# Board of Directors
# Regular Meeting Agenda
# Wednesday, November 11, 2026 6:00 P.M.
# Scotts Valley City Hall
# 1 Civic Center Drive, Scotts Valley CA 95066

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

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

**1. Opening Business**

1.1 Call to Order

1.2 Pledge of Allegiance and Moment of Silence

1.3 Roll Call

**2. Special Presentation and Recognition**

2.1 Presentation to Kris Hurst for her Public Service as a Member of the Board of Directors

**3. Public Comment (GC §54954.3)**

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

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

**5. Consent Calendar**

(Consent calendar items will be considered and enacted upon by one motion. There will be no separate discussion on items unless a Board Member, Staff, or member of the public requests the removal of the item for separate action.)

5.1 Minutes: Regular Board Meeting Minutes of October 14, 2026

5.2 SVFPD Claims Disbursements for the Month of October 1, 2026 through October 31, 2026 in the Amount of:

| | |
|---|---|
| Payroll and Benefits: | $ 598,149.37 |
| General Fund: | $ 122,756.12 |
| Capital Outlay: | $ 14,092.56 |
| SCHMIT: | $ 2,114.17 |
| TOTAL: | $ 737,112.22 |

5.3 Adoption of Annual Development Impact Fee Report

5.4 Revised Policy 510 Paid Call Firefighter (PCF) Duty Statement

5.5 Approve Purchase of Hurst Extrication Tools in the amount of $58,929.64

5.6 Revised SVFPD Public Salary Schedule version 111126

5.7 Adopt Resolution 2026-11: Establishing Appropriation Limit for Fiscal Year 2026/2027

5.8 Accept the CERBT and CEPPT Account Update Summary as of September 30, 2026

**6. Discussion Items**

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

6.2 Enhanced Infrastructure Financing District (EIFD) update

6.3 Ad Hoc Committee: Regionalization Study and Shared Services

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

7.1 Board of Directors Report – Directors

7.2 Fire Chief / Administrative Report

**8. Correspondence**

8.1 Car Seat Safety Program: Email Thanking for Installation Assistance

8.2 Call for Service: Thank You Card for Smoke Detector Assistance

**9. Closed Session**

9.1 Closed Session Conference with Legal Counsel – Threatened/Anticipated Litigation
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case

The District is in receipt of information concerning facts and circumstances that might result in litigation against the District which are known to a potential plaintiff concerning a FEHA Claim.

9.2 Closed Session Conference with Legal Counsel – Threatened/Anticipated Litigation
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case

The District is in receipt of information concerning facts and circumstances that might result in litigation against the District which are known to a potential plaintiff or plaintiffs concerning compensation.

9.3 Labor Negotiations: Government code §54957.6
Conference with Labor Negotiators: Directors Whittle and Hurst
Employee Organization(s): Local 3577, International Association of Firefighters, Scotts Valley Chief Officers, Scotts Valley Confidential Employees Group, Fire Marshal

**10. Report Out of Closed Session (Government Code § 54957.1)**

10.1 Report Out of Closed Session, Items 9.1-9.3

**11. Action Items**

11.1 Certification of 2026-02 Entry Level Hiring List

11.2 Revised Policy 1500 – Hiring Practices

11.3 Policy 1001 - Fire Chief Performance Appraisal Process

11.4 Side Letter with IAFF 3577: Healthcare Premium Increase for 2027 Calendar Year

11.5 Side Letter with Chief Officers: Healthcare Premium Increase for 2027 Calendar Year, and Inclusion of Spouse in Expanded Post Retirement Healthcare Premium Benefit

11.6 Side Letter with Confidential Employees: Healthcare Premium Increase for 2027 Calendar Year

11.7 Side Letter with Fire Marshal: Healthcare Premium Increase for 2027 Calendar Year, Education and Certification Incentive Pay, and Investigator Pay

**12. Request for Future Agenda Items**

**13. Adjournment**

Next Regularly Scheduled Board Meeting: Wednesday, December 9, 2026 at 6:00 p.m.

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

# MINUTES OF THE
# SCOTTS VALLEY FIRE PROTECTION DISTRICT
# BOARD OF DIRECTORS
# REGULAR MEETING OF
# October 14, 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, October 14, 2026 at the City of Scotts Valley Council Chambers. President Pisciotta called the meeting to order at 6:00 p.m.

### 1.2 Pledge of Allegiance and Moment of Silence

President Pisciotta called for the Pledge of Allegiance and a Moment of Silence.

### 1.3 Roll Call

| | |
|---|---|
| Director(s) Present: | President Daron Pisciotta<br>Vice President Mike Weaver<br>Director Kris Hurst<br>Director Ron Whittle |
| Director(s) Virtual at Alternate Location: | N/A |
| Director(s) Absent: | Director Alexander Titus |
| Fire District Staff: | Chief Correira<br>Battalion Chiefs McNeil and Stubendorff<br>Fire Marshal Collins<br>Administrative Services Manager Rodriguez |

## 2. Special Presentations and Recognition

### 2.1 Promotion and Badge Pinning: Captain/Paramedic Brian Green

The promotion and badge pinning ceremony was postponed and will be rescheduled for a future Board meeting.

### 2.2 Capital Financing Strategies Presentation: Vince Lazalde, Stifel Financial

Vince Lazalde, Managing Director with Stifel Financial, provided a presentation on alternative financing strategies for the proposed La Madrona Fire Station project. The presentation reviewed several funding options, with an emphasis on parcel taxes and Mello-Roos Community Facilities District (CFD) special taxes.

Mr. Lazalde presented preliminary financing scenarios based on project costs ranging from $15 million to $25 million. Based on a $15 million project financed over 30 years, an estimated annual parcel tax of $110 per parcel would be needed to support debt service. Alternative CFD scenarios were also presented, demonstrating how tax rates could vary by property classification to reduce the financial impact on residential property owners.

The presentation also included comparisons of recent fire district tax measures, current municipal bond market conditions, and factors that could affect future financing costs.

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

**3. Public Comment (GC §54954.3)**

Christopher Hoffman expressed appreciation to the District for its continued open discussions and willingness to address questions and concerns regarding the proposed 125 Bethany Drive project.

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

No amendments were made to the agenda.

**5. Consent Calendar**

5.1 Minutes: Approve Regular Board Meeting Minutes of September 9, 2026

5.2 Minutes: Special Board Meeting Minutes of September 11, 2026

5.3 Approve SVFPD Claims Disbursements for the Month of September 1, 2026 through September 30, 2026 in the Amount of:

| | |
|---|---|
| Payroll and Benefits: | $1,102,128.31 |
| General Fund: | $ 77,368.91 |
| Capital Outlay: | $ 2,754.04 |
| SCHMIT: | $ 169.41 |
| TOTAL: | $1,182,420.67 |

**Public Comment: None**

**Motion to approve Consent Calendar Items 5.1-5.3 was made by Director Weaver, seconded by Director Whittle, and approved unanimously by voice vote, with 4 ayes.**

**6. Discussion Items**

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

Chief Correira reported that there were no new updates regarding the La Madrona Fire Station project or safety measures at Fire Station 1 at this time.

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

6.2 Enhanced Infrastructure Financing District (EIFD) Update

Chief Correira provided an update on the ongoing EIFD process, noting that the financing plan continued to move forward for consideration by the participating agencies. He reported that the proposed La Madrona Fire Station remained identified as a priority project within the plan.

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

6.3 Ad Hoc Committee: Regionalization Study and Shared Services

Chief Correira reported that there were no new updates regarding shared services discussions at this time. He noted that discussions would continue and that the agencies remained engaged in shared service efforts, including the sharing of Fire Marshal services and assistance from Central Fire inspectors with inspections throughout the District.

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

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

7.1 Board of Directors Report – Directors

Vice President Weaver reported that he and Director Titus recently met with union leadership to discuss Fire Station 1 and the potential for a future bond measure. He emphasized the importance of maintaining open communication and involving labor representatives throughout the planning process, particularly regarding project timelines and potential funding strategies.

President Pisciotta also reported meeting with the union leadership to discuss concerns regarding the proposed fire station project and its potential financial impact on District personnel. He emphasized that the Board's objective was to secure funding for a safe and functional fire station without negatively affecting employee compensation, benefits, or other operational needs. He noted that the District continued to explore multiple funding sources, including the EIFD, existing reserves, and potential future bond measures.

7.2 Fire Chief / Administrative Report

Battalion Stubendorff provided the following update:
**Email Migration:** Reported on the District's transition from Google Workspace to Microsoft 365, noting that the initial email migration was complete. The next phase will include transferring shared documents and establishing a collaborative SharePoint site.
**Call Volume:** Reported that the District responded to 234 calls during September, bringing the year-to-date total to just under 2,200 calls.
**Strike Team:** Reported on the District's recent deployment to the Plaskett Fire in Big Sur, where personnel participated in initial attack operations, including direct fire suppression and burnout operations under challenging conditions. He recognized the crews for their hard work and performance throughout the assignment, particularly those experiencing their first major wildland fire incident.

Fire Marshal Collins provided the following updates:
**Fire Prevention:** Reported that annual and state-mandated inspections remained ongoing, with assistance from Captain Cahir and Central Fire inspectors. She noted that interviews were scheduled for an additional inspector position to help accommodate the increasing workload associated with ongoing development and construction activity throughout both districts.

Administrative Services Manager Rodriguez provided the following updates:
**Payroll:** Reported that the District continued to experience issues with the County's new payroll system and was working with County staff to resolve ongoing errors.
**Recruitment:** Reported that a candidate had been selected for the Administrative Accounting Specialist position and was undergoing the process, with an anticipated start date in November.

Fire Chief Correira provided the following updates:
**Fire Station Funding:** Reported on continued efforts to identify funding strategies for the proposed La Madrona Fire Station, including a potential parcel tax, District reserves, and EIFD funding. He discussed preliminary ballot measure timelines and plans to work with the Facilities and Equipment Committee to evaluate consultant services and potential voter polling.
**Staffing:** Reported that four District personnel were currently out on workers' compensation, impacting staffing levels and resulting in increased callback coverage. He expressed appreciation for personnel continuing to maintain operational coverage.
**Radio Projects:** Provided an update on the regional radio projects, noting that a preliminary cost estimate had been received for the analog radio system and that discussions regarding the RING Radio System continued. He also discussed potential opportunities to advocate for alternative funding sources to help offset costs to participating fire districts.
**Legislative Advocacy:** Reported on ongoing discussions regarding sustainable funding for fire districts, including a recent Fire Districts Association of California (FDAC) finance

webinar attended by Directors Weaver and Titus. Chief Correira also reported presenting to legislative staff through the California Special Districts Association (CSDA), where he discussed the financial impacts of affordable housing developments, potential exemptions from development impact fees, and challenges associated with the two-thirds voter approval requirement for fire district bond measures. He noted potential opportunities for future legislative advocacy in coordination with other fire districts.

**8. Request for Future Agenda Items**

There were no future agenda items requested.

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

9.1 Closed Session Conference with Legal Counsel – Threatened/Anticipated Litigation
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case

The District is in receipt of information concerning facts and circumstances that might result in litigation against the District which are known to a potential plaintiff concerning a FEHA Claim.

At 7:07 p.m., President Pisciotta announced the Board would be going into Closed Session for the purpose to discuss item listed in 9.1.

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

10.1 Report on closed session item 9.1

At 7:58 p.m., the Board reconvened to Open Session and President Pisciotta reported on Item 9.1. Information was received, and direction was given. No action taken.

**11. Adjournment**

The meeting was adjourned at 7:59 p.m.

Attest _____

Daron Pisciotta
Board President

_____

Mark Correira
Board Secretary

# Scotts Valley Fire Protection District (SVFPD)

**Date:** November 11, 2026

**To:** Board of Directors

**From:** SVFPD

**Subject:** Approve Claim Disbursements

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**SVFPD Claims have been approved for payment out of SVFPD Funds totaling $ 737,112.22**

**These payments have been approved by the Board of Directors during their meeting on November 11, 2026**

**October 2026/2027 F.Y.**

| | |
|---|---|
| **685010- Payroll and Benefits:** | **$ 598,149.37** |
| **685010- General Fund:** | **$ 122,756.12** |
| **685030- Capital Outlay:** | **$ 14,092.56** |
| **685040- SCHMIT:** | **$ 2,114.17** |

