



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF March 8, 2017

1. Call to Order - 7:00 P.M.

The regular meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, March 8, 2017 at the City of Scotts Valley Council Chambers. President Smith called the meeting to order at 7:00 p.m.

1.1 Pledge of Allegiance and Moment of Silence

President Smith thanked Community Television and the Videographer for Broadcasting the Meeting. President Smith called for the Pledge of Allegiance and a Moment of Silence to follow.

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|-------------------------|--|
| A. Directors Present: | Directors Campbell, Patterson, Pisciotta, Smith and Warren |
| B. Directors Absent: | None |
| C. Fire District Staff: | Chief Grebil, Battalion Chiefs McNeil, Theilen and Whittle and Administrative Secretary Walton |

2. Special Presentations

2.1 Badge Pinning – Battalion Chief Jeff McNeil

Chief Grebil stated that it was an honor to promote Captain Jeff McNeil to Battalion Chief (BC) as it has been over ten years since the last BC promotion. Jeff McNeil was hired in April 1989 and promoted to Captain in 2011. As part of succession planning, Jeff McNeil was assigned as the first Administrative Captain for a period of six months and completed the Career Development Guide revisions and transformed the Prevention Office. On February 25th Captain Jeff McNeil was promoted to BC. Jeff McNeil's wife Katie and daughters Arie and Isla pinned his BC Badge and Collar Brass.

BC Chief McNeil congratulated Captain Grigg on his promotion. BC McNeil thanked his family for all their support and stated that it was an honor and privilege to work for this organization and that he takes this promotion very seriously.

2.2 Badge Pinning - Captain Garrett Grigg

Chief Grebil stated that as he has said in the past, the most important position in the Fire Service is Captain. Chief Grebil stated that Garrett Grigg was hired as a volunteer in July 1990, a temporary Firefighter in 2000, a full time Firefighter in 2001 and part of the first group of Firefighter Paramedics in 2003. Garrett Grigg manages the Paid Call Firefighter Program and is an Ambassador in the Community making a positive difference every day. On February 25th Engineer Garrett Grigg was promoted to Captain. Garrett Grigg's wife, Lisa and daughter Sofia pinned his Captain Badge and Collar Brass.

Captain Grigg thanked his family, friends and all in attendance for the support throughout this journey. Captain Grigg stated that he has been working towards this goal for the last 10 years and that he is grateful for the opportunity.

3. Public Comment (GC §54954.3)

None

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

None

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5. Consent Calendar

5.1 Minutes: Approve Regular Board Meeting Minutes of February 8, 2017

5.2 Payroll: Approve Payroll 3 and 4 in the amount of: \$256,635.35

5.3 Expenditures: Approve Expenditures for February in the Amount of:

<u>General Fund:</u>	\$121,057.60
<u>SCHMIT:</u>	\$ 4,404.29
<u>TOTAL:</u>	\$125,461.89

The Consent Calendar was enacted upon by one motion.

On motion of Director Smith seconded by Director Campbell to *Approve the Consent Calendar as Listed* was approved by the following vote:

AYES: Campbell, Patterson, Pisciotta, Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

6. Action Items

6.1 Fire Chief Recruitment – Request for Proposals from Executive Recruitment Firms - Discussion/Action

Chief Grebil stated that the Request for Proposals for the Fire Chief Recruitment were sent to 7 Firms and 5 proposals were received. Chief Grebil stated that included in the Board Packet was a summary of the proposals with the fees ranging from \$16,000 to \$26,000 and that the Board had access to the complete proposals in the Dropbox. Chief Grebil stated that based on the cost, the Board could consider an in house recruitment process, which has been done in the past and staff would make time to get it done. The decision is if the Board wants the current Fire Chief to head the Recruitment process or an Executive Recruitment Firm. Chief Grebil stated that based on his review of the proposals, Crabtree Consulting Services, LLC or Peckham & McKenney Executive Search would be his top choices.

The Board discussed the option of an in house recruitment and the proposals and associated costs.

