



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Board of Directors

Agenda

Wednesday, August 8, 2018, 6:30 P.M.

Scotts Valley City Hall

One Civic Center Drive, Scotts Valley CA 95066

Board meetings are televised on Community Television, Channel 25. Agendas and Board Packets are available on the District's web site @ 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 Steve M. Kovacs, Board Secretary, for immediate consideration.

1. Call to Order

1.1 Pledge of Allegiance and Moment of Silence

1.2 Roll Call

2. Public Comment (GC §54954.3)

This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. Any matter that requires Board action will be referred to staff for a report and action at a subsequent Board meeting.

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

4. Consent Calendar

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

4.1 Minutes: Approve Regular Board Meeting Minutes of July 11, 2018

4.2 Payroll: Approve July Payroll 14 and 15 in the amount of: \$391,075.50

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

General Fund:	\$188,516.46
Capital Outlay:	\$ 41,899.32
SCHMIT:	<u>\$ 10,593.68</u>
TOTAL:	\$241,009.46

5. Public Hearing/Action Item –2018/2019 FY Final Budget

5.1 Scheduled Public Hearing on the District's 2018/2019 Final Budget:

685010	General Fund:	\$ 9,068,265
685020	Zone A:	\$ 1,209,137

**Scotts Valley Fire Protection District
Board of Directors Meeting for August 8, 2018
Agenda**

685030	Capital Outlay:	\$ 317,231
685040	SCHMIT:	\$ 195,957

Public Hearing Process: District staff will make a summary of the proposed budget. The Board President will ask for public comment. Each speaker should go to the podium, sign in for the record and state their name and address. Each speaker will be allowed three (3) minutes to speak in an effort to have as much public input as possible. Upon completion of the public hearing, the matter will be brought before the Board for discussion and action.

5.2 Receive Public Comment and Adopt Resolution 2018-6: Resolution Adopting Final Budget for Fiscal Year 2018/2019, Discussion/Action

6. Action Items

6.1 Adopt Revised Policy 2000: Conflict of Interest Code and Biennial Review of the Conflict of Interest Code, Discussion/Action

6.2 Adopt Revised Policy 1401: Hours of Work, Scheduling and Work Period Designation, Discussion/Action

6.3 Appointment of a Board Member and Alternate to Serve on an Interagency Advisory Committee, Discussion/Action

6.4 Certify the Entry Level Firefighter/Paramedic Eligibility List, per Policy 1501, Discussion/Action

6.5 Consider Cancellation of the September 12, 2018 Regular Board Meeting, Discussion/Action

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*

7.2 Chief Officers Report – *Chief Officers*

8. Correspondence – Information

8.1 Letter From Aptos/La Selva Fire Protection District and Central Fire Protection District

9. Request for Future Agenda Items

10. Adjournment

Next Regularly Scheduled Board Meeting
Wednesday, September 12, 2018



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

Fax (831) 438-0383

MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF July 11, 2018

1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, July 11, 2018 at the City of Scotts Valley Council Chambers. President Patterson called the meeting to order at 6:30 p.m. and thanked Community Television for Broadcasting the Meeting.

Teleconference Notice

Director Pisciotta will be joining the meeting via teleconference from the following location:
Hayward Flat Campground Site #21M, Trinity Center, CA 96091

1.1 Pledge of Allegiance and Moment of Silence

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

1.2 Roll Call

- | | |
|-------------------------|---|
| A. Directors Present: | Directors Campbell, Patterson, Pisciotta (<i>Via Teleconference</i>) and Warren |
| B. Directors Absent: | Director Smith |
| C. Fire District Staff: | Chief Kovacs, Battalion Chief McNeil and Administrative Secretary Walton |

2. Public Comment (GC §54954.3)

None

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

None

4. Consent Calendar

4.1 Minutes: Approve Regular Board Meeting Minutes of June 13, 2018

4.2 Payroll: Approve June Payroll 12 and 13 in the amount of: \$ 327,300.81

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

<u>General Fund:</u>	\$ 85,972.65
<u>Zone A:</u>	\$ 8,006.75
<u>Capital Outlay:</u>	\$ 4,984.40
<u>SCHMIT:</u>	\$ 76.46
<u>TOTAL:</u>	\$ 99,040.26

4.4 Declare Surplus and Authorize Disposal of Vehicle #2595 (2002 4X4 Chevy Tahoe)

On motion of Director Campbell seconded by Director Warren to *Approve the Consent Calendar Items 4.1 through 4.4* was approved by the following vote:

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting July 11, 2018

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

5. Action Item

5.1 None

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

6.1 Board of Directors Report – Directors

President Patterson reported that he attended the Scotts Valley General Planning Meeting and they discussed Public Facilities and Parks. Administrative Captain Vandervoort attended the meeting as well.

6.2 Administrative Report – Chief Officers

The full Administrative Report was included in the packet and Chief Kovacs added the following:

- The new SVFPD Website has been uploaded and Capitan Stubendorff and Staff did a great job. The website is a work in progress, so information and suggestions are always welcome. When Board Members are available, please come by the Administrative Office to get your photo taken for the Website.
- The SVFPD and BFPD purchased one fire proof file cabinet each for personnel files, contracts and other essential files. Thanks to the on-duty crew for setting up the file cabinets as they are very heavy.
- I attended the FIREScope Meeting in Burbank today and they discussed the 25 million DRiSC funding to modernize the mutual aid system and prepositioning criteria. In addition, 15 million dollars will be available for early earthquake detection in high risk areas.
- CAL Fire will be replacing all helicopters across the state over the next four years and securing contracts for large air tankers to be utilized within the state.
- The goals for this fiscal year will be completed by the end of the month.
- I attended a Meeting with President Patterson, the City, the School District and Water District to discuss the continued growth within the City.
- I will be on vacation the week of July 23rd.

Battalion Chief McNeil reported the following with regards to the Active Shooter Drill at UCSC:

- This was the 6th year for the Drill and is the only California POST accredited active shooter training.
- The Drill is 5 days long and is attended by 5 Engine Crews and 20 Officers each day.
- The unified Fire and Police training is very valuable and the training gets bigger and better each year.

7. Correspondence – Information

7.1 Pacific Gas and Electric Company Letter

7.2 County of Santa Cruz County Clerk/Elections Letter

The Board received and filed the correspondence.

8. Request for Future Agenda Items

None

9. Closed Session: Government Code §54957.7

9.1 Fire Chief Performance Review: Government Code §54957

At 6:40 p.m., President Patterson announced that the Board would be going in to Closed Session for the Fire Chief Performance Review.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting July 11, 2018

10. Open Session

10.1 Report on Closed Session: Government Code §54957.1

At 7:00 p.m., the Board reconvened to Open Session. President Patterson reported that the Board discussed the Fire Chief Performance Review and that he received a Satisfactory evaluation.

11. Adjournment

The meeting was adjourned at 7:01 p.m.

