



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

## Board of Directors

### Agenda

Wednesday, November 13, 2019, 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](http://www.scottsvalleyfire.com)

Any person who requires a disability related modification or accommodation in order to participate in a public meeting should make such a request to 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 October 9, 2019

4.2 Minutes: Approve Special Board Meeting Minutes of October 26, 2019

4.3 Minutes: Approve Special Board Meeting Minutes of October 30, 2019

4.4 Payroll: Approve October Payroll 21 and 22 in the amount of: \$ 364,038.69

4.5 Expenditures: Approve Expenditures for October in the Amount of:

General Fund:	\$ 107,906.33
Capital Outlay/Zone A:	\$ 18,628.14
SCHMIT:	\$ 4,080.19
TOTAL:	\$ 130,614.66

4.6 Approve the Loan Balance Payoff in the amount of \$1,596,860.61 to Santa Cruz County Bank for the CalPERS Side Fund Loan

**Scotts Valley Fire Protection District  
Board of Directors Meeting for November 13, 2019  
Agenda**

**5. Action Items**

5.1 Board Committee Appointment, Discussion/Action

Ad Hoc Committee:

- Labor Negotiators

**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*

6.2 Administrative Report – *Chief Officers*

**7. Correspondence**

**8. Request for Future Agenda Items**

**9. Adjournment**

Next Regularly Scheduled Board Meeting:  
Wednesday, December 11, 2019 at 6:30 p.m.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF October 9, 2019

### 1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, October 9, 2019 at the City of Scotts Valley Council Chambers. Director Patterson called the meeting to order at 6:30 p.m. and thanked Community Television for Broadcasting the Meeting.

#### Teleconference Notice

Director Pisciotta joined the meeting via teleconference from the following location:  
Kapalua Villas, 500 Kapalua Drive, Unit #25P 1-2, Lahaina, HI 96761

#### 1.1 Pledge of Allegiance and Moment of Silence

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

#### 1.2 Roll Call

- A. Directors Present: Directors Campbell, Harmon, Parker, Patterson and Pisciotta (*Via Teleconference*)
- B. Directors Absent: None
- C. Fire District Staff: Chief Kovacs, Battalion Chief Theilen, Administrative Captain Vandervoort 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 September 11, 2019

4.2 Payroll: Approve September Payroll 19 and 20 in the amount of: \$331,529.72

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

General Fund: \$86,225.24

4.4 Approve Permit/Inspection Fee Waiver Request for Scotts Valley High School's Haunted House

**On motion of Director Harmon seconded by Director Parker to Approve the Consent Calendar Items 4.1 thru 4.4 was approved by the following roll call vote:**

**AYES:** Campbell, Harmon, Parker, Patterson and Pisciotta  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting October 9, 2019**

**5. Public Hearing/Action Item**

**5.1 Scheduled Public Hearing to Adopt Ordinance No. 2019-1: The Fire Code of the Scotts Valley Fire Protection District**

Chief Kovacs stated that at the August Board Meeting, the Board discussed the proposed Fire Code Ordinance 2019-1 and directed staff to prepare the Environmental Check List, publish notice for the Public Hearing and solicit comments from the County Board of Supervisors and Scotts Valley City Council. The Public Hearing Notice was published in the paper, the Environmental Check List was prepared and comments were received back from the County Board of Supervisors requesting a minor change to the definition of Greenhouse. No comments were received from the Scotts Valley City Council.

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

**5.2 Accept the Environmental Check List as Submitted and Direct the Fire Chief to Make the Appropriate Filings, Discussion/Action**

**On motion of Director Campbell seconded by Director Harmon to *Accept the Environmental Check List as Submitted and Direct the Chief to Make the Appropriate Filings* was approved by the following roll call vote:**

**AYES: Campbell, Harmon, Parker, Patterson and Pisciotta**  
**NOES: None**  
**ABSENT: None**  
**ABSTAIN: None**

**5.3 Waive the Reading of the Actual Text and Adopt Ordinance No. 2019-1: The Fire Code of the Scotts Valley Fire Protection District with Amendments, Discussion/Action**

**On motion of Director Harmon seconded by Director Campbell to *Waive the Reading of the Actual Text and Adopt SVFPD Ordinance 2019-1* was approved by the following roll call vote:**

**AYES: Campbell, Harmon, Parker, Patterson and Pisciotta**  
**NOES: None**  
**ABSENT: None**  
**ABSTAIN: 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**

Director Parker reported that he and Director Harmon attended the Organization and Personnel Committee meeting on October 2<sup>nd</sup> and discussed pending retirements, hiring and promotions.