ATTEST _____ _____

Daron Pisciotta
Board President

Mark Correira
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/Expenditures | GL Key | Character | Object | Amount | Description | Vendor No | Warrant No |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC** | | | | | | | | | | | | |
| **Character: 50 – SALARIES AND EMPLOYEE BENEF** | | | | | | | | | | | | |
| **Object: 51000 – REGULAR PAY-PERMANENT** | | | | | | | | | | | | |
| 2027 | 04 | 10/01/2026 | DU129476 | DU129476 | Expenditures | 685010 | 50 | 51000 | 1,575.34 | Wc Cahir 8/15-8/28/26 | C99999 | |
| 2027 | 04 | 10/01/2026 | DU129476 | DU129476 | Expenditures | 685010 | 50 | 51000 | 6,888.80 | WC Todd/Post 8/21-9/3/26 | C99999 | |
| 2027 | 04 | 10/01/2026 | DU129476 | DU129476 | Expenditures | 685010 | 50 | 51000 | 1,575.34 | WC Cahir 8/29-9/11/26 | C99999 | |
| 2027 | 04 | 10/01/2026 | DU129477 | DU129477 | Expenditures | 685010 | 50 | 51000 | 6,888.80 | WC Post/Todd 9/4-9/17/2026 | C99999 | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 51000 | 16,527.42 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 51000 | -190,273.91 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 50 | 51000 | -184,533.36 | PAYPERIOD 22 PAYDATE 10302026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 50 | 51000 | 12,228.52 | PAYPERIOD 22 PAYDATE 10302026 | | |
| Total 51000 – REGULAR PAY-PERMANENT | | | | | | | | | -329,123.05 | | | |
| **Object: 51005 – OVERTIME PAY-PERMANENT** | | | | | | | | | | | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 51005 | -23,454.19 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 50 | 51005 | -27,332.93 | PAYPERIOD 22 PAYDATE 10302026 | | |
| Total 51005 – OVERTIME PAY-PERMANENT | | | | | | | | | -50,787.12 | | | |
| **Object: 51010 – REGULAR PAY-EXTRA HELP** | | | | | | | | | | | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 51010 | -737.03 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 50 | 51010 | -714.90 | PAYPERIOD 22 PAYDATE 10302026 | | |
| Total 51010 – REGULAR PAY-EXTRA HELP | | | | | | | | | -1,451.93 | | | |
| **Object: 51035 – HOLIDAY PAY** | | | | | | | | | | | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 51035 | 1,183.90 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 51035 | -13,834.48 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 50 | 51035 | -13,834.48 | PAYPERIOD 22 PAYDATE 10302026 | | |
| Total 51035 – HOLIDAY PAY | | | | | | | | | -26,485.06 | | | |
| **Object: 51040 – DIFFERENTIAL PAY** | | | | | | | | | | | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 51040 | -9,374.08 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 51040 | 524.87 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 50 | 51040 | -9,374.24 | PAYPERIOD 22 PAYDATE 10302026 | | |
| Total 51040 – DIFFERENTIAL PAY | | | | | | | | | -18,223.45 | | | |
| **Object: 52010 – OASDI-SOCIAL SECURITY** | | | | | | | | | | | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 52010 | -3,482.57 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 50 | 52010 | -3,542.67 | PAYPERIOD 22 PAYDATE 10302026 | | |
| Total 52010 – OASDI-SOCIAL SECURITY | | | | | | | | | -7,025.24 | | | |
| **Object: 52015 – PERS** | | | | | | | | | | | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 52015 | -34,662.70 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 50 | 52015 | -35,001.80 | PAYPERIOD 22 PAYDATE 10302026 | | |
| Total 52015 – PERS | | | | | | | | | -69,664.50 | | | |
| **Object: 53010 – EMPLOYEE INSURANCE & BENEFITS** | | | | | | | | | | | | |
| 2027 | 04 | 10/01/2026 | DU129476 | DU129476 | Expenditures | 685010 | 50 | 53010 | 50.89 | M.Marsano SeptDental | C99999 | |
| 2027 | 04 | 10/01/2026 | DU129476 | DU129476 | Expenditures | 685010 | 50 | 53010 | 96.34 | S.Kovacs Sept26 Dental | C99999 | |
| 2027 | 04 | 10/09/2026 | SDOCT26HLTH | | Expenditures | 685010 | 50 | 53010 | -77,221.10 | SV FIRE OCT 2026 | V116512 | 18156 |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 53010 | -500.00 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 53010 | 1,862.64 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/27/2026 | 1126SVFD | | Expenditures | 685010 | 50 | 53010 | -741.66 | PETTEYS, DENNIS SVFD Healthcar | V124160 | 80111819 |
| 2027 | 04 | 10/27/2026 | 1126SVFD | | Expenditures | 685010 | 50 | 53010 | -693.26 | WHITTLE, RONALD SVFD Healthcar | V102822 | 80111825 |
| 2027 | 04 | 10/27/2026 | 1126SVFD | | Expenditures | 685010 | 50 | 53010 | -2,814.59 | BIDDLE, MIKE SVFD Healthcare 1 | V105980 | 80111816 |
| 2027 | 04 | 10/27/2026 | 1126SVFD | | Expenditures | 685010 | 50 | 53010 | -838.00 | THEILEN, LOTHAR SVFD Healthcar | V117701 | 80111822 |
| 2027 | 04 | 10/27/2026 | 1126SVFD | | Expenditures | 685010 | 50 | 53010 | -1,115.76 | LOFRANCO, SAL SVFD Healthcare | V105221 | 80111817 |
| 2027 | 04 | 10/27/2026 | 1126SVFD | | Expenditures | 685010 | 50 | 53010 | -787.11 | VANDERVOORT, GR SVFD Healthcar | V122411 | 80111823 |
| 2027 | 04 | 10/27/2026 | 1126SVFD | | Expenditures | 685010 | 50 | 53010 | -1,169.00 | MCMURRY, MICHAE SVFD Healthcar | V105430 | 80111818 |
| 2027 | 04 | 10/27/2026 | 1126SVFD | | Expenditures | 685010 | 50 | 53010 | -1,147.45 | WALTON, ALICIA SVFD Healthcare | V119128 | 80111824 |
| 2027 | 04 | 10/27/2026 | 1126SVFD | | Expenditures | 685010 | 50 | 53010 | -672.45 | PHINN, MIKE SVFD Healthcare 11 | V103782 | 80111820 |
| 2027 | 04 | 10/27/2026 | 1126SVFD | | Expenditures | 685010 | 50 | 53010 | -670.31 | RONZANO, CHRIST SVFD Healthcar | V111324 | 80111821 |
| 2027 | 04 | 10/30/2026 | 1126SVFD | | Expenditures | 685010 | 50 | 53010 | -4,559.32 | HEALTH CARE EMP SVFD Group 367 | V108670 | 02022841 |
| Total 53010 – EMPLOYEE INSURANCE & BENEFITS | | | | | | | | | -90,920.14 | | | |

## 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/Expenditures | GL Key | Character | Object | Amount | Description | Vendor No | Warrant No |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC** | | | | | | | | | | | | |
| **Character: 50 – SALARIES AND EMPLOYEE BENEF** | | | | | | | | | | | | |
| **Object: 53015 – UNEMPLOYMENT INSURANCE** | | | | | | | | | | | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 53015 | -3.58 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 50 | 53015 | -11.45 | PAYPERIOD 22 PAYDATE 10302026 | | |
| Total 53015 – UNEMPLOYMENT INSURANCE | | | | | | | | | -15.03 | | | |
| **Object: 55021 – OTHER BENEFITS MISC** | | | | | | | | | | | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 50 | 55021 | -2,226.92 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 50 | 55021 | -2,226.93 | PAYPERIOD 22 PAYDATE 10302026 | | |
| Total 55021 – OTHER BENEFITS MISC | | | | | | | | | -4,453.85 | | | |
| Total 50 – SALARIES AND EMPLOYEE BENEF | | | | | | | | | -598,149.37 | | | |
| **Character: 60 – SERVICES AND SUPPLIES** | | | | | | | | | | | | |
| **Object: 61110 – CLOTHING & PERSONAL SUPPLIES** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 61110 | -433.63 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| 2027 | 04 | 10/15/2026 | 261006 | | Expenditures | 685010 | 60 | 61110 | -30,007.85 | ALLSTAR FIRE EQ SVFD | V116911 | 80109812 |
| 2027 | 04 | 10/30/2026 | 275264 | | Expenditures | 685010 | 60 | 61110 | -369.24 | ALLSTAR FIRE EQ SVFD | V116911 | 80112007 |
| Total 61110 – CLOTHING & PERSONAL SUPPLIES | | | | | | | | | -30,810.72 | | | |
| **Object: 61125 – UNIFORM REPLACEMENT** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 61125 | -418.93 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| 2027 | 04 | 10/15/2026 | 47808 | | Expenditures | 685010 | 60 | 61125 | -1,235.30 | SUMMIT UNIFORMS SVFD | V45831 | 80109818 |
| 2027 | 04 | 10/28/2026 | 0197866 | | Expenditures | 685010 | 60 | 61125 | -590.86 | ENTENMANN ROVIN SVFD | V125946 | 80111922 |
| Total 61125 – UNIFORM REPLACEMENT | | | | | | | | | -2,245.09 | | | |
| **Object: 61221 – TELEPHONE-NON TELECOM 1099** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 61221 | -3,700.04 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| Total 61221 – TELEPHONE-NON TELECOM 1099 | | | | | | | | | -3,700.04 | | | |
| **Object: 61310 – FOOD** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 61310 | -224.59 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| Total 61310 – FOOD | | | | | | | | | -224.59 | | | |
| **Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 61425 | -372.29 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| Total 61425 – OTHER HOUSEHOLD EXP-SERVICES | | | | | | | | | -372.29 | | | |
| **Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 61720 | -6,322.39 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| 2027 | 04 | 10/15/2026 | 12876 | | Expenditures | 685010 | 60 | 61720 | -415.46 | CENTRAL FIRE PR SVFD | V116886 | 02021674 |
| 2027 | 04 | 10/15/2026 | TWI000027 | | Expenditures | 685010 | 60 | 61720 | -3,082.24 | GOLDEN STATE EM SVFD PIE-0143 | V129826 | 02021675 |
| 2027 | 04 | 10/28/2026 | 1126SVFD3 | | Expenditures | 685010 | 60 | 61720 | -38.26 | SCARBOROUGH LUM SVFD Acct 1169 | V1233 | 80111913 |
| 2027 | 04 | 10/30/2026 | 12943 | | Expenditures | 685010 | 60 | 61720 | -263.20 | CENTRAL FIRE PR SVFD | V116886 | 02022840 |
| 2027 | 04 | 10/30/2026 | 26-99147-1 | | Expenditures | 685010 | 60 | 61720 | -679.50 | KJRB INC SVFD | V14253 | 80112009 |
| 2027 | 04 | 10/30/2026 | 275502 | | Expenditures | 685010 | 60 | 61720 | -2,132.46 | ALLSTAR FIRE EQ SVFD | V116911 | 80112007 |
| Total 61720 – MAINT-MOBILE EQUIPMENT-SERV | | | | | | | | | -12,933.51 | | | |
| **Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 61725 | -47.99 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| 2027 | 04 | 10/15/2026 | 18747 | | Expenditures | 685010 | 60 | 61725 | -2,529.57 | Pagoda Technolo SVFD | V125184 | 80109815 |
| 2027 | 04 | 10/28/2026 | 18863 | | Expenditures | 685010 | 60 | 61725 | -222.36 | Pagoda Technolo SVFD | V125184 | 80111919 |
| Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES | | | | | | | | | -2,799.92 | | | |
| **Object: 61730 – MAINT-OTH EQUIP-SERVICES** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 1026SVFD2 | | Expenditures | 685010 | 60 | 61730 | -88.75 | SCARBOROUGH LUM SVFD Acct 1169 | V1233 | 80109817 |
| 2027 | 04 | 10/15/2026 | 355487 | | Expenditures | 685010 | 60 | 61730 | -1,799.00 | BAUER COMPRESSO SVFD | V103096 | 02021672 |
| 2027 | 04 | 10/30/2026 | 275197 | | Expenditures | 685010 | 60 | 61730 | -227.82 | ALLSTAR FIRE EQ SVFD | V116911 | 80112007 |
| Total 61730 – MAINT-OTH EQUIP-SERVICES | | | | | | | | | -2,115.57 | | | |
| **Object: 61848 – MAINT-STRUCT/GRDS-OTH-SRV** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 61848 | -657.59 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| 2027 | 04 | 10/15/2026 | 1026SVFD1 | | Expenditures | 685010 | 60 | 61848 | -592.77 | SCARBOROUGH LUM SVFD Acct 1169 | V1233 | 80109817 |
| 2027 | 04 | 10/28/2026 | 100900585 | | Expenditures | 685010 | 60 | 61848 | -134.29 | WESTERN EXTERMI SVFD | V15766 | 02022769 |
| 2027 | 04 | 10/28/2026 | 100903576 | | Expenditures | 685010 | 60 | 61848 | -134.29 | WESTERN EXTERMI SVFD | V15766 | 02022769 |

## 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/Expenditures | GL Key | Character | Object | Amount | Description | Vendor No | Warrant No |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC** | | | | | | | | | | | | |
| **Character: 60 – SERVICES AND SUPPLIES** | | | | | | | | | | | | |
| **Object: 61848 – MAINT-STRUCT/GRDS-OTH-SRV** | | | | | | | | | | | | |
| 2027 | 04 | 10/28/2026 | 104835139 | | Expenditures | 685010 | 60 | 61848 | -147.00 | WESTERN EXTERMI SVFD | V15766 | 02022769 |
| 2027 | 04 | 10/28/2026 | 104875013 | | Expenditures | 685010 | 60 | 61848 | -147.00 | WESTERN EXTERMI SVFD | V15766 | 02022769 |
| 2027 | 04 | 10/28/2026 | 104996528 | | Expenditures | 685010 | 60 | 61848 | -147.00 | WESTERN EXTERMI SVFD | V15766 | 02022769 |
| 2027 | 04 | 10/28/2026 | 1126SVFD2 | | Expenditures | 685010 | 60 | 61848 | -186.69 | SCARBOROUGH LUM SVFD Acct 1169 | V1233 | 80111913 |
| Total 61848 – MAINT-STRUCT/GRDS-OTH-SRV | | | | | | | | | -2,146.63 | | | |
| **Object: 61920 – MEDICAL, DENTAL & LAB SUPPLIES** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 61920 | -47.18 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES | | | | | | | | | -47.18 | | | |
| **Object: 62020 – MEMBERSHIPS** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 62020 | -299.00 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| Total 62020 – MEMBERSHIPS | | | | | | | | | -299.00 | | | |
| **Object: 62219 – PC SOFTWARE PURCHASES** | | | | | | | | | | | | |
| 2027 | 04 | 10/28/2026 | 153545 | | Expenditures | 685010 | 60 | 62219 | -3,883.20 | TARGET SOLUTION SVFD | V31376 | 02022768 |
| Total 62219 – PC SOFTWARE PURCHASES | | | | | | | | | -3,883.20 | | | |
| **Object: 62223 – SUPPLIES** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 62223 | -268.12 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| Total 62223 – SUPPLIES | | | | | | | | | -268.12 | | | |
| **Object: 62327 – DIRECTORS' FEES** | | | | | | | | | | | | |
| 2027 | 04 | 10/14/2026 | PAYPERIOD 21 | | Expenditures | 685010 | 60 | 62327 | -2,700.00 | PAYPERIOD 21 PAYDATE 10162026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 60 | 62327 | 200.00 | PAYPERIOD 22 PAYDATE 10302026 | | |
| 2027 | 04 | 10/28/2026 | PAYPERIOD 22 | | Expenditures | 685010 | 60 | 62327 | -200.00 | PAYPERIOD 22 PAYDATE 10302026 | | |
| Total 62327 – DIRECTORS' FEES | | | | | | | | | -2,700.00 | | | |
| **Object: 62367 – MEDICAL SERVICES-OTHER** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 260924 | | Expenditures | 685010 | 60 | 62367 | -4,620.00 | BAYSPORT INC SVFD | V44180 | 02021673 |
| 2027 | 04 | 10/15/2026 | 260926 | | Expenditures | 685010 | 60 | 62367 | -270.00 | BAYSPORT INC SVFD | V44180 | 02021673 |
| 2027 | 04 | 10/15/2026 | 260927 | | Expenditures | 685010 | 60 | 62367 | -285.00 | BAYSPORT INC SVFD | V44180 | 02021673 |
| Total 62367 – MEDICAL SERVICES-OTHER | | | | | | | | | -5,175.00 | | | |
| **Object: 62381 – PROF & SPECIAL SERV-OTHER** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 1569106 | | Expenditures | 685010 | 60 | 62381 | -2,474.00 | HANSON BRIDGETT SVFD | V30538 | 80109814 |
| 2027 | 04 | 10/28/2026 | 1026SVFD | | Expenditures | 685010 | 60 | 62381 | -29.35 | SANTA CRUZ COUN SVFD | V31259 | 02022767 |
| 2027 | 04 | 10/28/2026 | 9096 | | Expenditures | 685010 | 60 | 62381 | -1,000.00 | REUBEN, DAVID P SVFD | V128713 | 80111920 |
| 2027 | 04 | 10/28/2026 | BT3687242 | | Expenditures | 685010 | 60 | 62381 | -19,526.00 | BAKER TILLY ADV SVFD | V49501 | 80111921 |
| 2027 | 04 | 10/28/2026 | BTAG-10125754 | | Expenditures | 685010 | 60 | 62381 | -1,104.00 | BAKER TILLY ADV SVFD | V49501 | 80111921 |
| 2027 | 04 | 10/30/2026 | 1572326 | | Expenditures | 685010 | 60 | 62381 | -8,354.50 | HANSON BRIDGETT SVFD | V30538 | 80112008 |
| 2027 | 04 | 10/30/2026 | 1572328 | | Expenditures | 685010 | 60 | 62381 | -1,476.00 | HANSON BRIDGETT SVFD | V30538 | 80112008 |
| 2027 | 04 | 10/30/2026 | 1572329 | | Expenditures | 685010 | 60 | 62381 | -871.50 | HANSON BRIDGETT SVFD | V30538 | 80112008 |
| 2027 | 04 | 10/30/2026 | 1572330 | | Expenditures | 685010 | 60 | 62381 | -620.00 | HANSON BRIDGETT SVFD | V30538 | 80112008 |
| Total 62381 – PROF & SPECIAL SERV-OTHER | | | | | | | | | -35,455.35 | | | |
| **Object: 62715 – SMALL TOOLS & INSTRUMENTS** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 62715 | -1,361.02 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| Total 62715 – SMALL TOOLS & INSTRUMENTS | | | | | | | | | -1,361.02 | | | |
| **Object: 62826 – EDUCATION AND/OR TRAINING** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 62826 | -1,246.23 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| Total 62826 – EDUCATION AND/OR TRAINING | | | | | | | | | -1,246.23 | | | |
| **Object: 62888 – SPEC DIST EXP-SERVICES** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 62888 | -97.21 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| 2027 | 04 | 10/28/2026 | 2608 | | Expenditures | 685010 | 60 | 62888 | -250.00 | CENTRAL COAST C SVFD | V15383 | 02022765 |
| Total 62888 – SPEC DIST EXP-SERVICES | | | | | | | | | -347.21 | | | |
| **Object: 62890 – SUBSCRIPTIONS BOOKS & ED MATER** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 25028 | | Expenditures | 685010 | 60 | 62890 | -5,250.00 | REVIZE LLC SVFD | V50148 | 80109816 |
| Total 62890 – SUBSCRIPTIONS BOOKS & ED MATER | | | | | | | | | -5,250.00 | | | |