ATTEST

Russ Patterson
Board President

Steve M. Kovacs
Board Secretary

Date Range from 06/16/2018 To 07/13/2018			
PAYROLL	ACCT.#	PP	TOTALS
Regular Pay	51000	14	\$118,608.85
		15	\$121,788.44
Overtime	51005	14	\$29,754.56
		15	\$32,482.41
Regular Pay, Extra Help (PCF)	51010	14	\$0.00
		15	\$2,677.50
Regular Pay, Sick Leave	51015	14	\$0.00
		15	\$0.00
Regular Callback Pay	51025	14	\$36,383.98
		15	\$28,501.85
Holiday Pay	51035	14	\$0.00
		15	\$0.00
Differential Pay	51040	14	\$5,422.41
		15	\$5,565.32
Regular Pay, Sick Leave Reserve	55020	14	\$0.00
		15	\$0.00
Misc Benefits, Vacation Payoff	55021	14	\$4,157.59
		15	\$4,232.59
Directors Fees	62327	14	\$1,500.00
		15	\$0.00
TOTAL PAYROLL			\$391,075.50

CLAIMS BY GL OBJ

08/02/2018

Filter: (Claim Date is between 07/01/2018
and 07/31/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Key: 685010			
GL Obj: 52015 Retirement			
07/03/2018	CALPERS RETIREMENT SYSTEM	Annual Lump Sum Prepayment- Pepra Misc 2018/2019 FY	\$1,698.00
07/03/2018	CALPERS RETIREMENT SYSTEM	Annual Lump Sum Prepayment- Pepra Safety 2018/2019 FY	\$1,985.00
07/03/2018	CAL PERS RETIREMENT SYSTEM	Annual Lump Sum Prepayment- Classic Misc 2018/2019 FY	\$12,000.00
07/12/2018	CALPERS FISCAL SERVICE DIVISION	Survivor Benefit- 18/19 FY Classic Misc	\$84.00
07/12/2018	CALPERS FISCAL SERVICE DIVISION	Survivor Benefit- 18/19 FY Pepra Misc	\$42.00
07/12/2018	CALPERS FISCAL SERVICE DIVISION	Survivor Benefit- 18/19 FY Classic Safety	\$780.50
07/12/2018	CALPERS FISCAL SERVICE DIVISION	Survivor Benefit- 18/19 FY Pepra Safety	\$311.50
SubObject Total			\$16,901.00
GL Obj: 53010 Group Health - Dental Insurance			
07/03/2018	FDAC EBA	Life & Vision Ins.- 7/2018	\$1,229.54
07/03/2018	JIM DELUCCHI	Retiree Health Ins.- 7/2018	\$776.26
07/03/2018	SAL LOFRANCO	Retiree Health Ins.- 7/2018	\$538.18
07/03/2018	MICHAEL MCMURRY	Retiree Health Ins.- 7/2018	\$1,480.29
07/03/2018	MIKE BIDDLE	Retiree Health Ins.- 7/2018	\$1,378.37
07/03/2018	MIKE PHINN	Retiree Health Ins.- 7/2018	\$834.90
07/03/2018	HEALTH CARE EMPLOYEES/EMPLOYER DENTAL TRUST	Dental Ins.- 7/2018	\$4,789.68
07/11/2018	FDAC EBA	Life & Vision Ins.- 8/2018	\$1,226.04
07/19/2018	CALPERS RETIREMENT SYSTEM	Health Ins.- 7/2018	\$51,900.76
07/25/2018	JIM DELUCCHI	Retiree Health Ins.- 8/2018 #20 of 30	\$776.26
07/25/2018	MIKE BIDDLE	Retiree Health Ins.- 8/2018	\$1,378.37
07/25/2018	SAL LOFRANCO	Retiree Health Ins.- 8/2018	\$538.18
07/25/2018	MICHAEL MCMURRY	Retiree Health Ins.- 8/2018	\$1,480.29
07/25/2018	MIKE PHINN	Retiree Health Ins.- 8/2018	\$447.56
07/25/2018	HEALTH CARE EMPLOYEES/EMPLOYER DENTAL TRUST	Dental Ins.- 8/2018	\$4,789.68
SubObject Total			\$73,564.36
GL Obj: 61110 Clothing & Personal Supplies			
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Boots/Stelling	\$392.84
SubObject Total			\$392.84
GL Obj: 61215 Radio Services: Dispatch NetCom Fees			
07/03/2018	SANTA CRUZ REGIONAL 9-1-1	1/2 911 Fees- 2018/2019 FY	\$32,378.00
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Active 911- PCF subscriptions (5)	\$49.32
SubObject Total			\$32,427.32

CLAIMS BY GL OBJ

08/02/2018

Filter: (Claim Date is between 07/01/2018
and 07/31/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Obj: 61310 Food			
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Cafe Carlos- Crew meal/Wildland fire	\$630.27
		Mountain Mike's- Crew meal/Structure fire	
		Costco- Water & Gatorade	
		Los Gallos- Crew meal/Cover Engine	
		Safeway- Crew meal/Airline fire	
SubObject Total			\$630.27
GL Obj: 61425 Household Expense			
07/03/2018	SCARBOROUGH LUMBER & BUILDING	Can Opener	\$16.67
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Station supplies	\$202.05
SubObject Total			\$218.72
GL Obj: 61535 Insurance PL & PD			
07/03/2018	MCNEIL AND COMPANY, INC.	Commerical Insurance- Umbrella 2018/2019 FY	\$4,036.00
07/03/2018	MCNEIL AND COMPANY, INC.	Commercial Insurance- Vehicle 2018/2019 FY	\$15,464.00
07/03/2018	MCNEIL AND COMPANY, INC.	Commerical Insurance- Property 2018/2019 FY	\$8,837.00
07/19/2018	MCNEIL AND COMPANY, INC.	Tahoe 2018- Add vehicle	\$436.69
SubObject Total			\$28,773.69
GL Obj: 61720 Maintenance - Mobile Equipment			
07/03/2018	SCARBOROUGH LUMBER & BUILDING	Tubing, screws	\$55.19
07/03/2018	CENTRAL FIRE DISTRICT	New Acuator- E2512	\$3,226.35
07/03/2018	CENTRAL FIRE DISTRICT	Replace Throttle sensor,thermostat E-2512	\$3,593.65
		Alternator- Low battery voltage E-2512	
07/11/2018	WINCHESTER AUTO STORES	Switch, tire foam	\$34.19
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Llyod's Tires- B-2502 Tire replacement	\$1,061.68
SubObject Total			\$7,971.06
GL Obj: 61725 Maintenance - Office Equipment			
07/03/2018	PAGODA TECHNOLOGIES INC.	Computer Management- 7/2018	\$1,011.12
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Quill- HP305 Toner magenta/Station printer	\$127.52
07/25/2018	MONTEREY BAY OFFICE PRODUCTS	Copier Contract & Copy Fees- 4/23-7/22/18	\$391.81
SubObject Total			\$1,530.45
GL Obj: 61730 Maintenance - Other Equipment			
07/03/2018	SCARBOROUGH LUMBER & BUILDING	Files (6,10,12) VF1	\$53.57
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Batteries	\$41.37
07/11/2018	SANTA CRUZ FIRE EQUIPMENT	Fire Extinguishers for Utility Vehicles	\$525.93
07/11/2018	SANTA CRUZ FIRE EQUIPMENT	Mounting Brackets- Utility Vehicles Fire Extinguishers	\$74.12
07/19/2018	BATTERIES PLUS	Helmet batteries	\$54.48
07/19/2018	BAUER COMPRESSOR	Bi-Annual service	\$1,157.73