President Patterson attended the Interagency Committee Meeting and will have more information after the first of the year.

**6.2 Administrative Report – Chief Officers**

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

- PG&E Public Safety Power Shutoffs have been delayed until 8:00 p.m. tonight.
- E2537 is part of an in County preposition strike team stationed at their own agencies but ready to be deployed.
- Cal Fire Santa Cruz and San Mateo are staffed with additional resources.
- With the potential wind event and PG&E public safety power shutoff, I have been participating in conference calls, briefings and communication with PG&E, the City and Police Department. Battalion Chief Theilen and Captain Stubendorff were interviewed by KSBW and we have been keeping up with Social Media updates and internal preparation for fuel, generators and food.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**

**Regular Board Meeting October 9, 2019**

- The Facilities Workshop is Saturday, October 26 at 9:00 a.m.
- I will be at the Leadership Symposium October 21-23 and we have four staff attending.
- Engineer Jim Owens retired last Friday.

Director Parker inquired about changing the Facilities Workshop meeting date due to a schedule conflict. With no alternative date available, Director Parker stated he would make it work and attend the Facilities Workshop on October 26<sup>th</sup>.

**7. Correspondence – Information**

7.1 Incident Thank You Letter

The Board received and filed the correspondence.

**8. Request for Future Agenda Items**

Director Harmon requested discussing moving the Regular Meeting to an earlier time. Administrative Secretary Walton will contact Community Television to confirm earlier time slots.

**9. Adjournment**

The meeting was adjourned at 6:43 p.m.

ATTEST

\_\_\_\_\_  
Russ Patterson  
Board President

\_\_\_\_\_  
Steve M. Kovacs  
Board Secretary



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066

(831) 438-0211

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING OF October 26, 2019

### 1. Call to Order

A Special Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Saturday, October 26, 2019, at the SVFPD Main Fire Station, 7 Erba Lane, Scotts Valley. President Patterson called the meeting to order at 9:00 a.m.

#### 1.1 Pledge of Allegiance

President Patterson called for Pledge of Allegiance and moment of silence to follow.

#### 1.2 Roll Call

Directors Present:

Directors Campbell, Harmon, Parker, Patterson and Pisciotta

Directors Absent:

None

Staff:

Chief Kovacs, Battalion Chiefs McNeil and Whittle, Administrative Secretary Walton, Captains LoFranco and Petteys, Engineers Cortes, Crivello, Duncan and Pedemonte, Firefighters Bridges, Nehf, Post and Smith and Paid Call Firefighter Roumimper

### 2. Oral Communications (GC §54954.3)

None

### 3. Agenda Amendments (Government Code §54954.2) – Discussion/Action

None

### 4. Action Items

#### 4.1 Overview Presentation of the Facility Study and Master Plan. The Board may direct staff to move forward with one or more of the options discussed during the Presentation, Discussion/Action

Chief Kovacs presented a Facilities PowerPoint and discussed the following:

- Review of Facilities
- Recommended Upgrades
- Review of Projected Costs
- Review of Funding Options
- What is Next

#### Review of Facilities

The Erba Station was originally built in 1963, Administration addition in 1982 and Training Room addition in 1986. The Erba Station has six apparatus bays and crew quarters for eight personnel.

The La Madrona Lot was purchased in 2002 for \$585K. It is located at La Madrona and Mount Hermon and is 1.6 acres. The underground utilities have been completed and \$470K in developments costs to date.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Special Board Meeting October 26, 2019**

The Glenwood Station was built in 2000/2001. The Glenwood Station was opened in 2001, has four apparatus bays and crew quarters for four personnel.

The Marywood Lot is approximately 1 acre and purchased in 1978 with an agreement for Fire Station use.