On motion of Director Patterson seconded by Director Warren to *Contact Crabtree Consulting Services and Move Forward with Them* was approved by the following vote:

AYES: Campbell, Patterson, Pisciotta, Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

Chief Grebil will contact Crabtree Consulting Services and let them know the proposal was accepted; as well as, thanking the other Firms for submitting proposals.

6.2 Approve Resolution 2017-2: Resolution Accepting and Allocating Unanticipated Revenue - Discussion/Action

Chief Grebil stated that Resolution 2017-2 is to Accept and Allocate Unanticipated Revenue. The unanticipated revenue is from Strike Team Reimbursement, Permit Fees and Branciforte Fire Administrative Services and is allocated to Overtime, Extra Help, Maintenance Mobile Equipment and an additional transfer to Capital Outlay.

On motion of Director Campbell seconded by Director Patterson to *Approve Resolution 2017-2: Resolution Accepting and Allocating Unanticipated Revenue* was approved by the following vote:

AYES: Campbell, Patterson, Pisciotta, Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

6.3 Approve Transfer of Budget Appropriations within the FY2016/17 SCHMIT Budget for the Purpose of Purchasing a Replacement Laptop Computer – Discussion/Action

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Chief Grebil stated that it is necessary to replace the SCHMIT computer. Not all funded SCHMIT positions are currently filled so there is money available in the Agency Reimbursement Account. Since the computer purchase is a fixed asset, it is necessary to make a budget adjustment to make the purchase.

On motion of Director Patterson seconded by Director Warren to *Transfer the Money* was approved by the following vote:

AYES: Campbell, Patterson, Pisciotta, Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

6.4 Review of the District's Facilities, Fleet and the Capital Outlay Fund – Discussion/Action

Chief Grebil presented the annual review of the SVFPD Facilities, Fleet and Capital Outlay Fund and highlighted the following information:

Facilities

- Ideal Location for Two Stations – Glenwood and La Madrona
- Distance between Marywood/Glenwood = 4 miles
- Distance between Glenwood/Erba = 1.7 miles
- Distance between Glenwood/La Madrona = 3 miles
- Distance between Erba/La Madrona = 1.3 miles

Erba Station

- Originally built in 1963
- Administration added in 1982 and Training Room added in 1986
- Six apparatus bays with crew quarters for eight personnel

La Madrona Lot

- Purchased in 2002 for \$585,000
- 1.6 acres located at La Madrona and Mt. Hermon with underground utilities
- Developments costs to date total \$470,000 including Building Plans and soil Compaction
- On occasion, the Hilton uses the lot for overflow parking and there may be a formal proposal for the adjacent complex to use the lot of employee parking

Glenwood Station

- Built in 2000/2001
- Opened in September 2001
- Four bays with crew quarters

Marywood Lot

- Approximately an acre purchased in 1978
- Agreement for fire station use (no use restriction in the deed itself)
- The lot is currently leased for pasture land for \$1,200 annually

Fleet

Chief Grebil reviewed the following SVFPD Fleet including the pumping and foam capabilities (when applicable), annual mileage for the last four years and current mileage:

- *New E2511* – 2017 Pierce Enforcer – Received March 3, 2017 – Lead Type 1 Engine assigned to the Erba Station to be placed in service April 2017.
- *E2510 (Old E2511)* – 2006 Pierce Saber – Type 1 Engine will be assigned to Reserve in April 2017.
- *E2512* – 2012 Pierce Saber – Lead Type I Engine assigned to the Glenwood Station on 1/17/2013
- *E2513* – 2000 Pierce Saber – Type I Engine assigned as Reserve on 1/17/2013
- *E2537* – 2007 Pierce International 4X4 – Wildland Type III Engine assigned to the Erba Station
- *WT2250* – 2003 Pierce International – Water Tender assigned to the Erba Station
- *HM2560* – 2005 Pierce Enforcer – Haz Mat Response Vehicle assigned to the Glenwood Station
- *U2590* – 2006 Chevy Tahoe 4X4 – Administrative Travel Vehicle (was assigned to Chief Grebil until 11/23/2016)