CLAIMS BY GL OBJ

08/02/2018

Filter: (Claim Date is between 07/01/2018
and 07/31/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
07/25/2018	SANTA CRUZ FIRE EQUIPMENT	Fire Extinguishers service for Lead Engines	\$297.53
SubObject Total			\$2,204.73
GL Obj: 61845 Maintenance - Buildings & Grounds			
07/03/2018	SCARBOROUGH LUMBER & BUILDING	Water heater(VF2) parts, tape	\$738.09
07/03/2018	AIR EXCHANGE	Replace pressure sensors- VF1	\$449.12
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Rayne of SC- Monthly water softner exchange	\$231.90
07/19/2018	WESTERN EXTERMINATOR COMPANY	Reliance- VF2- Pilot assembly for water heater	
07/19/2018	WESTERN EXTERMINATOR COMPANY	Bug Service- VF1 6/2018	\$54.50
07/19/2018	WESTERN EXTERMINATOR COMPANY	Bug Service- VF2 6/2018	\$54.50
07/19/2018	R & S ERECTION MONTEREY BAY	VF2- Rear bay door repair(6/28/18)	\$989.00
SubObject Total			\$2,517.11
GL Obj: 62020 Memberships			
07/03/2018	CALIFORNIA FIRE CHIEFS ASSOCIATION	Membership- 2018/2019 FY	\$675.00
07/03/2018	FIRE DISTRICTS ASSOCIATION OF CA	FDAC Membership- 2018/2019 FY	\$550.00
07/03/2018	SCOTTS VALLEY CHAMBER OF COMMERCE	Annual Membership dues- 2018/2019 FY	\$150.00
07/11/2018	AFSS NORTHERN DIVISION ATT: PAULA FORENCICH	AFSS Membership- 2018/2019 FY	\$150.00
SubObject Total			\$1,525.00
GL Obj: 62219 PC Software			
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Dropbox.com- Annual dropbox Pro subscription	\$99.00
SubObject Total			\$99.00
GL Obj: 62223 Office Supplies			
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Grey business card stock	\$15.95
		USPS- Postage/Board photos	
SubObject Total			\$15.95
GL Obj: 62301 Accounting & Auditing Fees			
07/03/2018	TOTAL COMPENSATION SYSTEMS INC.	GASB 68 Disclosure report- 1st Installment	\$750.00
07/11/2018	PEHLING & PEHLING CPAS, AN ACCOUNTANCY CORPORATION	Audit- 2017/2018 FY	\$4,380.00
SubObject Total			\$5,130.00
GL Obj: 62358 Laundry Service			
07/19/2018	SCOTTS VALLEY CLEANERS	Dry Cleaning& Alterations- 1/18-6/18	\$293.00
SubObject Total			\$293.00
GL Obj: 62367 Medical Services			
07/25/2018	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical & Chest X-Ray	\$430.00
SubObject Total			\$430.00

CLAIMS BY GL OBJ

08/02/2018

Filter: (Claim Date is between 07/01/2018
and 07/31/2018)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Obj: 62381 Professional & Specialized Services			
07/03/2018	CSG CONSULTANTS, INC.	Fire Plan Review- 5030 SV Dr. 4300 SV Dr. 8 Ridge Lane, 304 Ginger Lane 316 Skyforest Way, 321 Cider Court	\$475.00
07/03/2018	CENTRAL COAST CISM TEAM	EAP Annual Fee- 2018/2019 FY	\$200.00
07/03/2018	LIEBERT CASSIDY WHITMORE	Legal Services	\$3,776.20
07/03/2018	CENTRAL COAST CISM TEAM	On Call Fee- 2018/2019 FY	\$200.00
07/11/2018	GENE MICHALAK	BRD Video- 7/11/18	\$110.00
SubObject Total			\$4,761.20
GL Obj: 62888 District Special Expense			
07/03/2018	MAS MODERN MARKETING	Pub Ed- Stickers (2,000)	\$600.15
SubObject Total			\$600.15
GL Obj: 62890 Subscriptions			
07/19/2018	NATIONAL TESTING NETWORK	Annual Subscription- 6/18/18-6/18/19	\$750.00
SubObject Total			\$750.00
GL Obj: 62914 Education & Training			
07/03/2018	BRIAN GREEN	Reimbursment- GPS/Land Navigation class	\$250.00
07/11/2018	ACTIVE WELLNESS LLC	Yoga- 6/2018	\$960.00
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	American Health- Inspector 1A/Vandervoort	\$345.00
SubObject Total			\$1,555.00
GL Obj: 62920 Gas, Oil & Fuel			
07/03/2018	FLYERS ENERGY LLC	Fuel/Diesel	\$1,494.50
07/03/2018	FLYERS ENERGY LLC	Diesel exhaust fluid	\$151.69
07/03/2018	FLYERS ENERGY LLC	Fuel/Diesel	\$181.61
07/11/2018	FLYERS ENERGY LLC	Fuel/Diesel	\$997.70
07/11/2018	U.S. BANK CORPORATE PAYMENT SYSTEM	Exxon- Fuel for E2537 Strike team	\$149.67
07/25/2018	FLYERS ENERGY LLC	Fuel/Diesel	\$764.27
SubObject Total			\$3,739.44
GL Obj: 63070 Utilities			
07/11/2018	SCOTTS VALLEY WATER DISTRICT	Water- VF1 4/5-6/4/18	\$339.90
07/11/2018	SCOTTS VALLEY WATER DISTRICT	Water- VF2 4/10-6/7/18	\$262.61
07/11/2018	SCOTTS VALLEY WATER DISTRICT	Water- VF2 FS 4/10-6/7/18	\$18.75
07/11/2018	SCOTTS VALLEY WATER DISTRICT	Water- VF1 FS 4/5-6/4/18	\$18.75
07/19/2018	PG&E	Gas- VF1 6/6-7/5/18	\$76.37
07/19/2018	PG&E	Electric- VF2 6/5-7/4/18	\$440.29
07/19/2018	PG&E	Gas- VF2 6/6-7/5/18	\$56.48
07/19/2018	PG&E	Electric- VF1 6/5-7/4/18	\$1,045.80
07/25/2018	CITY OF SCOTTS VALLEY	Sewer- VF1 5/15-7/15/18	\$123.82
07/25/2018	CITY OF SCOTTS VALLEY	Sewer- VF2 5/15-7/15/18	\$103.40

CLAIMS BY GL OBJ**08/02/2018***Filter: (Claim Date is between 07/01/2018
and 07/31/2018)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
			<hr/>
			SubObject Total
			\$2,486.17
			<hr/>
			Index Total
			\$188,516.46

CLAIMS BY GL OBJ

08/02/2018

*Filter: (Claim Date is between 07/01/2018
and 07/31/2018)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
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GL Key: 685030**GL Obj: 86209 Mobile Equipment**

07/03/2018 WINNER CHEVROLET INC.