Recommended Upgrades

The Facilities Master Plan study was completed in May 2019 and assessed conditions, space needs, modernization opportunities and development of a capital maintenance plan. The approximately nine-month process engaged District leadership and staff through surveys, data collection and workshops. The following upgrades/repairs have been identified:

**Glenwood Station**

- Security upgrades, installation of security fencing/gates, exterior lighting and garage doors
- Remove carpets, install new floors and water softener
- Remodel front office/entry
- Exterior repairs, paint and repairs to all exposed timber
- Install a wall to separate the Personal Protective Equipment (PPE) from the living quarters
- Upgrade the ADA path from the parking lot to the meeting room

**Erba Station**

- Seismic retrofits including anchoring of roof trusses, reinforcing masonry block wall and foundation footings and upgrade of some structural components
- Replace roof and all furnaces
- Upgrade power distribution panels, replace generator and upgrade transfer switch
- Retaining wall repairs and exterior paint and repairs
- Remodel interior bedrooms, bathrooms and kitchen
- ADA upgrades

Even with the recommended upgrades, the Erba Station still faces challenges including: lack of space and storage, bedroom egress, structural utility upgrades for plumbing, sewer and electrical, lack of adequate bathrooms and undersized administration and living spaces.

Review of Projected Costs

The cost for the Glenwood Station repairs/upgrades is estimated at \$100K-\$200K.

At this time, the cost for the Erba Station retrofit/upgrades is unable to be determined until plans can be drawn to obtain estimates.

**La Madrona Site**

- Current estimate to build based on previous 9,000 square foot design is approximately \$9.8M-9.9M today with a 6% per year escalation (additional \$590K per year)
- The estimated cost for dirt work prior to construction is approximately \$1M for a total project cost of \$10.8M-\$10.9M

Review of Funding Options

**Glenwood Station**

- Finance upgrades/repairs all at the same time
- Prioritize upgrades/repairs and self-fund over the next few years as the budget allows

**Erba Station and La Madrona**

- General Fund – Does not have the capacity to absorb a payment
- Zone A – Currently has \$1M available but does not generate enough revenue to sustain an annual payment
- Municipal (Public Agency) Financing
- Special Tax

# SCOTTS VALLEY FIRE PROTECTION DISTRICT

## Special Board Meeting October 26, 2019

- Developer Funded
- Grant Availability
- Impact Fees and other potential revenue

### What is Next

- Continue to pursue development of La Madrona Station or cease plans and sell the property
- Locate another piece of property in the general area
- Upgrade the Erba Station
- Wait for possible Developer opportunity

The Board discussed building the La Madrona Station and that it would likely far exceed the estimated \$10.9M cost. The Board discussed that the majority of calls were Scotts Valley Drive and Mount Hermon Road, so moving the Station from Erba Lane to La Madrona would have little impact to overall response time. The Board discussed the Erba and Glenwood Station repairs/upgrades, cost and funding options.

Based on previous bond measures that did not pass, staff in attendance did not think that the public would support another bond measure to build a costly new station with very little impact to response time. Staff discussed the importance for a training area.

President Patterson stated that the lot across from the Erba Station might be for sale in the future. Staff agreed that the lot across from the Erba Station would be good to have for a training and that at one point before it was sold, the City had offered to trade it for the La Madrona Lot.

The Board directed the Chief to obtain the following information:

- Inquire if the property across from the Erba Station is for sale or the possibility of an exchange for the La Madrona Lot (President Patterson to assist)
- Grant Opportunities for Erba Station retrofit or new construction (Director Pisciotto to assist)
- Market Value for the La Madrona Property
- Plans for Erba Station including retrofit
- Plans for Bedroom and other items that can be done now
- Glenwood items that can be done now including: security upgrades, fencing, carpets and wall to separate PPE from living quarters for health and safety
- Potential Impact Fees for new construction and First Responder Fees for medical calls and vehicle accidents to be billed to the insurance companies

Chief Kovacs stated that after the information was collected, we will need a few additional workshops to determine direction. Director Harmon inquired if we could post future workshops on various social media platforms for more public attendance.

