



**Board of Directors  
Regular Meeting Agenda  
Wednesday, June 10, 2026 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](http://www.scottsvalleyfire.com).

Any person who requires a disability-related modification or accommodation in order to participate in a public meeting should make such a request to Mark Correia, 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: Regular Board Meeting Minutes of May 13, 2026
- 4.2 SVFPD Claims Disbursements for the Month of May 1, 2026 through May 31, 2026 in the Amount of:

Payroll and Benefits:	\$ 612,583.79
General Fund:	\$ 1,056,105.38



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Capital Outlay:	\$ 38,190.00
SCHMIT:	<u>\$ 157,650.67</u>
TOTAL:	\$ 1,864,529.84

## 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
- 5.2 125 Bethany Drive – 96 Unit Affordable Housing Complex

## 6. Public Hearing

- 6.1 Scheduled Public Hearing Regarding AB 2561 Status of Vacancies

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

## 7. Action Items

- 7.1 Joint Powers Agreement - Santa Cruz County Fire Districts
- 7.2 Authorization to Over-Hire by One (1) Full Time Equivalent (FTE) Firefighter
- 7.3 Shared Services Agreement Between Central Fire District of Santa Cruz County and Scotts Valley Fire District
- 7.4 Adopt Resolution 2026-06: Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election

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

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

- 8.1 Board of Directors Report – Directors



8.2 Fire Chief / Administrative Report

**9. Request for Future Agenda Items**

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

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

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

10.2 Public Employee Performance Evaluation  
Title: Fire Chief

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

11.1 Report on closed session items 10.1-10.2

**12. Adjournment**

Next Regularly Scheduled Board Meeting: Wednesday, July 8, 2026 at 7:00 p.m.

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



**MINUTES OF THE  
SCOTTS VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING OF  
May 13, 2026**

**1. Opening Business**

1.1 Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, May 13, 2026 at the City of Scotts Valley Council Chambers. Vice President Weaver called the meeting to order at 7:01 p.m.

1.2 Pledge of Allegiance and Moment of Silence

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

1.3 Roll Call

Director(s) Present:	Vice President Mike Weaver (MW) Director Kris Hurst (KH) Director Zachary Raney (ZH) Director Ron Whittle (RW)
Director(s) Virtual at Alternate Location:	N/A
Director(s) Absent:	President Daron Pisciotta (DP)
Fire District Staff:	Chief Correira Battalion Chiefs McNeil and Stubendorff (Virtually) Fire Marshal Collins Administrative Services Manager Rodriguez

**2. Public Comment (GC §54954.3)**

No public comment(s) made.

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

No amendments were made to the agenda.

**4. Consent Calendar**

4.1 Minutes: Approve Regular Board Meeting Minutes of April 8, 2026



- 4.2 Minutes: Approve Special Board Meeting Minutes of April 8, 2026
- 4.3 Approve SVFPD Claims Disbursements for the Month of April 1, 2026 through April 30, 2026 in the Amount of:

Payroll and Benefits:	\$ 890,836.52
General Fund:	\$ 898,666.24
Capital Outlay:	\$ 49,860.06
SCHMIT:	\$ 152.04
TOTAL:	\$ 1,839,514.86
- 4.4 Resolution 2026-05: Resolution Requesting Temporary Transfer of Funds
- 4.5 Side Letter with IAFF Local 3577 Regarding Acting Out of Classification
- 4.6 Revised Policy 503 Fire Marshal Duty Statement

**Public Comment: None**

**Motion to approve Consent Calendar Items 4.1-4.6 was made by Director Whittle, seconded by Director Hurst, and approved unanimously by voice vote, with 4 ayes.**

## 5. Discussion Items

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

Chief Correira reported that repairs related to a water leak at Fire Station One have been completed, including replacement of damaged cabinetry and countertops. Staff noted that additional facility maintenance needs have been identified at Station Two, including deteriorated cabinetry and water line issues. Future budget discussions may include requests for facility improvements as part of ongoing station maintenance and long-term planning efforts.

Staff also noted that recent repairs at Station One were intended as an interim solution while the District continues evaluating long-term options for the La Madrona site.

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

- 5.2 Regional Interoperable Next Generation (RING) Radio System

Chief Correira provided an update on the Regional Interoperable Next Generation (RING) Radio System project. He reported that the County continues evaluating interoperability solutions, including a VHF overlay option that would allow analog radios to operate within the proposed digital system. Ongoing discussions remain focused on system costs, governance, coverage, and interoperability with fire agencies.



Director Whittle provided comments regarding dispatch integration, interoperability requirements, and the importance of maintaining compatibility with regional and statewide mutual aid resources.

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

### 5.3 Joint Powers Agreement with Santa Cruz County Fire Districts

Chief Correira presented a draft Joint Powers Agreement (JPA) being explored by county fire districts to facilitate analysis and potential development of an alternative regional radio system. He reported that participating agencies are evaluating governance structure, voting provisions, funding mechanisms, and future participation requirements. Staff noted that the Fire Chiefs Association has committed funding to support initial engineering and feasibility work.

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

### 5.4 Ad Hoc Committee: Regionalization Study and Shared Services

Chief Correira provided an update on ongoing discussions with Central Fire regarding shared services. Staff reported that a draft agreement has been prepared and is expected to be reviewed by the respective ad hoc committees prior to returning to the Board for consideration. The proposed agreement would include continuing fire prevention services while providing flexibility for additional cooperative efforts, including training and operational support activities.

Director Whittle reported that discussions with Central Fire have been positive and that both agencies remain interested in exploring additional opportunities for collaboration.

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

### 5.5 Enhanced Infrastructure Financing District

Chief Correira provided an update regarding the proposed Enhanced Infrastructure Financing District (EIFD), including discussion of governance structure, board representation, and project prioritization. Staff noted concerns regarding voting structure and representation within the Public Financing Authority and indicated that additional discussions with participating agencies are ongoing.

Director Whittle expressed cautious support for the concept while noting concerns regarding project prioritization and the District's representation within the proposed governance structure.



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

**6. Action Items**

**6.1 Collection of Impact Fee Memorandum of Understanding with the City of Scotts Valley**

Vice President Weaver noted the memo in the board packet regarding the proposed Memorandum of Understanding with the City of Scotts Valley regarding collection of fire impact fees. It was noted that the City approved the agreement on May 6, 2026, and that the item had previously been reviewed by the Finance and Planning Committee and the Organization and Personnel Committee, both of which recommended approval.

**Public Comment: None**

**Motion to Approve Collection of Impact Fee Memorandum of Understanding with the City of Scotts Valley as presented was made by Director Hurst, seconded by Director Whittle was approved unanimously by voice vote, with 4 ayes.**

**6.2 Policy 401 Fire District Divisions and Programs**

Vice President Weaver noted the memo in the board packet regarding revisions to Policy 401 Fire District Divisions and Programs, noting that the updates provide additional flexibility regarding organizational assignments and program administration. The policy was reviewed by the Organization and Personnel Committee, which recommended approval.

**Public Comment: None**

**Motion to Approve Policy 401 Fire District Divisions and Programs as Presented was made by Director Whittle, seconded by Director Hurst was approved unanimously by voice vote, with 4 ayes.**

**6.3 Resolution 2026-04: Adopting Preliminary Budgets for Fiscal Year 2025-26**

685010	General Fund	\$19,207,937
685030	Capital Outlay / Zone A	\$ 2,283,365
685040	SCHMIT	\$ 803,957

Chief Correira presented the proposed preliminary budgets for Fiscal Year 2026-27, including the General Fund, Capital Outlay/Zone A Fund, and SCHMIT Fund. The presentation included projected revenues and expenditures, fund balances, capital planning,



staffing considerations, cost recovery initiatives, impact fee implementation, and strategic planning priorities.

**Public Comment: None**

**Motion to Approve Resolution 2026-04: Adopting Preliminary Budgets for Fiscal Year 2025-26 as presented and Request Staff to Set a Public Hearing for Adoption of the Final Budget at the Regular Board Meeting Scheduled August 12, 2026, was made by Director Hurst, seconded by Director Whittle and approved unanimously by voice vote, with 4 ayes.**

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

### 7.1 Board of Directors Report – Directors

Vice President Weaver reported on a recent community event held at Happy Valley School, noting strong attendance and positive community engagement. He recognized District personnel who participated in the event and thanked staff for their efforts in representing the District.

### 7.2 Fire Chief / Administrative Report

Battalion Chief McNeil provided the following updates:

**Branciforte Station Community Room:** Reported that construction of the community room and restroom project is nearing completion, with drywall, paint, and tile work substantially complete. Remaining work includes plumbing fixtures, accessibility improvements, and exterior station improvements.

**Apparatus:** Reported that Engine 2512 is out of service due to a rear axle issue requiring warranty repairs. Also reported that the District's new transport vehicle has been placed into service and is currently being utilized for response and operational evaluation.