## 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/Expenditures | GL Key | Character | Object | Amount | Description | Vendor No | Warrant No |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC** | | | | | | | | | | | | |
| **Character: 60 – SERVICES AND SUPPLIES** | | | | | | | | | | | | |
| **Object: 62914 – EDUCATION & TRAINING(REPT)** | | | | | | | | | | | | |
| 2027 | 04 | 10/01/2026 | DU129477 | DU129477 | Expenditures | 685010 | 60 | 62914 | 3,520.00 | Target Solution Refund | C99999 | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 62914 | -2,773.45 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| 2027 | 04 | 10/28/2026 | 1126SVFD1 | | Expenditures | 685010 | 60 | 62914 | -191.62 | SCARBOROUGH LUM SVFD Acct 1169 | V1233 | 80111913 |
| 2027 | 04 | 10/30/2026 | 26-98078-1 | | Expenditures | 685010 | 60 | 62914 | -200.00 | KJRB INC SVFD | V14253 | 80112009 |
| Total 62914 – EDUCATION & TRAINING(REPT) | | | | | | | | | 354.93 | | | |
| **Object: 62920 – GAS, OIL, FUEL** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 62920 | -152.65 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| 2027 | 04 | 10/15/2026 | 871230 | | Expenditures | 685010 | 60 | 62920 | -5,304.27 | WESTERN STATES SVFD | V39738 | 02021676 |
| Total 62920 – GAS, OIL, FUEL | | | | | | | | | -5,456.92 | | | |
| **Object: 63074 – UTILITIES** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685010 | 60 | 63074 | -503.13 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| 2027 | 04 | 10/15/2026 | 1026SVFD1 | | Expenditures | 685010 | 60 | 63074 | -1,341.61 | PACIFIC GAS AND SVFD | V129169 | 02021638 |
| 2027 | 04 | 10/15/2026 | 1026SVFD1 | | Expenditures | 685010 | 60 | 63074 | -228.92 | CITY OF SCOTTS SVFD | V102713 | 80109813 |
| 2027 | 04 | 10/15/2026 | 1026SVFD2 | | Expenditures | 685010 | 60 | 63074 | -369.99 | CITY OF SCOTTS SVFD | V102713 | 80109813 |
| 2027 | 04 | 10/15/2026 | 1026SVFD2 | | Expenditures | 685010 | 60 | 63074 | -1,636.90 | PACIFIC GAS AND SVFD | V129169 | 02021638 |
| 2027 | 04 | 10/15/2026 | 1026SVFD3 | | Expenditures | 685010 | 60 | 63074 | -99.91 | PACIFIC GAS AND SVFD | V129169 | 02021638 |
| 2027 | 04 | 10/15/2026 | 1026SVFD4 | | Expenditures | 685010 | 60 | 63074 | -93.00 | PACIFIC GAS AND SVFD | V129169 | 02021638 |
| Total 63074 – UTILITIES | | | | | | | | | -4,273.46 | | | |
| Total 60 – SERVICES AND SUPPLIES | | | | | | | | | -122,756.12 | | | |
| Total 685010 – SCOTTS VALLEY FIRE PROT SVC | | | | | | | | | -720,905.49 | | | |

## 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/Expenditures | GL Key | Character | Object | Amount | Description | Vendor No | Warrant No |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL** | | | | | | | | | | | | |
| **Character: 60 – SERVICES AND SUPPLIES** | | | | | | | | | | | | |
| **Object: 62111 – MISCELLANEOUS EXPENSE-SERVICES** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685030 | 60 | 62111 | -4,092.56 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| Total 62111 – MISCELLANEOUS EXPENSE-SERVICES | | | | | | | | | -4,092.56 | | | |
| **Object: 62710 – FIELD EQUIPMENT** | | | | | | | | | | | | |
| 2027 | 04 | 10/28/2026 | 18869 | | Expenditures | 685030 | 60 | 62710 | -10,000.00 | Pagoda Technolo SVFD | V125184 | 80111919 |
| Total 62710 – FIELD EQUIPMENT | | | | | | | | | -10,000.00 | | | |
| Total 60 – SERVICES AND SUPPLIES | | | | | | | | | -14,092.56 | | | |
| Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL | | | | | | | | | -14,092.56 | | | |

## 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/Expenditures | GL Key | Character | Object | Amount | Description | Vendor No | Warrant No |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP** | | | | | | | | | | | | |
| **Character: 60 – SERVICES AND SUPPLIES** | | | | | | | | | | | | |
| **Object: 61221 – TELEPHONE-NON TELECOM 1099** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685040 | 60 | 61221 | -152.04 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| Total 61221 – TELEPHONE-NON TELECOM 1099 | | | | | | | | | -152.04 | | | |
| **Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV** | | | | | | | | | | | | |
| 2027 | 04 | 10/28/2026 | 12925 | | Expenditures | 685040 | 60 | 61720 | -1,831.70 | CENTRAL FIRE PR SVFD | V116886 | 02022766 |
| Total 61720 – MAINT-MOBILE EQUIPMENT-SERV | | | | | | | | | -1,831.70 | | | |
| **Object: 62920 – GAS, OIL, FUEL** | | | | | | | | | | | | |
| 2027 | 04 | 10/15/2026 | 0926SVFD | | Expenditures | 685040 | 60 | 62920 | -130.43 | U S BANK CORPOR SVFD 4246-0445 | V992019 | 80109819 |
| Total 62920 – GAS, OIL, FUEL | | | | | | | | | -130.43 | | | |
| Total 60 – SERVICES AND SUPPLIES | | | | | | | | | -2,114.17 | | | |
| Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP | | | | | | | | | -2,114.17 | | | |
| | | | | | | | | | -737,112.22 | | | |

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

# Agenda Bill

| | | |
|---|---|---|
| **Agenda Subject:** Adoption of Development Impact Fee Report | | **Meeting Date:** **11/11/2026** |
| **Agenda Bill Number:** **2026: 34** | **Attachments:** FY 2025/26 Impact Fee Report / Letter | **Funding Source:** ☐ General Fund ☐ Capital/Zone A ☒ N/A **Amount Budgeted:** |
| **Division:** Administration | | |
| **Contact:** Fire Chief | | |
| **Adopted Strategic Initiative:** **Yes** ☒ **No** ☐ | **Initiative Description:** | |

**PURPOSE/REQUIRED ACTION:**
Adopt, transmit, and make available to the public an annual impact fee collection and expenditure report in Pursuant to California Government Code Section 66006(b)(1).

**BACKGROUND:**
On March 13, 2024, the District approved a proposal from NBS to prepare a nexus study for fire facilities impact fees on new development within the District. NBS completed the study over the following year. On November 10, 2025, the District held a public hearing and adopted Resolution 2025-18, approving the Fire Facilities Impact Fee Study and related matters.

Following adoption of the resolution, staff began coordinating with the City and County to implement the fees. On May 6, the Scotts Valley City Council approved a memorandum of understanding (MOU) outlining how the City would collect fees on the District's behalf. The District approved the MOU on May 13. Staff continue to coordinate with County staff and hope to bring an agreement before the Board of Supervisors in the near future.

Under California Government Code Section 66006(b)(1), the District must prepare an annual report and a five-year report on the collection and use of impact fees. Section 6.4 of the District's MOU with the City also requires the District to submit the report to the City before November 1 of the following fiscal year.

Attached are the FY 2025/26 Annual Report on Development Impact Fees and a transmittal letter to the City. Both were prepared in compliance with the Government Code and the MOU. Following Board approval, staff will post the report on the District's website for public access.

| | |
|---|---|
| Staff recommends that the Board approve the report.<br><br>**OPTIONS:**<br>Decline approval and task staff with direction to comply with Government Code, and MOU. | |
| **Administrative Recommendation:** Approve | |
| **Board Committee Recommendation:** None | |
| **Suggested Motion:** Move to approve | |
| Submitted by: Mark Correira, Fire Chief | |
| **Today's Date:** October 28, 2026 | **Other:** |

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

October 27, 2026

City of Scotts Valley
Attn: City Manager
1 Civic Center Drive
Scotts Valley, CA 95066

RE: ANNUAL REPORT ON DEVELOPMENT IMPACT FEES - FISCAL YEAR 2025/26

Dear City Manager,

Pursuant to California Government Code Section 66006(b)(1), this report presents the Scotts Valley Fire District's annual accounting of development impact fees collected and expended for the fiscal year ended June 30, 2026. It satisfies the reporting requirement in Section 6.4 of the Memorandum of Understanding for the Establishment, Imposition, and Collection of Impact Fees.

**Description of Fees**

The Scotts Valley Fire District maintains the following development impact fee program(s):

- Fire Capital and Facilities Impact Fee Program

**Financial Activity (Fiscal Year 2025/26)**

During the reporting period, the financial activity for the above-referenced fee program is as follows:

- **Beginning Balance (as of June 30, 2026):** $0.00
- **Total Amount of Fees Collected:** $0.00
- **Interest Earned:** $0.00
- **Total Expenditures:** $0.00
- **Ending Balance (as of June 30, 2026):** $0.00

**Summary of Improvements**

Because no fees were collected or expended during this fiscal year, no public improvements or capital purchase were funded, and no construction projects were initiated or completed using these fee revenues during this period.

**Certification**

I hereby certify that this report has been prepared in accordance with the requirements of California Government Code Section 66006, and that the information contained herein is true and correct to the best of my knowledge.

Respectfully submitted,



Mark Correira

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

# Agenda Bill

| | | |
|---|---|---|
| **Agenda Subject:** Revised Policy 510 Paid Call Firefighter (PCF) Duty Statement | | **Meeting Date:** **11/11/2026** |
| **Agenda Bill Number:** **2026: 35**<br>**Division:** Administration<br>**Contact:** Fire Chief | **Attachments:**<br>Policy 510 (RED)<br>Policy 510 FINAL | **Funding Source:**<br>☐ General Fund<br>☐ Capital/Zone A<br>☒ N/A<br>**Amount Budgeted:** |
| **Adopted Strategic Initiative:**<br>**Yes** ☒ **No** ☐ | **Initiative Description:** Prioritizing human capital to attract and retain the highest quality and professional workforce to meet community expectations in service delivery. | |

**PURPOSE/REQUIRED ACTION:**
Approve revised Policy 510 Paid Call Firefighter (PCF) Duty Statement

**BACKGROUND:**
The District's PCF Program Coordinators coach and train paid-call firefighters, and hold them accountable to District standards and expectations. To strengthen the program, the coordinators have proposed revisions to clarify shift attendance and training requirements, and specify more clearly when the probationary period begins. These changes are intended to promote accountability and ensure participants clearly understand the program's requirements.

Two versions of the revised policy are attached: a red-line copy showing the proposed changes and a clean copy. Staff recommends that the Board approve the revised policy.

**OPTIONS:**
Provide additional changes to the Policy, table, or decline to approve the revised policy.

**Administrative Recommendation:** Approve

**Board Committee Recommendation:** None

**Suggested Motion:** Move to approve

Submitted by: Mark Correira, Fire Chief

| | |
|---|---|
| **Today's Date:** October 28, 2026 | **Other:** |

| Scotts Valley Fire Protection SVFD | |
|---|---|
| **POLICY: 510**<br><br>**DATE APPROVED: 11/11/2026**<br><br>**BOARD CHAIR:** _____ | **SUBJECT: Paid Call Firefighter (PCF) Duty Statement**<br><br>**FIRE CHIEF:** _____ |

## *Policy 510: Paid Call Firefighter (PCF) Duty Statement*

The Scotts Valley Fire Protection District PCF's supplement the District's regular career Firefighters on emergency incidents and in community service activities.

The following requirements must be maintained for a PCF to remain in good standing:

1. Attend and participate in fires, other emergencies, training exercises, public education and other activities as required.
2. Maintain a valid Class C or higher, California Driver's License.
3. Abide by all applicable District Policies and Procedures.
4. All PCF's shall reside within a fifteen (15) mile travel distance to the SVFPD headquarters station. The Fire Chief shall have the authority to extend the 15-mile travel distance requirement if the extension does not adversely affect a reasonable travel time.
5. PCF's are required to maintain a telephone or mobile phone and apprise the SVFPD of the number and any address change.
6. In the event that a PCF is a member of another Fire Agency, said PCF shall treat SVFPD as their "Priority" agency. The other Fire Agency's activities and requirements shall not infringe, nor impair the PCF's ability to fulfill their responsibilities and obligations to SVFPD.
7. PCF's shall meet the physical, mental, and moral standards that are required of the full time paid personnel outlined in SVFPD policies 800, 802, 803, 804, 805, 806, 807.
8. After the initial Candidate medical screening, all follow up medical examinations shall be conducted on the cycle identified by the SVFPD Standard Operating Procedures, which is consistent with "PCF/Volunteers".
9. PCF's are required to attend a minimum of 75% of the regular shifts and training sessions.
10. PCF's shall attend required shifts and training as follows:
    a. All Probationary PCF's shall complete two 12-hour shifts per month. Non-Probationary PCF's shall complete one 12 hour shift per month. PCF's will be assigned as a Firefighter

supplementing the staffing of an on-duty-company, between the hours of 0700 and 1900 hours.

b. One training session on the *third* weekend of the month, alternating between Saturday and Sunday. The hours will be 0800-1300.

11. All newly appointed PCF's will be on Probationary Status for a period of six months from the date of academy completion.

12. All PCF's must successfully complete Firefighter Proficiency written and manipulative testing in order to pass probation. Failure to do so will result in termination.

13. All PCF's must pass annual Firefighter skills proficiency testing. Failure to do so will result in termination.

14. PCF's unable to attend a scheduled training session will notify the on-duty Company Officer at Station One, 24 hours prior to drill, or as soon as possible. Missed mandatory training must be made up and will be coordinated through the program manager. Failure to make up missed mandatory drills and training will result in termination.

15. The PCF group shall obtain the approval of the Chief prior to carrying out any activity or social function.

16. PCF's are paid an hourly rate (refer to the Publicly Available Pay Schedule). PCF payroll will be processed and paid every four weeks.

17. PCF's will receive the following benefits paid by the District:

    - Life /Accidental Death and Dismemberment Insurance.
    - Wage Protection Insurance.
    - Forty-hours (40) hours of sick leave as required by California State Law.

18. PCF's must maintain a "clean" driving record to be insured by the District's liability insurance carrier. The determination of the insurability will rest with the insurance carrier in consultation with the Fire Chief.

