



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

## Board of Directors

### Agenda

Wednesday, December 11, 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 November 13, 2019

4.2 Payroll: Approve November Payroll 23 and 24 in the amount of: \$379,235.88

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

General Fund:	\$94,309.74
Capital Outlay/Zone A	\$ 3,499.74
SCHMIT:	<u>\$ 1,583.58</u>
TOTAL:	\$99,393.06

#### 5. Action Items

5.1 Consider Changing Regular Board Meeting Time and Revision to Policy 2100: Policy for Conducting Board Meetings, Discussion/Action

5.2 Adopt Regular Board Meeting Dates for 2020, Discussion/Action

**Scotts Valley Fire Protection District**  
**Board of Directors Meeting for December 11, 2019**  
**Agenda**

- 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**
  - 7.1 Scotts Valley High School Thank You Card
- 8. Request for Future Agenda Items**
- 9. Election of Board Officers for Calendar Year 2020, Discussion/Action**
  - 9.1 President
  - 9.2 Vice-President
- 10. Adjournment**

Next Regularly Scheduled Board Meeting:  
Wednesday, January 8, 2020 at 6:30 p.m.



# 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 November 13, 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, November 13, 2019 at the City of Scotts Valley Council Chambers. Director Pisciotta called the meeting to order at 6:30 p.m. and thanked Community Television for Broadcasting the Meeting.

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

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

#### 1.2 Roll Call

- A. Directors Present: Directors Campbell, Harmon, Parker and Pisciotta
- B. Directors Absent: Director Patterson
- C. Fire District Staff: Chief Kovacs, Battalion Chief Whittle 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 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:

<u>General Fund:</u>	\$ 107,906.33
<u>Capital Outlay/Zone A:</u>	\$ 18,628.14
<u>SCHMIT:</u>	\$ 4,080.19
<u>TOTAL:</u>	\$ 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

**On motion of Director Parker seconded by Director Campbell to Approve the Consent Calendar Items 4.1 thru 4.6 was approved by the following vote:**

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
**Regular Board Meeting November 13, 2019**

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

**5. Action Item**

**5.1 Board Committee Appointment, Discussion/Action**  
**Ad Hoc Committee: Labor Negotiators**

Director Pisciotta stated that the Board President appoints Ad Hoc Committees and in President Patterson's absence, he would appoint the Labor Negotiation Committee (Committee). Director Pisciotta stated that he and Director Campbell were on the last Committee and that Director Campbell did a lot of work revising and reformatting the MOUs. Director Pisciotta inquired if any of the Directors were interested in serving on the Committee.

Director Parker stated that he was interested in serving on the Committee and that it would be beneficial to have another Director who had served on the Committee before. Director Campbell stated that he was the Committee Lead last negotiations and that he was interested in serving on the Committee but preferred not to take the lead this time. Director Harmon stated that he was interested in serving on the Committee.

Director Pisciotta appointed Director Campbell and Parker to the Labor Negotiation Ad Hoc Committee.

**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**

None

**6.2 Administrative Report – Chief Officers**

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

- Thank you to all who attended the Facilities Workshop
- E2538 was taken to Oakdale this morning for warranty work
- Over the next few weeks, we will be posting Holiday Safety Tips on our Facebook and Website
- Crews were sent to the Maria and Easy Fire and In-County Prepositioning
- Calendars for the Fallen Officers Foundation are available to purchase for \$20 and Scotts Valley and Branciforte Fire made the Calendar
- I will be teaching at the Fresno Training Symposium next week and will be off the following week for a few days for Thanksgiving
- The Pub Ed Trailer will be sent to auction

**7. Correspondence**

None

**8. Request for Future Agenda Items**

None

**9. Adjournment**

The meeting was adjourned at 6:40 p.m.

