



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF August 9, 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, August 9, 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 called for the Pledge of Allegiance and a Moment of Silence to follow.

- A. Directors Present: Directors Campbell, Patterson, Pisciotta and Smith
- B. Directors Absent: Director Warren
- C. Fire District Staff: Chief Grebil, Battalion Chiefs McNeil, Theilen and Whittle and Administrative Secretary Walton

### 2. Special Presentations

#### 2.1 Employee Length of Service Awards 20 Years – Luke Duncan and Roshan Todd

Chief Grebil introduced Engineers Luke Duncan and Roshan Todd to recognize them for 20 years of service. Chief Grebil stated that Engineer Duncan was hired as a Paid Call Firefighter in July 1997 and full-time in 2002, one of the first Paramedics in 2003, and Engineer in 2008. Chief Grebil stated that Engineer Todd was hired as a Paid Call Firefighter in July 1997, full-time in 2001, one of the first Paramedics in 2003, Haz Mat Technician in 2006 and Engineer in 2007. Chief Grebil presented Engineers Duncan and Todd with a 20 year pin and an additional Maltese cross for their dress uniforms.

Engineer Todd stated that she is proud to work in the Community she grew up in and that it has been a great 20 years and she looks forward to the next 20 years.

Engineer Duncan stated that 20 years went by so fast, this has been a great job and he looks forward to the future.

#### 2.2 Retirement Presentation – Chief Grebil

President Smith congratulated Chief Grebil on his retirement and presented him with a plaque and proclamation for serving as the Fire Chief for the past five years.

Chief Grebil thanked the Board and stated that the past five years have come and gone so fast. Chief Grebil stated that with 36 years in the Fire Service, this has been the dream job to finish his career. The SVFPD is a great organization with highly respected staff. Chief Grebil stated that he is confident that the SVFPD is in good hands with the new Fire Chief.

Union President Petteys presented Chief Grebil with a plaque from the Labor Group.

#### 2.3 Approve an Employment Agreement for the position of Fire Chief - Discussion/Action

**On motion of Director Patterson seconded by Director Pisciotta to Approve the Employment Agreement with Steve Kovacs for the Position of Fire Chief was approved by the following vote:**

<b>AYES:</b>	<b>Campbell, Patterson, Pisciotta and Smith</b>
<b>NOES:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Warren</b>
<b>ABSTAIN:</b>	<b>None</b>

President Smith introduced Steve Kovacs as the new Fire Chief and administered the Oath of Office.

### 3. Public Comment (GC §54954.3)

None

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting August 9, 2017**

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

President Smith added Item 2.2 to the Agenda for a Retirement Presentation for Chief Grebil.

President Smith Moved Item 13.1: Approve an Employment Agreement for the position of Fire Chief - Discussion/Action to Item 2.3.

**5. Consent Calendar**

5.1 Minutes: Approve Regular Board Meeting Minutes of June 14, 2017

5.2 Minutes: Approve Special Board Meeting Minutes of July 5, 2017

5.3 Minutes: Approve Special Board Meeting Minutes of July 12, 2017

5.4 Minutes: Approve Special Board Meeting Minutes of July 26, 2017

5.5 Payroll: Approve June Payroll 12 and 13 in the amount of: \$272,052.78

5.6 Payroll: Approve July Payroll 14 and 15 in the amount of: \$326,867.40

5.7 Expenditures: Approve Expenditures for June in the Amount of:

General Fund:	\$ 42,842.64
SCHMIT:	\$ 2,089.51
TOTAL:	\$ 44,932.15

5.8 Expenditures: Approve Expenditures for July in the Amount of:

General Fund:	\$ 207,889.49
SCHMIT:	\$ 13,985.74
TOTAL:	\$ 221,885.23

5.9 Approve Extra Hours Compensation to Fire Chief Grebil for the State Reimbursable Out of County Strike Team Assignment (July 9-17, 2017)

**On motion of Director Pisciotta seconded by Director Campbell to Approve the Consent Calendar Items 5.1 thru 5.9 was approved by the following vote:**

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

**6. Public Hearing/Action Item –2017/2018 FY Final Budget**

6.1 Scheduled Public Hearing on the District's 2017/2018 Final Budget:

685010 General Fund:	\$7,060,702
685020 Zone A:	\$1,105,672
685030 Capital Outlay:	\$ 613,309
685040 SCHMIT:	\$ 191,900

Chief Grebil reviewed the Final Budget and noted the following:

General Fund – 685010

- The unassigned beginning fund balance is \$1,294,646 and includes a \$200,000 transfer to Capital Outlay. In addition, there is a \$200,000 Assigned Fund Balance for Future Retiree Medical.
- Strike Team Revenue is budgeted at \$225,000, which includes the recent Strike Team assignment and \$50,000 for future Strike Team assignments.
- All allocated positions are funded including 1.25 Full-Time Employee for the Secretary/Receptionist position. Differential Pay has been budgeted for sixteen (16) Paramedics and six (6) Haz Mat Technicians. There is \$50,000 of overtime budgeted for strike team assignments.
- Extra Help is budgeted at \$46,000 for Paid Call Firefighters and Hydrant Maintenance.
- The CalPERS Retirement Plans are budgeted for the Employer percent of payroll and annual Unfunded Accrued Liability payments (UAL). The Safety side fund is captured as a loan payment to the Santa Cruz County Bank under "Other Charges".
- The actual Health Insurance Rates and estimated Dental and Life Insurance Rates have been budgeted. Retiree Health Insurance has been budgeted at \$87,018.
- Workers Comp insurance is \$162,077.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting August 9, 2017**