19. PCF's will be issued appropriate station wear uniforms, safety clothing and PPE as per Standard Operating Procedures.

| Scotts Valley Fire Protection SVFD | |
|---|---|
| **POLICY: 510**<br><br>**DATE APPROVED: 11/11/2026**<br><br>**BOARD CHAIR:** _____ | **SUBJECT: Paid Call Firefighter (PCF) Duty Statement**<br><br>**FIRE CHIEF:** _____ |

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supplementing the staffing of an on-duty-company, between the hours of 0700 and 1900 hours.

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SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

# Agenda Bill

| | | |
|---|---|---|
| **Agenda Subject:** Hurst Tool Purchase | | **Meeting Date:** **11/11/2026** |
| **Agenda Bill Number:** **2026: 39**<br>**Division: Operations**<br>**Contact:** BC Jeff McNeil | **Attachments:**<br>**1. Hurst Tool Purchase Invoice** | **Funding Source:**<br>☐ General Fund<br>☒ Capital/Zone A<br>☐ N/A<br>**Amount Budgeted:** |
| **Adopted Strategic Initiative:**<br>**Yes** ☐ **No** ☒ | **Initiative Description:** | |

**PURPOSE/REQUIRED ACTION:**
Approve the purchase of one (1) set of Hurst Tool in the amount of $58,929.64.

**BACKGROUND:**
The District maintains two primary sets of extrication tools and one backup set. These tools are used to force open vehicle doors and to pry or cut vehicles to free victims involved in serious crashes.

As part of its Capital Equipment and Facilities Plan, the District has identified the need to replace an aging set with modern equipment. The replacement tools will be compatible with the equipment on one of the District's frontline apparatus, support a regular and evenly spaced replacement schedule, and meet current standards.

The District budgeted $55,000 for this purchase in the Fiscal Year 2026/27 Capital Budget, approved August 12, 2026. Unexpended budget dollars in the Capital / Zone A Budget will cover the additional $3,929.64.

**OPTIONS:**
N/A

**Administrative Recommendation:** Approve

**Board Committee Recommendation:** N/A

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

| | |
|---|---|
| **Suggested Motion:** Move to approve the purchase of Hurst eDraulic rescue tools in the amount of $58,929.64. | |
| Submitted by: BC Jeff McNeil | |
| **Today's Date:** November 3, 2026 | **Other:** |

# Scotts Valley Fire Protection District (SVFPD)

**Date:** November 11, 2026

**To:** Board of Directors

**From:** SVFPD

**Subject:** Approve Purchase Order

---

**Purchase Order has been approved for payment out of SVFPD Funds totaling $ 58,929.64**

**These payments have been approved by the Board of Directors during their meeting on November 11, 2026**

**2026/2027 F.Y.**

**62715- Hurst Extrication Tools $ 58,929.64**

ATTEST _____

Daron Pisciotta
Board President

_____

Mark Correira
Board Secretary

Ph: 510-839-5111
TF: 800-443-3556
oaksales@lncurtis.com
UEI#: DDLSADSWN7U7

CURTIS
TOOLS FOR HEROES

Pacific North Division
6723 Sierra Court, Suite C
Dublin, CA 94568
www.LNCurtis.com

| LN | QTY | UNIT | PART NUMBER | DESCRIPTION | PL | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|---|---|
| 4 | 6 | EA | 90-53-44_KIT HURST | Edraulic EXWT/E3 9Ah Saltwater Battery | OM | $1,093.28 | $6,559.68 |
| 5 | 3 | EA | 90-53-31 HURST | EWXT DC-Power Supply, 110V/60Hz | OM | $1,362.31 | $4,086.93 |
| 6 | 2 | EA | 81-67-20 HURST | KSV11 Chain Set with Clevis Lock and Hook, Consists of:<br>(2) 6 Ft. Chain with Hook<br>(2) Shackle with Bolt | OM | $1,208.40 | $2,416.80 |
| 7 | 1 | EA | ZEPHYR CUSTOM | As Below:<br><br>8052<br>Vertical Rescue Tool Mounting Bracket for Hurst S 799 E3 Cutter | OM | $350.00 | $350.00 |
| 8 | 1 | EA | ZEPHYR CUSTOM | As Below:<br><br>2552<br>Vertical Rescue Tool Mounting Bracket for Hurst SP 777 E3 Spreader | OM | $397.00 | $397.00 |
| 9 | 1 | EA | ZEPHYR CUSTOM | As Below:<br><br>2991<br>Rescue Tool Mounting Bracket for Hurst R 521 E3 Ram | OM | $335.00 | $335.00 |

Small Business
CAGE Code: 5E720
SIC Code: 5099
Federal Tax ID: 94-1214350
UEI #DDLSADSWN7U7

This pricing generally remains firm until 10/02/2026. Pricing is subject to change if product is affected by the implementation of a tariff. Contact us for updated pricing after this date.

Due to market volatility, global supply chain pressures, and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Ph: 510-839-5111
TF: 800-443-3556
oaksales@lncurtis.com
UEI#: DDLSADSWN7U7

CURTIS
TOOLS FOR HEROES

Pacific North Division
6723 Sierra Court, Suite C
Dublin, CA 94568
www.LNCurtis.com

# Quotation

| CUSTOMER: | SHIP TO: |
|---|---|
| Scotts Valley Fire District<br>7 Erba Lane<br>Scotts Valley CA 95066-4103 | Scotts Valley Fire Protection District<br>7 Erba Ln<br>Scotts Valley CA 95066-4103 |

| QUOTATION NO. | ISSUED DATE | EXPIRATION DATE |
|---|---|---|
| 403146 | 09/02/2026 | 10/02/2026 |

| SALESPERSON | CUSTOMER SERVICE REP |
|---|---|
| Bill Lianides<br>blianides@lncurtis.com<br>510-839-5111 | Randy Pascua<br>rpascua@lncurtis.com<br>510-268-3302 |

| REQUISITION NO. | REQUESTING PARTY | CUSTOMER NO. | TERMS | OFFER CLASS |
|---|---|---|---|---|
| | Josh Nehf | C36272 | Net 30 | FR |

| F.O.B. | SHIP VIA | DELIVERY REQ. BY |
|---|---|---|
| DEST | Standard Shipping | |

**NOTES & DISCLAIMERS**

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

**Safety Warning Notice:** Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. The SDS is provided with the product. In addition, manufacturer's safety and/or warning notices, instructions and information relating to the proper use and care of the product is provided with the product. All applicable SDS, safety and/or warning notices, instructions and other information provided with the product should be thoroughly read, reviewed, and understood prior to handling, distributing, using, reselling, or servicing any and all products provided by Curtis. Materials utilized to clean, repair, maintain and/or service your owned equipment, as well as Curtis owned equipment, may contain per-and polyfluoroalkyl substances (PFAS) to meet national standards or original equipment manufacturer specifications. For other important product notices and warnings, or to request an SDS, product specifications, manufacturer's safety notices, instructions and/or warning notices, please contact Curtis or visit https://www.lncurtis.com/product-notices-warnings

Transportation is included in below pricing.

Thank you for this opportunity to provide grant budget pricing. Please contact our office for firm pricing at time of order.

| LN | QTY | UNIT | PART NUMBER | DESCRIPTION | PL | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|---|---|
| 1 | 1 | EA | 272999000-1C HURST | S 799 E3 Connect Cutter - TOOL ONLY + CAPTIUM | OM | $14,392.04 | $14,392.04 |
| 2 | 1 | EA | 271977000-1C HURST | SP 777 E3 Connect Spreader - TOOL ONLY + CAPTIUM | OM | $15,267.82 | $15,267.82 |
| 3 | 1 | EA | 274985000-1C HURST | R 521 E3 Connect Ram - TOOL ONLY + CAPTIUM | OM | $9,889.16 | $9,889.16 |

Ph: 510-839-5111
TF: 800-443-3556
oaksales@lncurtis.com
UEI#: DDLSADSWN7U7

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www.LNCurtis.com

| | |
|---|---|
| **Subtotal** | $53,694.43 |
| **Estimated Tax Total** | $5235.21 |
| **Transportation** | $0.00 |
| **Total** | $58,929.64 |

View Terms of Sale and Return Policy

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

# Agenda Bill

| | | |
|---|---|---|
| **Agenda Subject:** Revised Public Salary Schedule | | **Meeting Date:** **11/11/2026** |
| **Agenda Bill Number:** **2026: 36**<br>**Division:** Administration<br>**Contact:** Fire Chief | **Attachments:** 1. Public Salary Schedule v111126 | **Funding Source:**<br>☐ General Fund<br>☐ Capital/Zone A<br>☒ N/A<br>**Amount Budgeted:** |
| **Adopted Strategic Initiative:** **Yes** ☒ **No** ☐ | **Initiative Description:** Prioritizing human capital to attract and retain the highest quality and professional workforce to meet community expectations in service delivery. | |

**PURPOSE/REQUIRED ACTION:**
Approve the revised Public Salary Schedule v111126

**BACKGROUND:**
The District's practice is to maintain a public salary schedule and make it available on its website. On June 21, 2026, the Board adopted the salary schedule for July 1, 2025, through June 30, 2028. The schedule was revised on July 9, 2025, to reflect salary adjustments for the Chief Officers and Confidential Employee Groups, and again on October 8, 2025, to reflect an increase in the state minimum wage.

Effective January 1, 2027, California's minimum wage will increase from $16.90 to $17.40 per hour, requiring another revision to the salary schedule. The attached revised schedule reflects this change.

Staff recommend that the Board approve the revised salary schedule.

**OPTIONS:**
None

**Administrative Recommendation:** Approve

**Board Committee Recommendation:** The Organization & Personnel Committee recommends approval.

**Suggested Motion:** Move to approve the revised Public Salary Schedule v111126

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

| | |
|---|---|
| Submitted by: Mark Correira, Fire Chief | |
| **Today's Date:** October 28, 2026 | **Other:** |

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

Effective 6/21/2025
Revised 11/11/2026

| Time Base Monthly | 7/1/2025 | | 7/1/2026 | | 7/1/2027 | |
|---|---|---|---|---|---|---|
| **Confidential Employees** | **Minimum** | **Maximum** | **Minimum** | **Maximum** | **Minimum** | **Maximum** |
| Admin Accounting Specialist | $6,339.48 | $7,705.67 | $6,656.45 | $8,090.95 | $6,989.27 | $8,495.50 |
| Admin Services Manager | $8,037.66 | $9,769.83 | $8,439.54 | $10,258.32 | $8,861.52 | $10,771.24 |
| Certification Incentive | $50 | $150 | $50 | $150 | $50 | $150 |
| Education Incentive | $150 | $350 | $150 | $350 | $150 | $350 |
| **IAFF Local 3577** | | | | | | |
| Firefighter | $8,429 | $8,851 | $8,767 | $9,205 | $9,117 | $9,573 |
| Engineer | $9,736 | $11,271 | $10,125 | $11,721 | $10,530 | $12,190 |
| Captain | $12,398 | $13,668 | $12,894 | $14,215 | $13,409 | $14,784 |
| Admin Captain | $13,624 | $15,021 | $14,169 | $15,622 | $14,736 | $16,246 |
| Deputy Fire Marshal | $13,624 | $15,021 | $14,169 | $15,622 | $14,736 | $16,246 |
| Holiday Pay | $833.52 | $1351.68 | $866.86 | $1,405.75 | $901.54 | $1461.98 |
| Paramedic Incentive | $842.90 | $1127.10 | $876.62 | $1172.18 | $911.68 | $1219.07 |
| Haz Mat Incentive | $421.45 | $683.40 | $438.31 | $710.74 | $455.84 | $739.17 |
| Certification Incentive | $38.90 | $563.55 | $40.46 | $586.09 | $42.07 | $609.54 |
| Education Incentive | $150.00 | $350 | $150.00 | $350 | $150.00 | $350 |
| **Chief Officers** | | | | | | |
| Battalion Chief | $15,718 | $17,329 | $16,347 | $18,022 | $17,001 | $18,743 |
| Fire Marshal | $17,274 | $19,045 | $17,965 | $19,806 | $18,684 | $20,599 |
| Certification Incentive | $157.18 | $761.80 | $163.47 | $792.24 | $170.01 | $823.96 |
| Education Incentive | $150.00 | $350 | $150.00 | $350 | $150.00 | $350 |
| Holiday Pay | $1,554.48 | $1,713.84 | $1,616.64 | $1,782.48 | $1,681.44 | $1,853.76 |
| Management Incentive | $1,137.50 | | $1,137.50 | | $1,137.50 | |
| **Fire Chief** | | | | | | |
| Fire Chief | $20,727.03 | $22,851.43 | $21,556.48 | $23,765.27 | $22,418.90 | $24,716.04 |
| Education Incentive | $150.00 | $350.00 | $150.00 | $350.00 | $150.00 | $350.00 |
| Management Incentive | $1,137.50 | | $1,137.50 | | $1,137.50 | |
| **Time Base Hourly** | **7/1/2025** | **1/1/2026** | **7/1/2026** | | **7/1/2027** | |
| Paid Call Firefighter (PCF) | $16.50 | $16.90 | $16.90 | | $17.40 | |
| Hydrant Maintenance | $24.76 | $24.76 | $24.76 | | $24.76 | |
| Temporary Firefighter | $34.73 | $34.73 | $36.13 | | $37.57 | |

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on November 11, 2026, by the following vote:

| | AYES | NOES | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Director Alex Titus | | | | |
| Director Kris Hurst | | | | |
| Director Daron Pisciotta | | | | |
| Director Mike Weaver | | | | |
| Director Ron Whittle | | | | |

ATTEST:

_____
Mark Correira
Board Secretary

_____
Daron Pisciotta
Board President

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

# Agenda Bill

| | | |
|---|---|---|
| **Agenda Subject:** Establishing Appropriations Limit for 2027 | | **Meeting Date:** 11/11/2026 |
| **Agenda Bill Number:** 2026: 40<br>**Division:** Administration<br>**Contact:** Alyssa Rodriguez, Administrative Services Manager | **Attachments:**<br>1. Resolution 2026-11 Appropriations Limits FY 26/27 | **Funding Source:**<br>☐ General Fund<br>☐ Capital/Zone A<br>☒ N/A<br>**Amount Budgeted:** |
| **Adopted Strategic Initiative:**<br>**Yes** ☐ **No** ☒ | **Initiative Description:** | |

**PURPOSE/REQUIRED ACTION:**
To establish appropriation limits for fiscal year 2026/27.

**BACKGROUND:**
The Fire District is required to set its appropriations limits annually in accordance with Article XIII-B of the California State Constitution. The governing body must record a vote on the methodology used to establish this limit. Historically, the District and County have used the cost of living methodology, which has resulted in the highest limit. The County Auditor-Controller calculates the appropriate amount for the District.

For the 2026/27 fiscal year, passage of Resolution 2026-11 will establish the appropriations limit at $29,988,054.00. Staff recommends approval of the Resolution.