ATTEST \_\_\_\_\_

Russ Patterson  
Board President

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

Date Range from 10/19/2019 To 11/15/2019

<b>PAYROLL</b>	<b>ACCT.#</b>	<b>PP</b>	<b>TOTALS</b>
Regular Pay	<b>51000</b>	23	\$127,197.24
		24	\$126,648.60
Overtime	<b>51005</b>	23	\$42,512.35
		24	\$4,680.09
Regular Pay, Extra Help (PCF)	<b>51010</b>	23	\$3,797.00
		24	\$0.00
Regular Pay, Sick Leave	<b>51015</b>	23	\$0.00
		24	\$0.00
Regular Callback Pay	<b>51025</b>	23	\$35,471.63
		24	\$16,590.21
Holiday Pay	<b>51035</b>	23	\$0.00
		24	\$0.00
Differential Pay	<b>51040</b>	23	\$6,717.57
		24	\$6,717.57
Regular Pay, Sick Leave Reserve	<b>55020</b>	23	\$0.00
		24	\$0.00
Misc Benefits, Vacation Payoff	<b>55021</b>	23	\$4,451.81
		24	\$4,451.81
Directors Fees	<b>62327</b>	23	\$0.00
		24	\$0.00
<b>TOTAL PAYROLL</b>			<b>\$379,235.88</b>

**CLAIMS BY GL OBJ**

12/05/2019

Filter: (Claim Date is between 11/01/2019  
and 11/30/2019)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Key: 685010</b>			
<b>GL Obj: 53010 Group Health - Dental Insurance</b>			
11/20/2019	MICHAEL MCMURRY	Retiree Health Ins.- 12/2019	\$1,596.54
11/20/2019	FDAC EBA	Life & Vision Ins.- 12/2019	\$1,157.07
11/20/2019	CAL PERS RETIREMENT SYSTEM	Health Ins.12/2019	\$55,487.04
11/20/2019	MIKE PHINN	Retiree Health Ins.- 12/2019	\$380.88
11/20/2019	SAL LOFRANCO	Retiree Health Ins.- 12/2019	\$563.20
11/20/2019	TIM THEILEN	Retiree Health Ins. - 12/2019	\$679.29
11/20/2019	MIKE BIDDLE	Retiree Health Ins.- 12/2019	\$999.98
<b>SubObject Total</b>			<b>\$60,864.00</b>
<b>GL Obj: 61110 Clothing &amp; Personal Supplies</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Conway Shields- Helmet Shields- Smith/Smiley IMS Alliance- PAR Tags	\$156.30
<b>SubObject Total</b>			<b>\$156.30</b>
<b>GL Obj: 61221 Telephone &amp; Telegraph</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Comcast- VF1 Internet & Phones 9/20-10/19/19 Comcast- VF2 Internet & Phones 9/21-10/20/19 Verizon- Cellular 9/5-10/4/19	\$1,144.24
<b>SubObject Total</b>			<b>\$1,144.24</b>
<b>GL Obj: 61310 Food</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Carl's Jr.- CSDA Conference Dinner Blaze Pizza- CSDA Conference Dinner Nob Hill- Pasatiempo Fuel Project Dinner Cafe Central- S4SCON Dinner Brew Brothers- S4SCON Dinner Timber Ridge- S4SCON Lunch	\$330.75
<b>SubObject Total</b>			<b>\$330.75</b>
<b>GL Obj: 61425 Household Expense</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Station Supplies K-Mart- Kitchen Towels	\$343.36
<b>SubObject Total</b>			<b>\$343.36</b>
<b>GL Obj: 61720 Maintenance - Mobile Equipment</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- E2512 Streamlight Vulcan 180 Peterson Trucks- E2537 Fuel Pump	\$241.34
11/08/2019	CENTRAL FIRE DISTRICT	WT2550 Replace Parking Brake Valve	\$523.67
11/08/2019	CENTRAL FIRE DISTRICT	E2511 Check Engine Light	\$175.20
11/13/2019	WINCHESTER AUTO STORES	Oil, Oil Filter, Tire Foam	\$143.86
11/26/2019	GOLDEN STATE EMERGENCY VEHICLE SERVICE	Compartment Door Arm x4	\$66.36
11/26/2019	DUNCAN AUTO TECH	Smog 2596	\$75.00

