER.COM SVFD	V127994	80086173
Total 62219 – PC SOFTWARE PURCHASES									-1,661.94			
Object: 62715 – SMALL TOOLS & INSTRUMENTS												
2026	02	8/09/2025	0725SVFD		Expenditures	685040	60	62715	-631.58	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
Total 62715 – SMALL TOOLS & INSTRUMENTS									-631.58			
Object: 62914 – EDUCATION & TRAINING(REPT)												
2026	02	8/09/2025	0725SVFD-1		Expenditures	685040	60	62914	-459.82	U S BANK CORPOR SVFD Acct 1169	V992019	80085303
Total 62914 – EDUCATION & TRAINING(REPT)									-459.82			
Object: 62920 – GAS, OIL, FUEL												
2026	02	8/09/2025	0725SVFD		Expenditures	685040	60	62920	-160.78	U S BANK CORPOR SVFD 4246-0445	V992019	80085303
Total 62920 – GAS, OIL, FUEL									-160.78			
Total 60 – SERVICES AND SUPPLIES									-2,914.12			
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP									-2,914.12			
									-798,491.12			



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: September 10, 2025
RE: Board Memo 2025-33: Revised Policy 2100: Policy for Conducting Board Meetings

Recommendation

Approve Revised Policy 2100: Policy For Conducting Board Meetings

Discussion

At the Regular Board Meeting held on August 13, 2025, the Board of Directors discussed changing the start time of Regular Board Meetings from 6:00 p.m. to a time that accommodates all Board Members. While no formal action was taken, the Board expressed general support for shifting the meeting time to 7:00 p.m.

Policy 2100: Policy for Conducting Board Meetings currently sets the Regular Board Meeting time at 6:00 p.m. The revised Policy 2100 proposes updating this time to 7:00 p.m. Additionally, staff has made minor and non-substantive formatting adjustments to ensure consistency throughout the document.

Staff recommends the adoption of revised Policy 2100.

Attachments

Revised Policy 2100: Policy For Conducting Board Meetings (Track Changes)
Revised Policy 2100: Policy For Conducting Board Meetings (Clean)

Scotts Valley Fire Protection District	
POLICY: 2100 DATE APPROVED: <u>9/108/2025</u> BOARD PRESIDENT: _____	SUBJECT: Policy For Conducting Board Meetings FIRE CHIEF: _____

Policy 2100: Policy For Conducting Board Meetings

Regular Meetings

The regular meetings of the Board of Directors will be on the second Wednesday of the month at 7:00 P.M. at Scotts Valley City Hall.

Seating of New Directors and Election of Officers

1. The term of office of newly elected directors shall begin at 12:00 A.M. the first Friday of December following their election. Newly elected directors shall be sworn in as the first order of business during the regular December meeting of the Board. In the event that current officers are not present to conduct the December meeting, the meeting will temporarily be conducted by the most senior sitting member of the Board.
2. As the last order of business at the December meeting, the current or temporary President shall preside over the election of Board Officers. The Board shall select one of its members as President and one of its members as Vice President. The Fire Chief shall be the Secretary to the Board.

Selection of Board President

- a. Should a director desire to serve as an officer he/she has the responsibility to express such a desire to the rest of the Board
 - b. It is desirable that directors take turns as Board President
 - c. An officer may be removed from an officer’s position by a 2/3 vote of the Board
13. The newly elected Board President and Vice President shall assume their positions on January 1st. The Vice President shall preside over meetings in the absence of the elected Board President. Board officers shall serve a term of one year. In the event the Board President and Vice President are not in attendance, the senior member in attendance will preside at the meeting.
24. The Board President shall appoint standing and ad hoc committees as established in Policy 2101.
- a. Meetings of standing and ad hoc committees shall comply with any and all notice and posting requirements which may be required for such committees by the Ralph M. Brown Act
 - b. Committees shall act on behalf of the board as a whole, shall make regular reports and inform the board, make recommendations and receive direction from the Board.