### 5. **Adjournment**

The meeting was adjourned at 10:32 a.m.

ATTEST

\_\_\_\_\_  
Russ Patterson  
Board President

\_\_\_\_\_  
Steve M. Kovacs  
Board Secretary





# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING OF October 30, 2019

### 1. Call to Order

A Special Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, October 30, 2019, at the SVFPD Main Fire Station, 7 Erba Lane, Scotts Valley. President Patterson called the meeting to order at 1:00 p.m.

#### 1.1 Roll Call

Directors Present:	Directors, Harmon, Parker, Patterson and Pisciotta
Directors Absent:	Director Campbell
Staff:	Fire Chief Kovacs
Legal Counsel:	

### 2. Public Comment (GC §54954.3)

None

### 3. Closed Session: Government Code §54957.7

#### 3.1 Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2):  
One (1) item of anticipated litigation

At 1:01 p.m., President Patterson announced that the Board would be going into Closed Session for the purpose listed above.

### 4. Open Session

#### 4.1 Report on Closed Session: Government Code §54957.1

At 3:00 p.m., President Patterson reported that the Board met with legal Counsel and no action was taken.

### 5. Adjournment

The meeting was adjourned at 1:37 p.m.

ATTEST

\_\_\_\_\_  
Russ Patterson  
Board President

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Steve M. Kovacs  
Board Secretary

Date Range from 09/21/2019 To 10/18/2019

<b>PAYROLL</b>	<b>ACCT.#</b>	<b>PP</b>	<b>TOTALS</b>
Regular Pay	<b>51000</b>	21	\$124,363.75
		22	\$126,922.92
Overtime	<b>51005</b>	21	\$3,350.81
		22	\$8,123.19
Regular Pay, Extra Help (PCF)	<b>51010</b>	21	\$11,951.00
		22	\$0.00
Regular Pay, Sick Leave	<b>51015</b>	21	\$0.00
		22	\$0.00
Regular Callback Pay	<b>51025</b>	21	\$31,476.95
		22	\$26,643.74
Holiday Pay	<b>51035</b>	21	\$0.00
		22	\$0.00
Differential Pay	<b>51040</b>	21	\$6,032.01
		22	\$6,717.57
Regular Pay, Sick Leave Reserve	<b>55020</b>	21	\$0.00
		22	\$0.00
Misc Benefits, Vacation Payoff	<b>55021</b>	21	\$11,604.94
		22	\$4,451.81
Directors Fees	<b>62327</b>	21	\$2,400.00
		22	\$0.00
<b>TOTAL PAYROLL</b>			<b>\$364,038.69</b>

**CLAIMS BY GL OBJ**

11/01/2019

Filter: (Claim Date is between 10/01/2019  
and 10/31/2019)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Key: 685010</b>			
<b>GL Obj: 52015 Retirement</b>			
10/04/2019	CALPERS RETIREMENT SYSTEM	GASB 68- Employer Payment	\$1,400.00
			<b>SubObject Total</b>
			\$1,400.00
<b>GL Obj: 53010 Group Health - Dental Insurance</b>			
10/16/2019	HEALTH CARE EMPLOYEES/EMPLOYER DENTAL TRUST	Dental Ins.- 11/2019	\$4,899.32
10/16/2019	FDAC EBA	Life & Vision Ins.- 11/2019	\$1,039.31
10/16/2019	SAL LOFRANCO	Retiree Health Ins.- 11/2019	\$563.20
10/16/2019	CALPERS RETIREMENT SYSTEM	Health Ins.- 11/2019	\$53,507.09
10/16/2019	TIM THEILEN	Retiree Health Ins. 11/2019	\$679.29
10/16/2019	MIKE PHINN	Retiree Health Ins.- 11/2019	\$380.88
10/16/2019	MIKE BIDDLE	Retiree Health Ins.- 11/2019	\$999.98
10/16/2019	MICHAEL MCMURRY	Retiree Health Ins.- 11/2019	\$1,596.54
			<b>SubObject Total</b>
			\$63,665.61
<b>GL Obj: 61110 Clothing &amp; Personal Supplies</b>			
10/16/2019	L.N. CURTIS & SONS	Wildland Gloves, Structural Gloves	\$1,782.15
10/30/2019	L.N. CURTIS & SONS	14 Medium Crewboss Tecasafe Brush Pants	\$2,659.72
			<b>SubObject Total</b>
			\$4,441.87
<b>GL Obj: 61125 Uniform Clothing Allowance</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	ACE Custom- Zinc Belt Buckles x30	\$477.10
			<b>SubObject Total</b>
			\$477.10
<b>GL Obj: 61221 Telephone &amp; Telegraph</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Comcast- VF1 Internet & Phones 8/20-9/19/19	\$1,075.79
		Comcast- VF2 Internet & Phones 8/21-9/20/19	
		Verizon- Cellular 8/5-9/4/19	
			<b>SubObject Total</b>
			\$1,075.79
<b>GL Obj: 61310 Food</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Next Door- FLSA Conference Dinner	\$125.87
		Chipotle- FLSA Conference Dinner	
		Noodles & Company- FLSA Conference Dinner	
		Costco- Water	
		Root Down- FLSA Conference Dinner	
			<b>SubObject Total</b>
			\$125.87
<b>GL Obj: 61425 Household Expense</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Station Supplies	\$96.09
10/16/2019	MID VALLEY SUPPLY	Household Supplies- Paper Towel Rolls	\$50.34
			<b>SubObject Total</b>
			\$146.43