Chevrolet Tahoe 2018

\$41,899.32

SubObject Total \$41,899.32**Index Total** \$41,899.32

CLAIMS BY GL OBJ

08/02/2018

*Filter: (Claim Date is between 07/01/2018
and 07/31/2018)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
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GL Key: 685040**GL Obj: 61110 Clothing & Personal Supplies**

07/03/2018	L.N. CURTIS & SONS	HM2560- Suits, boots, gloves	\$4,743.68
		SubObject Total	\$4,743.68

GL Obj: 61535 Insurance

07/03/2018	MCNEIL AND COMPANY, INC.	Commercial Insurance- SCHMIT 2018/2019 FY	\$2,000.00
		SubObject Total	\$2,000.00

GL Obj: 62914 Education & Training

07/25/2018	RW JONES AND ASSOCIATES HEALTH & SAFETY TRAINING CONSULTANTS LLC	SCHMIT Quarterly Training- 7/18/18	\$3,850.00
		SubObject Total	\$3,850.00
		Index Total	\$10,593.68
		Grand Total	\$241,009.46



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Date: August 8, 2018
To: Board of Directors
From: Steve M. Kovacs, Fire Chief
Subject: 2018/2019 Final Budgets

Recommendation

1. Adopt the 2018/2019 Final Budgets as presented:

685010	General Fund:	\$ 9,068,265
685020	Zone A:	\$ 1,209,137
685030	Capital Outlay:	\$ 317,231
685040	SCHMIT:	\$ 195,957

Background

The Board of Directors must pass a final budget by October 1st of each year.

General Fund

Revenue

The Fund Balance beginning this fiscal year is \$1,844,145, an increase of \$349,499 from last year.

The surplus is attributed to a 5.5% increase in Secured Property Tax, increased Plan Check and Inspection Fee activity, the B40 Administrative Services Agreement and over \$523K in Strike Team reimbursements.

An estimated increase to property tax of 4% has been included in the final budget as recommended by the County Auditor's Office.

Revenue from Plan Check and Inspection Fees for FY 18/19 are estimated at \$50,000, while the estimated expenditures for contract plan check and inspection services are \$15,000. The net cost recovery equals \$35,000, to offset staff time for those services and for future contract plan check and inspection services.

Revenue from Strike Teams is budgeted at \$200,000, and offset in the budget as an overtime expenditure.

Board of Directors

Robert Campbell Russ Patterson Daron Pisciotta Alan Smith Joshua Warren

Expenditures

The Salaries and Benefits budget includes a Cost of Leaving Adjustment (COLA), based on the current MOU's in place. Overtime and Call Back are budgeted to reflect the trend over the last few years, which when compared from year to year, illustrates the difficulty in budgeting. Years with high fire activity have increased overtime, most, if not all, of which is reimbursed by forest agencies and shown as revenue during those years. 2017/2018 experienced increased Callback Pay due to injuries. All allocated positions are funded.

The CalPERS Safety Retirement Plan is 18.677% of payroll, which is up from the 2017/2018 fiscal year amount of 17.875%. The Unfunded Accrued Liability's (UAL) annual lump sum prepayment option for the Safety Plan is \$507,715, which is up from the 2017/2018 payment of \$390,957. The Safety side fund is captured as a loan payment to Santa Cruz County Bank under "Other Charges".

The CalPERS Miscellaneous Plan is 9.409% of payroll which is up from the 2017/2018 fiscal year amount of 8.921%. The UAL's annual lump sum prepayment option for the Miscellaneous Plan is \$12,000, which is up from the 2017/2018 payment of \$9,824.

The employer rate for new CalPERS safety employees hired after January 1, 2013, is 12.141% of payroll, up from the 2017/2018 rate of 11.99%. Non-safety employee rate is 6.842% of payroll, up from the 2017/2018 rate of 6.533%.

This represents a budgeted amount of \$1,094,236, payable to CalPERS and a loan payment for the side fund of \$324,241, for a total of \$1,418,477, in retirement liability, which represents a \$157,584, increase over 2017/2018.

Health insurance is budgeted for an 8.25% increase effective January 1, 2019. Retiree health insurance is budgeted at \$84,816, a decrease of \$6,652 over last year, due to one retiree coming off the plan.

Workers compensation insurance is estimated at \$194,845, an increase of \$32,768 over last year.

The Services and Supplies budget is \$724,400.

The Contributions to Other Agencies is for the District's share of the LAFCO budget which is estimated at \$9,000.

Fixed Assets with a purchase price of \$5,000 or more have been incorporated into the appropriate budget accounts.

A \$200,000 transfer to the Capital Outlay is budgeted and \$50,000 for Contingencies.

The General Fund Final Budget is balanced by using \$275,350, from the Fund Balance.

Reserves

Account 98695 was added to this year's budget with \$500,000 in Emergency Reserves and \$1,039,795 in an Economic Stability Fund, for a total Reserve Account of \$1,539,795.

Zone A

The beginning fund balance is estimated at \$1,084,241. A 4% increase in property tax revenue is estimated for this fiscal year. Besides auditing and accounting costs, \$18,000 is budgeted for the Fire Facilities Master Plan, (carried over from Fiscal Year 2017/2018) \$1,100,000, for future projects and \$89,437, for contingencies.

Capital Outlay

The beginning fund balance is estimated at \$116,731. Revenue consists of a \$200,000, transfer from the General Fund and \$500 in interest.

\$50,000, is budgeted for fleet replacement (Staff Vehicle carried over from F/Y 2017/2018), \$35,000 for replacement auto extrication equipment, \$18,000 to upgrade the Erba Lane kitchen stove, \$161,324 for future capital outlay expenses and \$27,500, for contingencies.

