



Board of Directors
Special Organization and Personnel Committee Meeting
Director Adam Cosner and Director Mike Weaver

Agenda
Tuesday October 28, 2025, 9:30 A.M.

Scotts Valley Fire Protection District
7 Erba Lane, Scotts Valley CA 95066

Agendas and Board Packets are available on the Scotts Valley Fire Protection District (SVFPD) website at www.scottsvalleyfire.com.

Any person who requires a disability-related modification or accommodation in order to participate in a public meeting should make such a request to Mark Correia, Board Secretary, for immediate consideration.

1. Opening Business

- 1.1 Call to Order
- 1.2 Roll Call

2. Public Comment (GC §54954.3)

This portion of the meeting is reserved for persons wishing to address the Board on any matter that is within the subject matter of the jurisdiction, and either on the agenda or not on the agenda. To ensure fair and equal treatment of all who appear before the Board, and to expedite Agency business, speakers will be limited to three minutes. The three-minute per speaker time limitation may be extended for good cause by the Board President, or by majority vote of the Board Members. Anyone wishing to be placed on the Agenda for a specific topic should contact the Fire Chief's Office and submit correspondence at least 10 days before the desired date of appearance. Any matter that requires Board action will be referred to staff for a report and action at a subsequent Board meeting.

3. Discussion Items

- 3.1 Knox Box Policy
- 3.2 Revised Policy 1505 Career Development Guide
- 3.3 Revised Policy 1504 Temporary Positions
- 3.4 Authorization for term limited Administrative Accounting Specialist (Retired Annuitant)

4. Adjournment

Scotts Valley Fire Protection SVFPD	
POLICY: 701	SUBJECT: Knox Box / Knox Keys
DATE APPROVED: XX/XX/2025	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

Purpose

To provide timely, safe, and secure access by fire, rescue, and other emergency personnel to buildings and properties for emergency operations, while protecting property integrity and ensuring compliance with state law and local ordinances.

Scope

This policy applies to all SVFPD personnel. This policy also applies to all new and existing commercial, multi-family residential, institutional, and other non-single-family dwellings as defined by local ordinance, as well as any other buildings or uses designated by the Fire Marshal as requiring Knox access.

Authority

This policy is adopted under the authority of the California Health & Safety Code, local municipal codes, and/or fire protection district regulations. It is consistent with NFPA (National Fire Protection Association) standards, California Building Code, and/or any local ordinance on access for emergency responders.

Definitions

- Knox Box / Knox Key Safe — A secure, mounted lockbox (or vault) on a building’s exterior containing keys or key cards that allow authorized emergency personnel to gain access without delay.
- Knox Access System — The set of hardware, keys, key switches, keycards, access codes, or electronic access that is registered with the Knox Company and maintained for emergency access.
- Authorized Personnel — Fire district personnel and other responders recognized by the fire chief or designee.
- Owner / Responsible Party — The owner, property manager, or other person responsible for a building/property.
- Fire Code Official / Fire Marshal — The person at the Scotts Valley Fire Protection District (SVFPD) charged with enforcement of the Fire Code and related policies.

Requirements

1. Installation of Knox Box

- a. All buildings required under this policy must install a Fire District-approved Knox Box or Knox Key Safe at a location approved by the Fire Marshal.



- b. The box must be installed in a highly visible and accessible location, typically adjacent to the main entrance, clear of obstructions, and at a height of approximately 5 feet above grade, unless a different height is approved due to special circumstances.
- c. The box must be of sufficient size to hold required keys, keycards, or access devices.

2. Access Devices

- a. All properties identified under this policy or by the Fire Marshal must install a Fire District-approved Knox access system.
- b. Access Devices shall be installed as directed by the Fire Marshal.

3. Keys

- a. Property Owner must supply all keys, access cards, or codes necessary to enter all exterior doors, gates, and interior doors necessary for emergency response (e.g. mechanical rooms, elevator controls, fire alarm panel, riser rooms). All keys placed in a Knox Box shall be done so by the responsible party on file or their designee. Keys shall not be given to any Fire District Personnel with the expectation they will be secured in the Knox Box.
- b. If access is by electronic means (key card, code, biometric), the property owner shall ensure the emergency personnel maintain access (e.g. functional cards, valid codes) at all times.
- c. The Fire District shall keep an inventory of all Knox Keys and where they are located. The Keys shall have a unique number system to identify the keys if they are misplaced or stolen. All Knox Keys shall be secured in a locked box when not in use.