Fire Marshal Collins provided the following updates:

**Defensible Space Inspections:** Reported that Central Fire defensible space inspectors are conducting inspections within Scotts Valley and will continue expanding inspections into additional areas of the District.

**Fire Prevention Staffing:** Reported that Retired Annuitant Deputy Fire Marshal Greg Vandervoort will be leaving the District. Staff is evaluating temporary inspection coverage options and coordinating with Central Fire to maintain fire prevention services.

Battalion Chief Stubendorff provided the following updates:

**Emergency Operations:** Reported on a recent structure fire response in the Weston Road area, noting successful containment of the fire and preservation of the structure despite access challenges.



**Training:** Reported that three personnel are currently participating in the Battalion Chief Academy and progressing through required task book assignments.

Administrative Services Manager Rodriguez provided the following updates:

**Professional Development:** Reported attendance at a fire administration conference focused on administrative and operational best practices.

**Payroll System Transition:** Reported ongoing implementation of the County's new payroll system and associated training efforts.

**Personnel:** Announced the anticipated return of Administrative Accounting Specialist on June 1 and expressed appreciation for Retired Annuitant Alicia Walton's support during her absence.

Fire Chief Correira provided the following updates:

**Ambulance Deployment:** Staff will be issuing a public information release to inform the community about the ambulance and its deployment within the District. Future discussions regarding regional coordination and potential deployment models will continue.

**Community Events:** The District will be participating in the upcoming Annual Blue and Gold event hosted by the Exchange Club where Engineer/Paramedic Brian Green is to be recognized as Firefighter of the Year. Another upcoming event is the IAFF Local 3577 group hosting their annual Cornhole Tournament fundraiser.

**Cost Recovery Program:** Reported that the District has begun receiving revenue through the motor vehicle collision cost recovery program and that future reports will be provided to the Board.

**Administration:** Reported that preparation of the written quarterly report has been delayed due to implementation of a new records management system. He also provided an update regarding efforts to issue a Request for Proposals for legal services.

## 8. Correspondence

### 8.1 Santa Cruz Sentinel Article Regarding Impact Fees

The Board received and filed the correspondence.

## 9. Request for Future Agenda Items

There were no requests for future agenda items.

## 10. Adjournment

The meeting was adjourned at 8:02 p.m.

Attest \_\_\_\_\_  
Daron Pisciotta  
Board President

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

## Scotts Valley Fire Protection District (SVFPD)

Date: June 10, 2026  
To: Board of Directors  
From: SVFPD  
Subject: Approve Claim Disbursements

---

SVFPD Claims have been approved for payment out of SVFPD Funds totaling \$ 1,864,529.84

These payments have been approved by the Board of Directors during their meeting on June 10, 2026

### May 2025/2026 F.Y.

685010- Payroll and Benefits:	\$ 612,583.79
685010- General Fund:	\$1,056,105.38
685030- Capital Outlay:	\$ 38,190.00
685040- SCHMIT:	\$ 157,650.67

ATTEST \_\_\_\_\_  
Daron Pisciotta  
Board President

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

# Actual Transactions

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

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>												
<b>Object: 51000 – REGULAR PAY-PERMANENT</b>												
2026	11	5/13/2026	PAYPERIOD 10		Expenditures	685010	50	51000	-172,476.88	PAYPERIOD 10PAYDATE 05152026		
2026	11	5/27/2026	PAYPERIOD 11		Expenditures	685010	50	51000	-172,516.48	PAYPERIOD 11PAYDATE 05292026		
2026	11	5/28/2026	DU126132	DU126132	Expenditures	685010	50	51000	13,514.29	Prevention Shared Serv CK6940	C99999	
Total 51000 – REGULAR PAY-PERMANENT									-331,479.07			
<b>Object: 51005 – OVERTIME PAY-PERMANENT</b>												
2026	11	5/13/2026	PAYPERIOD 10		Expenditures	685010	50	51005	-25,019.60	PAYPERIOD 10PAYDATE 05152026		
2026	11	5/27/2026	PAYPERIOD 11		Expenditures	685010	50	51005	-37,437.43	PAYPERIOD 11PAYDATE 05292026		
Total 51005 – OVERTIME PAY-PERMANENT									-62,457.03			
<b>Object: 51010 – REGULAR PAY-EXTRA HELP</b>												
2026	11	5/05/2026	DU125523	DU125523	Expenditures	685010	50	51010	1,643.78	WC Cahir 3/28-4/10/26 CK0737	C99999	
2026	11	5/05/2026	DU125523	DU125523	Expenditures	685010	50	51010	1,643.78	WC Cahir 4/11-4/24/26 CK1999	C99999	
2026	11	5/05/2026	DU125523	DU125523	Expenditures	685010	50	51010	3,360.58	WC Todd 3/27-4/9/2026 CK95902	C99999	
2026	11	5/05/2026	DU125523	DU125523	Expenditures	685010	50	51010	3,360.58	WC Todd 4/10-4/23/2026 CK9598	C99999	
2026	11	5/13/2026	PAYPERIOD 10		Expenditures	685010	50	51010	-5,422.43	PAYPERIOD 10PAYDATE 05152026		
2026	11	5/19/2026	DU125878	DU125878	Expenditures	685010	50	51010	1,200.20	WC Todd 4/24-4/28/26 CK96161	C99999	
2026	11	5/19/2026	DU125878	DU125878	Expenditures	685010	50	51010	1,643.78	WC Cahir 4/25-5/8/26 CK1022960	C99999	
2026	11	5/27/2026	PAYPERIOD 11		Expenditures	685010	50	51010	-4,167.60	PAYPERIOD 11PAYDATE 05292026		
Total 51010 – REGULAR PAY-EXTRA HELP									3,262.67			
<b>Object: 51035 – HOLIDAY PAY</b>												
2026	11	5/13/2026	PAYPERIOD 10		Expenditures	685010	50	51035	-13,436.15	PAYPERIOD 10PAYDATE 05152026		
2026	11	5/27/2026	PAYPERIOD 11		Expenditures	685010	50	51035	-13,436.15	PAYPERIOD 11PAYDATE 05292026		
Total 51035 – HOLIDAY PAY									-26,872.30			
<b>Object: 51040 – DIFFERENTIAL PAY</b>												
2026	11	5/13/2026	PAYPERIOD 10		Expenditures	685010	50	51040	-9,689.28	PAYPERIOD 10PAYDATE 05152026		
2026	11	5/27/2026	PAYPERIOD 11		Expenditures	685010	50	51040	-9,689.28	PAYPERIOD 11PAYDATE 05292026		
Total 51040 – DIFFERENTIAL PAY									-19,378.56			
<b>Object: 52010 – OASDI-SOCIAL SECURITY</b>												
2026	11	5/13/2026	PAYPERIOD 10		Expenditures	685010	50	52010	-3,447.59	PAYPERIOD 10PAYDATE 05152026		
2026	11	5/27/2026	PAYPERIOD 11		Expenditures	685010	50	52010	-3,625.29	PAYPERIOD 11PAYDATE 05292026		
Total 52010 – OASDI-SOCIAL SECURITY									-7,072.88			
<b>Object: 52015 – PERS</b>												
2026	11	5/13/2026	PAYPERIOD 10		Expenditures	685010	50	52015	-37,040.19	PAYPERIOD 10PAYDATE 05152026		
2026	11	5/27/2026	PAYPERIOD 11		Expenditures	685010	50	52015	-37,072.43	PAYPERIOD 11PAYDATE 05292026		
Total 52015 – PERS									-74,112.62			
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2026	11	5/05/2026	DU125523	DU125523	Expenditures	685010	50	53010	50.89	Dental Marsano 4/2026 CK4325	C99999	
2026	11	5/05/2026	DU125523	DU125523	Expenditures	685010	50	53010	50.89	Dental Bustichi 5/2026 CK3521	C99999	
2026	11	5/05/2026	DU125523	DU125523	Expenditures	685010	50	53010	50.89	Dental Pasquini 4/2026 CK1197	C99999	
2026	11	5/05/2026	DU125523	DU125523	Expenditures	685010	50	53010	96.34	Dental Kovacs 5/2026 R4336	C99999	
2026	11	5/08/2026	MAY26HLTH		Expenditures	685010	50	53010	-75,746.84	SV FIRE MAY 2026	V116512	17749
2026	11	5/13/2026	PAYPERIOD 10		Expenditures	685010	50	53010	-750.00	PAYPERIOD 10PAYDATE 05152026		
2026	11	5/13/2026	PAYPERIOD 10		Expenditures	685010	50	53010	2,152.43	PAYPERIOD 10PAYDATE 05152026		
2026	11	5/14/2026	0526SVFD		Expenditures	685010	50	53010	-1,521.02	FIRE RISK MANAG SVFD	V45930	80097560
2026	11	5/14/2026	0526SVFD		Expenditures	685010	50	53010	-4,607.26	HEALTH CARE EMP SVFD Group 367	V108670	02009355
2026	11	5/14/2026	DU125792	DU125792	Expenditures	685010	50	53010	50.89	Dental Pasquini 5/2026 CK1201	C99999	
2026	11	5/14/2026	DU125792	DU125792	Expenditures	685010	50	53010	50.89	Dental Lipkowitz 5/2026 CK860	C99999	
2026	11	5/19/2026	DU125878	DU125878	Expenditures	685010	50	53010	100.83	Dental Kovacs 1 & 6/26 R4340	C99999	
2026	11	5/19/2026	DU125878	DU125878	Expenditures	685010	50	53010	50.89	Dental Marsano 5/26 R4339	C99999	
2026	11	5/20/2026	0526SVFD		Expenditures	685010	50	53010	-1,147.45	WALTON, ALICIA SVFD	V119128	80097785
2026	11	5/20/2026	0526SVFD		Expenditures	685010	50	53010	-1,115.76	LOFRANCO, SAL SVFD	V105221	80097783
2026	11	5/20/2026	0526SVFD		Expenditures	685010	50	53010	-670.31	RONZANO, CHRIST SVFD	V111324	80097784
2026	11	5/22/2026	0526SVFD		Expenditures	685010	50	53010	-693.26	WHITTLE, RONALD SVFD	V102822	80097873
2026	11	5/22/2026	0526SVFD		Expenditures	685010	50	53010	-672.45	PHINN, MIKE SVFD	V103782	80097870
2026	11	5/22/2026	0526SVFD		Expenditures	685010	50	53010	-2,814.59	BIDDLE, MIKE SVFD	V105980	80097868