SCHMIT

The beginning fund balance for the Santa Cruz Hazardous Materials Interagency Team is estimated at \$45,906. Services and supplies are to support the operating costs of the team in the amount of \$63,457, which includes a \$4,500, charge for management of the program. Personnel costs include \$20,000 for reimbursement to response agencies in the event of an activation and \$112,500, for differential costs for the response agencies (\$4,500 per team member), which accounts for 25 total members.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
FINAL GENERAL FUND BUDGET (685010)
2018/2019 FY**

Account #	Revenue Description	Revenue Amount	Expense Category	Expense Amount
40100	Prop Tax-Current Secured	6,598,228	Salaries & Benefits	6,220,829
40110	Prop Tax-Current Unsecured	140,028	Services & Supplies	724,400
40150	Supplemental Prop Tax-Current Secured	80,000	Other Charges	333,241
40151	Supplemental Prop Tax-Current Unsecured	2,000	Operating Transfer Out	200,000
40160	Supplemental Prop Tax-Prior Sec, Supplemental	3,000	Fixed Assets	0
40330	Licenses & Permits	50,000	General Reserves	1,539,795
40430	Interest	3,000	Contingencies	50,000
40440	Rents and Leases	1,200		
40830	St-Homeowners' Property Tax Relief	40,664		
40894	ST-Aid Others	200,000		
41617	ALS Response Contract - Net QA Costs	0		
42010	SCHMIT & B40 Administrative Services	64,000		
42022	Cost Recovery, Other	0		
42047	Other Charges	0		
42055	SCHMIT Reimbursement	27,000		
42384	Other Revenue	15,000		
42462	Operating Transfer In from Cap. Outlay	0		
	Total Revenue	7,224,120	Total Expenditures	9,068,265
	Fund Balance	1,844,145		
	Grand Total	9,068,265		9,068,265

Notes:

1. Schedule of Revenue: 50% in December, 45% in April and 5% in June
2. Account 40330 - Revenue from Permits, Plan Checks and Inspections
3. Account 40440 - Revenue from the Lease of the Marywood Property
4. Account 40894 - Revenue from Statewide Strike Teams and Overhead Assignments
5. Account 42010 - Revenue of \$4500 for SCHMIT Administration and \$59,500 for B40 Admin and Management
6. Account 42055 - Reimbursement for Personnel - Haz Mat Stipends and Training
7. Account 42384 - Revenue from CPR Classes, Donations, South Bay Reimbursement and Misc. Revenue
8. Account 98695 - Fund Balance as of July 1, 2018, Treated as Reserves
9. Account 98695 - Reserves for Future Retiree Medical

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
FINAL GENERAL FUND BUDGET (685010)
2018/2019 FY**

Expenditure Summary		
Account #	Category	Amount
	Salaries and Benefits	
51000	Regular Pay, Perm.	3,221,388
51005	Overtime Pay	270,000
51010	Regular Pay, Extra help	55,280
51025	Regular Call Back Pay	200,000
51040	Differential Pay	145,284
52010	Medicare Tax	52,626
52015	Retirement	1,094,236
53010	Employee Group Insurance	730,935
53015	Unemployment Insurance	7,748
54010	Workers' Compensation Ins	196,000
55020	Misc. Benefits: Sick Leave Reserve	53,743
55021	Misc. Benefits: Vacation Payoff	193,589
	Total Salaries and Benefits	6,220,829
	Services and Supplies	
61110	Clothing and Personal Supplies	31,400
61125	Uniforms	24,000
61215	Radio Services and Communications	88,100
61221	Telephone and Telegraph	12,500
61310	Food	3,500
61425	Household Expense	4,000
61535	Insurance	29,100
61720	Maintenance, Mobile Equipment	55,000
61725	Maintenance, Office Equipment	24,150
61730	Maintenance, Other Equipment	16,700
61845	Maintenance, Structure/Grounds	10,000
61920	Medical Supplies	9,000
62020	Memberships	3,330
62111	Miscellaneous Expense	11,000
62219	Computer Software	7,400
62223	Office Expense	33,900
62301	Accounting & Auditing Fees	75,500
62327	Directors Fees	8,900
62358	Laundry Service	1,800
62367	Medical Services	22,000
62381	Professional/Special Services	95,800
62420	Publications and Legal Notices	2,000
62500	Rents and Leases, Equipment	1,000
62715	Small Tools and Instruments	12,700
62888	Special District Expense	12,000
62890	Subscriptions	7,120
62914	Education & Training	50,500
62920	Gas, Oil and Fuel	34,500
62930	Conference Tuition - Registrations	10,500
63070	Utilities	27,000
	Total Services & Supplies	724,400
	Other Charges	
74110	Principal on Long Term Debt	216,198
74425	Interest on Long Term Debt	108,043
75231	Contributions to Other Government Agencies	9,000
	Total Other Charges	333,241
90000	Operating Transfers Out (To Account 42426)	200,000
	Fixed Assets	
	Total Fixed Assets	0
98695	General Reserves	1,539,795
98700	Contingencies	50,000
	TOTAL EXPENDITURES	9,068,265

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
FINAL ZONE A BUDGET (685020)
2018/2019 FY**

Account #	Revenue Description	Revenue Amount	Expense Category	Expense Amount
40100	Prop Tax-Current Secured	111,551	Services and Supplies	19,700
40110	Prop Tax-Current Unsecured	2,345	Fixed Assets	0
40150	Supplemental Prop Tax-Current Secured	1,500	Future Projects	1,100,000
40151	Supplemental Prop Tax-Current Unsecured	0	Contingencies	89,437
40430	Interest	9,000		
40830	St-Homeowners' Property Tax Relief	500		
	Total Revenue	124,896		
	Fund Balance	1,084,241		
	Budget Total	1,209,137		1,209,137

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
FINAL ZONE A BUDGET (685020)
2018/2019 FY**

Expenditure Summary		
Account #	Category	Amount
	Services and Supplies	
62301	Accounting & Auditing Fees	1,700
62381	Professional Services	18,000
	Total Services and Supplies	19,700
90000	Operating Transfer Out	0
	Fixed Assets	
	Total Fixed Assets	0
98695	Future Projects	1,100,000
98700	Contingencies	89,437
	Total Expenditures	1,209,137

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
FINAL CAPITAL OUTLAY BUDGET (685030)
2018/2019 FY**

Account #	Revenue Description	Revenue Amount	Expense Category	Expense Amount
40430	Interest	500	Operating Transfer Out	0
42384	Other Revenue	0	Fixed Assets and Equipment	128,000
42462	Operating Transfer In (General Fund)	200,000	Future Capital Outlay Expenses	161,731
42462	Operating Transfer In (Zone A)	0	Contingency	27,500
42450	Sale of Fixed Assets	0		
	Total Revenue	200,500		
	Fund Balance	116,731		
	Budget Total	317,231		317,231

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
FINAL CAPITAL OUTLAY BUDGET (685030)
2018/2019 FY**

Expenditure Summary		
Account #	Category	Amount
90000	Operating Transfer Out	0
	Fixed Assets	
86110	Structures and Improvements	18,000
86204	Equipment	60,000
86209	Mobile Equipment	50,000
	Sub Total Fixed Assets	128,000
98700	Contingencies	27,500
98695	Future Capital Outlay Expenses	161,731
	TOTAL EXPENDITURES	317,231