**CLAIMS BY GL OBJ**

11/01/2019

Filter: (Claim Date is between 10/01/2019  
and 10/31/2019)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Obj: 61720 Maintenance - Mobile Equipment</b>			
10/04/2019	SCARBOROUGH LUMBER & BUILDING	Screws, Toggle Switch, Utility Brush, Compound Rub	\$145.92
10/04/2019	WINCHESTER AUTO STORES	U2596 Head Lamps/Air Filters	\$293.67
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- E2537 Headlights Fire Program Store- Replace Pump Test Pressure Gauge Dan's Upholstery- Reupholster Captain/Engineer Seat E2510	\$453.02
<b>SubObject Total</b>			<b>\$892.61</b>
<b>GL Obj: 61725 Maintenance - Office Equipment</b>			
10/04/2019	PAGODA TECHNOLOGIES INC.	Computer Management- 10/2019	\$1,122.12
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- UPS Computer Battery Backup C2500 Apple Store- iPad Pro Repair/Exchange Network Solutions- Website Domain Name Renewal	\$197.06
10/30/2019	MONTEREY BAY OFFICE PRODUCTS	Copier Contract 7/23-10/22/19	\$2,528.18
<b>SubObject Total</b>			<b>\$3,847.36</b>
<b>GL Obj: 61730 Maintenance - Other Equipment</b>			
10/04/2019	FAILSAFE TESTING	Ladder Testing	\$689.75
10/04/2019	SANTA CRUZ FIRE EQUIPMENT	Exting Recharge	\$66.70
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Pelican Box Parts Costco- Batteries	\$115.60
<b>SubObject Total</b>			<b>\$872.05</b>
<b>GL Obj: 61845 Maintenance - Buildings &amp; Grounds</b>			
10/04/2019	SCARBOROUGH LUMBER & BUILDING	Paint, Yellow Jacket Foam, Car Wash Soap, Outdoor Lights, Electrical Tape	\$342.80
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Rayne of SC- VF1 Monthly Water Softener Dave's Repair Service- Repair/Replace Fuel Hose Lines	\$703.38
10/16/2019	WESTERN EXTERMINATOR COMPANY	Bug Service- VF1 9/2019	\$57.50
10/16/2019	WESTERN EXTERMINATOR COMPANY	Bug Service- VF2 9/2019	\$57.50
<b>SubObject Total</b>			<b>\$1,161.18</b>
<b>GL Obj: 61920 Medical Supplies</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- E2512/E2510 Prep Razors	\$244.39
<b>SubObject Total</b>			<b>\$244.39</b>