# Actual Transactions

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

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>												
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2026	11	5/22/2026	0526SVFD		Expenditures	685010	50	53010	-1,169.00	MCMURRY, MICHA SVFD	V105430	80097869
2026	11	5/22/2026	0526SVFD		Expenditures	685010	50	53010	-787.11	VANDERVOORT, GR SVFD	V122411	80097872
2026	11	5/22/2026	0526SVFD		Expenditures	685010	50	53010	-838.00	THEILEN, LOTHAR SVFD	V117701	80097871
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-89,878.11			
<b>Object: 53015 – UNEMPLOYMENT INSURANCE</b>												
2026	11	5/13/2026	PAYPERIOD 10		Expenditures	685010	50	53015	-26.67	PAYPERIOD 10PAYDATE 05152026		
Total 53015 – UNEMPLOYMENT INSURANCE									-26.67			
<b>Object: 55021 – OTHER BENEFITS MISC</b>												
2026	11	5/13/2026	PAYPERIOD 10		Expenditures	685010	50	55021	-2,284.61	PAYPERIOD 10PAYDATE 05152026		
2026	11	5/27/2026	PAYPERIOD 11		Expenditures	685010	50	55021	-2,284.61	PAYPERIOD 11PAYDATE 05292026		
Total 55021 – OTHER BENEFITS MISC									-4,569.22			
Total 50 – SALARIES AND EMPLOYEE BENEF									-612,583.79			
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61110 – CLOTHING &amp; PERSONAL SUPPLIES</b>												
2026	11	5/14/2026	INV1066519		Expenditures	685010	60	61110	-3,204.81	L N CURTIS & SO SVFD Cust 3627	V115989	80097561
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	61110	-2,273.39	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-5,478.20			
<b>Object: 61125 – UNIFORM REPLACEMENT</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	61125	-284.72	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 61125 – UNIFORM REPLACEMENT									-284.72			
<b>Object: 61217 – RADIO</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	61217	-372.76	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 61217 – RADIO									-372.76			
<b>Object: 61221 – TELEPHONE-NON TELECOM 1099</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	61221	-2,808.61	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 61221 – TELEPHONE-NON TELECOM 1099									-2,808.61			
<b>Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	61425	-703.34	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-703.34			
<b>Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV</b>												
2026	11	5/27/2026	0526SVFD2		Expenditures	685010	60	61720	-42.64	SCARBOROUGH LUM SVFD Acct 1169	V1233	80098025
2026	11	5/27/2026	CI055827		Expenditures	685010	60	61720	-1,586.22	GOLDEN STATE EM SVFD PIE-0143	V129826	02010240
2026	11	5/27/2026	CI055828		Expenditures	685010	60	61720	-723.54	GOLDEN STATE EM SVFD PIE-0143	V129826	02010240
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	61720	-3,594.92	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-5,947.32			
<b>Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES</b>												
2026	11	5/06/2026	18014		Expenditures	685010	60	61725	-2,160.48	Pagoda Technolo SVFD	V125184	80097213
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-2,160.48			
<b>Object: 61730 – MAINT-OTH EQUIP-SERVICES</b>												
2026	11	5/14/2026	4-22-26-01		Expenditures	685010	60	61730	-3,960.00	PRECISION HYDRO SVFD PO# 25-04	V43572	80097562
2026	11	5/14/2026	INV1063840		Expenditures	685010	60	61730	-2,726.84	L N CURTIS & SO SVFD Cust 3627	V115989	80097561
2026	11	5/27/2026	116715		Expenditures	685010	60	61730	-66.66	Santa Cruz Fire SVFD	V125908	80098024
Total 61730 – MAINT-OTH EQUIP-SERVICES									-6,753.50			
<b>Object: 61848 – MAINT-STRUCT/GRDS-OTH-SRV</b>												
2026	11	5/06/2026	0426SVFD1		Expenditures	685010	60	61848	-819.17	SCARBOROUGH LUM SVFD Acct 1169	V1233	80097214
2026	11	5/27/2026	0526SVFD1		Expenditures	685010	60	61848	-623.75	SCARBOROUGH LUM SVFD Acct 1169	V1233	80098025
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	61848	-4,230.58	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 61848 – MAINT-STRUCT/GRDS-OTH-SRV									-5,673.50			

# 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
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61920 – MEDICAL, DENTAL &amp; LAB SUPPLIES</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	61920	-125.97	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-125.97			
<b>Object: 62020 – MEMBERSHIPS</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	62020	-135.00	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62020 – MEMBERSHIPS									-135.00			
<b>Object: 62111 – MISCELLANEOUS EXPENSE-SERVICES</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	62111	-36.04	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62111 – MISCELLANEOUS EXPENSE-SERVICES									-36.04			
<b>Object: 62219 – PC SOFTWARE PURCHASES</b>												
2026	11	5/06/2026	18044		Expenditures	685010	60	62219	-284.41	Pagoda Technolo SVFD	V125184	80097213
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	62219	-311.54	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62219 – PC SOFTWARE PURCHASES									-595.95			
<b>Object: 62223 – SUPPLIES</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	62223	-52.51	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62223 – SUPPLIES									-52.51			
<b>Object: 62301 – ACCOUNTING AND AUDITING FEES</b>												
2026	11	5/27/2026	1578OT		Expenditures	685010	60	62301	-2,475.00	FOSTER & FOSTER SVFD	V44830	80098023
Total 62301 – ACCOUNTING AND AUDITING FEES									-2,475.00			
<b>Object: 62381 – PROF &amp; SPECIAL SERV-OTHER</b>												
2026	11	5/14/2026	429248		Expenditures	685010	60	62381	-187.50	VOYA RETIREMENT SVFD	V31933	02009293
2026	11	5/14/2026	65945		Expenditures	685010	60	62381	-2,175.00	CSG CONSULTANTS SVFD	V121100	80097564
2026	11	5/27/2026	790470		Expenditures	685010	60	62381	-2,443.88	ATKINSON ANDELS SVFD	V48005	02010239
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	62381	-1,000.00	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62381 – PROF & SPECIAL SERV-OTHER									-5,806.38			
<b>Object: 62715 – SMALL TOOLS &amp; INSTRUMENTS</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	62715	-582.36	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62715 – SMALL TOOLS & INSTRUMENTS									-582.36			
<b>Object: 62826 – EDUCATION AND/OR TRAINING</b>												
2026	11	5/22/2026	0526SVFD		Expenditures	685010	60	62826	-37.70	NEHF, JOSH SVFD	V129723	02010051
2026	11	5/27/2026	0526SVFD		Expenditures	685010	60	62826	-108.00	CORREIRA, MARK SVFD	V45946	02010179
2026	11	5/27/2026	0526SVFD		Expenditures	685010	60	62826	-138.07	BRIDGES, MEGAN SVFD	V126414	02010178
2026	11	5/27/2026	0526SVFD		Expenditures	685010	60	62826	-253.81	RODRIGUEZ, ALYS SVFD	V47770	02010180
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	62826	-975.00	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62826 – EDUCATION AND/OR TRAINING									-1,512.58			
<b>Object: 62890 – SUBSCRIPTIONS BOOKS &amp; ED MATER</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	62890	-119.99	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62890 – SUBSCRIPTIONS BOOKS & ED MATER									-119.99			
<b>Object: 62914 – EDUCATION &amp; TRAINING(REPT)</b>												
2026	11	5/06/2026	0426SVFD2		Expenditures	685010	60	62914	-532.27	SCARBOROUGH LUM SVFD Acct 1169	V1233	80097214
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	62914	-3,738.67	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62914 – EDUCATION & TRAINING(REPT)									-4,270.94			
<b>Object: 62920 – GAS, OIL, FUEL</b>												
2026	11	5/06/2026	867081		Expenditures	685010	60	62920	-3,445.13	WESTERN STATES SVFD	V39738	02007742
2026	11	5/27/2026	867654		Expenditures	685010	60	62920	-2,400.75	WESTERN STATES SVFD	V39738	02010241
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	62920	-165.01	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62920 – GAS, OIL, FUEL									-6,010.89			
<b>Object: 63074 – UTILITIES</b>												
2026	11	5/13/2026	0526SVFD1		Expenditures	685010	60	63074	-210.85	PACIFIC GAS AND SVFD	V129169	02009292
2026	11	5/13/2026	0526SVFD2		Expenditures	685010	60	63074	-113.95	PACIFIC GAS AND SVFD	V129169	02009292
2026	11	5/13/2026	0526SVFD3		Expenditures	685010	60	63074	-346.44	PACIFIC GAS AND SVFD	V129169	02009292
2026	11	5/13/2026	0526SVFD4		Expenditures	685010	60	63074	-829.79	PACIFIC GAS AND SVFD	V129169	02009292