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
FINAL CAPITAL OUTLAY BUDGET (685030)
SCHEDULE OF FIXED ASSETS FY ENDING JUNE 30, 2019
2018/2019 FY**

Account #	Description	Amount
86110	Structures and Improvements	
	Erba Kitchen Stove and Improvements	18,000
	Subtotal Structures & Improvements	18,000
86204	Equipment	
	Auto Extrication Equipment	35,000
	SCBA Bottles and Masks	25,000
	Subtotal Equipment	60,000
86209	Mobile Equipment	
	Utility/Command Vehicle Replacement	50,000
	Subtotal Mobile Equipment	50,000
	GRAND TOTAL	128,000

Signed: _____
Board Secretary

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
FINAL SCHMIT BUDGET (685040)
2018/2019 FY**

Account #	Revenue Description	Revenue Amount	Expense Category	Expense Amount
40430	Interest	400	Services and Supplies	63,457
40894	Grant Funding	0	Personnel costs	132,500
			Fixed Assets	0
41150	Haz Mat Contract Contributions:			
	Santa Cruz County	72,099		
	City of Santa Cruz	29,394		
	City of Watsonville	25,373		
	City of Scotts Valley	6,239		
	City of Capitola	5,546		
	UCSC	6,000		
	State Parks	5,000		
	Total Contributions From Other Agencies	149,651		
	Total	150,051		
	Fund Balance	45,906		
	Grand Total	195,957		195,957

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
FINAL SCHMIT BUDGET (685040)
2018/2019 FY**

	Expenditure Summary	
Account #	Category	Amount
	Services and Supplies	
61110	Protective Clothing	5,000
61221	Telephone and Telegraph	600
61535	Insurance	2,000
61720	Maintenance, Mobile Equipment	10,000
61725	Maintenance, Office Equipment	2,200
61730	Maintenance, Other Equipment	6,800
61920	Medical Supplies	1,000
62219	Computer Software	2,000
62301	Accounting and Auditing	500
62365	Management Services	4,500
62715	Small Tools and Instruments	10,357
62888	Special District Expense	1,250
62914	Training	16,600
62920	Fuel	650
	Total Services and Supplies	63,457
	Contributions to Agencies	
75268	Reimbursement of Costs to Agencies	112,500
75276	Emergency Response Reimbursement	20,000
	Total Contributions to Agencies	132,500
	Fixed Assets	
	Total Fixed Assets	0
	Total Expenditures	195,957

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2018-6

RESOLUTION ADOPTING FINAL BUDGET FOR FISCAL YEAR 2018/2019

WHEREAS, Sections 13890, 13891 and 13893 of the California Health and Safety Code have been complied with; and

WHEREAS, a public hearing has been completed, during which time all additions and deletions to the proposed budget for 2018/2019 were made;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED in accordance with Section 13895 of the California Health and Safety Code, the Final Budget of the Scotts Valley Fire Protection District of Santa Cruz County for which the Board of Directors is the governing board, for fiscal year 2018/2019 be and is hereby adopted in accordance with the following:

Final Scotts Valley Fire Protection District Budget

General Fund	Index 685010	\$9,068,265
Zone A	Index 685020	\$1,209,137
Capital Outlay	Index 685030	\$ 317,231
SCHMIT	Index 685040	\$ 195,957

BE IT FURTHER RESOLVED that the appropriations for each budget unit which constitute the respective totals for each of the objects of the expenditures listed are attached hereto and known as the Final Budget (on file with the Secretary of the Board).

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 August 8, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Steve M. Kovacs
Board Secretary

Russ Patterson
Board President

cc: County Auditor/Controller



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Steve M. Kovacs
Fire Chief

Date: August 8, 2018
To: Board of Directors
From: Chief Kovacs
Subject: Agenda Item 6.1 - Biennial Review of the Conflict of Interest Code – Board Policy 2000

Recommendation

Adopt the updated Policy 2000, Conflict of Interest Code and authorize the Fire Chief to submit the 2018 Local Agency Biennial Notice to the County Board of Supervisors indicating that *No* amendment is required.

Discussion

The Political Reform Act requires that every local government agency review its conflict-of-interest code biennially. No later than October 1, 2018, each agency must submit to the county Board of Supervisors a notice indicating whether or not an amendment is necessary. The attached “2018 Local Agency Biennial Notice” form must be returned to the Board of Supervisors.

Staff is requesting that the Board review Policy 2000: Conflict of Interest Code and approve the recommended action.

Alicia Walton

From: NetFile on behalf of Mari Segura, Program Coordinator, County of Santa Cruz
Sent: Monday, July 23, 2018 4:06 PM
To: awalton@scottsvalleyfire.com
Subject: Reminder - Annual Form 700 - Statement of Economic Interests Filing

July 23, 2018

To: Form 700 Department Coordinators

From: Mari Segura, County Clerk's Office

Subject: **2018 Conflict of Interest Code Review**

2018 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

Dear Filing Officer:

We want to take this opportunity to update you on upcoming deadlines and appropriate documents available for the 2018 Local Agency Biennial Conflict of Interest Code updates.

As we have communicated throughout the year regarding your entity's Form 700 filers and their filings, we have also been reminding to review your entity's Conflict of Interest Code (COI) for any necessary edits for the upcoming 2018 Fair Political Practices Commission's requirement. Your COI is viewable to you per the NetFile database but because some of you are new "Filing Officers", we have also been providing copies for your review.

If amendments to an agency's conflict-of-interest code are necessary, the amended code must be forwarded to the Board of Supervisors for approval within **90 days** of filing the biennial notice. An agency's amended code is not effective until it has been approved by the Board of Supervisors.

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. **No later than October 1, 2018**, each agency must submit a notice indicating whether or not an amendment is necessary. The enclosed "2018 Local Agency Biennial Notice" form must be returned to this office. **This document is not submitted to the Fair Political Practices Commission.**

You can find the 2018 Local Agency Biennial Notice form [HERE](#) .

You are encouraged to review the online webinar on how to amend a conflict of interest code. The webinar is located on FPPC's [Training and Outreach Page](#) .

I hope you find this information helpful. Please let me know if you have any questions, we are here to assist you.

2018 Local Agency Biennial Notice

Name of Agency: Scotts Valley Fire Protection District
Mailing Address: 7 Erba Lane, Scotts Valley, CA 95066
Contact Person: Steve Kovacs Phone No. 831.438.0211
Email: skovacs@scottsvalleyfire.com Alternate Email: awalton@scottsvalleyfire.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☒ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Scotts Valley Fire Protection District	
POLICY: 2000	SUBJECT: Conflict of Interest Code
DATE APPROVED: 08/08/18	
BOARD CHAIR: _____	FIRE CHIEF: _____

CONFLICT OF INTEREST CODE

GENERAL PROVISION


California Government Code Section 87100: No public official at any level of state or local government shall make, participate in making or in any way attempt to use their official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.