- The Miscellaneous Benefits: Vacation Payoff has been budgeted for Management Pay, Post Employment Healthcare, Vacation Buyback and Retiree Vacation Payoff (Fire Chief and potentially one additional).
- The Salary and Benefits budget is 5,788,577 and the Services and Supplies budget is \$596,650.
- The Contributions to Other Agencies is for the District's share of the LAFCO, which is \$8,389.
- The Fixed Asset budget is \$56,000 and includes computer replacements, a fire sprinkler/alarm plan scanner, mobile data equipment, radio replacements, replacement of multi-gas monitors, an engine scan tool, narcotics vaults for the engines and appliance replacements as needed.
- A \$200,000 transfer to Capital Outlay and \$50,000 for Contingencies has been budgeted.
- The General Fund Final Budget is balanced by using \$100,000 from the Unassigned Fund Balance. With the \$200,000 Transfer to Capital Outlay and \$50,000 in Contingencies, we do not anticipate using any of the Unassigned Fund Balance at the end of the Fiscal Year.

Zone A – 685020

- The beginning fund balance is \$990,997.
- Besides Auditing and Accounting costs, \$40,000 is budgeted for the Fire Facilities Master Plan.
- For future projects, 1 million dollars is budgeted and \$63,972 for Contingencies.

Capital Outlay – 685030

- The beginning fund balance is \$362,809.
- Revenue consists of a \$200,000 transfer from the General Fund, \$50,000 for the sale of E2513 and \$500 in interest.
- Fleet replacement is budgeted at \$525,000 (Type 3 Engine and two Staff Vehicle), \$35,000 for replacement of auto extrication equipment, \$50,000 for future capital outlay expenses and \$3,309 for Contingencies.

SCHMIT – 685040

- The beginning fund balance is \$47,562.
- Due to a significant Haz Mat Vehicle repair, the Maintenance of Mobile Equipment is budgeted at \$13,000, which will likely go over budget but should be covered within the total Services and Supplies budget of \$53,400.
- The budget includes \$20,000 to reimburse response agencies in the event of an activation.

6.2 Receive Public Comment and Adopt Resolution 2017-4: Resolution Adopting Final Budget for Fiscal Year 2017/2018, Discussion/Action

President Smith opened the Public Hearing. With no Public comment presented, the Public Hearing was closed.

**On motion of Director Patterson seconded by Director Campbell to Adopt Resolution 2017-4: Resolution Adopting Final Budget for Fiscal Year 2017/2018 was approved by the following vote:**

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

7. **Action Item**

7.1 Review Four CalPERS Annual Valuation Reports as of June 30, 2016 (Classic & PEPRA Safety and Miscellaneous Plans) – Discussion/Action

The Board reviewed the CalPERS Annual Valuation Reports for each plan with no action taken.

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

8.1 Board of Directors Report – Directors

Director Patterson reported that the Scotts Valley General Planning Meetings will be ongoing over the next year and that the next meeting will be in September.

8.2 Chief Officers Report – Chief Officers

Battalion Chief Whittle reported on the following:

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting August 9, 2017**

- The 1440 Foundation is near completion.
- The SVFPD, the City and Jim Dias met regarding the Lexington Hotel, which is moving forward very slowly.
- The Grove Project and Marriott Hotel is moving forward and the all-weather road has been completed.
- Plans are being reviewed for three (3) large mixed use commercial and residential units; as well as, several new single family dwellings.
- With the State legalization of cannabis in 2018, the Fire Prevention Officers are working on draft guidelines for code enforcement of cannabis facilities.
- Three (3) Microsoft Pros have been received and Administrative Captain Stubendorff is working on setting them up to enter medical reports. This way the reports can be sent at the incident electronically to the ambulance and hospital with a potential start date of September 1<sup>st</sup>.

Battalion Chief Theilen reported on the following:

- The recent Strike Team assignment.
- The Fleet Task Team meeting to work with other County Agencies to purchase Type 3 Engines. Working with the Fleet Task Team will expedite the process for the new Engine and we anticipate delivery in May or June so it is in service by next Fire Season.
- The fuel tank air quality testing and electrical issues in the kitchen at the Erba Station have been resolved.
- E2513 has been put up for sale.
- Administrative Captain Stubendorff is working on putting in narcotic safes for increased security.

Battalion Chief McNeil reported on the following:

- The SCHMIT Team was activated for a liquid spill and responded with Environmental Health.
- The quarterly SCHMIT training was taught by RW Jones.
- Firefighter Neil Cahir was changed to B-Shift.
- Crews attended the multiagency Active Shooter Drill and 4 X 4 Training in Hollister.

**9. Correspondence – Information**

None

**10. Request for Future Agenda Items**

None

**11. Closed Session: Government Code §54957.7**

11.1 Conference with Labor Negotiators: Government Code §54957.6  
Agency Designated Representatives: Robert Campbell and Daron Pisciotta  
Employee Organizations: All

11.2 Fire Chief Employment: Government Code §54957.(b)(1)

11.3 Fire Chief Appointment: Government Code §54957

At 8:06 p.m., President Smith announced that the Board would be going into Closed Session for item 11.1 only.

**12. Open Session**

12.1 Report on Closed Session: Government Code §54957.1

At 9:40 p.m., the Board reconvened to Open Session. President Smith reported that the Board gave direction to the Labor Negotiators with no action taken.

**13. Action Item**

13.1 Approve an Employment Agreement for the position of Fire Chief - Discussion/Action

President Smith Moved Item 13.1: Approve an Employment Agreement for the position of Fire Chief - Discussion/Action to Item 2.3.

**14. Adjournment**

The meeting was adjourned at 9:45 p.m.

ATTEST

  
Alan Smith  
Board President

  
Steve M. Kovacs  
Board Secretary