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings

Rules of Procedure and Conduct for Meetings:

1. Meetings of the Board as well as meetings of those committees appointed by the Board, shall be conducted in accordance with those sections and parts of the Ralph M. Brown Act and the Fire Protection District Act within the California Health and Safety code 13800 et. seq. which might apply.
2. The agenda of all regular board meetings shall contain an opportunity for the public to make comments to the Board on any items of interest or concern EXCEPT on matters concerning complaints or charges against any District Employee. Complaints against any District Employee shall be handled in accordance with Policy 903 (Complaints) or Policy 902 (Grievance Procedure).
3. The Board will normally allow a limited amount of time for any member of the public to make oral comments relative to specific items agendize for action prior to such action being taken.
4. Meetings of the Board shall be conducted by the Board President in a manner consistent with the adopted rules. In the event an issue, point of order, or question arises which is not covered within the scope of rules adopted by the Board, not covered by the Brown Act or not covered within the Fire Protection District Act, the Board President shall rule on the point of order, issue or question.
5. Questions pertaining to a director's right to vote on items because of the potential of Conflict of Interest shall be decided as follows:
 - a. Director disqualifies himself/herself
 - b. The Board President disqualifies the director from voting
6. Should any director be disqualified from voting or be overruled on a point of order by the President, he/she may move to appeal the ruling to the full board. The Board President has the right to vote on the appeal and a majority vote of the board overrules the Board President. A tie vote sustains the ruling of the President. In either case, the minutes shall reflect why a director was disqualified to vote.
7. There must be a quorum of 3 members present to conduct business.
8. A majority vote means 3 affirmative votes.
9. A 2/3 vote means 4 affirmative votes.
10. A unanimous vote means 5 affirmative votes.

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings

Remote Participation for Meetings:

1. AB 2449 (2022), allows members of Brown Act bodies to participate remotely in two situations:

- For “just cause,” defined as the need to provide care to a child or close relation, having a contagious illness, needs related to a physical or mental disability, or being on official travel for the agency; or
- “Emergency circumstances,” which include physical or family emergencies that prevent a member from attending.

The right to appear remotely in these circumstances is not unlimited.

2. AB 2302, which took effect on January 1, 2025, limits the allowed number of remote appearances for members of Brown Act bodies to two (2) times per year for situations included above by AB 2449.

~~BOARD MEETING CONDUCT~~ Board Meeting Conduct

1. Any action taken by the Board shall be initiated by a motion, introduction of a resolution or introduction of an ordinance.

a. The Board President shall be allowed to make motions

2. The recording secretary shall document the names of those who make motions and second motions in the minutes.

3. Once the President calls for remarks on a motion, the maker of the motion is entitled to speak first. Speakers shall be recognized by the President before making their remarks.

4. Secondary motions pertaining to the main motion may be introduced before the main motion is voted. The last motion stated shall be the first pending motion and the main motion shall be voted upon last.

5. A motion to amend must have the approval of the person making the original motion or a majority vote of the board.

6. An amendment to a motion may only be made once.

7. To be deemed an official action of the board, all action items must receive a majority vote of the elected number of directors serving on the board. **EXCEPTIONS.** Motions requiring a 2/3 vote (super-majority) to pass:

- a. Motion to adopt or amend any policy
- b. Motion to suspend or amend any rule
- c. Motion to reconsider a previously considered motion

Scotts Valley Fire Protection District



POLICY: 2100

SUBJECT: Policy For Conducting Board Meetings

8. Motions requiring a unanimous vote to pass:

a. Motion to discontinue or transfer funds designated as Capital Outlay reserves

9. Motions to Reconsider: Except in the case of specific agenda items requiring a noticed public hearing, the board may reconsider any vote taken at the same session to correct an inadvertent error or consider new information not available at the time of vote. A motion to reconsider must receive a majority vote prior to a motion being reconsidered.

10. The Board may rescind, repeal or annul actions taken at previous meetings by:

a. Passing a motion to place the item on a future agenda

b. Passing the motion to rescind, repeal or annul with the appropriate number of votes

11. The recording secretary shall record votes by name on each motion. If the vote is unanimous, the secretary will document the vote as being unanimous.