A designated member is required to disclose that he or she is a director, officer, partner, trustee, employee, or holds any position of management, in a business entity if he or she would be required to disclose income from that entity. Income includes loans and gifts. For purposes of disclosure, "interest in real property" does not include the principal residence of the filer or any other property which the filer utilizes exclusively as the personal residence of the filer.

CATEGORY 1

- A. Any interest in real property located within the boundaries of the Scotts Valley Fire Protection District (SVFPD) or within 2 miles of the boundaries of the SVFPD.
- B. Any investment or income, as defined by this Code, including loans, gifts and business positions, in or from any person or business entity manufactures, leases, sells, or repairs any goods, services, equipment or other items purchased by the SVFPD.
- C. Any investment or income, as defined by this Code, including loans, gifts and business positions, in or from any person or business entity which owns, or during the past twelve months owned, an interest in real property located within the boundaries of the Scotts Valley Fire Protection District or within 2 miles of the boundaries of the SVFPD.
- D. Any income, as defined by this Code, including loans or gifts, from any person who is employed by or applies for employment with the SVFPD.
- E. Any investment or income, as defined by this Code, including loans or gifts and business positions, in or from any person or business entity which does, is seeking, or during the last 12 months did or sought to do business within the boundaries of the SVFPD, or within 2 miles of the boundaries of the SVFPD.

2 Cal. Code Regs. section 18730:

Scotts Valley Fire Protection District	
POLICY: 2000	SUBJECT: Conflict of Interest Code

18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.


Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

Scotts Valley Fire Protection District	
POLICY: 2000	SUBJECT: Conflict of Interest Code

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and
- (C) The filing officer is the same for both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.


Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

Section 5. Statements of Economic Interests: Time of Filing.

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements. All designated employees shall file statements no later than April 1.
- (D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Scotts Valley Fire Protection District	
POLICY: 2000	SUBJECT: Conflict of Interest Code

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.


(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(C) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Scotts Valley Fire Protection District	
POLICY: 2000	SUBJECT: Conflict of Interest Code

Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:


(A) Investments and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

Scotts Valley Fire Protection District	
POLICY: 2000	SUBJECT: Conflict of Interest Code

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.


Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

Section 8.1 Prohibition on Receipt of Gifts in Excess of \$420.

Scotts Valley Fire Protection District	
POLICY: 2000	SUBJECT: Conflict of Interest Code

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials.


Loans to public officials shall be subject to Sections 87460 to 87462 of the California Government Code.

Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$420 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation.

Scotts Valley Fire Protection District	
POLICY: 2000	SUBJECT: Conflict of Interest Code

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

Section 10. Disclosure of Disqualifying Interest.


When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

Scotts Valley Fire Protection District	
POLICY: 2000	SUBJECT: Conflict of Interest Code

NOTE: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.


² See Government Code section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principle residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Scotts Valley Fire Protection District	
POLICY: 2000	SUBJECT: Conflict of Interest Code


Appendix

Members and disclosure categories are:

<u>Position</u>	<u>Disclosure Category</u>
Governing Board Members (Automatically Required)	1
District Legal Counsel (Automatically Required)	1
Fire Chief (Automatically Required)	1

Designated Members and disclosure categories are:

<u>Position</u>	<u>Disclosure Category</u>
Battalion Chief	1
Administrative Captain/Fire Marshal	1

Scotts Valley Fire Protection District	
POLICY: 1401	SUBJECT: Hours of Work, Scheduling and Work Period Designation
DATE APPROVED: 8/8/2018	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

Policy 1401: Hours of Work, and Scheduling and Work Period Designation

1. In accordance with the Fair Labor Standards Act, the Scotts Valley Fire Protection District (SVFPD) elects to apply the 7(k) exemption for employees (Fire Personnel) employed in "fire protection activities".
2. The FLSA work period for part-time Fire Personnel will consist of seven (7) consecutive days starting at 0700 on Saturday and ending at 0700 on the following Saturday. Part-time Fire Personnel work hours will be scheduled based on assignment not to exceed 960 hours per fiscal year.
3. The FLSA work period for full-time shift Fire Personnel will consist of twenty-four (24) consecutive days. Full-time Fire personnel shifts will be scheduled for Scotts Valley Fire District shift employees shall work an average of fifty-six (56) hours per week.
4. A duty shift shall be a period of twenty-four (24) consecutive hours starting at 0700 hours one day and continuing to 0700 hours the next day. ~~A regular scheduled duty shift shall be a day marked with an (X) on the standard work schedule.~~
5. A scheduled rotation will occur after two shifts (48 hours), followed by 96 hours off.
6. The standard duty schedule shall be adhered to whenever possible, so as not to impair the efficiency of the SVFPD ~~Scotts Valley Fire Protection District.~~
7. The duty schedule shall be determined by the Fire Chief, and shall be posted at least three (3) months in advance in all stations.
8. ~~Fire Personnel assigned to suppression day shift personnel shall work a forty-five (45) hour week (5 9 hour days).~~
9. The FLSA work period for Administrative Personnel will consist of seven (7) consecutive days starting at 12:01 a.m. on Saturday and ending at 12:00 midnight on Friday. Administrative Personnel shall work up to an average of forty (40) hours per week.



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Steve M. Kovacs
Fire Chief

Date: August 8, 2018
To: Board of Directors
From: Steve M. Kovacs, Fire Chief
Subject: Agenda Item 6.3

Recommendation

Appointment of a Board Member and alternate to serve on an Interagency Advisory Committee comprised of members from the Scotts Valley Fire Protection District, Scotts Valley Water District, City of Scotts Valley and Scotts Valley Unified School District.

Discussion

In June 2018, the Scotts Valley Water District facilitated a meeting with President Patterson, Chief Kovacs, representatives from the City of Scotts Valley and Scotts Valley Unified School District to discuss city-wide development activity as it relates to land use and zoning, water supply and demand, school enrollment, fire safety, and other matters related to short and long term strategic planning for community needs. It was suggested that an Interagency Advisory Committee, comprised of one elected representative and an alternate from each agency (City, Fire, School, Water) be established to share and compile information with the goal of developing a collective and unified message for addressing community questions and concerns about the development activity and its impacts related to water, fire safety, transportation/traffic and school enrollment. Additionally, staff representatives from each agency would participate and provide administrative support to the committee as needed.

It is anticipated that the committee will be able to develop joint messaging and provide a recommended approach to the boards of the participating agencies within a 6 month timeframe. The committee would meet for a limited duration and dissolve upon completion of the tasks. As a result, it would be exempt from Brown Act requirements.

Board of Directors

Robert Campbell Russ Patterson Daron Pisciotta Alan Smith Joshua Warren



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Steve M. Kovacs
Fire Chief

Date: August 8, 2018
To: Board of Directors
From: Steve M. Kovacs, Fire Chief
Subject: Agenda Item 6.4

Recommendation

Certify the Entry Level Firefighter/Paramedic List, per Policy 1501.