**OPTIONS:**
NA

**Administrative Recommendation:** Approve

**Board Committee Recommendation:** NA

**Suggested Motion:** Move to approve resolution 2026-11 setting the appropriations limit for fiscal year 2026/27

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

| | |
|---|---|
| Submitted by: Mark Correira, Fire Chief | |
| **Today's Date:** November 5, 2026 | **Other:** |

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2026-11**

RESOLUTION ESTABLISHING SCOTTS VALLEY FIRE PROTECTION DISTRICT APPROPRIATION LIMIT FOR FISCAL YEAR 2026-2027 UNDER ARTICLE XIII-B OF THE CALIFORNIA CONSTITUTION, AND ESTABLISHING PERIOD FOR CONTESTING SUCH LIMIT

WHEREAS, Article XIII-B of the California Constitution provides that the state and each local government shall be subject to an annual appropriation limit as defined in that Article; and

WHEREAS, Article XIII-B Section 8(e)(2) requires the Governing Body to select the change in Cost of Living methodology each year by recorded vote; and

WHEREAS, the change in the California per capita personal income provides the greatest result rather than using the local assessment roll from the preceding year; and

WHEREAS, the Auditor-Controller has computed the appropriations limit applicable to the District for fiscal year 2026-2027 and transmitted the same to the District in a letter dated October 19, 2026 and,

NOW, THEREFORE, BE IT RESOLVED, that the SCOTTS VALLEY FIRE PROTECTION DISTRICT selects the change in the California per capita personal income and the percent change within the Unincorporated jurisdiction of the County in which the special district is located methodology for use in calculating its appropriation limit for fiscal year 2026-2027; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the appropriation limit for the SCOTTS VALLEY FIRE PROTECTION DISTRICT for fiscal year 2026-2027 is hereby established as $29,988,054.00 and that such appropriations limit may be adjusted at a later date in accordance with Sections 3 and 11 of Article XIII-B of the California Constitution; and,

No action or proceeding shall be brought, the purpose of which is directly or indirectly to attach, review, set aside, void or annul the appropriations limit established by this resolution unless such action or proceeding shall have been filed and served on the district within forty-five (45) days from the date this resolution is adopted in accordance with Division 9 of the Government Code.

(Continued on the next page)

PASSED AND ADOPTED by the Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, at a regular meeting held on the 11th day of November 2026, by the following roll call vote:

| | AYES | NOES | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Director Alex Titus | | | | |
| Director Kris Hurst | | | | |
| Director Daron Pisciotta | | | | |
| Director Mike Weaver | | | | |
| Director Ron Whittle | | | | |

ATTEST: _____ _____

Mark Correira
Board Secretary

Daron Pisciotta
Board President

# COUNTY OF SANTA CRUZ

LAURA BOWERS
AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR
701 OCEAN STREET, SUITE 100, SANTA CRUZ, CA 95060-4073
(831) 454-2500 FAX (831) 454-2660

October 19, 2026

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

**SUBJECT: FISCAL YEAR 2026-2027 APPROPRIATION LIMITATION**

Dear Special District Board of Directors:

In accordance with Section 7900 et seq. of the Government Code of the State of California, you must adopt an appropriation limit by resolution each fiscal year.

We have made the required calculations and prepared a sample resolution for use by the District, both of which are attached hereto. The limit presented was prepared per Government Code 7901(b). Each special district shall select its change in population and change in non-residential growth or change in per capita income annually by a recorded vote of the governing body of the special district as outlined in the attached resolution.

Adjustments for the Fair Labor Standards Act (FLSA) and qualified capital outlay projects may be exempt from the appropriation limit.

**After adopting the Districts' appropriation limit, please provide a copy of the resolution for our files.**

Very truly yours,

LAURA BOWERS

Auditor-Controller-Treasurer-Tax Collector

by Tracy Laine, Accountant I

Attachments:
Calculation of Appropriations Subject to Limitation,
Calculation of Adjustments to the Appropriations Limitation,
Resolution Establishing Appropriation Limit for Fiscal Year 2025-2026

PROP 4 - SCOTTS VALLEY FIRE PROTECTION DISTRICT
685010, 685030
CALCULATION OF APPROPRIATIONS SUBJECT TO LIMITATION
2026-2027

| | | |
|---|---|---|
| Total Appropriations | $ | 12,791,302 |
| Adjustments | | |
| Expenditure Appropriations: | | |
| 1. Qualified Capital Outlay Project | | (2,180,000) |
| 2. FLSA | | (31,741) |
| Adjusted Appropriations | $ | 10,579,561 |
| Less: Internal operating transfer between included funds | | (200,000) |
| Revenue Appropriations: | | |
| 1. Non-proceeds of taxes | | (510,229) |
| 2. User fees in excess of cost | | 0 |
| 3. Debt Service | | 0 |
| Appropriations Subject to Limit | $ | 9,869,332 |
| | | |
| Calculation of 2026-2027 Limit: | | |
| 2025-2026 Appropriations Limit | $ | 28,751,730 |
| Change in Local Assessment Roll/Personal Income | | 104.95% |
| % Change in Population | | 99.38% |
| Total Change Factor | | 104.30% |
| | | |
| 2026-2027 Appropriations Limitation | $ | 29,988,054 |
| | | |
| Amount Under Appropriations Limitation | $ | (20,118,722) |
| Excess Appropriations subject to Limitation | $ | 0 |

## Scotts Valley Fire Protection District

CEPPT Strategy 2
Entity #: SKHE-4027652040-501P
Quarter Ended September 30, 2026

### Market Value Summary:

| | QTD Current Period | Fiscal Year to Date |
|---|---|---|
| Beginning Balance | $693,445.18 | $693,445.18 |
| Contribution | 0.00 | 0.00 |
| Disbursement | 0.00 | 0.00 |
| Transfer In | 0.00 | 0.00 |
| Transfer Out | 0.00 | 0.00 |
| Investment Earnings | (18,896.54) | (18,896.54) |
| Administrative Expenses | (263.89) | (263.89) |
| Investment Expense | (136.21) | (136.21) |
| Other | 0.00 | 0.00 |
| Ending Balance | $674,148.54 | $674,148.54 |
| FY End Contribution Accrual | 0.00 | 0.00 |
| FY End Disbursement Accrual | 0.00 | 0.00 |
| Grand Total | $674,148.54 | $674,148.54 |

### Unit Value Summary:

| | QTD Current Period | Fiscal Year to Date |
|---|---|---|
| Beginning Units | 54,897.748 | 54,897.748 |
| Unit Purchases from Contributions | 0.000 | 0.000 |
| Unit Sales for Withdrawals | 0.000 | 0.000 |
| Unit Transfer In | 0.000 | 0.000 |
| Unit Transfer Out | 0.000 | 0.000 |
| Ending Units | 54,897.748 | 54,897.748 |
| Period Beginning Unit Value | 12.631577 | 12.631577 |
| Period Ending Unit Value | 12.280076 | 12.280076 |

Please note the Grand Total is your actual fund account balance at the end of the period, including accrued contribution and disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CEPPT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 09/30/2026

Scotts Valley Fire Protection District

Entity #: SKHE-4027652040-501P

| Date | Description | Amount | Unit Value | Units | Check/Wire | Notes |
|---|---|---|---|---|---|---|

Client Contact:
CEPPT4U@CalPERS.ca.gov

## Scotts Valley Fire Protection District

CERBT Strategy 2
Entity #: SKB7-4027652040-001
Quarter Ended September 30, 2026

### Market Value Summary:

| | QTD Current Period | Fiscal Year to Date |
|---|---|---|
| Beginning Balance | $1,397,393.89 | $1,397,393.89 |
| Contribution | 0.00 | 0.00 |
| Disbursement | 0.00 | 0.00 |
| Transfer In | 0.00 | 0.00 |
| Transfer Out | 0.00 | 0.00 |
| Investment Earnings | (30,569.38) | (30,569.38) |
| Administrative Expenses | (95.24) | (95.24) |
| Investment Expense | (151.71) | (151.71) |
| Other | 0.00 | 0.00 |
| Ending Balance | $1,366,577.56 | $1,366,577.56 |
| FY End Contrib per GASB 74 Para 22 | 0.00 | 0.00 |
| FY End Disbursement Accrual | 0.00 | 0.00 |
| Grand Total | $1,366,577.56 | $1,366,577.56 |

### Unit Value Summary:

| | QTD Current Period | Fiscal Year to Date |
|---|---|---|
| Beginning Units | 52,255.168 | 52,255.168 |
| Unit Purchases from Contributions | 0.000 | 0.000 |
| Unit Sales for Withdrawals | 0.000 | 0.000 |
| Unit Transfer In | 0.000 | 0.000 |
| Unit Transfer Out | 0.000 | 0.000 |
| Ending Units | 52,255.168 | 52,255.168 |
| Period Beginning Unit Value | 26.741736 | 26.741736 |
| Period Ending Unit Value | 26.152007 | 26.152007 |

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 09/30/2026

Scotts Valley Fire Protection District

Entity #: SKB7-4027652040-001

| Date | Description | Amount | Unit Value | Units | Check/Wire | Notes |
|---|---|---|---|---|---|---|

Client Contact:
CERBT4U@CalPERS.ca.gov

SCOTTS VALLEY FIRE PROTECTION DISTRICT

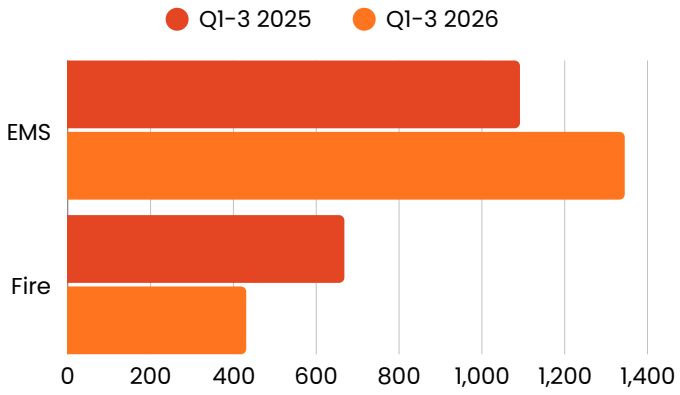
# CHIEF'S REPORT

Q1-3 2026

## OPERATIONS REPORT

| Total Incident Count Jan-Sep 2026 | EMS Incidents | Fire Incidents |
|---|---|---|
| **1,776** | **1,345** | **431** |

### Prior Year Call Comparison




### Incident Comparison Breakdown: Jan-Sep

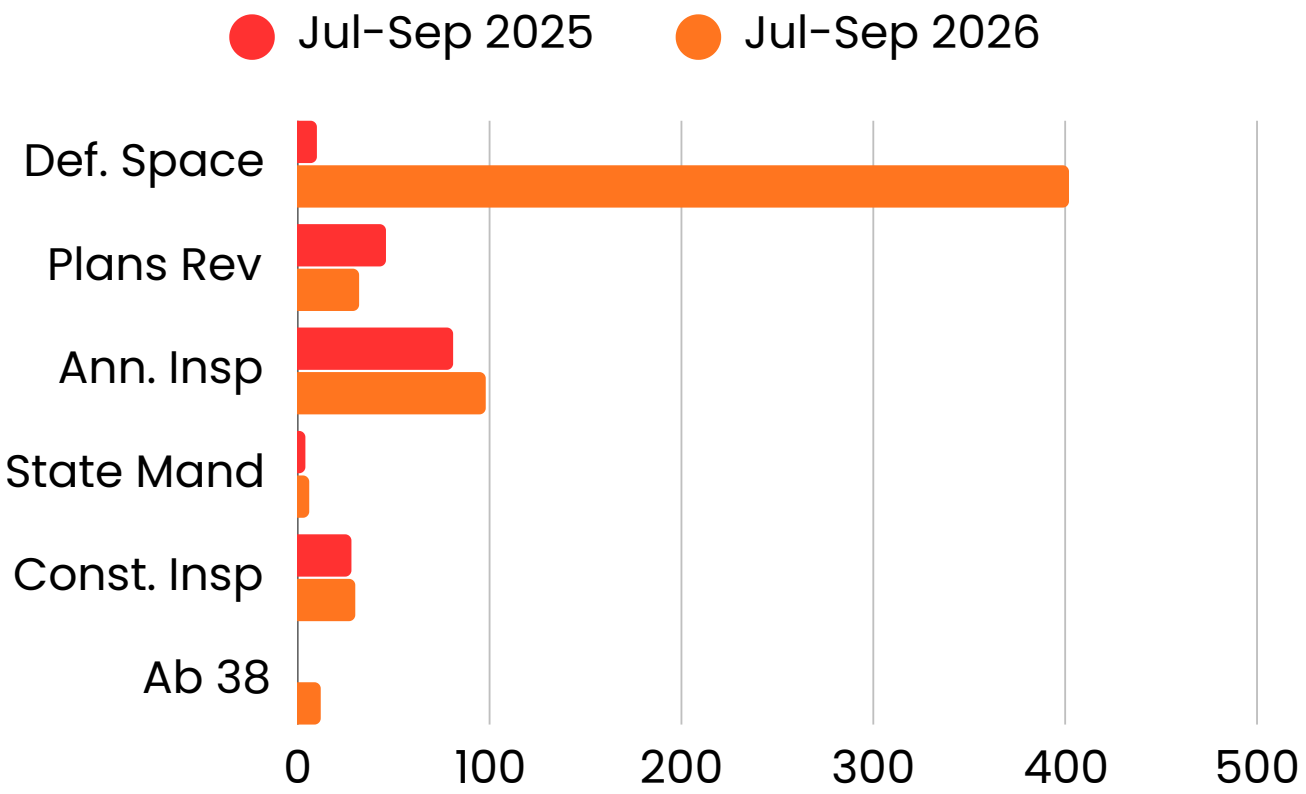
- 2025 EMS Incidents: 1,092
- 2026 EMS Incidents: 1,345*
- 2025 Fire Incidents: 668
- 2026 Fire Incidents: 431*