**CLAIMS BY GL OBJ**

11/01/2019

Filter: (Claim Date is between 10/01/2019  
and 10/31/2019)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Obj: 62020 Memberships</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	CCAI- Membership Renewal NFPA- Annual Membership Renewal	\$240.00
			<b>SubObject Total</b>
			\$240.00
<b>GL Obj: 62111 Miscellaneous Expenses</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	UPS- Live Scan for Custodian of Records Renewal	\$32.00
10/16/2019	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE CASHIERING UNIT	Fingerprint/Custodian of Records- Whittle	\$79.00
			<b>SubObject Total</b>
			\$111.00
<b>GL Obj: 62223 Office Supplies</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Plastic Organizers Amazon- Post It Notes, Desktop Organizer USPS- 100 Stamps USPS- 2 Certified Mailings Amazon- Black Toner	\$240.54
			<b>SubObject Total</b>
			\$240.54
<b>GL Obj: 62367 Medical Services</b>			
10/16/2019	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$635.00
10/16/2019	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$770.00
10/16/2019	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	DOT Physical	\$100.00
10/16/2019	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	DOT Physical	\$100.00
10/18/2019	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	SVFD TB Tests/Flu Shots	\$965.00
			<b>SubObject Total</b>
			\$2,570.00
<b>GL Obj: 62381 Professional &amp; Specialized Services</b>			
10/04/2019	JACKSON LEWIS	Professional Services	\$148.00
10/04/2019	GROUP 4 ARCHITECTURE RESEARCH & PLANNING	Facilities Study- Phase 3 Recommendations	\$1,465.10
10/04/2019	LIEBERT CASSIDY WHITMORE	Legal Services	\$836.00
10/04/2019	LIEBERT CASSIDY WHITMORE	Legal Services	\$3,458.00
10/09/2019	API SERVICES	Background Refresher- Smiley	\$285.00
10/16/2019	GENE MICHALAK	BRD Video- 10/9/2019	\$125.00
10/30/2019	LIEBERT CASSIDY WHITMORE	Legal Services	\$1,596.00
10/30/2019	CSG CONSULTANTS, INC.	Fire Plan Review- 5617 SV Dr, 600 Lassen Park Ct., 618 1/2 Grace Way, 1 Hacienda, 224 Mt Hermon Rd., 0 Weston Rd., 213 Blueberry Dr., Hidden Meadow Ln. Sprinkler Review- 5617 SV Dr.	\$550.00

# CLAIMS BY GL OBJ

11/01/2019

Filter: (Claim Date is between 10/01/2019 and 10/31/2019)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
10/30/2019	LIEBERT CASSIDY WHITMORE	Legal Services	\$76.00
<b>SubObject Total</b>			<b>\$8,539.10</b>
<b>GL Obj: 62715 Small Tools &amp; Equipment</b>			
10/04/2019	L.N. CURTIS & SONS	Fire Hose	\$5,494.78
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Uline- Sorbent Oil Pads	\$95.92
<b>SubObject Total</b>			<b>\$5,590.70</b>
<b>GL Obj: 62888 District Special Expense</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Robotronics- 1000 Pluggie Pub Ed Coloring Books FasTrak- Pass Refill	\$510.00
<b>SubObject Total</b>			<b>\$510.00</b>
<b>GL Obj: 62890 Subscriptions</b>			
10/16/2019	NFPA (MEMBERSHIP RENEWAL)	Fire Codes	\$1,670.42
<b>SubObject Total</b>			<b>\$1,670.42</b>
<b>GL Obj: 62914 Education &amp; Training</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Double Tree- FLSA Conference Lodging/VEIS Lodging CCAI- Arson Seminar Pollard Hotel- FORCE Conference Lodging CA EMSIA- Paramedic Renwal- Post CA Training Officers- VEIS Class- Sundermier/Post	\$2,121.26
10/09/2019	ACTIVE WELLNESS LLC	Yoga 9/2019	\$600.00
10/30/2019	ACTIVE WELLNESS LLC	Yoga - 4/2019	\$900.00
<b>SubObject Total</b>			<b>\$3,621.26</b>
<b>GL Obj: 62920 Gas, Oil &amp; Fuel</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	7-11- FLSA Conference Fuel	\$72.82
10/30/2019	FLYERS ENERGY LLC	County Specialty Gas- Welding Gas for VF1 Fuel/Diesel	\$2,993.21
<b>SubObject Total</b>			<b>\$3,066.03</b>
<b>GL Obj: 63070 Utilities</b>			
10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	SV Water District- VF1 Water 6/4-8/5/19 SV Water District- VF2 Water 6/6-8/8/19 SV Water District- VF2 RW/Recycled Water 8/1-8/31/19 Greenwaste- VF1 Trash & Recycle 8/1-8/31/19	\$1,207.40
10/16/2019	PG&E	VF1 Gas 9/7-10/7/19	\$58.39
10/16/2019	PG&E	VF2 Gas 9/7-10/7/19	\$78.60
10/18/2019	PG&E	VF2 Electric- 9/6-10/6/19	\$629.54
10/18/2019	PG&E	VF1 Electric- 9/6-10/6/19	\$1,146.09
10/30/2019	CITY OF SCOTTS VALLEY	Sewer- VF1 7/16-9/15/19	\$162.58