## Actual Transactions

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

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 63074 – UTILITIES</b>												
2026	11	5/13/2026	0526SVFD5		Expenditures	685010	60	63074	-849.37	PACIFIC GAS AND SVFD	V129169	02009292
2026	11	5/29/2026	0526SVFD		Expenditures	685010	60	63074	-1,848.94	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 63074 – UTILITIES									-4,199.34			
Total 60 – SERVICES AND SUPPLIES									-56,105.38			
<b>Character: 80 – FIXED ASSETS</b>												
<b>Object: 86110 – BUILDINGS AND IMPROVEMENTS</b>												
2026	11	5/06/2026	0526SVFD		Expenditures	685010	80	86110	-1,000,000.00	CA COOPERATIVE SVFD CA-01-0273	V46277	80097212
Total 86110 – BUILDINGS AND IMPROVEMENTS									-1,000,000.00			
Total 80 – FIXED ASSETS									-1,000,000.00			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-1,668,689.17			

## Actual Transactions

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

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL</b>												
<b>Character: 80 – FIXED ASSETS</b>												
<b>Object: 86110 – BUILDINGS AND IMPROVEMENTS</b>												
2026	11	5/22/2026	648-52026		Expenditures	685030	80	86110	-38,190.00	MANDELLA, JOHN SVFD	V43108	02010050
Total 86110 – BUILDINGS AND IMPROVEMENTS									-38,190.00			
Total 80 – FIXED ASSETS									-38,190.00			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-38,190.00			

# Actual Transactions

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

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure:	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61221 – TELEPHONE-NON TELECOM 1099</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685040	60	61221	-76.02	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 61221 – TELEPHONE-NON TELECOM 1099									-76.02			
<b>Object: 62371 – MANAGEMENT SERVICES</b>												
2026	11	5/14/2026	SCHMIT25265		Expenditures	685040	60	62371	-9,000.00	SCOTTS VALLEY F SVFD	V128300	02009357
Total 62371 – MANAGEMENT SERVICES									-9,000.00			
<b>Object: 62715 – SMALL TOOLS &amp; INSTRUMENTS</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685040	60	62715	-4,476.57	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62715 – SMALL TOOLS & INSTRUMENTS									-4,476.57			
<b>Object: 62920 – GAS, OIL, FUEL</b>												
2026	11	5/29/2026	0526SVFD		Expenditures	685040	60	62920	-98.08	U S BANK CORPOR SVFD 4246-0445	V992019	80098132
Total 62920 – GAS, OIL, FUEL									-98.08			
Total 60 – SERVICES AND SUPPLIES									-13,650.67			
<b>Character: 70 – OTHER CHARGES</b>												
<b>Object: 75268 – OTHER CHARGES-OTHER</b>												
2026	11	5/14/2026	SCHMIT25261		Expenditures	685040	70	75268	-54,000.00	CENTRAL FIRE PR SVFD	V116886	02009354
2026	11	5/14/2026	SCHMIT25262		Expenditures	685040	70	75268	-36,000.00	SANTA CRUZ FIRE SVFD	V120003	02009356
2026	11	5/14/2026	SCHMIT25263		Expenditures	685040	70	75268	-54,000.00	SCOTTS VALLEY F SVFD	V128300	02009357
Total 75268 – OTHER CHARGES-OTHER									-144,000.00			
Total 70 – OTHER CHARGES									-144,000.00			
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP									-157,650.67			
									-1,864,529.84			



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Hon Board of Directors

FROM: Mark Correira, Fire Chief

DATE: June 10, 2026

RE: Board Memo 2026-23: Public Hearing Regarding Status of Vacancies, Recruitment, and Retention Efforts for Calendar Year 2025 Pursuant to AB 2561

---

## **Recommendation**

Conduct the public hearing regarding the status of District vacancies, recruitment, and retention efforts in compliance with Assembly Bill 2561 (Government Code Section 3502.3) and receive the report.

## **Background**

Assembly Bill 2561 (AB 2561) requires local public agencies to publicly report on workforce vacancies, recruitment efforts, retention efforts, and potential policy or procedural changes that may reduce barriers to hiring. The statute further requires that this information be presented during a public hearing of the governing body and that recognized employee organizations be provided an opportunity to address the Board regarding these matters.

In accordance with AB 2561, the District provided notice to all recognized bargaining groups regarding the scheduled public hearing and their opportunity to provide input.

The attached presentation provides the District's AB 2561 report for Calendar Year 2025.

The District began 2025 with 30.6 full-time equivalent (FTE) positions and remained fully staffed at its operational staffing level of 28.6 FTEs throughout the majority of the year. A single vacancy occurred in December 2025, resulting in a year-end vacancy rate of 3.5% and an average vacancy rate of approximately 0.3% for the reporting period.

During Calendar Year 2025, the District experienced three voluntary separations. Two separations occurred while the District remained staffed above its operational staffing level following the Branciforte Fire Protection District consolidation and did not create vacancies requiring recruitment. One separation resulted in a recruitable vacancy.

The District reviewed its recruitment and retention practices and identified potential challenges common throughout the fire service industry, including regional workforce competition, compensation competitiveness, and the time required to complete background and medical screening processes. To address these challenges, the District will continue evaluating compensation and benefits, expanding recruitment outreach efforts, and pursuing partnerships with regional training and recruitment programs.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

As of December 31, 2025, no bargaining unit exceeded the vacancy thresholds identified in AB 2561.

## **ATTACHMENTS**

1. AB 2561 Presentation – Status of District Vacancies, Recruitment, and Retention Efforts for Calendar Year 2025.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

AB 2561 Presentation: Status of District Vacancies, Recruitment, and Retention Efforts in Calendar Year 2025

**PRESENTED BY ALYSSA RODRIGUEZ, ADMINISTRATIVE SERVICES MANAGER**



## WHAT IS AB 2561?

---

Assembly Bill 2561 mandates that specific public agencies provide formal, transparent, and public disclosures during scheduled governing board sessions regarding workforce capacities and essential public safety coverage.

## STATUTORY REPORT REQUIREMENTS

---

Per AB 2561, the District must publicly report on:

- > Current vacancy rates throughout the District
- > Specific recruitment and retention activities conducted
- > Necessary policy or procedural changes to reduce hiring barriers

# PRESENTATION AGENDA SVFD

---



## 01. DISTRICT INFO

Comprehensive workforce configurations, operational divisions, and active public services rendered.



## 02. VACANCY DATA

Authorized FTE positions, monthly vacancy ratios, and specific personnel exit classifications.



## 03. SOURCING STRATEGY

The structured recruitment workflow, onboarding cycles, and systemic hiring challenges.



## 04. RETENTION FOCUS




District-wide turnover rates, bargaining unit metrics, and community stability protocols.

# WORKFORCE INFORMATION SVFD



## BUDGETED POSITIONS AT THE START OF 2025: 30.6 FTE

The Scotts Valley Fire Protection District maintains specialized personnel allocations across three foundational service categories:

-  **Operations Division:** Emergency medical response (ALS), wildland/structure fire suppression, Hazmat response , and providing mutual aid.
-  **Fire Prevention:** Code enforcement, inspections , plan reviews, and public risk- reduction outreach.
-  **Administrative Core:** Municipal finance, human resource compliance, board relations, records, and payroll administration.