**Change in NERIS Reporting*



# DIVISION REPORT

## *Fire Prevention / Community Risk Reduction*



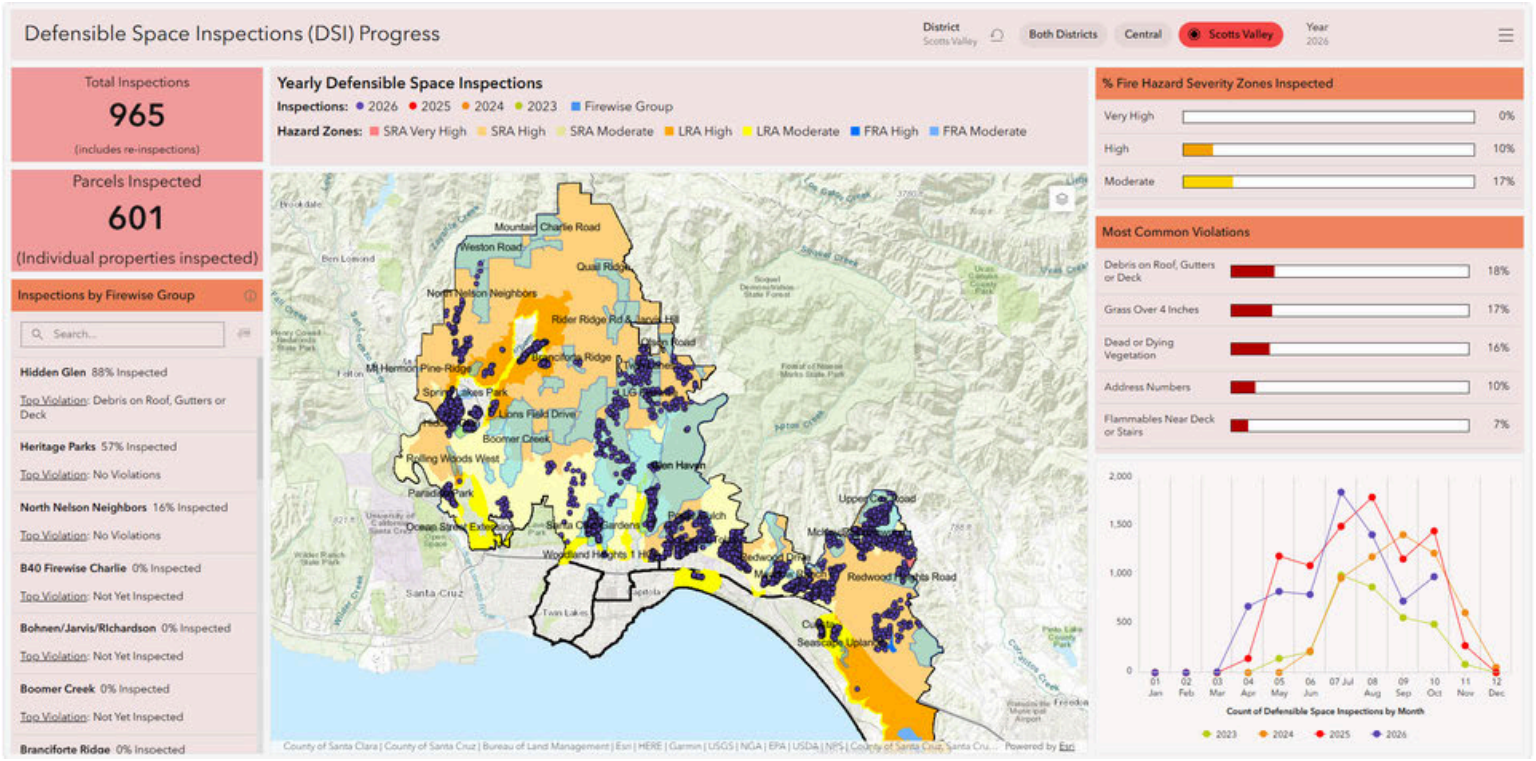

| | 2025 | 2026 |
|---|---|---|
| Defensible Space | 773 | 402 |
| Plans Review | 43 | 32 |
| Annual Insp | 199 | 98 |
| State Mandated | 19 | 6 |
| Construction | 19 | 30 |
| AB38 / Def. Space | 2 | 12 |

# *Fire Prev. / CRR Cont.*

Other CRR / Prevention activities:

- Assisted with the hiring of a Community Risk Reduction Analyst for Central Fire - Shared Services
- Attended County Fire Prevention Officers meeting
- Attended County Fire Investigation Task Force meeting
- Assisted Watsonville Fire - interview panel for Fire Prevention consulting firm
- Assisted Santa Cruz City Fire - interview panel for Deputy Fire Marshal
- Attended Scotts Valley's National Night Out

## *Defensible Space Dashboard*



# *Facilities and Equipment*

**Apparatus Updates**

- M-2567: Crews will be replacing the dated halogen lights with LED lights following multiple complaints regarding poor visibility during night calls.
- E-2512: Returning to Golden State for warranty work on the rear suspension. The incorrect spring rates are causing poor tire wear.
- E-2538: Returning to KME for a second time to repair a leaking water tank covered under warranty.

**Facilities Update**

- The septic system at Station 3 - Branciforte has been repaired with two new pumps and a complete cleanout.
- Created a facilitiy needs list for capital planning

# *EMS / Information Tech.*

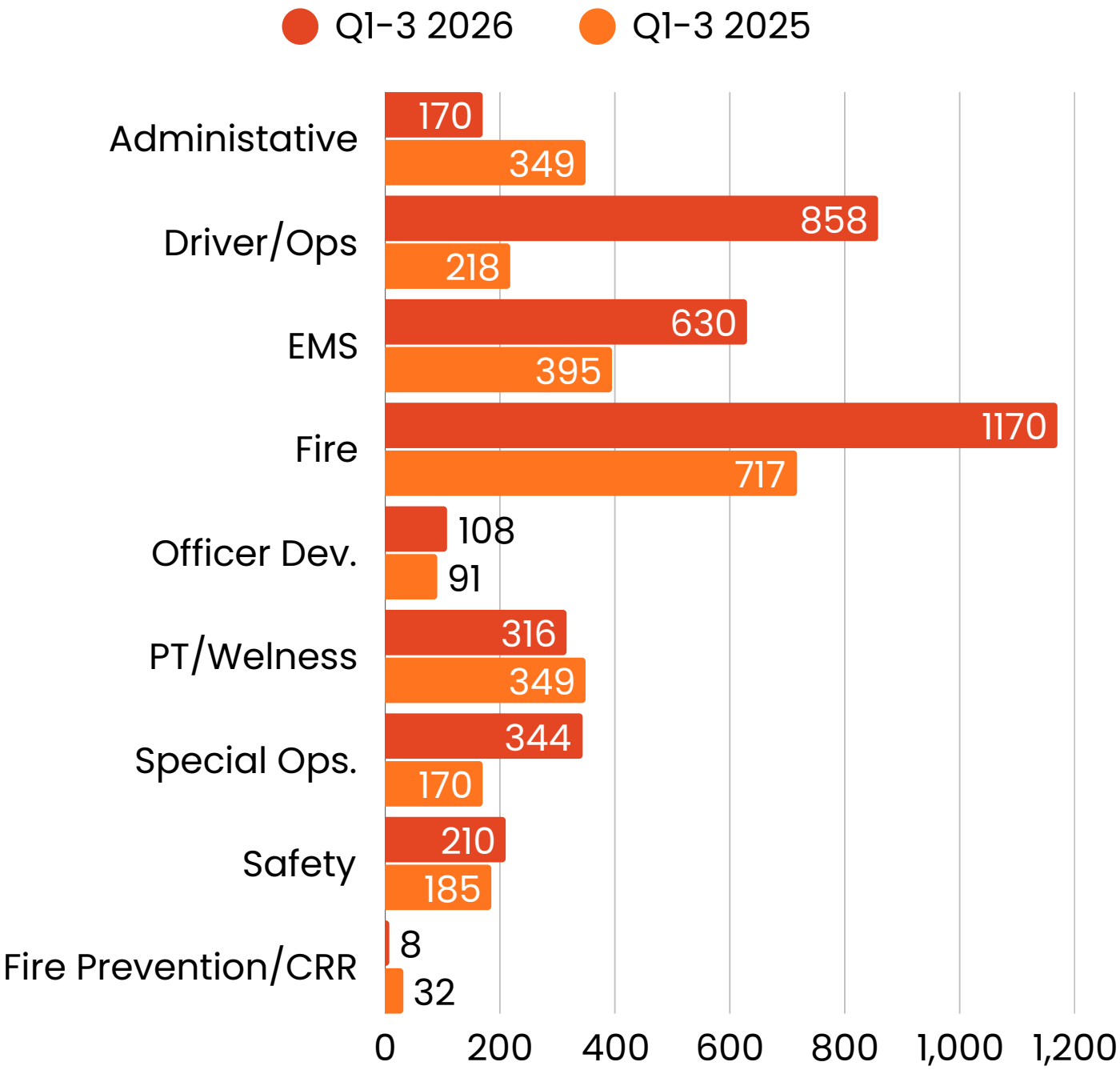
**Information Technology**

- *Migra*ting email server and physical server to OneDrive.
- Represented the County Fire Chiefs at the RING Radio Detailed Design Review – a three-day deep dive into the new radio technology

**EMS**

- Pediatric Advance Life Support Training and Advanced Cardiac Life Support Training are ongoing. The District has trained its own instructors and will be including these certifications every two years to maintain proficiency.

# *Training Division Report*




Block (Regional) Training for Q3 - Commercial Vent - Watsonville Tower

Firefighter 1 and 2 Annual Task Books, and OSHA training

Probationary Firefighters Marotta and Sowards progressing well through training, and ahead of schedule in their task books

# Administration and Fire Chief

## Strategic Planning (Q3-2026)

| | | | |
|---|---|---|---|
| **1.1** | **Create an actionable plan to address facility issues to ensure long-term sustainability.** | **TimeLine (Months)** | **Status Report** |
| | Create a report of findings and resources that address the critical gaps identified Evaluate building compliance with state and local building codes. | 3 | Developed capital facilities needs list for ballot measure planning. |
| **2.1** | **Improve recruitment and retention by identifying and implementing industry best practices in order to attract and retain the highest quality workforce.** | | |
| | Evaluate current policies that may be affecting the recruitment and retention of personnel. | 1 | Revising Policy 1500 Hiring, and Job Description Policies |
| **3.2** | **Explore, strengthen, and sustain relationships with adjoining agencies to increase efficiency and maximize the use of resources.** | | |
| | Identify target hazards and specific needs related to each agency to better respond on a county level to these areas of concern. | 9 | Moved to 2027 |

| | | | |
|---|---|---|---|
| **4.3** | **Develop a comprehensive marketing strategy in order to engage all demographics of the District to have a more informed and involved community.** | **TimeLine (Months)** | **Status Update** |
| | Examine ways in which to effectively showcase the District's identity, keeping in mind the communities served. | 3 | Moved to when website is live |
| | Determine the need for increased community events. | 3 | Moved to when website is live |
| | Research industry best practices to discover solutions to fill gaps. | 3 | Moved to when website is live |

## *Administration Report*

- Recruited and interviewed multiple candidates for the Administrative Accounting Specialist position, and have extended a conditional offer to one candidate.
- Completed the second entry level firefighter testing process and Chiefs Interview
- Supported background checks and medical evaluations on 10 paid call firefighters

## *Fire Chief Report*

- Spoke with Kiwanis, Rotary, and the Scotts Valley Education Foundation about fire station needs, and discussed possible future funding strategies
- Evaluating if the District should remain a member of the Santa Cruz County Fire Agency Insurance Group (SCCFAIG) – our workers compensation joint powers agreement.
- Continue to represent the Fire Chiefs Association on the RING Radio Project, and pursuing a joint hazmat team with Monterey County.
- Continuing to evaluate if the fire agencies should pursue bidding on the ambulance transport contract
- Spoke to a group of elected official staff members on fire district issues. This was requested by the California Special Districts Association
- Hosted Branciforte Fire Station Community Room dedication.

Outlook

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**Thank you**

---

**From** info@scottsvalleyfire.com <info@scottsvalleyfire.com>
on behalf of
nancywm <[redacted]

**Date** Thu 10/29/2026 1:25 PM

**To** *SVFD Info <info@scottsvalleyfire.gov>

Caution: External Email

To the Fire Chief:

Today, Megan, helped me with two car seats- one installed incorrectly and a new one. I could not do this myself. Megan was efficient,  fast and professional.

I am grateful for your assistance. Thank you Megan.

Nancy Meyberg
[redacted]
Santa Cruz. CA 95060

Sent from my Galaxy

Oct 20th

I want to express my sincere gratitude to S.V. Fire Protection District to the gentlemen; Corlew, Vardner, and Shoard for their consideration to check my smoke alarms on Monday Oct 19th at 552 Bear Creek Rd - [redacted]

These gentlemen were very professional and polite and considerate.

Thank you for all your service to this community.

Best Regards,
& God Bless

© Rosella Dalke at [redacted] in Montrose

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

# Agenda Bill

| | | |
|---|---|---|
| **Agenda Subject:** Certification of 2026-02 Entry Level Hiring List | | **Meeting Date:** **11/11/2026** |
| **Agenda Bill Number:** **2026: 33** | **Attachments:** 1. 2026-02 EL Hiring List | **Funding Source:** ☐ General Fund ☐ Capital/Zone A ☒ N/A **Amount Budgeted:** |
| **Division:** Administration | | |
| **Contact:** Fire Chief | | |
| **Adopted Strategic Initiative:** **Yes** ☒ **No** ☐ | **Initiative Description:** Prioritizing human capital to attract and retain the highest quality and professional workforce to meet community expectations in service delivery. | |

**PURPOSE/REQUIRED ACTION:**
Approve the 2026-02 Entry Level Hiring List

**BACKGROUND:**
On March 11, 2026, the Board approved the entry-level and lateral firefighter eligibility lists. The District has since hired two firefighters from those lists. After reviewing candidates' test results, qualifications, and background information, staff determined that both lists had been exhausted.

In late September and early October, District staff conducted a recruitment process to establish a new eligibility list for entry-level firefighter positions. Minimum qualifications were applied in accordance with District Policy 1500. The District received 10 application packets. Staff reviewed each candidate's qualifications, and all applicants were invited to advance to the next stage of the process. One candidate declined the invitation.

On October 26, the District administered a competitive evaluation process in accordance with District Policy 1501. Candidates were ranked based on their performance, which determined their placement on the proposed eligibility list. Because test scores must remain confidential until the Board considers the list, the proposed list will be presented at the Board meeting.

Staff recommends that the Board approve the eligibility list as presented.

**OPTIONS:**
Decline approval of the list and task staff to administer another or different testing process.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

| | |
|---|---|
| **Administrative Recommendation:** Approve | |
| **Board Committee Recommendation:** The Organization & Personnel Committee was briefed on the testing process that was occurring the day of their meeting. No recommendation was made by the Committee. | |
| **Suggested Motion:** Move to approve the 2026-02 Entry-Level Firefighter Hiring List | |
| Submitted by: Mark Correira, Fire Chief | |
| **Today's Date:** October 28, 2026 | **Other:** |

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

# Agenda Bill

| | | |
|---|---|---|
| **Agenda Subject:** Revised Policy 1500 – Hiring Practices and Requirements | | **Meeting Date:** **11/11/2026** |
| **Agenda Bill Number:** **2026: 37**<br>**Division:** Administration<br>**Contact:** Fire Chief | **Attachments:**<br>1. Revised Policy 1500 v111126 | **Funding Source:**<br>☐ General Fund<br>☐ Capital/Zone A<br>☒ N/A<br>**Amount Budgeted:** |
| **Adopted Strategic Initiative:**<br>**Yes** ☒ **No** ☐ | **Initiative Description:** Prioritizing human capital to attract and retain the highest quality and professional workforce to meet community expectations in service delivery. | |

**PURPOSE/REQUIRED ACTION:**
Approve the revised Policy 1500 Hiring Practices and Requirements v111126

**BACKGROUND:**
Over the past three months, staff has been revising the District's job descriptions. As part of this process, some hiring information was removed from the descriptions. To consolidate hiring practices and requirements in a single policy, staff has revised Policy 1500 to include hiring requirements for the Captain, Battalion Chief, and Fire Chief positions.

The revised requirements align with Policy 1505, the Career Development Guide. Years-of-service requirements are consistent with the applicable memoranda of understanding. The Fire Chief hiring standards reflect recent recruitment requirements, with education and other criteria listed as desired qualifications. The policy also allows the District to determine equivalent qualifications for Chief Officer positions. (Periodic medical evaluation requirement language will be included in the job descriptions.)

Staff recommends that the Board approve revised Policy 1500.

**OPTIONS:**
Table, or provide direction to Staff for changes or additional updates.

**Administrative Recommendation:** Approve

**Board Committee Recommendation:** The Organization & Personnel Committee recommends approval.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

| | |
|---|---|
| **Suggested Motion:** Move to approve the revised Policy 1500 Hiring Practices and Requirements v111126 | |
| Submitted by: Mark Correira, Fire Chief | |
| **Today's Date:** October 28, 2026 | **Other:** |

| Scotts Valley Fire Protection SVFD | |
|---|---|
| **POLICY: 1500** | **SUBJECT: Hiring Practices and Requirements** |
| **DATE APPROVED: 11/11/2026** | |
| **BOARD CHAIR:** _____ | **FIRE CHIEF:** _____ |

## *Policy 1500: Hiring Practices and Requirements*

This Policy provides the framework and requirements for the Scotts Valley Fire SVFD's (SVFD) hiring practices.