**CLAIMS BY GL OBJ**

12/05/2019

Filter: (Claim Date is between 11/01/2019  
and 11/30/2019)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
			<b>SubObject Total</b>
			\$1,225.43
<b>GL Obj: 61725 Maintenance - Office Equipment</b>			
11/08/2019	PAGODA TECHNOLOGIES INC.	New Employees Added, DMV Pull Program Fixed	\$225.00
11/08/2019	PAGODA TECHNOLOGIES INC.	Computer Management- 11/2019	\$1,122.12
			<b>SubObject Total</b>
			\$1,347.12
<b>GL Obj: 61730 Maintenance - Other Equipment</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Batteries	\$93.34
11/08/2019	SCARBOROUGH LUMBER & BUILDING	Plug	\$3.91
			<b>SubObject Total</b>
			\$97.25
<b>GL Obj: 61845 Maintenance - Buildings &amp; Grounds</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Rayne of SC- VF1 Monthly Water Softener	\$117.50
11/08/2019	SCARBOROUGH LUMBER & BUILDING	Glennwood Parking Lot Supplies	\$208.74
11/13/2019	WESTERN EXTERMINATOR COMPANY	Bug Service- VF1 10/2019	\$57.50
11/13/2019	WESTERN EXTERMINATOR COMPANY	Bug Service- VF2 10/2019	\$57.50
11/26/2019	AIR EXCHANGE	Plymovent Repairs/Upgrades	\$7,185.78
			<b>SubObject Total</b>
			\$7,627.02
<b>GL Obj: 61920 Medical Supplies</b>			
11/08/2019	ANALGESIC SERVICES, INC.	O2 Cylinder Rental	\$67.50
			<b>SubObject Total</b>
			\$67.50
<b>GL Obj: 62219 PC Software</b>			
11/08/2019	CREWSENSE LLC	Crewsense 11/3/19-2/2/20	\$754.74
			<b>SubObject Total</b>
			\$754.74
<b>GL Obj: 62223 Office Supplies</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Packaging Tape Amazon- Wireless Mouse USPS- Postage for OES Billing	\$69.12
			<b>SubObject Total</b>
			\$69.12
<b>GL Obj: 62367 Medical Services</b>			
11/08/2019	MARK A. CLEMENTI, PH.D.	Evaluation	\$825.00
			<b>SubObject Total</b>
			\$825.00
<b>GL Obj: 62381 Professional &amp; Specialized Services</b>			
11/13/2019	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE CASHIERING UNIT	Live Scan- PCF 19/20 FY	\$245.00
11/13/2019	VOYA NATIONAL TRUST COMPANY	Voya Loan Program- (Employee paid) 7/1-9/30/19	\$187.50
11/13/2019	JACKSON LEWIS	Legal Services	\$222.00
11/20/2019	GENE MICHALAK	BRD Video- 11/13/2019	\$125.00
11/20/2019	API SERVICES	Volunteer Backgrounds 19/20 FY	\$2,214.40