# CY 2025 VACANCY TRENDS SVFD



Monthly Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Vacancies Created	0	0	0	0	0	0	0	0	0	0	0	1
Vacancies Filled	0	0	0	0	0	0	0	0	0	0	0	0
Remaining Vacancies	0	0	0	0	0	0	0	0	0	0	0	1
Budgeted FTEs*	30.6	28.6	28.6	28.6	28.6	28.6	28.6	28.6	28.6	28.6	28.6	28.6
<b>Vacancy Rate %</b>	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	<b>3.5%</b>

\*District started 2025 at 30.6 FTEs post- Branciforte consolidation, which normalized to 28 .6 active FTEs following January departures . Average Vacancy Rate : 0.3% | High: 3.5% | Low: 0%

# VACANCY TRACKING FRAMEWORK SVFD



The District establishes classifications, historical reasons, and recruiting modes to evaluate workforce gaps:

Bargaining Unit	Classification Options		Reason for Vacancy	Recruitment Activity Type
<ul style="list-style-type: none"> <li>• Chief Officers</li> <li>• Local Union 3577</li> <li>• Confidential Admin</li> <li>• Fire Chief / Unrepresented</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer</li> <li>• Firefighter</li> <li>• Captain</li> <li>• Admin</li> </ul>	<ul style="list-style-type: none"> <li>• Paid Call FF</li> <li>• Engineer</li> <li>• Battalion Chief</li> <li>• Fire Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Promotion / Transfer</li> <li>• Involuntary Separation</li> <li>• Newly Budgeted Position</li> <li>• Retirement / Voluntary Sep</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous / Eligibility List</li> <li>• External &amp; Internal</li> <li>• Internal Only</li> </ul>

# VACANCY TRACKING - 2025 DETAILS SVFD



Individual voluntary attrition records monitored for Calendar Year 2025:

Bargaining Unit	Classification	Reason for Vacancy	Years of District Service
Local Union 3577	Engineer	Voluntary Separation	9 Years
Local Union 3577	Engineer	Voluntary Separation	9 Years
Local Union 3577	Firefighter	Voluntary Separation	2 Years

# THE RECRUITMENT PROCESS SVFD



#	Hiring Process Phase	Strategic Action Item Description
1	<b>Vacancy Created</b>	Departure occurs via voluntary/involuntary separation, retirement, promotion, or new FTE allocations.
2	<b>Requisition Phase</b>	Identify District staffing needs based on vacancy created; board directors evaluate and approve additional funding for staffing (if applicable).
3	<b>Sourcing Choice</b>	Determination made to run internal-only path, mixed external-internal, or pull from existing eligibility list.
4	<b>Job Sourcing Ads</b>	Publish the open role on professional safety association job boards, municipal career pages, and targeted community forums.
5	<b>Evaluations</b>	Oral board panel interview, Chief/Chief Officer interview, written/scenario based exams, thorough background screening, and medical physical screening are administered.
6	<b>Onboarding Placement</b>	Fire Chief extends job offer upon successful completion of all evaluations administered.

# RECRUITMENT ACTIVITY METRICS SVFD



0

ACTIVE VACANCIES FILLED IN CY 2025

## HISTORICAL ACTIVITY PERFORMANCE

Due to highly stabilized staffing during the year, zero active onboardings were finalized. Standard processes remained in reserve:

- > **Sourced from Eligibility List:** 0 Candidates
- > **Sourced via External Search:** 0 Candidates
- > **Sourced via Internal Promotions:** 0 Candidates
- > **Avg Calendar Days to Fill:** N/A

# HIRING PROCESS SOURCING REVIEW SVFD

---



## POTENTIAL OBSTACLES

Salary/Benefit competitiveness, limited regional talent pools, and extensive legal background timelines delaying operational starts.



## MITIGATION CHANGES

Deploying targeted regional public campaigns, dynamic benefits comparisons, and strategic public partnership pools.






## INABILITY TO ADDRESS

Navigating strict budget ceilings, broader regional labor constraints, and required safety background timeline durations.

# IDENTIFIED POTENTIAL OBSTACLES SVFD



## DETAILED BARRIER ANALYSIS

-  **Salary Disparity:** Salaries falling behind related to job titles and duties associated, local market shifts, and the local cost of living.
-  **Limited Sourcing Pool:** The highly competitive market reduces localized candidate availability.
-  **Onboarding Latency:** The duration of medical physical exams and comprehensive security background clearances slows candidate placement.



# CHANGES TO ADDRESS OBSTACLES SVFD

---



## COMPENSATION & BENEFIT SIZING

---

The District continues to evaluate salary scales and overall benefits offered. This ongoing research aims to secure regional parity with adjacent and similar agencies, ensuring SVFD remains a competitive destination.

## REGIONAL SOURCING ALLIANCES




---

Expanding multi-channel community outreach, forming collaborative hiring programs with regional fire academies, and utilizing targeted media campaigns to capture active, qualified candidates.

# INABILITY TO ADDRESS ISSUES SVFD



## SYSTEMIC & REGULATORY CONSTRAINTS

-  **Budget & Union Parity:** Salary adaptations remain constrained by multi-year collective bargaining agreements and strict budget allocations.
-  **Macro Labor Demographics:** The widespread shortage of qualified fire personnel is a systemic national labor market issue.
-  **Statutory Background Mandates:** Key elements of backgrounding cannot be accelerated or shortened.



# RETENTION PERFORMANCE OVERVIEW SVFD



0

**GROWTH-DRIVEN GAPS CREATED**

## RETENTION SOURCING VARIABLES

- > **Total New Gaps in 2025:** 0 Vacancies
- > **Gaps from Newly Budgeted Positions:** 0 Positions
- > **Gaps Sourced via Internal Promotion:** 0 Positions
- > **Gaps Sourced via Internal Transfer:** 0 Positions
- > **Ratio Sourced from Internal Growth:** N/A

# CY 2025 ATTRITION METRICS SVFD

---



**10.5%**

**ANNUAL STAFFING TURNOVER RATE**

## TURNOVER ANALYSIS HIGHLIGHTS

- > **Employee Separations: 3**
- > **Voluntary Separations Creating Vacancies: 1**
- > **Vacancies from Planned Retirements: 0**
- > **Vacancies from Involuntary Separations: 0**
- > **Year-End Vacancy Rate: 3.5%**

# BARGAINING UNIT VACANCY ANALYSIS SVFD



Bargaining unit vacancy metrics evaluated as of December 31, 2025:

Bargaining Unit Group	Active Vacancies	Budgeted FTE Allocations	Active Vacancy Rate
Local Union 3577	1	21.0	4.8%
Chief Officers Group	0	3.0	0.0%
Fire Marshal	0	1.0	0.0%
Confidential Administrative Group	0	2.6	0.0%

**Bargaining units exceeding the statutory 20% critical threshold: NONE**



# THANK YOU



*SCOTTS VALLEY FIRE PROTECTION DISTRICT |  
CALIFORNIA*



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Hon Board of Directors

FROM: Mark Correira, Fire Chief

DATE: June 10, 2026

RE: Board Memo 2026-19: Regional Fire Districts Joint Powers Authority of Santa Cruz County Joint Powers Agreement

---

## **Recommendation**

Approve

## **Background**

The Santa Cruz County Fire Districts have developed a draft Joint Powers Agreement (JPA) document for consideration by their respective agencies. The Agreement's purpose is to collaborate on hiring a firm to evaluate designing and building an independent public safety radio system. This JPA will enable the group to solicit quotes, create a funding model, and advance this project if participating agencies agree.

The attached JPA identifies members, establishes a board of directors, and creates a Radio Communication Systems Fund. The proposed voting structure requires a majority of the Board, with a 4/5ths requirement for specific actions.

A quorum for meetings shall consist of a majority of the Board, or four Board members. The Board may only take action through an affirmative vote of a majority of the quorum, except where 4/5ths majority approval is required to issue and approve debt or assess member contributions, with each Member Agency's appointed director entitled to vote. Due to varying agency sizes, the group preferred a higher threshold for member contributions and debt management.

The Santa Cruz County Fire Chiefs Association has approved the transfer of \$100,000 to this JPA once established. These funds will be used for the design and architecture phase to determine the cost of building a separate radio system.

The proposed JPA was placed the May 13, 2026 Board agenda for discussion only. No edits or comments were received. The District's General Counsel has reviewed and approved the agreement to form. Staff is recommending adoption of the JPA.

**Regional Fire Districts Joint Powers [MC1] Authority  
Of Santa Cruz County**

Joint Powers Agreement

This Agreement is made and entered into by and between the Boulder Creek Fire Protection District (hereinafter referred to as "Boulder Creek"), Ben Lomond Fire Protection District (hereinafter referred to as "Ben Lomond"), Central Fire Protection District of Santa Cruz County (hereinafter referred to as "Central"), Felton Fire Protection District (hereinafter referred to as "Felton"), Scotts Valley Fire Protection District (hereinafter referred to as "Scotts Valley"), and Zayante Fire Protection District (hereinafter referred to as "Zayante") (collectively referred to herein as the "Agencies", or individually as an "Agency"), relating to the joint exercise of powers as the "Regional Fire Districts Joint Powers Authority of Santa Cruz County", a Joint Powers Authority pursuant to the California Joint Exercise of Powers Act (Gov. Code §§ 6500 et seq.)."