2. Maintenance and Inspection

- a. The property owner is responsible for maintaining the Knox Box, keeping it in working order, unlocked, clean and visible.
- b. The Fire District reserves the right to inspect the Knox Box periodically (e.g. annually) to confirm compliance. Knox Boxes found inoperable or non-compliance shall be replaced by the property owner.
- c. If the Knox Box is found damaged, keys missing, or entry impeded, the owner must repair or replace within a specified timeframe as provided by the Fire Marshall (e.g. 30 days or less, depending on severity).

3. Registration and Access Control

- a. The property owner must register the Knox Box with the Fire District and provide an inventory of the keys/access devices inside.
- b. The Fire District will maintain a secure database of premises with Knox access, keys provided, and responsible contacts.



- c. Only authorized emergency personnel are permitted to access the Knox Box. Unauthorized removal of keys or access devices is prohibited and subject to penalty.

4. Costs and Fees

- a. All costs associated with the purchase, installation, maintenance, and replacement of Knox Boxes or other access devices shall be the responsibility of the property owner. In areas where multiple agencies may respond first and more than one access device is required, the Fire District may purchase and install additional device(s), leaving the primary agency's device(s) for the property owner to install.
- b. The Fire District may charge a non-refundable fee for processing registration.
- c. The District may also charge penalties or enforcement fees if an owner fails to comply with this policy within required deadlines.

5. Enforcement and Penalties

- a. Violations of this policy are subject to code enforcement action, which may include citation, fines, or orders to comply.
- b. For emergency access delays caused by non-compliance, the Fire District may require proof of corrective action or impose additional penalties.

6. Special Cases

- a. Historic buildings, remote locations, or sites with unusual access conditions may be granted exceptions or alternative solutions (e.g. centralized master key programs or alternative access devices) by approval of the Fire Marshal.
- b. Shared or multi-tenant buildings must ensure all tenants' relevant access points and internal doors required for emergency response are included in the Knox Box.

7. Update of Keys / Access Devices

- a. Whenever a building undergoes changes in its access system (new locks, new access panels, change in gates/doors), or a tenant change with keys/cards issued, the Knox Box must be updated promptly.
- b. The owner must notify the Fire District of any such changes, supply new keys/cards, and remove obsolete ones.

8. Recordkeeping and Contact Information

- a. The owner shall provide and maintain current primary and secondary contact information for access/emergency purposes.
- b. Records of all changes, maintenance, and inspections shall be kept for a minimum period of three (3) years and be made available to the Fire District upon request.

Scotts Valley Fire Protection SVFPD



POLICY: 701

SUBJECT: Knox Box / Knox Keys

Appeals and Variances

Any owner who believes compliance with any provision is impractical or imposes undue hardship may apply in writing for a variance. The Fire Marshal shall review and may grant variances with conditions as appropriate, provided the essential safety function is not compromised. There is no appealing the Fire Marshal's final decision or disposition on the appeal.

Miscellaneous

- The Fire District may, from time-to-time, update manufacturer or vendor specifications, brand approvals, or technical standards; the property owner must ensure the installed Knox Box meets the current approved specifications.
- The Fire District provides educational materials to owners / property managers regarding the Knox system, proper maintenance, and their obligations under this policy.

