



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF November 12, 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, November 12, 2025 at the City of Scotts Valley Council Chambers. President Cosner called the meeting to order at 7:04 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 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 (virtually)
Administrative Services Manager Rodriguez

2. Special Presentations and Introductions

2.1 Cardiac Arrest Recognition

Chief Correira summarized the cardiac arrest incident that occurred at La Madrona Athletic Club on September 1. Staff members Christina Quinn and Ian Chadwell immediately recognized the emergency, began CPR, retrieved the AED, and delivered one shock before crews arrived. Their actions led to the patient regaining consciousness prior to transport.

Both staff members attended the meeting, shared their appreciation for the District's quick response, and noted that their team trains regularly for emergencies.



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Chief Correira presented them with the District's Life-Saving Award under the new recognition policy.

2.2 Kosmont Companies – Infrastructure Financing District Analysis

Chief Correira introduced the follow-up presentation from Kosmont Companies. Joe Dieguez provided an overview of the proposed Enhanced Infrastructure Financing District, including how tax-increment financing works, the draft project area, eligible uses such as fire facilities and wildfire-prevention work, and preliminary revenue projections for the City, County, and Fire District. He reviewed the required process, governing structure, and tentative timeline, and noted that participation by any agency is voluntary. The next potential step would be a non-binding Resolution of Intent.

The Board expressed interest in continuing to evaluate the EIFD, supported moving forward with additional analysis, and requested that a non-binding Resolution of Intent be brought back for consideration. Directors noted that District participation could help encourage the County to join.

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

3. **Public Comment (GC §54954.3)**

No public comment(s) made.

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

No agenda amendments were made.

5. **Consent Calendar**

5.1 Minutes: Approve Regular Board Meeting Minutes of October 8, 2025

5.2 Approve SVFPD Claims Disbursements for the Month of October 1, 2025 through October 31, 2025 in the Amount of:

Payroll and Benefits:	\$ 868,383.08
General Fund:	\$ 72,738.75
Capital Outlay:	\$ 12,647.14
SCHMIT:	\$ 2,301.12
TOTAL:	\$ 956,070.09

5.3 Accept the CERBT and CEPPT Account Update Summary as of September 30, 2025

5.4 Approve Revised Policy 1505: Career Development Guide



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- 5.5 Approve Revised Policy 1504: Temporary Positions
- 5.6 Adopt New Policy 701: Knox box / Knox Keys
- 5.7 Adopt New Policy 1602: Investment Policy
- 5.8 Authorize the appointment of a Term Limited Administrative Accounting Specialist (Retired Annuitant) pursuant to Government Code § 7522.56
- 5.9 Adopt Resolution 2025-15: Establishing Appropriation Limit for Fiscal Year 2025/2026

Board Comment/Questions: None

Public Comment: None

Motion to approve Consent Calendar Items 5.1-5.9 was made by Director Whittle, seconded by Director Pisciotta, and approved unanimously by voice vote, with 5 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 that design work is ongoing. The seismic engineer has requested additional information, and plans are still being finalized. Once complete, the District will submit for a building permit and then issue an RFP.

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

- 6.2 Shared Services Update

Chief Correira reported that Central Fire plans to form an ad hoc committee in December, allowing both agencies to begin shared-services discussions. Central is also recruiting for a Fire Marshal after an internal Deputy Fire Marshal process did not yield qualified candidates. Because the current agreement expires in December, staff recommends a six-month extension while recruitment continues and the ad hoc committees define next steps.

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

- 6.3 Motor Vehicle Accident Billing Program

Chief Correira summarized the item and noted that the Finance and Planning Committee previously reviewed the proposal. The discussion focused on whether the District should pursue cost recovery for certain incident types using a third-party billing vendor. Directors agreed that structure-fire billing was not appropriate but expressed interest in recovering costs for motor-vehicle incidents, particularly because insurance policies already include



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provisions for this type of reimbursement. The Board also discussed hazardous materials responses and requested additional review, including whether hazmat billing should continue to be handled internally rather than through a vendor.

Staff will work with General Counsel to draft an agreement for motor-vehicle incident billing and return with recommendations regarding hazmat billing.

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

7. Public Hearing I/Action Items

7.1 Scheduled Public Hearing to Adopt Ordinance No. 2025-2: The Fire Code of the Scotts Valley Fire Protection District with Amendments

The Public Hearing was opened at 8:03 p.m. No public comments were made. The Public Hearing was closed at 8:04 p.m.

7.2 Accept the Environmental Check List as Submitted and Direct the Fire Chief to Make the Appropriate Filings. Discussion/Action

Board Comment/Questions: None

Public Comment: None

Motion to Accept the Environmental Check List as Submitted and Direct the Fire Chief to Make the Appropriate Filings was made by Director Whittle, seconded by Director Pisciotta, and approved unanimously by voice vote, with 5 ayes.