**CLAIMS BY GL OBJ**

12/05/2019

Filter: (Claim Date is between 11/01/2019  
and 11/30/2019)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
11/26/2019	LIEBERT CASSIDY WHITMORE	Legal Services	\$1,976.00
11/26/2019	LIEBERT CASSIDY WHITMORE	Legal Services	\$3,382.00
11/26/2019	CSG CONSULTANTS, INC.	Fire Plan Review- 525 Bean Creek Rd #5, 5000 Paul Sweet Rd., 552 Bean Creek Road	\$250.00
11/26/2019	LIEBERT CASSIDY WHITMORE	Legal Services	\$38.00
<b>SubObject Total</b>			<b>\$8,639.90</b>
<b>GL Obj: 62500 Rents &amp; Leases, Equipment</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	A Tool Shed Equipment Rental- Weed Eater Ace Portable Services- Portable Toilet	\$542.25
<b>SubObject Total</b>			<b>\$542.25</b>
<b>GL Obj: 62715 Small Tools &amp; Equipment</b>			
11/08/2019	SCARBOROUGH LUMBER & BUILDING	Grill Brush, Extension Cords, Tie Downs	\$112.78
<b>SubObject Total</b>			<b>\$112.78</b>
<b>GL Obj: 62888 District Special Expense</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Interstate Signs- Reflective Address Markers and Numbers	\$264.00
<b>SubObject Total</b>			<b>\$264.00</b>
<b>GL Obj: 62914 Education &amp; Training</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Uber- CSDA Conference Transportation Hilton- CSDA Lodging South Bay Regional- Fire Investigation 1A, S290 Embassy Suites- CCAI Lodging Inspireyourpeople.com- Quarterly Training Literature	\$1,853.58
11/08/2019	SCARBOROUGH LUMBER & BUILDING	Oriented Strand Lumber	\$271.59
11/08/2019	ROSHAN TODD	FDAC Conference Lodging Reimbursement	\$312.24
11/13/2019	ACTIVE WELLNESS LLC	Yoga- 10/2019	\$900.00
<b>SubObject Total</b>			<b>\$3,337.41</b>
<b>GL Obj: 62920 Gas, Oil &amp; Fuel</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Chevron- Fuel for CCAI Trip U2590	\$35.24
11/08/2019	FLYERS ENERGY LLC	Fuel/Diesel	\$541.08
11/08/2019	ALICIA WALTON	CalPERS Conference Reimbursement- Mileage Round Trip	\$75.17
11/13/2019	FLYERS ENERGY LLC	Fuel/Diesel	\$1,519.35
11/26/2019	FLYERS ENERGY LLC	Fuel/Diesel	\$2,446.98
11/26/2019	FLYERS ENERGY LLC	Fuel/Diesel	\$340.27
<b>SubObject Total</b>			<b>\$4,958.09</b>



**CLAIMS BY GL OBJ**

12/05/2019

*Filter: (Claim Date is between 11/01/2019  
and 11/30/2019)(Pre-Approved Excluded)*

<b>Claim Date</b>	<b>Vendor</b>	<b>Message</b>	<b>Amount</b>
<b>GL Obj: 63070 Utilities</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	SV Water District- VF2 Recycled Water/RW 9/1-9/30/19 Greenwaste- VF1 Trash & Recycling 9/1-9/30/19 Greenwaste- VF2 Trash & Recycling 10/1-12/31/19	\$616.08
11/13/2019	PG&E	Gas- VF1 10/8-11/5/2019	\$74.16
11/13/2019	PG&E	Gas- VF2 10/8-11/5/19	\$73.86
11/20/2019	PG&E	VF1 Electric 10/7-11/4/2019	\$625.27
11/20/2019	PG&E	VF2 Electric 10/7-11/4/2019	\$214.11
<b>SubObject Total</b>			<b>\$1,603.48</b>
<b>Index Total</b>			<b>\$94,309.74</b>

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**CLAIMS BY GL OBJ**

12/05/2019

*Filter: (Claim Date is between 11/01/2019  
and 11/30/2019)(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: 61845 Maintenance- Structure & Grounds**




11/13/2019	PURE VALLEY WATER	VF2 Water Softener	\$3,499.74
<b>SubObject Total</b>			<b>\$3,499.74</b>
<b>Index Total</b>			<b>\$3,499.74</b>