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**CLAIMS BY GL OBJ**

11/01/2019

*Filter: (Claim Date is between 10/01/2019  
and 10/31/2019)(Pre-Approved Excluded)*

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<b>Claim Date</b>	<b>Vendor</b>	<b>Message</b>	<b>Amount</b>
10/30/2019	CITY OF SCOTTS VALLEY	Sewer- VF2 7/16-9/15/19	\$114.42
		<b>SubObject Total</b>	<b>\$3,397.02</b>
		<b>Index Total</b>	<b>\$107,906.33</b>

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**CLAIMS BY GL OBJ**

11/01/2019

*Filter: (Claim Date is between 10/01/2019  
and 10/31/2019)(Pre-Approved Excluded)*

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<b>Claim Date</b>	<b>Vendor</b>	<b>Message</b>	<b>Amount</b>
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**GL Key: 685030****GL Obj: 62381 Professional Services**

10/04/2019	GROUP 4 ARCHITECTURE RESEARCH & PLANNING	Facilities Study- Phase 3 Recommendations	\$1,475.90
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<b>SubObject Total</b>	<b>\$1,475.90</b>
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**GL Obj: 86204 Equipment**

10/30/2019	L.N. CURTIS & SONS	Thermal Image Cameras and Truck Mounts	\$17,152.24
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<b>SubObject Total</b>	<b>\$17,152.24</b>
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<b>Index Total</b>	<b>\$18,628.14</b>
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**CLAIMS BY GL OBJ**

11/01/2019

*Filter: (Claim Date is between 10/01/2019  
and 10/31/2019)(Pre-Approved Excluded)*

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<b>Claim Date</b>	<b>Vendor</b>	<b>Message</b>	<b>Amount</b>
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**GL Key: 685040****GL Obj: 61221 Telephone & Telegraph**

10/07/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- SCHMIT Cellular 8/5-9/4/19	\$38.19
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<b>SubObject Total</b>	\$38.19
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**GL Obj: 62914 Education & Training**

10/18/2019	RW JONES AND ASSOCIATES HEALTH & SAFETY TRAINING CONSULTANTS LLC	SCHMIT Training	\$4,042.00
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<b>SubObject Total</b>	\$4,042.00
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<b>Index Total</b>	\$4,080.19
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<b>Grand Total</b>	\$130,614.66
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Santa Cruz County Bank  
75 River Street  
Santa Cruz CA 95060

Telephone: 831-457-5000

Loan: 900332300

Current Date: 11/01/2019  
Payoff Quote Date: 11/01/2019  
*good thru 12-17-19*  
Scotts Valley Fire Protection District  
7 Erba LN  
Scotts Valley CA 95066

RE: Gen. Obligation of S.V.F.

#### PAYOFF STATEMENT

The following amounts are required to payoff the above referenced loan. Funds received after the date written above will require additional daily interest.