Discussion

Testing for Entry Level Firefighter/Paramedic has been completed and the eligibility list is being presented to the Board of Directors for certification, per Policy 1501. The district has one immediate opening and two upcoming opening prior to the end of the year.

Board of Directors

Robert Campbell Russ Patterson Daron Pisciotta Alan Smith Joshua Warren



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Steve M. Kovacs
Fire Chief

August 1, 2018

Firefighter/Paramedic Eligibility List

<u>Name</u>	<u>Rank</u>
Willem Post	1
John Bridges	2
Adam Benjamin	3
Brian Smith	4
Josh Nehf	5
Kevin Laine	6

Board of Directors

Robert Campbell Russ Patterson Daron Pisciotta Alan Smith Joshua Warren



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

Steve M. Kovacs
Fire Chief

Date: August 8, 2018
To: Board of Directors
From: Chief Kovacs
Subject: Administrative Report

Incident Type	May		June		July		Year To Date	
	2017	2018	2017	2018	2017	2018	2017	2018
Fires	2	2	6	10	11	4	29	25
Explosion / Rupture	0	0	0	0	0	0	2	0
EMS	110	105	116	112	116	129	830	769
Hazardous Condition	6	5	6	4	7	3	88	35
Service Calls	19	8	12	14	15	11	126	90
Good Intent	32	28	27	28	34	37	275	228
False Alarms	8	9	7	3	11	9	69	53
Severe Weather	0	0	0	0	0	0	2	0
Totals	177	157	174	171	194	193	1421	1200

Operations

On July 25th, Engine 2511 with Captain Theilen, Engineers Ronzano, Crivello and Firefighter Pedemonte responded as part of Strike Team XCZ-2327A to the Cranston fire on the San Bernardino National Forest to provide structure defense. On July 29th they were reassigned to the Mendocino Complex and arrived on July 30th. They are still assigned as of August 3rd.

On July 29th, Engine 2537 with Captain Stubendorff, Engineer Cortes, Firefighters Rothweiler and Smiley are providing station coverage for CAL FIRE CZU unit per the Annual Operating Plan between SCO and CZU. They are currently covering station 31 at Fall Creek.

Engine 2537's auxiliary pump motor has failed and a new one has been ordered and received. Crews have removed the old one and are waiting for pump seals to reinstall the unit. Engine 2537 is still in-service utilizing the PTO pump.

Board of Directors

Daron Pisciotta Robert Campbell Alan Smith Russ Patterson Joshua Warren

After more than a year of planning and development, the new SVFD web site launched. Much thanks to Captain Stubendorff for his outstanding work on this project.

Crews began annual hose testing and engine pump testing.

U2595 was stripped of all radios and equipment and sent to the auction. New 2595 was equipped with Radios and lights.

Training

Crews participated in county training hosted at Watsonville Fire on Technical Decontamination. Crews received and trained on new grant funded Ballistic vest and helmets.

SCHMIT hosted a multi-agency WMD training at UCSC. Agencies involved included the 95th Civil Support Team, SO bomb team, several county Law and Fire agencies.

Conducted Entry level Firefighter interviews and Chief Interviews for new hiring list.

Captain Petteys completed his BA degree in business administration.

Prevention

Captain Vandervoort is working now in fire prevention. Captain Vandervoort attended Fire Inspector 1 training in July, and is quickly adapting to his new assignment. He also attended the NorCal Fire Prevention Officers meeting in Aptos.

Eng. Nick Owens was on light duty for a couple of weeks at the end of July and was able to catch us up on 'B' Occupancy inspections by visiting about 20-25 businesses.

BC Whittle and Captain Vandervoort attended a meeting with representatives from PGE regarding their Wildfire Safety Program. BC Whittle attended the City of SV Traffic Safety Advisory Committee meeting that addresses traffic safety mitigation issues that are being considered by City staff.

Captain Vandervoort completed final inspections on 5 new SFD's on SV Drive, and 1 other. He also has completed 2 LE 100 inspections and fielded many weed abatement complaints. Cal Fire has been doing LE 100 inspections in the SRA areas of the District.

EMS

CPR instructors Engineers Green and Cortes each taught a CPR class to private companies. Each class had about 10 students.

PCF Josh Nehf completed is Santa Cruz County Paramedic accreditation process by riding on E2511 during the month. Thanks to Engineer/PM Cahir for taking the time to accredit PCF Nehf.

Fire Chief Activities:

- Attended FIREScope Board of Directors quarterly meeting in Burbank.
- Staff Meeting – SCO.
- DRiSC Conference Calls.
- South Bay Incident Management Meeting – San Jose.
- CERT Council Meeting – County EOC.
- Valley Council JPA Meeting – Zayante
- County Health and Wellness Committee Meeting.
- EMSIA and County Chief's Meetings – Cancelled.
- Legislative Task Force Conference Call.
- Entry Level Firefighter Chief's Interviews.
- Prepared Final Budgets



Aptos/La Selva Fire Protection District

6934 Soquel Drive
Aptos, CA 95003
(831) 685-6690

Central Fire Protection District

930 17th Avenue
Santa Cruz, CA 95062
(831) 479-6842

To Our Valued Community Members:

Since 1971 several reports have been compiled looking at how the Central Fire District of Santa Cruz County and the Aptos/La Selva Fire District could work more efficiently together through either a joint-powers authority (JPA), or consolidating the districts into one agency. In July 2017, the Board of Directors from both the Central Fire District of Santa Cruz County and the Aptos/La Selva Fire District opened discussion of these options, and what they would entail.

Partnering with the Santa Cruz County Local Agency Formation Commission (LAFCO), a request for proposal was distributed to consultants specializing in this type of evaluation. During the month of July (2017) an ad-hoc committee was established, consisting of two Board of Directors from each Fire District; both Fire Chief's; three representatives from Santa Cruz LAFCO, and the LAFCO Executive Officer; representatives from each District's Chief Officers; and representatives from each District's labor groups.

The ad-hoc committee came to consensus in September, 2017 selecting Emergency Services Consulting International (ESCI) to spearhead the project. Over the next 8 months, the consultants worked with all three entities in preparing their report. Interviews were conducted with the management, staff, line personnel, local government officials, and community members of both Districts.

We are very pleased to be able to present ESCI's Final Report to you on **Monday, August 27th, 2018 at 6:00pm** at a Town Hall Meeting to be held at the Samper Recital Hall at Cabrillo College (campus map enclosed). Please join your Fire Chiefs, our Boards of Directors, the LAFCO Commissioners, staff, and your firefighters, as the consultants present their findings and recommendations. Community members will have the opportunity to ask questions.

If you have any questions, please don't hesitate to contact either Chief Hall or Chief Lowe. We look forward to seeing you there.


Aaron Lowe
Fire Chief, Aptos/La Selva Fire District


Steven Hall
Fire Chief, Central Fire District