Scotts Valley Fire Protection District	
POLICY: 2100 DATE APPROVED: 9/10/2025 BOARD PRESIDENT: _____	SUBJECT: Policy For Conducting Board Meetings FIRE CHIEF: _____

Policy 2100: Policy For Conducting Board Meetings

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Scotts Valley Fire Protection District	
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Scotts Valley Fire Protection District	
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Scotts Valley Fire Protection District



POLICY: 2100

SUBJECT: Policy For Conducting Board Meetings

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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: September 10, 2025
RE: Board Memo 2025-36: Policy 1001 Fire Chief Performance Evaluation

Recommendation

Adopt New Policy 1001: Fire Chief Performance Evaluation

Discussion

At the direction of the Board President, Staff collaborated with the District's General Counsel to develop Policy 1001: Fire Chief Performance Evaluation. This policy outlines the evaluation process for the Fire Chief, including timelines, roles and responsibilities, and sample agenda language.

Scotts Valley Fire Protection District	
POLICY: 1001 DATE APPROVED: 09/10/2025 BOARD PRESIDENT: _____	SUBJECT: Fire Chief Performance Evaluation FIRE CHIEF: _____

Policy 1001: Fire Chief Performance Evaluation

Purpose:

To ensure a consistent and transparent evaluation process for assessing the Fire Chief’s effectiveness in leadership, administration, operations, and community service.

Scope:

This policy applies to the Fire Chief of the district. The evaluator(s) may include the Board of Directors or another designated person or oversight body.

Policy:

Evaluation Cycle and Expectations

The Board shall establish an annual process for evaluating the Fire Chief. As part of this process, the Board shall provide formal performance expectations and goals to the Fire Chief to ensure successful implementation of Board policies. These expectations and goals shall be defined either in the Fire Chief’s employment agreement or in a written performance evaluation.

The performance evaluation should take place approximately one year from the Fire Chief’s date of hire or the date of the last evaluation, or on another date mutually agreed upon by the Board and the Fire Chief. Except as otherwise specified in the Fire Chief’s employment contract, the Board retains discretion over the format, criteria, and method of delivery of the evaluation.

A copy of the written performance evaluation shall be maintained in the Fire Chief’s personnel file. The evaluation shall remain confidential, and any discussions by the Board regarding the Fire Chief’s performance shall be conducted in closed session.

Fire Chief’s Evaluation Process

The Board President or designee shall coordinate the Fire Chief’s performance evaluation process. The evaluation shall occur at least annually, or more frequently at the discretion of the Board. The Board may engage a consultant to perform the evaluation. If a consultant is used, proposals shall be solicited in March, and a Professional Services Agreement approved not later than the May Board meeting. The evaluation shall be completed and delivered to the Board before the close of the July Regular Board meeting, and to the Fire Chief before the close of the August Board Meeting. Any adjustments to wages or benefits, or the Fire Chief’s Contract shall be approved in open session at the discretion of the Board.

Evaluation Process and Timeline

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The Fire Chief or designee shall notify the Board President in writing in May of the review year regarding the Board’s obligation to undertake this evaluation process. The Board may engage a consultant to perform the evaluation, or the Board President may designate Board Member(s) as evaluator(s). The Consultant or designated Board Members shall be the District Evaluators.

The following provides the evaluation process timeline for the Fire Chief’s performance evaluation:

1. Fire Chief Self-Evaluation

- Complete Self-Evaluation Form.
- Submit to Board President by **June 1**.

2. Board Evaluation

- District Evaluator(s) distribute the Fire Chief Evaluation Form and the self-evaluation to the Board.
- Board members complete and return the form by the established deadline.

3. Stakeholder Feedback

- The District Evaluator(s) may gather additional input from internal and external stakeholders, such as:
 - Community leaders
 - City manager
 - Neighboring fire chiefs
 - Internal Staff reporting directly to the Fire Chief (optional)

4. Draft Evaluation

- The District Evaluator(s) compile feedback from the Fire Chief, Board, and stakeholders.
- First Draft Evaluation shared with Board in **closed session at July Board Meeting**.
- Board reviews draft and provides comments to Evaluator(s).