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- U2591 – 2017 Ford Explorer 4X4 – Administrative/Command Vehicle assigned to Fire Chief 2500
- U2592 – 2014 Dodge Ram 1500 4X4 – Duty Chief/Command Vehicle assigned to A-Shift Battalion Chief 2501 (received on 10/25/2013)
- U2593 – 2008 Chevy Tahoe 4X4 – Duty Chief Command Vehicle assigned to C-Shift Battalion Chief 2504
- U2594 – 2013 Dodge Ram 1500 4X4 – Duty Chief Command Vehicle assigned to B-Shift Battalion Chief 2502 (received on 5/20/2013)
- U2595 – 2002 Chevy Tahoe 4X4 – Administrative/Utility Vehicle (Reserve Duty Chief/Command, Acting BC, Prevention, Administration, etc.)
- U2596 – 1995 GMC Pickup 4X4 – Utility Vehicle assigned to the Erba Station

Chief Grebil stated that the recommendation is to surplus the Type 1 E2513 and replace it with a Type 3 Engine so that each station has a Type 3 Engine. This way, a Type 3 will be available if one is out of County. Pending Board authorization, staff will start building the Type 3 Engine to be included in the next Fiscal Year Budget.

On motion of Director Warren seconded by Director Pisciotta to *Authorize the Surplus of E2513 and Replace it with a Type 3 Engine* was approved by the following vote:

AYES: Campbell, Patterson, Pisciotta, Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

Chief Grebil reviewed the Capital Outlay Fund for apparatus and equipment replacement. An annual \$200,000 transfer from the General Fund will be necessary to fund the Capital Outlay purchases over the next 10 years including Light Duty Vehicles, Apparatus and Self Contained Breathing Apparatus (SCBA) Equipment.

6.5 LAFCO Election for Special District Member and Alternate – Discussion/Action

Director Campbell stated that he was not familiar with the candidates but based on the information received in the packet, he would cast the Vote for Mr. Tom Maxson. The Board discussed the Candidates.

On motion of Director Campbell seconded by Director Warren to *Cast the Vote for Mr. Tom Maxson* was approved by the following vote:

AYES: Campbell, Patterson, Pisciotta, Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

On motion of Director Warren seconded by Director Campbell to *Vote for Rachel Lather from the Soquel Water District* was approved by the following vote:

AYES: Campbell, Patterson, Pisciotta, Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

6.6 Leave of Absence Request from Jesse Trask, per Policy 1103 – Discussion/Action

Chief Grebil reported that Engineer/Paramedic Jesse Trask has requested a Leave of Absence to take a job with Santa Clara County Fire. After the Board Packet was published, it was determined that a Leave of Absence is not possible when taking employment with another CalPERS Agency. Chief Grebil stated Engineer/Paramedic Trask would qualify for re-employment based on Policy 1507. Engineer/Paramedic Trask withdrew his Leave of Absence request. No Action was taken.

6.7 Entry Level Firefighter/Paramedic Hiring, per Policy 1501 – Discussion/Action

Chief Grebil stated that there are no qualified Paramedics on the current Entry Level Firefighter/Paramedic (ELFF/PM) Hiring List. The recommendation is to terminate the current Hiring List and expand the recruitment to the Branciforte Fire Protection District (BFPD) Volunteers who have completed the SVFPD Bridge Academy, which will give a good group of candidates.

The Board discussed the options to expand the list of candidates for the ELFF/PM Hiring.

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On motion of Director Pisciotta seconded by Director Patterson to *Expand the Pool of Candidates Beyond the SVFPD Paid Call Firefighters to Include the Branciforte Fire Protection District Volunteers Who Have Completed the SVFPD Bridge Academy* was approved by the following vote:

AYES: Campbell, Patterson, Pisciotta, Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

7. Board of Directors and Chief Officers 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

Director Patterson stated that he did not attend the Successor Agency of the Scotts Valley Redevelopment Agency Meeting but that they had quorum and the regular business was completed.