WHEREAS, the Agencies are all "[MC2][JM3]public agencies of the State of California, authorized, pursuant to Government Code Sections 6500 et seq., and thereby authorized to enter into a joint powers agreement to exercise powers common to them"; and

WHEREAS, the Agencies recognize that substantial economies and enhanced services can be provided by coordination of activities and joint operation of some services; and

WHEREAS, with the growth in the community and changes in emergency service organizational demands, the Agencies desire to enter into this Regional Fire Districts Joint Powers Authority agreement to coordinate specific public safety services, including but not limited to communication systems.

NOW THEREFORE, the undersigned Agencies, in consideration of the mutual promises, covenants, and conditions contained herein, agree to the following [MC4][JM5]joint powers agreement as follows:

1. Definitions: Certain terms used in this agreement shall have the meanings as provided in this section.
  - (a) "Board" - the Board of Directors of the Regional Fire Districts Authority of Santa Cruz County.
  - (b) "JPA" - short-form name for (RFDA) Regional Fire Districts Joint Powers Authority of Santa Cruz County.
  - (c) "Member Agency" - one of the public agencies which has executed this JPA and joined in the agreement.
  - (d) "Non-Member Participating Agency" - A public agency that participates in one or more individual service agreements without becoming a member agency of the JPA and who do not possess the right to vote on the general business or governance of the JPA. Non-member participating agencies must be approved the board of the JPA and will only have participation rights as described in the service agreement.
  - (e) "Service Agreement" - an agreement between the Agencies and any joining Non-Member Participating Agency, pursuant to this Agreement, which establishes how a specific service will be provided and funded.

2. Formation of the Regional Fire Districts Joint Powers Authority of Santa Cruz County. The Agencies, with the consent of their respective legislative bodies, hereby join together for the purpose of providing joint services and to create a joint powers agency to be named "The Regional Fire Districts Joint Powers Authority", which shall be a separate entity from the member agencies who are parties to this agreement, to exercise the powers described herein.

3. Term.

(a) Effective Date. This Agreement shall commence and the JPA become effective on the date that the last Party executes this Agreement (the "Effective Date"), and may terminate at any time upon the affirmative vote of a majority of the Member Agencies (the "Term").

(b) Termination/Withdrawal. Any Agency may withdraw from the JPA by providing six months' notice to the Board, advising the other Agencies in writing that its participation in this Agreement shall terminate at the end of those six months.

(c) Effect of Termination/Withdrawal. Each Agency that participates herein shall, upon termination or withdrawal, remain liable for its proportionate share of any outstanding debt service for system-wide costs which exist at the time of termination. [MC6][JM7] In addition, each Agency shall, upon termination, remain liable for its proportionate share of legal fees and costs, including payment of claims, attributable to uninsured claims, made after the termination of the agreement based upon incidents which occurred when the Agreement was in effect.

4. Contributions: To continue support for existing services, Member Agencies shall be required to make annual contribution amounts as may be determined by the Board, as determined by a 4/5th vote. The Board shall establish any initial contribution levels at a future meeting of the Board, and such levels shall be effective upon written notice to the Member Agencies.

This shall include a fund for the following JPA services:

(1) Radio Communication Systems Fund.

5. Service Authorized Under This Agreement.

(a) The JPA is authorized to and will provide the following services to the Member Agencies:

(1) Emergency communications system infrastructure.

(b) The JPA shall have the authority to provide additional services and programs that are within the scope of responsibilities of the fire services [MC8] to those Member Agencies and Non-Member Participating Agency that desire to participate in them.

6. Organization of JPA.

(a) Governance by Board. The overall function of the JPA shall be governed by a Board of Directors appointed by the Member Agencies. The Board shall be organized and operated as provided under Section 7 below.

(b) Non-Member Participating Agency. At the time of formation of this JPA, the following Parties are listed as Non-Member Participating

Agencies:

(1) Santa Cruz County Fire Department

- (c) Service Agreements. For each service to be provided by the JPA, there shall be a separate Service Agreement between the Member Agencies and any Non-Member Participating Agency (collectively, the "Participating Agencies") setting forth the terms and conditions governing the provision of that service. Each such Service Agreement shall provide for representatives from the Participating Agencies to oversee the provision of service under that Service Agreement. A Participating Agency may participate in individual Service Agreements without becoming a Member Agency of the JPA. Any Non-Member Participating Agency must be approved by the JPA Board by a majority vote and will have the participation rights as provided in that particular Service Agreement. The JPA Board shall approve all Service Agreements prior to implementation of the service. Each service provided through the JPA shall have dedicated funding provided, a portion of which will be allocated, on a prorated basis, to fund the proportionate costs of administration and overhead of the JPA.

7. The JPA Board.

- (a) Creation. There is hereby created the Joint Powers Board of Directors ("Board"), which shall be responsible for administering this agreement.
- (b) Composition. The Board shall be comprised of one voting member for each Member Agency, and an alternate who may only vote in the event the regular director is absent. Non-Member Participating Agencies are not entitled to a seat on the Board. Each Member Agency shall appoint a director and alternate to the Board from their own governing body to serve at the will and pleasure of the appointing agency. The alternate director shall either be another director of the Member Agency or its fire chief.
- (c) Meetings. The Board shall act only at meetings noticed and agendized in compliance with the Ralph M. Brown Act and any other applicable law. Meetings shall be called by the Chair or the Vice-Chair, or at the written request of any three directors. Except in an emergency or other circumstances as determined by the Chair as determined by the Chair, Directors shall receive notice, an agenda, and other meeting materials at least seven (7) days before the meeting. Minutes shall be taken of all meetings and distributed to all directors for review and approval by the Board at a subsequent meeting.
- (d) Voting. A quorum for a meeting shall be a majority of the Board, or four Board members. Action may only be taken by the Board through the affirmative vote of a majority of the quorum, except where 4/5th majority approval is required to issue and approve debt or assess member contributions, with each Member Agency's appointed director entitled to vote. Actions of the Board shall be effective upon approval of a 4/5<sup>th</sup> majority of the members of the Board. In the event of a tie vote, the Board agrees to reopen discussion of the item and again vote until there is a majority action.
- (e) Officers. Annually, in January of each year, the Chair, Vice-Chair, Treasurer, and Board Secretary shall be elected annually at the first Board meeting of each calendar year from the Directors

by a majority vote.

- (1) Chair. The Chair shall preside at all Board meetings and sign all necessary documents on behalf of the JPA. The Chair shall determine the scheduling and content of agendas for all meetings, be responsible for overseeing the preparation of the Board and Committee agendas, shall certify all board actions and oversee the maintenance of all JPA records. The Chair may delegate responsibilities to staff, board committees, or other board members as appropriate.
  - (2) Vice-Chair. The Vice-Chair shall preside at meetings in the absence of the Chair and assume the other duties of the Chair in his or her absence.
  - (3) Treasurer. The Treasurer shall be responsible for overseeing the financial affairs of the JPA, including the preparation of the budget and issuance of warrants as provided herein. The Treasurer shall not be the same person currently serving as the Chair or Vice Chair of the Board. The Treasurer shall have the powers and duties set forth in Government Code Section 6505.5, including the duty to receive and disburse all JPA funds and to provide a monthly financial report to the Board[VT9][JM10].
  - (4) Board Secretary. The Board Secretary shall be responsible for the integrity of the JPA governance process. The Board Secretary ensures that all Board actions are documented, legal notices are posted in compliance with state law, and official records are maintained and accessible to the public.
- (f) No Compensation. Directors and alternate directors shall receive no compensation for their services as directors of the Board but shall be entitled to reimbursement for actual and necessary expenses incurred in connection with the business of the JPA. Any reimbursement must be approved, in advance, by the JPA board.

8. Powers of the Board.

The JPA shall have all powers of a public agency reasonably necessary to accomplish its purposes, including without limitation, the following:

- (a) To enter into contracts with public and private entities and individuals to procure necessary services and materials; provide that no contract shall bind the JPA for period in excess of three years, unless all member agencies give their written consent thereto.
- (b) To employ counsel and sue and be sued in its own name.
- (c) To acquire real property within the County of Santa Cruz by any means, to hold, manage, occupy, and dispose of real property.
- (d) To appoint necessary employees and independent contractors, to define their qualifications, and duties and establish appropriate compensation programs.
- (e) To consider and approve agreements with other entities or agencies who are not member agencies of the JPA, but provide appropriate public services which could benefit the citizens of Santa Cruz County.