5. Review with Fire Chief

- Evaluator(s) meet with the Fire Chief at a mutually agreed-upon date to discuss feedback.
- Review with the Fire Chief shall **not occur later than the close of the August Board Meeting**.

6. Fire Chief Response

- Fire Chief may submit a written response.
- Response is attached to final evaluation and placed in personnel file.

7. Fire Chief Contract Revisions

- Any adjustments to wages or benefits, or the Fire Chief’s Contract shall be discussed at the completion of the Evaluation.
- Any adjustments shall be approved in open session.

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Meeting Noticing and Agenda Language

The Board Clerk shall notice a closed session for the July Board Meeting under the performance evaluation exemption to conduct the Fire Chief’s evaluation, using the sample language provided below:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Sections 54957(b)(1) and 54954.5(e)

Position to be Reviewed: Fire Chief

If any adjustments to the Fire Chief’s contract are necessary, the Board President shall appoint a Labor Negotiator during an open session. Once the Labor Negotiator has been appointed, the Board may convene in closed session under the labor negotiator exemption to discuss potential salary or contract modifications, using the sample language provided below:

1. Designating District’s Labor Negotiators Under Gov. Code Section 54957.6: Appoint Labor Negotiator for Negotiation of Fire Chief Salary.

Recommendation: Authorize District Board President [NAME] to negotiate salary with Fire Chief [NAME].

Financial Implications: None

Designated Negotiator: [NAME]

Any final approval of salary adjustment or contract revisions must be done in open session.



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: September 10, 2025
RE: Board Memo 2025-35: Letter to State Elected Representatives

Recommendation

Approve the Letter to State Elected Representatives and authorize the Board President to sign.

Discussion

Background

In 1992, facing severe budget deficits, the California Legislature and Governor Pete Wilson directed county auditors to shift a portion of local property tax revenues from cities, counties, and special districts to newly created Educational Revenue Augmentation Funds (ERAF). These funds were established to help support public education.

To offset the fiscal impact of these ERAF shifts on local governments, the Legislature and Governor proposed a new ½ cent sales tax dedicated to public safety services—covering sheriffs, police, fire departments, county district attorneys, and corrections. This proposal became Proposition 172, the *Local Public Safety Protection and Improvement Act of 1993*, which voters approved in November 1993 with 58% support.

Impact of ERAF and Distribution of Proposition 172 Funds

The Scotts Valley Fire District is heavily impacted and disadvantaged by the ERAF and Proposition 172 funding structure. In Fiscal Year 2024-25 alone, the District was required to shift \$942,412 in local property tax revenue to ERAF, totaling more than \$2.7 million over the past three years. Despite this significant loss of revenue, the District has received little relief from Proposition 172. Chart 1 illustrates the financial impacts of ERAF on the Fire District in greater detail.

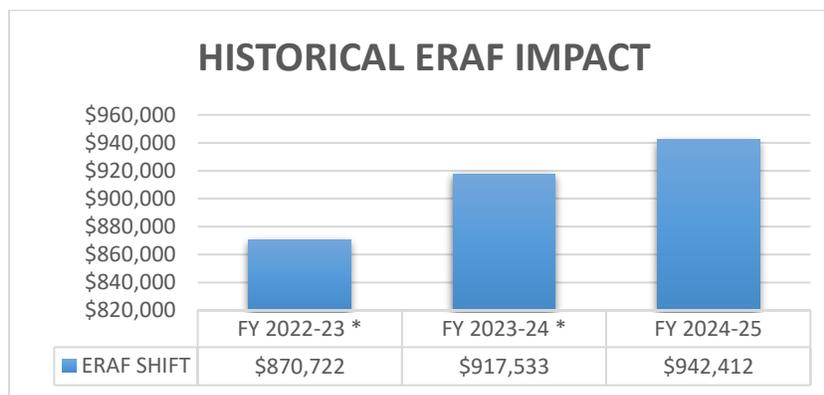


Chart 1: *Historical Impact to the Fire District Cause by ERAF.*

* Includes Branciforte Fire District

Proposition 172 funds were established to help offset revenue losses caused by the ERAF shift. These funds are distributed to counties based on their proportional share of statewide sales tax revenue. The County Auditor calculates and allocates a portion of the funds to local cities, while the remaining balance is retained by the county. The County Board of Supervisors has full discretion over how these funds are allocated among public safety programs. Currently, none of these funds are shared with local fire districts. Chart 2 illustrates the distribution of Proposition 172 funds by public safety agency, with “fire’s” distribution being paid to the Santa Cruz County Fire Chiefs Association.