When no current eligibility list exists for vacant or known vacant positions, the Fire Chief may establish eligibility hiring list(s) to be used to fill these positions. All applications received will be processed in accordance with the SVFD's hiring policies and practices. Any candidate disqualified from the hiring process shall be sent written notice of rejection from the process and reason why. Said notice shall be mailed to the email or physical address provided at the time of application.

The Scotts Valley Board of Director shall approve all hiring lists before conditional offers of employment are provided to any future employee or volunteer.

**General Requirements (All Positions)**

1. The SVFD is an equal opportunity employer and in compliance with equal opportunity hiring requirements. There shall be no discrimination in employment against any person on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

2. Applicants must have the legal right to work in the United States. Residence in California, or in Santa Cruz County, at the time of application is not required.

3. Applications shall be received from qualified applicants who are eighteen (18) years old or greater. Applicants must hold a valid California driver's license at the time of appointment.

4. Applicants shall have a high school diploma or G.E.D. certificate.

5. All newly hired employees of the SVFD will be on Probationary Status for a period of not less than one year from the date of hire, unless otherwise stated in policy, procedure, or memorandum of understanding of the SVFD.

6. The SVFD shall in all cases attempt to supply its need for officers and supervisors from its existing personnel. If, for some reason it is not able to do so, an open examination may be given to fill such positions or vacancies upon approval of the Board.

**Specific Requirements:**

**ADMINISTRATION**

Administrative Accounting Specialist

1. Meet all SVFD General Hiring Requirements
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Ability to perform the essential functions of the position.
5. Any combination of training and experience which would provide the required knowledge and abilities for the position. A typical way to obtain the required knowledge and abilities would be one (1) years of experience in a related full-time administrative position. Related education may be substituted for experience or experience may be substituted for education.

6. Desirable Qualification:
    a. Collegiate education in finance, accounting, business or public administration, or closely related field. A Bachelor's Degree is preferred.
    b. Training and or certification in state or nationally recognized municipal programs related to the position.

7. Probationary trial period:
    a. One (1) Year from appointment date

Administrative Services Manager

1. Meet all SVFD General Hiring Requirements

2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Ability to perform the essential functions of the position.
5. Any combination of training and experience which would provide the required knowledge and abilities for the position. A typical way to obtain the required knowledge and abilities would be five (5) years of experience in a related full-time administrative position with increasing responsibilities. Related education may be substituted for experience or experience may be substituted for education.

6. Desirable Qualification:
    a. Previous supervisory or management experience in a similar sized organization and similar field of work.
    b. Collegiate education in finance, accounting, business or public administration, or closely related field. A Bachelor's Degree is preferred.
    c. Training and or certification in state or nationally recognized municipal programs related to the position.

7. Probationary trial period:
    a. One (1) Year from appointment date

<u>Fire Marshal / Deputy Fire Marshal</u>

1. Meet all SVFD General Hiring Requirements.
2. Complete Live Scan Fingerprinting.
3. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
4. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
5. Ability to perform the essential functions of the position.
6. Minimum of five (5) years of experience in a career full time position in fire prevention and/or suppression, or related activities.
7. Complete California State Fire Training and Education Fire Investigator (2017) coursework (Fire Investigation 2A and 2B) or equivalent*.
8. Completion of P.C. 832.

9. Desired Qualifications:

a. Collegiate education at the Associated Degree or greater in Fire Science or related field.
b. Prior experience preparing, reviewing, assisting, or completing fire code adoption.

10. Probationary trial period:
    a. One (1) Year from appointment date

**EMERGENCY RESPONSE PERSONNEL**

Response Volunteer and or Paid Call Firefighter (PCF)
Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Reside within Santa Cruz County or a county with a contiguous border of Santa Cruz County.
3. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
4. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
5. Ability to perform the essential functions of the position and possess a valid and not greater than six (6) month old candidate physical ability test (CPAT) card (not greater.
6. Successfully pass a comprehensive background check as provided by the SVFD.

7. Probationary trial period:
    a. Response Volunteer – from appointment date to 1-year from fire academy graduation date.
    b. PCF – One year from appointment date.

Entry Level Firefighter/EMT and Entry Level Firefighter/Paramedic Hiring
Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.

4. Ability to perform the essential functions of the position and possess a valid candidate physical ability test (CPAT) card not greater than 6-months old at time of hire.
5. Successfully pass a comprehensive background check as provided by the SVFD.

6. Desirable qualifications:
    a. Firefighter/EMT: Graduate of an accredited fire training academy, or equivalent* training academy/program; be a licensed EMT in California or the ability to be licensed as an EMT in CA at the time of hire, and a non-expired CPR certification. Experience as a firefighter is not required.
    b. Firefighter/Paramedic: Graduate of an accredited fire training academy, or equivalent* training academy/program. Graduate of an accredited paramedic training program with the ability to be licensed as a paramedic in California at the time of hire, and a non-expired CPR, ACLS, PALS, and basic level trauma training (e.g. PHTLS, BTLS) or equivalent*. Experience as a firefighter is not required.

<u>Lateral Firefighter/EMT and Lateral Firefighter/Paramedic Hiring</u>
Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Ability to perform the essential functions of the position and possess a valid candidate physical ability test (CPAT) card not greater than 6-months old at time of hire.
5. Successfully pass a comprehensive background check as provided by the SVFD.

6. Meet the following minimum qualifications:
    a. Firefighter/EMT: Graduate of an accredited fire training academy, or equivalent* training academy/program, not less than two (2) years experience as a career firefighter/EMT, ability to be licensed as an EMT in California, and a non-expired CPR certification.
    b. Firefighter/Paramedic: Graduate of an accredited fire training academy, or equivalent* training academy/program, not less than two (2) years experience as a career firefighter/EMT, graduate of an accredited paramedic training program with the ability to be licensed as a paramedic in California, and a

non-expired CPR, ACLS, PALS, and basic level trauma training (e.g. PHTLS, BTLS) or equivalent. *

7. Desirable Qualifications:
    a. Collegiate education or course of study related to the position
    b. Emergency response experience in the SVFD
    c. Emergency medical, fire or rescue related training
    d. California licensed EMT or Paramedic

8. Probationary trial period:
    a. Entry-Level: Two (2) years (24 months)
    b. Lateral: one (year) (12 months)

Fire Captain

Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Successfully pass a comprehensive background check as provided by the SVFD.
5. Five (5) years of experience as a firefighter and or engineer in a fire department of similar or greater size and complexity.

6. Desirable Qualifications:
    a. Collegiate education or course of study related to the position
    b. California licensed EMT or Paramedic
    c. California Fire Training Fire Officer 2 Certification or equivalent.*

7. Probationary trial period:
    a. One (1) Year from appointment date

Battalion Chief **

Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.

3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Successfully pass a comprehensive background check as provided by the SVFD.
5. Eight (8) years of experience, including three (3) years as a Company Officer in a fire department of similar or greater size and complexity.

6. Desirable Qualifications:
    a. College degree in Fire Protection Technology, Public Administration or related field.
    b. California Fire Training Fire Officer 3 Certification or equivalent.
    c. Center for Public Safety Excellence Officer Designation

7. Probationary trial period:
    a. One (1) Year from appointment date

<u>Fire Chief **</u>
Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Successfully pass a comprehensive background check as provided by the SVFD.
5. Ten (10) years of increasingly responsible fire and Emergency medical services management experience including administrative/management experience that includes responsibility for staff supervision, budgeting, planning; and a minimum of five (5) years of experience as Chief Officer.

6. Desirable Qualifications:
    a. College degree from an accredited college in related field
    b. Graduate of the National Fire Academy Executive Fire Officer Program
    c. California Fire Training Fire Officer 4 Certification or equivalent.
    d. Center for Public Safety Excellence Chief Officer Designation

*** The District reserves the sole discretion to determine whether education, experience, or other qualifications are equivalent to the requirements outlined for Chief Officer positions.*

| Scotts Valley Fire Protection SVFD | |
|---|---|
| **POLICY: 1500** | **SUBJECT: Hiring Practices and Requirements** |
| **DATE APPROVED: 11/11/2026** | |
| **BOARD CHAIR:** _____ | **FIRE CHIEF:** _____ |

## *Policy 1500: Hiring Practices*

This Policy provides the framework and requirements for the Scotts Valley Fire SVFD's (SVFD) hiring practices.

When no current eligibility list exists for vacant or known vacant positions, the Fire Chief may establish eligibility hiring list(s) to be used to fill these positions. All applications received will be processed in accordance with the SVFD's hiring policies and practices. Any candidate disqualified from the hiring process shall be sent written notice of rejection from the process and reason why. Said notice shall be mailed to the email or physical address provided at the time of application.

The Scotts Valley Board of Director shall approve all hiring lists before conditional offers of employment are provided to any future employee or volunteer.

**General Requirements (All Positions)**

1. The SVFD is an equal opportunity employer and in compliance with equal opportunity hiring requirements. There shall be no discrimination in employment against any person on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

2. Applicants must have the legal right to work in the United States. Residence in California, or in Santa Cruz County, at the time of application is not required.

3. Applications shall be received from qualified applicants who are eighteen (18) years old or greater. Applicants must hold a valid California driver's license at the time of appointment.

4. Applicants shall have a high school diploma or G.E.D. certificate.

5. All newly hired employees of the SVFD will be on Probationary Status for a period of not less than one year from the date of hire, unless otherwise stated in policy, procedure, or memorandum of understanding of the SVFD.

6. The SVFD shall in all cases attempt to supply its need for officers and supervisors from its existing personnel. If, for some reason it is not able to do so, an open examination may be given to fill such positions or vacancies upon approval of the Board.

**Specific Requirements:**

**ADMINISTRATION**

Administrative Accounting Specialist

1. Meet all SVFD General Hiring Requirements
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Ability to perform the essential functions of the position.
5. Any combination of training and experience which would provide the required knowledge and abilities for the position. A typical way to obtain the required knowledge and abilities would be one (1) years of experience in a related full-time administrative position. Related education may be substituted for experience or experience may be substituted for education.

6. Desirable Qualification:
    a. Collegiate education in finance, accounting, business or public administration, or closely related field. A Bachelor's Degree is preferred.
    b. Training and or certification in state or nationally recognized municipal programs related to the position.

7. Probationary trial period:
    a. One (1) Year from appointment date

Administrative Services Manager

1. Meet all SVFD General Hiring Requirements

2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Ability to perform the essential functions of the position.
5. Any combination of training and experience which would provide the required knowledge and abilities for the position. A typical way to obtain the required knowledge and abilities would be five (5) years of experience in a related full-time administrative position with increasing responsibilities. Related education may be substituted for experience or experience may be substituted for education.

6. Desirable Qualification:
    a. Previous supervisory or management experience in a similar sized organization and similar field of work.
    b. Collegiate education in finance, accounting, business or public administration, or closely related field. A Bachelor's Degree is preferred.
    c. Training and or certification in state or nationally recognized municipal programs related to the position.

7. Probationary trial period:
    a. One (1) Year from appointment date

<u>Fire Marshal / Deputy Fire Marshal</u>

1. Meet all SVFD General Hiring Requirements.
2. Complete Live Scan Fingerprinting.
3. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
4. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
5. Ability to perform the essential functions of the position.
6. Minimum of five (5) years of experience in a career full time position in fire prevention and/or suppression, or related activities.
7. Complete California State Fire Training and Education Fire Investigator (2017) coursework (Fire Investigation 2A and 2B) or equivalent*.
8. Completion of P.C. 832.

9. Desired Qualifications:

a. Collegiate education at the Associated Degree or greater in Fire Science or related field.
b. Prior experience preparing, reviewing, assisting, or completing fire code adoption.

10. Probationary trial period:
    a. One (1) Year from appointment date

**EMERGENCY RESPONSE PERSONNEL**

Response Volunteer and or Paid Call Firefighter (PCF)
Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Reside within Santa Cruz County or a county with a contiguous border of Santa Cruz County.
3. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
4. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
5. Ability to perform the essential functions of the position and possess a valid and not greater than six (6) month old candidate physical ability test (CPAT) card (not greater.
6. Successfully pass a comprehensive background check as provided by the SVFD.

7. Probationary trial period:
    a. Response Volunteer – from appointment date to 1-year from fire academy graduation date.
    b. PCF – One year from appointment date.

Entry Level Firefighter/EMT and Entry Level Firefighter/Paramedic Hiring
Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.

4. Ability to perform the essential functions of the position and possess a valid candidate physical ability test (CPAT) card not greater than 6-months old at time of hire.
5. Successfully pass a comprehensive background check as provided by the SVFD.

6. Desirable qualifications:
    a. Firefighter/EMT: Graduate of an accredited fire training academy, or equivalent* training academy/program; be a licensed EMT in California or the ability to be licensed as an EMT in CA at the time of hire, and a non-expired CPR certification. Experience as a firefighter is not required.
    b. Firefighter/Paramedic: Graduate of an accredited fire training academy, or equivalent* training academy/program. Graduate of an accredited paramedic training program with the ability to be licensed as a paramedic in California at the time of hire, and a non-expired CPR, ACLS, PALS, and basic level trauma training (e.g. PHTLS, BTLS) or equivalent*. Experience as a firefighter is not required.

<u>Lateral Firefighter/EMT and Lateral Firefighter/Paramedic Hiring</u>
Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Ability to perform the essential functions of the position and possess a valid candidate physical ability test (CPAT) card not greater than 6-months old at time of hire.
5. Successfully pass a comprehensive background check as provided by the SVFD.

6. Meet the following minimum qualifications:
    a. Firefighter/EMT: Graduate of an accredited fire training academy, or equivalent* training academy/program, not less than two (2) years experience as a career firefighter/EMT, ability to be licensed as an EMT in California, and a non-expired CPR certification.
    b. Firefighter/Paramedic: Graduate of an accredited fire training academy, or equivalent* training academy/program, not less than two (2) years experience as a career firefighter/EMT, graduate of an accredited paramedic training program with the ability to be licensed as a paramedic in California, and a

non-expired CPR, ACLS, PALS, and basic level trauma training (e.g. PHTLS, BTLS) or equivalent. *

7. Desirable Qualifications:
    a. Collegiate education or course of study related to the position
    b. Emergency response experience in the SVFD
    c. Emergency medical, fire or rescue related training
    d. California licensed EMT or Paramedic

8. Probationary trial period:
    a. Entry-Level: Two (2) years (24 months)
    b. Lateral: one (year) (12 months)

Fire Captain
Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Successfully pass a comprehensive background check as provided by the SVFD.
5. Five (5) years of experience as a firefighter and or engineer in a fire department of similar or greater size and complexity.

6. Desirable Qualifications:
    a. Collegiate education or course of study related to the position
    b. California licensed EMT or Paramedic
    c. California Fire Training Fire Officer 2 Certification or equivalent.*

7. Probationary trial period:
    a. One (1) Year from appointment date

Battalion Chief **
Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.

3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Successfully pass a comprehensive background check as provided by the SVFD.
5. Eight (8) years of experience, including three (3) years as a Company Officer in a fire department of similar or greater size and complexity.

6. Desirable Qualifications:
    a. College degree in Fire Protection Technology, Public Administration or related field.
    b. California Fire Training Fire Officer 3 Certification or equivalent.
    c. Center for Public Safety Excellence Officer Designation

7. Probationary trial period:
    a. One (1) Year from appointment date

Fire Chief **

Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Successfully pass a comprehensive background check as provided by the SVFD.
5. Ten (10) years of increasingly responsible fire and Emergency medical services management experience including administrative/management experience that includes responsibility for staff supervision, budgeting, planning; and a minimum of five (5) years of experience as Chief Officer.