**CLAIMS BY GL OBJ**

12/05/2019

Filter: (Claim Date is between 11/01/2019  
and 11/30/2019)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
<b>GL Key: 685040</b>			
<b>GL Obj: 61221 Telephone &amp; Telegraph</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- SCHMIT Cellular 9/5-10/4/19	\$38.17
			<b>SubObject Total</b>
			\$38.17
<b>GL Obj: 61725 Maintenance - Office Equipment</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Best Buy- HP Color Monitor	\$114.99
			<b>SubObject Total</b>
			\$114.99
<b>GL Obj: 61730 Maintenance - Other Equipment</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- 2 Aluminum Benches (Returned)	\$427.28
		Amazon- 2 Folding Benches	
		Amazon- 8 Delineator Cones	
			<b>SubObject Total</b>
			\$427.28
<b>GL Obj: 62715 Small Tools &amp; Equipment</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Draeger Metric Tube- Ammonia	\$774.15
		Amazon- 2 Pop Up Canopies, Gorilla Cart, Patient Care Towels	
		Amazon- Draeger Metric Tube- Cyanide	
		Home Depot- 30 Gallon Tote, Tape Measure	
11/08/2019	SCARBOROUGH LUMBER & BUILDING	Tarp, Sponges, Bleach	\$211.04
			<b>SubObject Total</b>
			\$985.19
<b>GL Obj: 62888 District Special Expense</b>			
11/01/2019	U.S. BANK CORPORATE PAYMENT SYSTEM	Starbuck- SCHMIT Training Coffee	\$17.95
			<b>SubObject Total</b>
			\$17.95
			<b>Index Total</b>
			\$1,583.58
			<b>Grand Total</b>
			\$99,393.06

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 2100</b>	<b>SUBJECT: Policy For Conducting Board Meetings</b>
<b>DATE APPROVED: 1/10/2018</b>	
<b>BOARD PRESIDENT:</b> 	<b>FIRE CHIEF:</b> 

**Policy 2100: Policy For Conducting Board Meetings**

Regular Meetings


The regular meetings of the Board of Directors will be on the second Wednesday of the month at 6:30 P.M. at Scotts Valley City Hall.

Seating of New Directors and Election of Officers

1. The term of office of newly elected directors shall begin at 12:00 A.M. the first Friday of December following their election. Newly elected directors shall be sworn in as the first order of business during the regular December meeting of the Board. In the event that current officers are not present to conduct the December meeting, the meeting will temporarily be conducted by the most senior sitting member of the Board.
2. As the last order of business at the December meeting, the current or temporary President shall preside over the election of Board Officers. The Board shall select one of its members as President and one of its members as Vice President. The Fire Chief shall be the Secretary to the Board.


Selection of Board President

- a. Should a director desire to serve as an officer he/she has the responsibility to express such a desire to the rest of the Board
  - b. It is desirable that directors take turns as Board President
  - c. An officer may be removed from an officer's position by a 2/3 vote of the Board
3. The newly elected Board President and Vice President shall assume their positions on January 1st. The Vice President shall preside over meetings in the absence of the elected Board President. Board officers shall serve a term of one year. In the event the Board President and Vice President are not in attendance, the senior member in attendance will preside at the meeting.
  4. The Board President shall appoint standing and ad hoc committees as established in Policy 2101.
    - a. Meetings of standing and ad hoc committees shall comply with any and all notice and posting requirements which may be required for such committees by the Ralph M. Brown Act
    - b. Committees shall act on behalf of the board as a whole, shall make regular reports and inform the board, make recommendations and receive direction from the Board.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 2100</b>	<b>SUBJECT: Policy For Conducting Board Meetings</b>