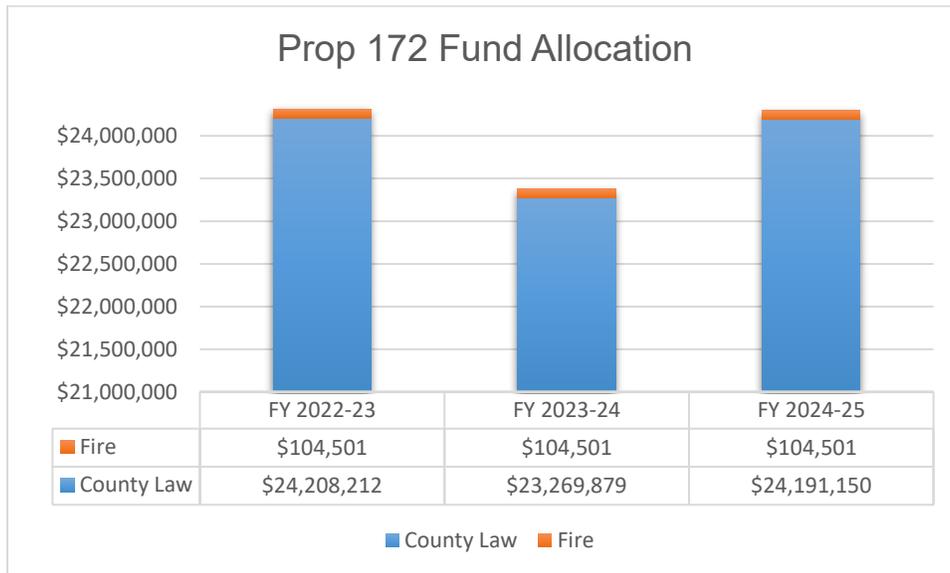


Chart 2: *Historical allocation of Proposition 172 apportionment.*

The Fire Chiefs association represents ten (10) fire agencies and includes city fire departments who receive their own Prop 172 appropriations from the State. All of the agencies share approximately \$104,500 annually for fire service-specific projects. The projects selected typically serve mutual interests of all agencies, such as:

- Radio infrastructure improvements
- Training materials and academy equipment
- Upgrades to countywide training facilities

Efforts Toward Reform

At its May 10, 2023 Board meeting, the Scotts Valley Fire District Board of Directors unanimously approved a motion to send an advocacy letter to the Santa Cruz County Board of Supervisors, requesting a review and potential adjustment of the current Proposition 172 allocation to increase support for local fire services.

To date, no changes have been made to the fire service allocation. However, recent discussions between the Fire Districts and County Supervisors have reopened dialogue on this issue and other countywide funding challenges.

Cascading Impact From Property Tax Allocation

Local property tax allocation from the State is a challenge complicating the Prop 172 issue and is arguably creating a cascading effect on proportionate public safety funding. Currently, Santa Cruz County only receives 13.4% of local property taxes, well below the statewide average of 20%. During our conversations with our County Board of Supervisors, it was suggested that a

letter to state legislators from the Scotts Valley Fire District Board could help advance the issue at the state level.

Such advocacy would support the exploration of alternative property tax allocation models, as outlined in the February 3, 2000 report by the Legislative Analyst's Office (LAO): "Reconsidering AB 8: Exploring Alternative Ways to Allocate Property Taxes." This report proposed five potential alternatives for property tax redistribution. Reform based on these proposals could create a more equitable and sustainable funding system—one that empowers fire protection districts to:

- Meet their public safety obligations
- Keep pace with population growth and development
- Comply with evolving state mandates, particularly related to housing

More detail on the LAO Report can be found here:
https://lao.ca.gov/2000/020300_ab8/020300_ab8.html.