9. JPA Finances.

- (a) Assessment of Member Agencies and Non-Member Participating Agencies. Member Agencies and Non-Member Participating Agencies shall be assessed for the costs of operation of the JPA as follows:
- (1) General Services: The basic costs of operation of the JPA, including administration and general overhead shall be shared equally by the Member Agencies. Non-Member Participating Agencies shall contribute a prorated share based as determined by the Member Agencies. If a Member Agency or Non-Member Participating Agency consolidates or withdraws from the JPA, the cost shall be reapportioned among the remaining Member Agencies and Non-Member Participating Agencies so that the cost is shared equally among the remaining agencies.
  - (2) Specific Services: The cost of providing each specific service shall be apportioned amongst the Member Agencies and Non-Member Participating Agencies in the manner as they agree in the Service Agreement for that service.
- (b) Budgeting. Each year by April 1<sup>st</sup>, the JPA Treasurer, in consultation with other Board Officers, and service committees, shall prepare a budget for general services and each specific service for the following fiscal year. The budget for each specific service shall be approved by the appropriate service committee by May 15<sup>th</sup> and adopted by majority (or unanimous?) vote of the Board, not later than June 1<sup>st</sup> of each year. The Board shall hold a public hearing on the proposed budget, which shall be held at a regular meeting of the Board. The proposed budget will be presented to the Board by the Chair at this hearing. Copies of the proposed budget shall be available for public inspection at least ten days prior to the public hearing.
- (c) Debt and Liabilities. To the full extent authorized by California Government Code section 6508.1, the debts, liabilities, and obligations of the JPA shall not constitute debts, liabilities, or obligations of the Member Agencies or their respective members, officers, directors, employees or agents, with the exception of retirement liabilities of the JPA if the JPA contracts with a public retirement system. Each Member Agency's obligation hereunder is expressly limited only to the appropriation and contribution of such funds as may be levied pursuant to this Agreement or as the Member Agencies may agree.
- (d) Financial Operation. All monies of the JPA shall be deposited to the Regional Fire Districts Joint Powers Authority bank account(s), where they will maintain said funds in separate accounts on behalf of the JPA, and provide periodic statements to the JPA of activities on the accounts. All purchases will adhere to the JPA Purchasing Policy (Appendix A) attached. Expenditures for such funds shall only be made upon warrant requests signed by two authorized Board Directors. The Board shall establish each year at their organizational meeting, authority for five directors to sign warrant requests. The five authorized directors shall include the three Board Officers and two additional directors. No expenditures may be made by Board Officers unless authorized under an approved budget, or the expenditure is specifically authorized by the JPA Board or service committee.

- (e) Audit. The Board shall retain an experienced, certified public accountant to audit the books of the JPA after the close of every other fiscal year beginning FY2027. The auditor shall be requested to review all financial procedures and prepare a management letter for the Board as to any recommended modifications to those procedures. Copies of the audit shall be sent to each member agency.
10. Property of the JPA[VT11]. Except as otherwise specified in any service agreements, all real property, equipment, materials, and other assets of the JPA shall be considered the joint property of the Member Agencies. Upon termination of the JPA, the JPA assets which are not governed by separate service agreements shall be distributed equally to all members, or they shall be liquidated and the proceeds distributed equally to member agencies or as otherwise agreed to in writing by the member agencies.
- (a) This JPA shall remain in force and effect until terminated by majority vote of the board or withdrawal of all member agencies.
- (b) A member agency may withdraw from this JPA only at the end of a fiscal year and upon at least six months prior written notice to the Board. Upon withdrawal, a Member Agency or Non-Member Participating Agency shall not be entitled to a reimbursement for any JPA assets or cash equivalent thereof. The withdrawing agency shall remain liable along with the other members for any liability incurred by the JPA while it was a member of the joint powers agency, to the extent that the liability cannot be satisfied out of JPA assets. The withdrawing agency shall further be liable for its share of any long term contract which it expressly consented to pursuant to Section 6.(a) above, unless the remaining members agree to assume the withdrawing agency's share.
- (c) A Member Agency may be removed from this Agreement upon: a) Material breach of this Agreement that remains uncured after thirty (30) days written notice and opportunity to correct the material breach; b) Failure to pay required contributions for [ninety (90)] consecutive days after written demand; c) unanimous vote of the remaining Member Agencies following thirty (30) days written notice and opportunity for the subject agency to be heard.
- (d) New Member Agency(s) may only be added by a 4/5 majority vote of the Board and through a revision of the JPA Agreement.
11. Insurance. The JPA shall obtain such insurance protection as determined necessary by the Board to protect the interests of the JPA with limits of liability consistent with best practices. The JPA may use self-insurance and may contract with a Member Agency for insurance services.
12. Government Code Section 6509 Public Entity Designee. In accordance with California Government Code section 6509, the JPA shall exercise its powers in the manner by which Regional Fire Districts Authority exercises its powers, except to the extent this Agreement or the Act specifically provide otherwise. In the event the Regional Fire Districts Authority withdraws as a Member Agency pursuant to this Agreement, the Board shall vote on a replacement public entity designee

13. Disputes. In the event of any dispute, claim, or controversy arising out of or relating to this Agreement, the Parties shall first attempt in good faith to resolve the dispute through informal negotiations.
- (a) Internal Review. The Fire Chief of each Member Agency involved in the dispute shall meet and confer within fifteen days of a written request by any Party.
  - (b) Board Review. If the dispute is not resolved at an internal level, the matter shall be referred to the Board of the JPA for discussion at the next regularly scheduled meeting.
  - (c) Mediation. If the Board is unable to resolve the dispute, the Parties agree to submit the matter to non-binding mediation before a mutually agreed-upon neutral mediator in Santa Cruz County, California, prior to initiating any litigation. The cost of mediation shall be shared equally by the Parties.

Indemnification. Each Party ("Indemnitor") to this Agreement agrees to defend, indemnify, and hold harmless the other Party to this Agreement, and the other Party's respective officials, officers, employees, agents, and volunteers ("Indemnitees") from any claims, demands, damages, and liability of any kind or nature, including attorneys' fees and costs (collectively "Claims") which any Indemnitees may sustain or incur or which may be imposed upon it, but only in proportion to and to the extent that such Claims result from, arise out of, or in any manner are caused by the negligent acts or omissions of the Indemnitor, its officials, officers, employees, volunteers, invitees, or others under Indemnitor's control or authority relating to this Agreement. Indemnitor further agrees to waive any rights of subrogation against Indemnitee as qualified by the previous sentence.

Each Party's respective employees remain subject to the direction and control of their respective employer and shall not be considered to be an employee of the other Party. Each Party shall be responsible for the conduct and acts or omissions of its respective employees and shall incur any liabilities arising out of the acts or omissions of its respective personnel relating to this Agreement.

The JPA shall defend with counsel selected by the JPA in its sole discretion, indemnify, and hold harmless each Member Agency, their [respective][JM12] governing board members, officers, agents, employees, and/or volunteers from any and all claims, losses, damages, costs, injuries, and liabilities of any kind arising from the conduct, activities, operations, acts or omissions of the JPA under this Agreement, except where such indemnification and defense is prohibited by law. The JPA's duty to indemnify each Member Agency pursuant to this Agreement shall survive that Member Agency's withdrawal from the

14. Amendment. The Agreement may be amended only by subsequent written agreement of the Member Agencies. In the event there is a change in law affecting a material term of this agreement, the parties agree to engage in good faith negotiations on a successor agreement within 45 days of the change in law.
15. Construction.
- (a) The Parties acknowledge and agree that this JPA is intended to supplement, and not to supersede, replace, or terminate any other existing Joint Powers Agreement or Memorandum of Understanding currently in effect between or among any of the parties. All such pre-existing agreements shall remain in full force and effect.

- (b) The terms of this Agreement shall be liberally construed to achieve the purposes of this Agreement.
  - (c) The terms of this JPA and any Service Agreements shall be construed to harmonize wherever reasonable possible. However, with respect to the provision of a specific service, the terms of a Service Agreement for that service shall supersede any conflicting terms of this JPA.
16. Severability. If any term or provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.
  17. Governing Law. This Agreement shall be governed by and interpreted in accordance with California law.
  18. Successors. This Agreement shall be binding upon and inure to the benefit of the any successor agency of any member agency.
  19. Entire Agreement. This instrument, and any Service Agreements adopted hereunder, contain the entire agreement between the Parties. Any oral representations or modifications concerning this instrument shall be of no force and effect unless put in writing and signed by the Parties.
  20. Counterparts. This Agreement may be signed in counterpart and shall become binding and effective, as if all had signed a single copy of this agreement, when all of the duly executed signature pages have been received by the Board Secretary. Each member agency shall be given a photocopy of the complete executed Agreement for its records, and the original executed agreement shall be kept in the JPA files. Facsimile, scanned, and electronic signatures shall have the same force and effect as original signatures.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

BOULDER CREEK FIRE PROTECTION DISTRICT

CENTRAL FIRE PROTECTION DISTRICT

\_\_\_\_\_  
 Name:  
 Title: Chair, Board of Directors  
 Date:

\_\_\_\_\_  
 Name:  
 Title: Chair, Board of Directors  
 Date:

BEN LOMOND FIRE PROTECTION DISTRICT

SCOTTS VALLEY FIRE PROTECTION DISTRICT

\_\_\_\_\_  
 Name:  
 Title: Chair, Board of Directors  
 Date:

\_\_\_\_\_  
 Name:  
 Title: Chair, Board of Directors  
 Date:

FELTON FIRE PROTECTION DISTRICT

ZAYANTE FIRE PROTECTION DISTRICT

\_\_\_\_\_  
 Name:  
 Title: Chair, Board of Directors  
 Date:

\_\_\_\_\_  
 Name:  
 Title: Chair, Board of Directors  
 Date:

## Appendix A

### Regional Fire Districts Joint Powers Authority

TITLE: Purchase Policy

#### I. Purpose

The purpose of this Policy is to establish procedures for the purchase of supplies and equipment; to obtain construction and other services by the JPA which will assure the lowest cost commensurate with sound quality and in accordance with appropriate standards and specifications; to provide for positive financial control and to provide for competitive bidding as required by the JPA under a Service Agreement.