6. Desirable Qualifications:
    a. College degree from an accredited college in related field
    b. Graduate of the National Fire Academy Executive Fire Officer Program
    c. California Fire Training Fire Officer 4 Certification or equivalent.
    d. Center for Public Safety Excellence Chief Officer Designation

*** The District reserves the sole discretion to determine whether education, experience, or other qualifications are equivalent to the requirements outlined for Chief Officer positions.*

SCOTTS VALLEY FIRE PROTECTION DISTRICT
7 Erba Lane, Scotts Valley, CA 95066-4199 ● scottsvalleyfire.com ● 831-438-0211

# Agenda Bill

| | | |
|---|---|---|
| **Agenda Subject:** Policy 1001 Fire Chief Evaluation Process | | **Meeting Date:** **11/11/2026** |
| **Agenda Bill Number:** **2026: 38**<br>**Division:** Administration<br>**Contact:** Fire Chief | **Attachments:**<br>1. Revised Policy 1500 v111126 | **Funding Source:**<br>☐ General Fund<br>☐ Capital/Zone A<br>☒ N/A<br>**Amount Budgeted:** |
| **Adopted Strategic Initiative:**<br>**Yes** ☒ **No** ☐ | **Initiative Description:** Prioritizing human capital to attract and retain the highest quality and professional workforce to meet community expectations in service delivery. | |

**PURPOSE/REQUIRED ACTION:**
Approve Policy 1001 Fire Chief Performance Appraisal Process

**BACKGROUND:**
At its October 14, 2026, meeting, the Board discussed the Fire Chief evaluation process and directed staff to develop a policy for the Board's consideration.

Staff has developed Policy 1001 - Fire Chief Performance Appraisal Process. Consistent with the most recent Fire Chief evaluation, the policy provides the Board with a clear, inclusive, step-by-step framework. It requires an annual performance appraisal and a self-evaluation by the Fire Chief. It also allows the evaluator or evaluators to engage additional stakeholders or conduct a 360-degree evaluation.

Policy 1001 incorporates feedback from the October 14 Board meeting and the discussion at the October 26 Organization and Personnel Committee meeting.

Staff recommends that the Board approve Policy 1001. If approved, staff will return with an amendment to the Fire Chief's contract to resolve any conflicts and incorporate the policy into the evaluation process.

**OPTIONS:**
Table, or provide direction to Staff for changes or additional updates.

**Administrative Recommendation:** Approve

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| | |
|---|---|
| **Board Committee Recommendation:** The Organization & Personnel Committee recommends approval. | |
| **Suggested Motion:** Move to approve Policy 1001 Fire Chief Performance Appraisal | |
| Submitted by: Mark Correira, Fire Chief | |
| **Today's Date:** October 28, 2026 | **Other:** |

| Scotts Valley Fire Protection District | |
|---|---|
| **POLICY: 1001** | **SUBJECT: Fire Chief Performance Appraisal Process** |
| **DATE APPROVED: 11/11/2026** | |
| **BOARD PRESIDENT: _____** | **FIRE CHIEF: _____** |

# *Policy 1001: Fire Chief Performance Appraisal Process*

This employee performance appraisal process is intended to provide constructive feedback, encourage positive performance, support improvements in work habits, and create a documented performance history. The District and the Fire Chief recognize the importance of open and direct communication throughout the evaluation process.

## 1. Policy

The Board of Directors shall evaluate the Fire Chief's performance at least annually. The evaluation process may include a self-evaluation, a 360-degree review, and feedback from other stakeholders, as determined by the Board. The process shall be collaborative in nature, and designed to create a clear understanding of expectations.

Before the evaluation is finalized, the Fire Chief may submit written comments, whether in agreement or disagreement with the appraisal, for inclusion in the performance record. The Board shall not edit those comments and shall include them in the record.

## 2. Process and Timeline

At least two months before the Fire Chief's hiring anniversary, the Board President shall initiate the fire chief evaluation process. This would include:

a. **Agendize the Evaluation:** Board President will add a closed session to a Regular or Special Meeting agenda. The subject matter for the closed session shall be "Evaluation of a Public Employee – Fire Chief."

b. **Process Explanation:** In closed session, the Board President explains their plan for the evaluation process to Board Members. The Board President should be mindful of certain deadlines allowing enough time for Board Members to provide feedback, and time to create and review the evaluation.

c. **Administration Assignment:** Board President may retain responsibility for administering the evaluation instruments, delegate it to another Board Member, an outside person, or an Ad Hoc Committee.

d. **Fire Chief Self Evaluation:** Board President will ask the Fire Chief to complete the Fire Chief Self Evaluation Form (attached) and ask that it be returned by specific (e.g. two weeks from request).

e. **Distribution and Collection:** Board President or designee will distribute the completed Fire Chief's Self Evaluation Form and Fire Chief Evaluation Form (attached) to all Board Members with a specified return deadline (e.g. end of the month). Each Board Member should complete and return their evaluation to the person/group administering the process by the deadline.

f. **Other Stakeholder Feedback:** The Board President or Designee may contact colleagues of the Fire Chief, community members, or other key leaders within the organization (senior chief officers and manager, union president, etc.) for feedback / 360 evaluation.

g. **Compilation:** The person(s) administering the evaluation will create a single fire chief evaluation using the Fire Chief Evaluation Form based on the feedback from the Board, Stakeholders, and Fire Chief's Self Evaluation. Performance "themes" should be identified and included in the final version. Themes should be supported by validated / trusted examples (example: *Fire Chief is an active member of the Chiefs Association but should be cautious of the time it takes away from District Business.)*

h. **Draft Review:** Board President will add a closed session to a Regular or Special Meeting agenda to review and discuss the draft Evaluation. The subject matter for the closed session shall be "Evaluation of a Public Employee – Fire Chief."

   The person(s) administering the evaluation shall share a draft version of the evaluation with the other Directors either via email before the closed session or at the closed session. If emailed and to avoid Brown Act violations, the administrator(s) are encouraged to BCC Board Members and advise them not to create a serial meeting by responding or discussing the evaluation with other Board Members.

   The Board should provide comments on the final version in an attempt to create consensus amongst the entire Board.

i. **Final Administration:** After consensus is reached by a majority of the Board, the evaluation will be administered through one of the following methods:

   i. The evaluation is administered by the Board President or designee in closed session with a majority of Board Members present. This can be after the Draft Review Meeting, at the next Board Meeting, or another time mutually agreed to between the Board and the Fire Chief.

ii. Board President or designee reviews the evaluation with the Fire Chief at a mutually agreed upon time and place

iii. The evaluation is administered in a manner mutually agreed to between the Board and Fire Chief

j. **Final Comments:** The Fire Chief will have seven (7) days to respond to the evaluation. Clarifying questions and comments should be encouraged during this time, and any final comments by the Fire Chief will be included in the evaluation unedited.

k. **Final Execution and Filing:** The Board President signs the final evaluation; a copy shall be given to the Fire Chief and the original placed in the Chief's personnel file.

l. **Goal Setting Work Plans, and Improvement Plans:** Goals and work plans for the next rating shall be established during or soon after the evaluation process and follow up evaluations scheduled at the discretion of the Board of Directors. If an improvement plan is warranted, this shall also be established soon after the evaluation.

m. **Salary Adjustments:** Any salary step adjustments shall be implemented as soon as practically possible in coordination with the Administrative Services Manager / payroll schedule. Salary adjustments, excluding those defined in the Fire Chief's Employment Contract shall be at the sole discretion of the Board.

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# Fire Chief Self Evaluation Form

| | |
|---|---|
| **Name**: | **Division**: |
| **Position**: Fire Chief | **Current Salary Line/Step**: |
| **Evaluation period- From:** **To:** | |
| **Type of Appraisal: __** Probationary __Annual __Interim Probationary __Special | |

## INSTRUCTIONS

*Please complete this self-evaluation by rating your performance in each area using the following scale:*

3 = Exceeds
- Consistently surpasses expectations; delivers outcomes above targets and adds clear additional value.

2 = Meets
- Fully meets job requirements and reliably achieves assigned goals with expected quality.

1 = Does Not Meet
- Fails to meet key expectations; performance deficiencies impact results and need improvement.

## SECTION 1: RELATIONSHIPS

1. Relationship with the Board Rating: ____
   *Comment:*

2. Relationship with the Community Rating: ____
   *Comment:*

## SECTION 2: LEADERSHIP, MANAGEMENT, QUALITIES & DEVELOPMENT

1. Personnel Leadership Rating: ____
   *Comment:*

2. Overall District Leadership Rating: ____
   *Comment:*

3. Business/Operational Leadership Rating: ____

*Comment:*

4. Personal Qualities (ethical, integrity) Rating: ____
   *Comment:*

5. Professional Development Rating: ____
   *Comment:*

**SECTION III: GOALS ACCOMPLISHED DURING THIS RATING PERIOD**

**Organizational Goals:**

**Personal/Professional Goals:**

**SECTION IV: PROPOSED GOALS FOR NEXT RATING PERIOD**

**Organizational Goals:**

**Personal/Professional Goals:**

**SECTION V: GENERAL COMMENTS**
*Comments:*

_____ _____

**EMPLOYEE SIGNATURE** **TITLE** **DATE**

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**EMPLOYEE PERFORMANCE APPRAISAL**
**POSITION: FIRE CHIEF**

## I. INSTRUCTIONS

The District and employee acknowledge the importance of open and direct communication regarding the employee's job performance. Per the Fire Chief contract, the District shall review this employee's performance to determine, among other things, entitlement of any salary increase (including merit and/or living adjustment) or other amendments to this contract.

This employee performance appraisal is intended to provide the employee with constructive and objective feedback, to encourage positive performance, afford a basis for modifying or changing behavior toward more effective working habits, and to create a documented history of performance. This appraisal is to be completed by the Board President or designee with information gathered from the Board of Directors at least annually, and then reviewed / discussed with the employee.

The process is meant to be interactive. If the employee agrees or disagrees with the appraisal, the employee is encouraged to discuss these areas with the Board. In addition, the Fire Chief may choose to provide written comment on the evaluation. This comments should be retained as part of the evaluation record.

The fully executed appraisal report must be returned to the Administrative Services Manager, and placed in the employee's personnel file.

EMPLOYEE INFORMATION

| | |
|---|---|
| **Name**: | **Division**: Administration |
| **Position**: Fire Chief | **Current Salary Line/Step**: |
| **Date of Advancement/Appointment**: | **Date of Review:** |
| **Evaluation period:** **to** | **Salary Step Change:** |

_____ _____

Certified by Board President Date

(Signature required for step increases)

## II. PERFORMANCE APPRAISAL

**Type of Appraisal**:

_____ Interim Probationary _____ Special

_____ Final Probationary _____ Annual

## III. PERFORMANCE RATINGS

Giving careful consideration to the employee's performance during the entire evaluation period, assign the employee a rating based on the performance areas listed below using the rating definitions. After completing the individual performance areas, assign a weighted overall rating based in the importance of the individual elements to the employee's particular job. Note specific performance deficiencies and/or the means by which the employee can improve (include needed training through the District or through the employee's own initiative). All ratings of *Does Not Meet* are to be clarified in terms of required performance levels or standards.

*Rating System:*

3 = Exceeds
- Consistently surpasses expectations; delivers outcomes above targets and adds clear additional value.

2 = Meets
- Fully meets job requirements and reliably achieves assigned goals with expected quality.

1 = Does Not Meet
- Fails to meet key expectations; performance deficiencies impact results and need improvement.

## IV. PERFORMANCE AREAS

*Please circle the appropriate numbered rating on the right side of each bulleted item. You may use up to one decimal point if you wish. Provides comments and examples in comments space.*

| **RELATIONSHIP WITH THE BOARD:** | Below | Meets | Exceeds |
|---|---|---|---|
| Effectively communicates with the Board and Directors | **1** | **2** | **3** |
| Responsive to the Boards questions and needs | **1** | **2** | **3** |
| Creates a collaborative environment with the Board Members | **1** | **2** | **3** |
| Demonstrates transparency with the Board | **1** | **2** | **3** |
| Supports and is accountable to Board's direction | **1** | **2** | **3** |
| *Comments:* | | | |

| **RELATIONSHIP WITH THE COMMUNITY:** | Below | Meets | Exceeds |
|---|---|---|---|
| Maintains strong public relations. | **1** | **2** | **3** |
| Communicates effectively with Community | **1** | **2** | **3** |
| Represents the District in a positively to its residents, business, and partner agencies. | **1** | **2** | **3** |
| Positively represents the District at community events. | **1** | **2** | **3** |

| | | | |
|---|---|---|---|
| Maintains relationships with community members and leaders | **1** | **2** | **3** |
| *Comments:* | | | |

| **PERSONNEL LEADERSHIP:** | Below | Meets | Exceeds |
|---|---|---|---|
| Fosters a positive work environment. | **1** | **2** | **3** |
| Empowers staff to effectively manage programmatic responsibilities; coaches as needed. | **1** | **2** | **3** |
| Inspires others with clear and motivating vision. | **1** | **2** | **3** |
| Demonstrates fair and consistent personnel management. | **1** | **2** | **3** |
| Supports and encourages professional development of staff. | **1** | **2** | **3** |
| *Comments:* | | | |

| **OVERALL FIRE DISTRICT LEADERSHIP:** | Below | Meets | Exceeds |
|---|---|---|---|
| Provides vision and direction to meet organizational goals. | **1** | **2** | **3** |
| Effectively motivates others | **1** | **2** | **3** |
| Aligns District Goals with community needs | **1** | **2** | **3** |
| Implements best and contemporary practices | **1** | **2** | **3** |
| Leads by example and holds self to highest level | **1** | **2** | **3** |
| *Comments:* | | | |

| **BUSINESS AND OPERATIONAL LEADERSHIP:** | Below | Meets | Exceeds |
|---|---|---|---|
| Effectively manages finances and human capital. | **1** | **2** | **3** |
| Ensures regulatory compliance with County and State requirements. | **1** | **2** | **3** |
| Effectively allocates resources to meet needs of the organization. | **1** | **2** | **3** |
| Maintains cooperative & collaborative efforts among staff and partner agencies | **1** | **2** | **3** |
| Evaluates and proposes sensible business practices to create an efficient and effective organization. | **1** | **2** | **3** |
| *Comments:* | | | |

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| **PERSONAL QUALITIES AND DEVELOPMENT:** | Below | Meets | Exceeds |
|---|---|---|---|
| Displays integrity through strong ethical principles, and holds self-accountable to the highest standard. | **1** | **2** | **3** |
| Committed to life-long-learning and professional development/growth. | **1** | **2** | **3** |
| Is adaptable in a changing environment. | **1** | **2** | **3** |
| Is a decisive decision maker while balancing and valuing input. | **1** | **2** | **3** |
| Displays integrity through strong ethical principles, and holds self-accountable to the highest standard. | **1** | **2** | **3** |
| *Comments:* | | | |

| **BOARD: GENERAL COMMENTS & EXAMPLES OF PERFORMANCE:** |
|---|
| |

| **GOALS FOR NEXT REVIEW PERIOD:** |
|---|
| |

| **EMPLOYEE COMMENTS:** |
|---|
| |

_____ _____

**EMPLOYEE SIGNATURE** **TITLE** **DATE**