Closing

Staff has prepared two draft letters for the Board's consideration, intended for advocacy with our State elected officials. The first is a longer, more detailed version, while the second provides a shorter, more concise option. Staff recommends the Board approve either letter, with any edits the Board may wish to make.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

September 10, 2025

Senator John Laird

California State Senate
1021 O Street, Suite 8620
Sacramento, CA 95814

Re: Request for Property Tax Apportionment Reform in Santa Cruz County

Dear Senator Laird,

On behalf of the Scotts Valley Fire Protection District Board of Directors, I am writing to urge you to explore all legislative avenues to improve equitable taxation in Santa Cruz County. The ongoing funding challenges faced by the County and its Fire Districts are straining our ability to provide essential fire protection and emergency services to our residents. This growing concern is putting the safety and well-being of our communities at risk.

Our District recently conducted a detailed review of Proposition 172 public safety sales tax allocations and discovered a troubling disparity: in Santa Cruz County, fire protection services receive only a fraction—just 0.43%—of available Prop 172 funds. While there are likely several contributing factors, the primary issue stems from the County’s unusually low share of property tax revenue. Santa Cruz County receives just 13.4% of local property taxes, well below the statewide average of 20%.

This revenue gap has a cascading impact. With such limited property tax funding, the County must allocate nearly all of its Prop 172 revenue to meet its law enforcement obligations—leaving fire districts with virtually no access to these critical public safety funds.

The financial strain on local fire protection agencies is acute. The Scotts Valley Fire Protection Districts continues to face serious budgetary challenges in maintaining the equipment and facilities necessary to serve our growing community. In both 2023 and 2024, our District narrowly failed to pass a bond measure to replace and relocate an outdated and unsafe fire station—one that exceeded its useful life many years ago. Had the County received a fairer share of property tax, and the Fire Districts receiving their fair share of Prop 172 revenues, we could have addressed this need without additional burden on local voters.

Meanwhile, our District continues to grapple with rising demands driven by population growth, increased development, and new state-mandated service requirements. Without meaningful reform, our ability to meet these demands—and our responsibility to protect lives and property—remains at risk.

This is not a new issue. A 2000 report by the Legislative Analyst’s Office, *Reconsidering AB 8: Exploring Alternative Ways to Allocate Property Taxes*, identified similar concerns and proposed potential solutions, including establishing uniform property tax allocation rates across jurisdictions. Such reforms could lead to a more balanced and equitable funding system—one that would enable fire protection districts like ours to fulfill our mission more effectively.



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We respectfully urge you to consider all legislative options to address the property tax funding disparities facing Santa Cruz County—both for the County itself and for the special districts that serve its residents.

Thank you for your leadership and for your continued support of public safety. I would welcome the opportunity to meet with you or your staff to further discuss possible solutions.

Sincerely,

Adam Cosner
President of the Board

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SCOTTS VALLEY FIRE PROTECTION DISTRICT

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September 10, 2025

Senator John Laird

California State Senate
1021 O Street, Suite 8620
Sacramento, CA 95814

Re: Request for Property Tax Apportionment Reform in Santa Cruz County

Dear Senator Laird,

On behalf of the Scotts Valley Fire Protection District Board of Directors, I am writing to urge your support in addressing long-standing inequities in Santa Cruz County's property tax and Proposition 172 allocations. These funding disparities are straining our ability to provide essential fire protection and emergency services, putting community safety at risk.

Santa Cruz County receives only 13.4% of local property tax revenue, well below the statewide average of 20%. As a result, nearly all Proposition 172 funds are directed to law enforcement, leaving fire districts with just 0.43% of these revenues. This imbalance deprives fire agencies of critical resources needed to maintain facilities, replace outdated equipment, and keep pace with growth and state mandates.

Without reform, our ability to protect lives and property will remain at risk. The Legislative Analyst's Office has long recommended exploring alternative property tax allocation models to create a more equitable and sustainable system. We urge you to advance legislative solutions that ensure fair funding for both the County and its fire protection districts.

Thank you for your leadership and commitment to public safety. I would welcome the opportunity to discuss this issue further with you or your staff.

Sincerely,

Adam Cosner
President of the Board