7.3 Adopt Ordinance No. 2025-2: The Fire Code of the Scotts Valley Fire Protection District with Amendments

Board Comment/Questions: None

Public Comment: None

Motion to Adopt Ordinance No. 2025-2: The Fire Code of the Scotts Valley Fire Protection District with Amendments as presented was made by Director Weaver, seconded by Director Hurst, and approved unanimously by voice vote, with 5 ayes.

8. Public Hearing II/Action Items

8.1 Scheduled Public Hearing to Adopt Resolution 2025-18: Approving a Fire Facilities Impact Fee Study, Delegation of Authority, and Other Related Matters

The Public Hearing was opened at 8:05 p.m. No public comments were made. The Public Hearing was closed at 8:06 p.m.



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8.2 Adopt Resolution 2025- 18: Approving a Fire Facilities Impact Fee Study, Delegation of Authority, and Other Related Matters

Board Comment/Questions: None

Public Comment: None

Motion to Adopt Resolution 2025- 18: Approving a Fire Facilities Impact Fee Study, Delegation of Authority, and Other Related Matters as presented was made by Director Whittle, seconded by Director Weaver, and approved unanimously by voice vote, with 5 ayes.

9. **Action Items- Discussion/Action**

9.1 Adopt Resolution 2025-17: Graydon Resolution Approving Direct Solicitation of Quotes for Branciforte Bathroom Construction Project

Chief Correira reported that the RFP for the Station 3 bathroom project received no responsive bids. A local contractor later submitted a quote, and General Counsel confirmed the District may use the Graydon process and must still pay prevailing wage. The contractor's estimate is approximately \$130,000–\$140,000. Staff recommended adopting the resolution to proceed with direct solicitation and move forward with the project.

Board Comment/Questions: None

Public Comment: None

Motion to Adopt Resolution 2025-17: Graydon Resolution Approving Direct Solicitation of Quotes for Branciforte Bathroom Construction Project as presented was made by Director Weaver, seconded by Director Whittle and approved unanimously by voice vote, with 5 ayes.

9.2 Approve Capital Improvement Plan

Chief Correira noted that the Capital Improvement Plan is required under the Nexus Impact Fee Study and will guide the use of future impact fees for growth-related needs such as apparatus, stations, and equipment. The Finance and Planning Committee reviewed the CIP and forwarded it for Board consideration.

Board Comment/Questions: None

Public Comment: None

Motion to Approve the Capital Improvement Plan as presented was made by Director Whittle, seconded by Director Hurst, and approved unanimously by voice vote, with 5 ayes.



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9.3 Regional Interoperable Next Generation (RING) Radio System

Chief Correira briefed the Board on the County's plan to implement a new radio system and noted that the project will have future financial impacts for the District. The County intends to bring the system contract to the Board of Supervisors in December. Key concerns include the proposed cost-sharing model, the lack of a defined governance structure, and the need to pursue outside funding sources such as appropriations and grant programs.

Chief Correira asked whether the Board supported the Board President working with him to represent the District in discussions with County leadership and advocate for an equitable approach. Directors expressed support for this direction.

Board Comment/Questions:

Directors asked about the proposed cost-sharing amounts, whether participation now would bind the District to future obligations, whether CAL FIRE could be an alternative, the County's accelerated timeline, and whether the new system would improve coverage in known weak areas.

Public Comment: None

No Board action was taken.

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

10.1 Board of Directors Report – Directors

No reports were provided.

10.2 Administrative Report – Chief Officers

Fire Chief Correira provided the following updates:

County Executive Officer: Announced that Nicole Coburn has been appointed as the new CEO and noted early engagement has been positive.

Workers' Compensation: Reported the District's first claim with the new provider; the injury was minor and the vendor's responsiveness has been strong.

Personnel: Held a recent captains' meeting to coordinate additional support for a probationary firefighter who is experiencing some challenges.

Battalion Chief LoFranco provided the following updates:

Paid Call Firefighter Testing: Thanked Brian Green, Jared Vandiver and Patrick Shaughnessy for organizing the annual paid call firefighter testing, which will include a written exam and Firefighter I/II skills stations.

County Training Drill: Reported that personnel are assisting with a countywide drill planned at 10 Victor Square. Thanked Jared Vandiver, Brian Green, and Andy Sundermier for their work as cadre members supporting the training.



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Administrative Services Manager Rodriguez provided the following updates:

Website Redesign: Shared a mock-up of the District's new website and requested Board feedback on layout and content before final approval. Noted improved navigation features, ADA compliance, multi-language translation, enhanced search capability, and options for residents to sign up for email or text alerts. Staff will receive training on site management once the build is complete, and the vendor will provide a full site refresh four years after the site goes live.

11. Correspondence

11.1 Community Outreach- Thank You to Firefighter Shaughnessy for Hosting CPR Bystander Training

The Board received and filed the correspondence.

12. Request for Future Agenda Items

There were no future agenda items requested.

13. Adjournment

The meeting was adjourned at 8:31 p.m.

Attest


Adam Cosner
Board President


Mark Correira
Board Secretary