Current Balance	\$1,558,715.90	Misc Payoff Fee	\$0.00
Unpaid Interest	\$38,144.71	Auto Title Fee	\$0.00
Unpaid Late Charges	\$0.00	Recon	\$0.00
Prepayment Penalty	\$0.00	Legal	\$0.00
<u>Miscellaneous Fees</u>	<u>\$0.00</u>	<u>Flood Force Pla</u>	<u>\$0.00</u>

Quoted Payoff Amount 1,596,860.61  
Daily Interest Amount (Per Diem) 240.2131

Issuance of this statement does not suspend the contract requirement to make payments when due. Late charges will be assessed as specified in the loan documents. These figures are subject to final verification. Please contact our loan operations department to verify the total payoff amount prior to remitting funds. Thank you for complying with these instructions.

  
\_\_\_\_\_  
Loan Operations Department

CONFIDENTIAL

Wire Instructions:  
Santa Cruz County Bank (use address and phone number above)  
Routing No. 121143736  
Account No. 900332300

Reference:



# 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: November 13, 2019  
To: Board of Directors  
From: Chief Kovacs  
Subject: Administrative Report

Incident Type	August		September		October		Year To Date	
	2018	2019	2018	2019	2018	2019	2018	2019
Fires	10	8	5	8	10	5	60	41
Explosion / Rupture	0	0	0	0	0	0	0	1
EMS	126	102	111	120	122	141	1244	1113
Hazardous Condition	5	7	6	6	7	6	67	74
Service Calls	15	20	18	23	15	27	152	196
Good Intent	24	31	20	37	28	47	343	355
False Alarms	10	18	9	22	11	21	97	146
Severe Weather	0	0	0	0	1	1	1	4
<b>Totals</b>	<b>190</b>	<b>186</b>	<b>169</b>	<b>216</b>	<b>194</b>	<b>248</b>	<b>1964</b>	<b>1930</b>

## Operations

- E2537 had an electrical issue and was sent out for repair and back in service
- E2538 and B2501 were assigned to a prepositioned strike team in the county (XCZ-2327-C) 10/26/19 at 08:00
- E2538 and B2501 were dispatched to the Easy and Maria Fires in Ventura County as part of Strike Team XCZ 2327-C on 10/30/19 at 16:30 and returned on 11/3/19 21:00 – BC Theilen as STEN-T, Captain Petteys, Eng. Crivello, FF Bridges and FF Nehf on E2538
- E2538 will be sent out to have the pump repaired. This is warranty work. The pump will need to be removed to do the repairs. The engine is still in service and is capable of pumping but will not pass a pump test due to possible mechanical seal that is leaking. All other apparatus are in service.

## Training

- Crews continued training on Nozzle Forward with positive feed back
- County Training Officer's Section is working on a new block scheduling training plan
- Captains Stubendorff, Vandervoort, Petteys, Engineer Todd and Chief Kovacs attended the FDAC Leadership Symposium in Sacramento
- Quarterly SCHMIT Drill conducted at Watsonville

Board of Directors

Robert Campbell   Edward Harmon   Joseph Parker   Russ Patterson   Daron Pisciotta

October 9, 2019

Administrative Report

Page 2 of 2

**Administration**

- Administrative Secretary Walton attended an FLSA Conference and a CalPERS Conference
- Secretary Receptionist Mayfield attended a Social for Safety Conference
- Secretary Receptionist Bridges completed 3 car seat inspections in the month of October.
- Secretary Receptionists Bridges and Mayfield attended a quarterly AFSS County meeting at Felton CAL Fire.

**Prevention/Community Risk Reduction**

- Plan Review and Permit Approvals: 6
- Inspection Completed: 17
- Hazard Complaints: 3
- Meetings: 5
- Public Education was presented at the various schools

**Fire Chief Activities:**

- SCO Finance Meeting
- Staff Meeting
- BRN Finance Meeting
- Meeting with Lexipol
- Board Meeting
- Meeting with State OES Director
- Meeting with State EMS Authority Director
- FDAC Conference Call
- SLV District Council Meeting
- Attended FDAC Leadership Academy
- EMSIA Sub Committee Meetings
- County Chief's Meeting
- FDAC EBA Conference Call
- Facilities Workshop
- Attended a FF Suicide Awareness Class
- Captain's Meeting
- BRN Negotiations Meeting
- SCCFAIG Conference Call
- Special Board Meeting
- CalChiefs/FDAC Legislative Priorities Meeting