#### II. Purchasing Officer:

- a. The JPA Chair is the designated purchasing officer. The Chair may delegate purchasing officer authority.
- b. The Purchasing Officer or designee shall have the authority to:
  - 1) Purchase or contract for supplies, equipment and services required by the JPA in accordance with purchase procedures required by this policy and such other rules and regulations as might be prescribed by resolution of the JPA members.
  - 2) Seek to obtain as full and open competition as possible on all purchases, commensurate with the needs of the JPA.
  - 3) Review and recommend to the JPA Board rules and regulations governing the purchase of supplies, equipment and services.
  - 4) Authorize emergency purchases.

#### III. Purchase Procedure:

- a. The JPA shall purchase equipment, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures.
- b. Bidding is not required in the following cases:
  - 1) Emergency purchases and repairs necessary when unforeseen circumstance require an immediate purchase in order to avoid a substantial hazard to life or property or serious interruption of the operations of the JPA.
  - 2) When the Purchasing Officer or his designee determines that it is in the best interest of the JPA to renew a contract award from the previous contract period.
  - 3) Emergency purchases and repairs necessary when unforeseen when the total amount involved is less than three (\$3,000) dollars.
  - 4) When the commodity is obtained from a verified sole source vendor.

- 5) Books, publications, recordings, and annual periodicals.

IV. Purchases/Informal Bid Procedure:

Purchases under \$3,000 do not require a purchase order (P.O.) or price quote but the purchaser should shop for the best price.

V. Purchases over \$3,000, but less than \$10,000:

- a. Purchase of supplies, equipment or service over \$3000 shall be made only by P.O. No P.O. shall be issued without the prior approval of the Purchasing Officer or designee.
- b. Propose purchases require three (3) quotes (verbal or written).
- c. Quotes must be written if purchase is over \$5,000.

VI. Formal Bidding - When Required:

- a. The purchase of supplies, equipment and services, when required by law and in accordance with statutory requirements of bidding or proposal procedures, as specified in Section VII below, with an estimated value above \$10,000, shall be by written quote.
- b. The Board must authorize the initiation of a formal bid process at a scheduled meeting if the desired item to be purchased is not included in the current annual budget.

VII. Formal Bidding - Solicitation:

a. Notice Inviting Bids for Construction Projects:

- 1) Notices inviting sealed bids shall include a general description of the work to be performed and shall state where bid forms and specifications may be obtained, and the time and place for bid openings. The notice shall specify the amount and form of bidder's security if required. The notice shall state that bids shall be submitted and contracts awarded pursuant to provisions and any resolutions setting forth other applicable rules and regulations.
- 2) Notices inviting bids shall be published at least once in a newspaper of general circulation printed and published in the county and circulated in the JPA area. A notice shall also be posted on a bulletin board at the offices of all JPA members.
- 3) The Board reserves the right to award a contract under this Section VII(a) to the lowest responsive, responsible bidder.

b. Request for Proposals for Services/Goods:

- 1) Requests for proposals for services and/or goods shall include the general description of the services and/or goods to be acquired and shall state where proposal forms and specifications may be obtained, and the time and place for proposal submittals. The request shall specify that proposals shall be submitted and contracts awarded by the JPA pursuant to provisions and any resolutions setting forth other applicable rules and regulations.

- 2) The Board reserves the right to award a contract under this Section VII(b) to the proposer that presents the proposal deemed to be in the best interest of the JPA, cost and other factors, as specified in the request for proposals, considered. The Board shall be the sole judge of the weight and merit of the proposals submitted. The Board is not obligated to award the contract to the Proposer offering the lowest price.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Hon Board of Directors

FROM: Mark Correira, Fire Chief

DATE: June 10, 2026

RE: Board Memo 2026-19: Authorization to Over-Hire by One (1) Full Time Equivalent (FTE) Firefighter

---

## **Recommendation**

Move to Approve

## **Background**

The District anticipates one employee will retire effective August 1, 2026. Historically, vacancies are filled after they occur; staff is requesting authorization to fill this vacancy in advance (July 6).

New hires undergo an onboarding process with Administration and the Union and are trained to Scotts Valley standards. During onboarding, probationary employees work Monday–Friday for one to three weeks before being assigned to shift. This period allows evaluation by all three shifts and ensures proficiency in Scotts Valley procedures. Probationary employees on this schedule do not count toward minimum staffing levels.

The most recent budget authorized 29.5 positions. Staff is requesting approval to hire one additional employee between July 6 and August 1 so the new hire can complete onboarding and be shift-ready when the retirement occurs. Training time is a sunk cost; over-hiring during training reduces backfill and overtime expenses after the vacancy occurs.

In the most recent hiring process, one candidate was advanced into pre-hire requirements with knowledge of the anticipated vacancy. This candidate has completed nearly all pre-hire steps and will be ready to begin employment on July 6.

Staff is recommending approval of over-hiring one position from July 6 through August 1 to allow onboarding and transition prior to the vacancy.

# Attachment "C"

## Resolution No. 2026-06

### Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election

#### Scotts Valley Fire Protection District

Name of City or Special District exactly as it will appear on the ballot

**WHEREAS**, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

**WHEREAS**, the resolution of the governing body of the city or district shall specify the services requested; and

**WHEREAS**, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

**WHEREAS**, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

**WHEREAS**, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

**WHEREAS**, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot, acknowledging that the consolidation election will be held and conducted in the manner prescribed in Section 10418. Upon such request, the Board of Supervisors may order the consolidation; and

**WHEREAS**, pursuant to Elections Code Section 10418, if consolidated, the consolidated election shall be held and conducted, election boards appointed, voting precincts designated, candidates nominated, ballots printed, polls opened and closed, voter challenges determined, ballots counted and returned, returns canvassed, results declared, certificates of election issued, recounts conducted, election contests presented, and all other proceedings incidental to and connected with the election shall be regulated and done in accordance with the provisions of law regulating the statewide or special election, or the election held pursuant to Section 1302 or 1303, as applicable.

**WHEREAS**, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

**WHEREAS**, various district, county, state and other political subdivision elections may be or have been called to be held on November 3, 2026;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the governing body of the

Scotts Valley Fire Protection District

\_\_\_\_\_  
(Name of City/District)

hereby orders an election be called and consolidated with any and all elections also called to be held on November 3, 2026 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Scotts Valley Fire Protection District

\_\_\_\_\_  
(Political Jurisdiction)

and requests the Board of Supervisors of the County of Santa Cruz to order such consolidation under Elections Code Sections 10401, 10403 and 10418.

**BE IT FURTHER RESOLVED AND ORDERED** that said governing body hereby requests the Board of Supervisors to permit the Santa Cruz County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

**Check the following that apply:**

**BE IT FURTHER RESOLVED AND ORDERED** that the Santa Cruz County Elections Department conduct the election for the following offices on the November 3, 2026 ballot:

Seats open	Office	Term	District/Division (if app)
Kris Hurst	Board of Directors	2022-2026	
Zachary Raney	Board of Directors	2022-2026	

- BE IT FURTHER RESOLVED AND ORDERED** that the Santa Cruz County Elections Department shall conduct the election for the attached MEASURE(S) to be voted on at the November 3, 2026 election. (attach 75-word ballot question)

**BE IT FURTHER RESOLVED AND ORDERED THAT** Santa Cruz County Elections Department is requested to:  
[Check one of the following]

- Print the attached measure text exactly as filed or indicated on the filed document in the County Voter Information Guide for the November 3, 2026 election. Cost of printing and distribution of the measure text will be paid for by the city/district.
- Do NOT print the measure text in the County Voter Information Guide. Instead, send a copy to voters upon request at the cost of said city/district.

**BE IT FURTHER RESOLVED AND ORDERED THAT** in accordance with section 9313 and 9280 of the California Elections Code, the County Counsel, District Attorney, or City Attorney is hereby directed to prepare an impartial analysis of this measure.

**PASSED AND ADOPTED** this 10th day of June, 2026 by the following vote:

AYES                      NOES                      ABSENT                      ABSTAIN

Director Mike Weaver  
Director Kris Hurst  
Director Daron Pisciotta  
Director Ron Whittle  
Director Zachary Raney

Attested: \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson of said Governing Board/City Council