Scotts Valley Fire Protection District	
POLICY: 1505 DATE APPROVED: 11/12/2025 BOARD PRESIDENT: _____	SUBJECT: Career Development Guide FIRE CHIEF: _____

Policy 1505: Career Development Guide

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

Attachment 1505-1 Career Development Guide (#610/2025)

Attachment 1505-2 Officers Career Development Guide (#610/2025)

Attachment 1505-3 Certification and Education Incentive Guide (106/2025)

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

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

Fire Management 2A for Chief Fire Officer 3A (Human Resources/Relations)

Fire Management 2B for Chief Fire Officer 3B (Budget and Financial Management)

Fire Management 2C for Chief Fire Officer 3C (Administration and Labor Relations)

There is no Chief Officer 2 series equivalent for Chief Fire Officer 3D

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

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

XX/XX/2025

(REPLACES VERSION ~~64/114/251~~)

- Engineer Approved Course List**

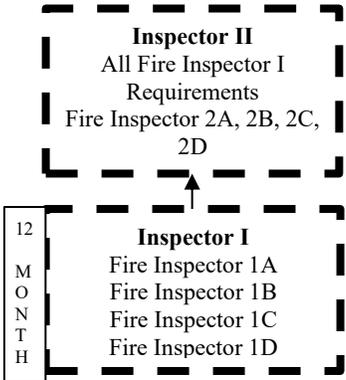
 - X1 Approved Rescue Classes
 - S-212
 - ICS300
 - Instructor 1
 - S-290
 - HMOSC
 - ~~ES215~~

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

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

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

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



24 MONTHS

Firefighter Step 2
12 months service
SCO FF1 Program/NFPA

- FEMA IS 800

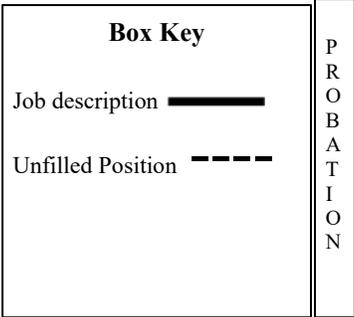
Firefighter
Entry Level
Class C CA DL
EMT

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

- Firefighter Approved Courses**

 - Auto Ex
 - FF Survival
 - Confined Space Awareness
 - CSTI HAZMAT FRO and DECON
 - FEMA IS100 IS200 IS700 IS800
 - S-130
 - S-131
 - S-133
 - S-134
 - S-190
 - L-180
 - RRAO

*FF1 / FF2 academy equivalent and/or ability to obtain



Scotts Valley Fire Protection District Officers Career Development Guide

X/XX/25

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

Completed Acting BC Position Task Book

Battalion Chief Step 3
12 months as B.C. Step 2
At least 7 Total of 8 class on file from approved BC Course List

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

12 MONTH

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

- Battalion Chief Approved Course List**
- Chief Fire officer Series
 - 3A
 - 3B
 - 3C
 - 3D
 - ICS400
 - Div S-339 AR or L-960
 - ST Leader S-330
 - **S404 or P954**

12 MONTH

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

Deputy Fire Marshal
All Fire Inspector I and II Requirements

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

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

S-230 & 231

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

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

Box Key & Legend

Job Description

Optional Duty

* Minimum Requirements to Test for Respective Position.

P R O B A T I O N

12 MONTH

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

Scotts Valley Fire Protection District Officers Career Development Guide

(NEW)

Fire Chief Step 3
12 months as Fire Chief Step 2
and 3 Fire Chief Approved
Course List

Fire Chief Step 2
12 months as Fire Chief Step 1
and 3 Fire Chief Approved
Course List

Fire Chief Step 1
See Acting/Interim Fire Chief
requirements.

- Fire Chief Approved Course List**
- Approved Executive Chief Officer Series
 - 4A
 - 4B
 - 4C
 - 4D
 - 4E
 - NFA R0763 - New Exec. Chief Officer

Optional & Desired Quals

Bachelors Degree in related field
Graduate of the NFA Exec. Fire
Officer Program
NFA R506 Executive Planning
CPSE Designation (FO, TO, FM,
CFO)

Box Key & Legend

Job Description **————**

Optional Duty **=====**

* Minimum Requirements to
Test for Respective Position.