7.2 Chief Officers Report – Chief Officers

Battalion Chief McNeil reported on the following:

- There are 30 students in the joint Basic Firefighter Academy and the SVFPD has 3 new Paid Call Firefighters in the Academy (2 have been through the Academy and will complete an abbreviated version).
- Crews are testing a new European structure helmet, which is lightweight, compact and larger protection area.
- Engineer Cortes has completed SVFPD SCBA Fit Testing and will also complete Fit Testing for the BFPD. Captain Petteys is completing SCBA Flow Testing and Engineer Ronzano is Air Testing for the Compressor.
- Crews have been busy with Probationary Firefighter Training and Firefighter Pedemonte completed his 6 month test.

Battalion Chief Theilen reported on the following:

- Crews have been busy with storm related calls and Nelson Road is open.
- Bud Abbott is completing the annual vehicle inspections and getting E2513 ready for surplus.
- Crews have been busy equipping the new Engine.
- Engineer Sundermier has been working to switch the small tools to a high end fuel, which cost more but should reduce the amount of repairs.
- Engineer LoFranco has designed a new patch and it has been 20 years since our last patch.

Battalion Chief Whittle reported on the following:

- Administrative Captain Stubendorff has been busy in the Fire Marshal Office.
- Jim Dias is reviewing plans for the new Marriott Hotel, the Grove-50 townhomes, the Terrance-19 Townhomes and Bay Photo commercial space and housing in front of the Scotts Valley Water District.
- New iPads have been received and will replace the Tough Books.
- A Mobile Map App has been designed for the SVFPD, which has a lot of great features. Other Agencies are interested in purchasing the App, which will offset the cost to design the App.
- A new desk top computer will be ordered; as well as, a laptop for the Haz Mat Vehicle.

Chief Grebil reported that Administrative Staff has been working on the Branciforte Fire Protection District Personnel and Training Files.

7.3 Report from IAFF Local 3577

Engineer Trask thanked the Board for the many opportunities during his employment and reported that Captain Dennis Petteys will be taking over as Union President on April 1, 2017.

8. Correspondence – Information

8.1 Tom Maxson, LAFCO Special District Member Candidate

8.2 Ben Lomond Fire Protection District, Support for Tom Maxson as a LAFCO Special District Member

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- 8.3 Felton Fire Protection District, Support for Jim Anderson, seeking re-election as LAFCO Special District Member
- 8.4 Scotts Valley Firefighters Local 3577, Labor Group Position Statement on Merger Study and Consolidation

The Board received and filed the correspondence.

9. Request for Future Agenda Items

None

10. Closed Session: Government Code §54957.7

- 10.1 Fire Chief Employment: Government Code §54957.(b)(1)
- 10.2 Conference with Labor Negotiators: Government Code §54957.6
Agency Designated Representatives: Robert Campbell and Daron Pisciotta
Employee Organization: Scotts Valley Firefighters I.A.F.F. Local 3577
- 10.3 Fire Chief Performance Review: Government Code §54957

At 8:55 p.m., President Smith announced that the Board would be going in to Closed Session for the purpose listed above.

11. Open Session

- 11.1 Report on Closed Session: Government Code §54957.1

At 10:08 p.m., the Board reconvened to Open Session.

President Smith reported that for Item 10.1 no action was taken, for Item 10.2 direction was given to the Agency Designated Representatives, and for Item 10.3 the Fire Chiefs Performance was Reviewed and **on motion of Director Warren seconded by Director Patterson to authorize a one-time accrual of 80 hours of Administrative Leave, to be used by June 30, 2017, to the Fire Chief.** The Motion was approved by the following vote:

AYES:	Campbell, Patterson, Pisciotta, Smith and Warren
NOES:	None
ABSENT:	None
ABSTAIN:	None

12. Adjournment

The meeting was adjourned at 10:10 p.m.

ATTEST


Alan Smith
Board President


Daniel J. Grebil
Board Secretary