**Rules of Procedure and Conduct for Meetings:**

1. Meetings of the Board as well as meetings of those committees appointed by the Board, shall be conducted in accordance with those sections and parts of the Ralph M. Brown Act and the Fire Protection District Act within the California Health and Safety code 13800 et. seq. which might apply.
2. The agenda of all regular board meetings shall contain an opportunity for the public to make comments to the Board on any items of interest or concern EXCEPT on matters concerning complaints or charges against any District Employee. Complaints against any District Employee shall be handled in accordance with Policy 903 (Complaints) or Policy 902 (Grievance Procedure).
3. The Board will normally allow a limited amount of time for any member of the public to make oral comments relative to specific items agendize for action prior to such action being taken.
4. Meetings of the Board shall be conducted by the Board President in a manner consistent with the adopted rules. In the event an issue, point of order, or question arises which is not covered within the scope of rules adopted by the Board, not covered by the Brown Act or not covered within the Fire Protection District Act, the Board President shall rule on the point of order, issue or question.
5. Questions pertaining to a director's right to vote on items because of the potential of Conflict of Interest shall be decided as follows:
  - a. Director disqualifies himself/herself
  - b. The Board President disqualifies the director from voting
6. Should any director be disqualified from voting or be overruled on a point of order by the President, he/she may move to appeal the ruling to the full board. The Board President has the right to vote on the appeal and a majority vote of the board overrules the Board President. A tie vote sustains the ruling of the President. In either case, the minutes shall reflect why a director was disqualified to vote.
7. There must be a quorum of 3 members present to conduct business.
8. A majority vote means 3 affirmative votes.
9. A 2/3 vote means 4 affirmative votes.
10. A unanimous vote means 5 affirmative votes.

Scotts Valley Fire Protection District	
POLICY: 2100	SUBJECT: Policy For Conducting Board Meetings

**BOARD MEETING CONDUCT**

1. Any action taken by the Board shall be initiated by a motion, introduction of a resolution or introduction of an ordinance.

a. The Board President shall be allowed to make motions

2. The recording secretary shall document the names of those who make motions and second motions in the minutes.

3. Once the President calls for remarks on a motion, the maker of the motion is entitled to speak first. Speakers shall be recognized by the President before making their remarks.

4. Secondary motions pertaining to the main motion may be introduced before the main motion is voted. The last motion stated shall be the first pending motion and the main motion shall be voted upon last.

5. A motion to amend must have the approval of the person making the original motion or a majority vote of the board.

6. An amendment to a motion may only be made once.

7. To be deemed an official action of the board, all action items must receive a majority vote of the elected number of directors serving on the board. **EXCEPTIONS.** Motions requiring a 2/3 vote (super-majority) to pass:

- a. Motion to adopt or amend any policy
- b. Motion to suspend or amend any rule
- c. Motion to reconsider a previously considered motion

8. Motions requiring a unanimous vote to pass:

- a. Motion to discontinue or transfer funds designated as Capital Outlay reserves

9. Motions to Reconsider: Except in the case of specific agenda items requiring a noticed public hearing, the board may reconsider any vote taken at the same session to correct an inadvertent error or consider new information not available at the time of vote. A motion to reconsider must receive a majority vote prior to a motion being reconsidered.

10. The Board may rescind, repeal or annul actions taken at previous meetings by:

- a. Passing a motion to place the item on a future agenda
- b. Passing the motion to rescind, repeal or annul with the appropriate number of votes

11. The recording secretary shall record votes by name on each motion. If the vote is unanimous, the secretary will document the vote as being unanimous.



# 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: December 5, 2019  
To: Board of Directors  
From: Chief Kovacs  
Subject: Approve Regular Board Meeting Dates for 2020

## Recommendation

Adopt a schedule for the 2020 Regular Board Meetings.

## Discussion

The following is a list of proposed dates for the 2020 Regular Board Meetings. The dates reflect the second Wednesday of the month per Board Policy 2100.

January 8	July 8
February 12	August 12
March 11	September 9
April 8 – No Meeting <i>FDAC Conference</i>	October 14
May 13	November 11 – No Meeting <i>Veterans Day</i>
June 10	December 9

Regular meetings are scheduled for 6:30 p.m. Special meetings can be added as necessary.