*** Acting/Interim Fire Chief**
10 Yrs continuous full-time employment
in the fire service with 5 years as a chief
officer
or
Battalion Chief Step 3
and
Proficient in Word and Excel
Class C Driver's License

Scotts Valley Fire Protection District Career Development Guide

06/11/2025

(NEW)

EDUCATION – CERTIFICATION - INCENTIVE REQUIREMENTS

SFT Company Officer Education

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

SFT Instructor

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

**Paramedic
(EMSIA)
Current Requirements**

Education
Associates Degree
Bachelor's Degree
Master's Degree

Haz Mat Specialist
Haz Mat 1F
Haz Mat 1G

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

SFT Investigator

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

* District Mechanic

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

* Subject to Fire Chief approval based on District need.

Scotts Valley Fire Protection District	
POLICY: 1504	SUBJECT: Temporary Positions
DATE APPROVED: XX/XX/2025	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

Purpose:

To establish guidelines for the employment and management of temporary positions within the Fire District to ensure clarity, consistency, and compliance with applicable laws and regulations.

Scope:

This policy applies to all temporary positions created within the Fire District, including full-time, part-time, temporary, and seasonal roles.

Policy:

Definition of Temporary Positions:

Temporary positions are roles established to meet short-term needs, including project work, seasonal demands, or coverage during staff absences, with a designated end date or project completion.

Creation of Temporary Positions:

Temporary positions must be based on operational needs. The Fire Chief is authorized to appoint temporary employees to address short-term staffing shortages, such as leaves of absence or vacancies during recruitment, or to support seasonal or project-based work.

Temporary positions created for purposes other than those identified above require prior approval from the Board of Directors before being posted or filled. Positions should be clearly defined and based on an existing job description, with a clearly defined duration, and reporting (supervisory) structure.

Hiring Process:

Temporary hires may be through direct appointment, or seasonal recruitment. Priority should be given to qualified internal candidates when feasible.

Compensation and Benefits:

Compensation rates for temporary employees will be established based on position, experience, and budget guidelines.

Temporary employees are generally not eligible for benefits, including health, dental, vision, retirement, or paid time off, unless otherwise specified by law or in an agreement.

Duration and Extensions:

The duration of each temporary position shall be established at the time of appointment. The Fire Chief may authorize one extension of up to six (6) months. The total duration of any temporary position may not exceed one (1) year without Board approval.

Supervision

Temporary employees shall work under the direction of an assigned supervisor, who is responsible for providing appropriate oversight and guidance during the term of the appointment. The Supervisor shall be defined at the time of appointment.

Scotts Valley Fire Protection District		
POLICY: 1505	SUBJECT: Temporary Positions	

Separation

Temporary employment may be ended at any time at the discretion of the Fire Chief or designee, based on performance, completion of the assignment, or operational needs.

Legal Compliance:

All hiring and employment practices shall comply with applicable federal, state, and local laws, including employment rights under California law.

Recordkeeping:

Documentation of all temporary employment actions shall be maintained in personnel files, including reasons for hiring, duration, and performance reviews.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Hon. Organization and Personnel Committee
FROM: Mark Correira, Fire Chief
DATE: October 28, 2025
RE: Board Memo 2025-42 – Authorization for Term Limited Retired Annuitant

Recommendation

None - Committee discussion

BACKGROUND

Staff is requesting authorization to hire a term-limited employee to fill a known vacancy within the District's Administration, due to a protected leave of absence mandated by state and federal law. The position to be filled is the Administrative Accounting Specialist.

This leave is expected to last approximately five months, beginning in January 2026. To ensure continuity of operations and partially maintain service levels during this period, staff proposes hiring a temporary employee, a retired annuitant, to fill this role. Administrative Services Manager Rodriguez has discussed this opportunity with the recently retired Administrative Services Manager, Alicia Walton, who is willing to assist the District in this capacity for the proposed term.

The position will be temporary and term-limited, aligned with the duration of the leave and including one to two weeks of training before the employee's departure. The assignment will conclude upon the employee's return and/or based on operational needs, consistent with Policy 1602- Temporary Positions. The retired annuitant will be expected to work no more than sixteen (16) hours per week, typically two (2) days a week, with any additional hours requiring prior approval. The proposed salary rate will be set at Step E of the Administrative Accounting Specialist classification, prorated to an hourly wage based on hours worked. Funds for this position are included in the FY 2025/26 Final Budget to cover the related expense.