Board of Directors

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# 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: December 11, 2019

To: Board of Directors

From: Chief Kovacs

Subject: Administrative Report

Incident Type	September		October		November		Year To Date	
	2018	2019	2018	2019	2018	2019	2018	2019
Fires	5	8	10	5	10	5	60	46
Explosion / Rupture	0	0	0	0	0	0	0	1
EMS	111	120	122	141	116	121	1244	1234
Hazardous Condition	6	6	7	6	14	6	67	80
Service Calls	18	23	15	27	14	15	152	211
Good Intent	20	37	28	47	43	46	343	401
False Alarms	9	22	11	21	14	8	97	154
Severe Weather	0	0	1	1	0	0	1	4
<b>Totals</b>	<b>169</b>	<b>216</b>	<b>194</b>	<b>248</b>	<b>211</b>	<b>201</b>	<b>1964</b>	<b>2131</b>

## Operations

- E2538 was sent to Hi Tech in Oakdale for warranty pump repairs, and is back in service.
- Captain Sundermier has been working on implementation of our new pre fire planning software, FirstDue. We began testing on November 6<sup>th</sup> and hope to have full integration by the first of the year.
- Captain Grigg counseled one juvenile through our Juvenile Firesetter Program.
- We've hosted some EMT Ride-a-longs from the Cabrillo College EMT program.
- Crews conducted and station tour and safety talk for a local cub scout troop.
- Engine companies installed smoke detectors in 2 residences.
- A Shift station 1 crew did a tour and sit-a-long at NetCom for training.
- Eng Cortes has been flow testing SCBA's
- Eng Cortes taught CPR to the following:
  - Scotts Valley Unified School District
  - Live Oak School District
  - ST. Lawrence School

## Training

- Captain Sundermier, Engineer Pedemonte, Engineer Crivello, and Firefighter Post attended the Fresno Symposium and learned about VEIS. (*vent enter isolate search*)

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- Chief Kovacs and Chief Theilen attended training symposium in Fresno Nov. 18-22<sup>nd</sup>
- Captain Stubendorff, Captain Petteys, Captain Vandervoort, and Engineer Todd attended the FDAC Leadership Academy in Sacramento
- Engineer Cahir completed a S-290 Intermediate Wildland Fire Behavior Course
- Firefighter Post completed FFI successfully and now focused on FF II program
- Captain Ronzano and Captain Sundermier completed requirements for Captain I and received a step increase to Captain II
- Haz. Mat FRO-Decon. refresher training was done for both SCO PCFs and BRN volunteers

#### **Administration**

- Secretary Receptionist Bridges completed 2 car seat inspections in the month of November
- Secretary Receptionist Bridges attended Assist Training in Watsonville
- Secretary Receptionist Mayfield successfully completed the 12 month probationary period
- The Valley Churches United Food Donation Barrel will be in the Administrative Office until December 23<sup>rd</sup>

#### **Prevention/Community Risk Reduction**

- Plan Reviews and permit approvals: 5
- Inspections completed: 16
- Hazard complaints: 0
- Meetings: 7
- Captain Vandervoort and BC Whittle attended the Evacuation Exercise at the S.C. Water Treatment Plant

#### **Fire Chief Activities:**

- Staff Meetings
- Meeting with homeowners on Bluebonnet
- SCO Board Meeting
- BRN Board Meeting
- OES Region 2 Post Fire Season Meeting
- FDAC Meetings
- Meeting with First Net
- Annual Physical
- Attended a Fire Service Funeral
- Attended the Training Officer's Symposium
- Attended AFG Grant Webinar
- SCO Finance Meeting
- SCCFAIG Meeting and Sub Committee meetings
- CalChiefs Conference Call
- Legislative Task Force Conference Call
- County Chief's Meeting

Dear SVFPD,

Thank you for helping us out with our safety preparedness as well as running the fire inspection to assure the safety of our guests and actors! We greatly appreciate the time you take to make sure everything is covered so that we can be prepared in case of emergency.

-Scotts Valley  
Haunted House

