



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Board of Directors

Agenda

Wednesday, May 13, 2020, 6:00 P.M.

Complete Board Meeting packets are available upon request and on Scotts Valley Fire District's website. Call (831) 438-0211 or visit 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.

Notice of Teleconferenced Meeting

Pursuant to Governor Newsom's Executive Order N-25-20 regarding COVID-19, members of the Scotts Valley Fire Protection District Board of Directors and staff may participate in this meeting by teleconference. To reduce the spread of COVID-19, members of the public are encouraged to listen to the meeting from their homes via teleconference by calling +1 408-638-0968, enter the meeting number when prompted (99149240181) and entering Access Code 432403 or connecting to the meeting online via their computer, smart phone or tablet at the following link: <https://zoom.us/j/99149240181?pwd=ZmVtN25ER0ExQ0tMTnNwWHRmY1Uzd09>

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 March 11, 2020

4.2 Payroll: Approve March Payroll 6 and 7 in the amount of: \$302,800.93

4.3 Payroll: Approve April Payroll 8 and 9 in the amount of: \$289,834.31

4.4 Expenditures: Approve Expenditures for March in the Amount of:

General Fund:	\$ 88,752.16
Capital Outlay:	\$ 104,673.14
SCHMIT:	\$ <u>1,269.73</u>
TOTAL:	\$ 194,695.03

**Scotts Valley Fire Protection District
Board of Directors Meeting for May 13, 2020
Agenda**

- 4.5 Expenditures: Approve Expenditures for April in the Amount of:
- | | |
|-----------------|------------------|
| General Fund: | \$138,741.34 |
| Capital Outlay: | \$ 8,319.54 |
| SCHMIT: | <u>\$ 908.81</u> |
| TOTAL: | \$147,969.69 |
- 4.6 Adopt Resolution 2020-4: Resolution Requesting Temporary Transfer of Funds
- 4.7 Adopt Resolution 2020-6: California Office of Emergency Services (Cal OES) Form 130 Designating Agents Necessary to Provide for All Matters Pertaining to State and Federal Emergency Management Agency (FEMA) Reimbursements
- 4.8 Adopt Resolution 2020-7: Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election

5. Action Items

- 5.1 Adopt Resolution 2020-5: Resolution Adopting Preliminary Budgets for Fiscal Year 2020/2021, Discussion/Action

685010	General Fund:	\$9,138,247
685030	Capital Outlay/Zone A:	\$1,652,846
685040	SCHMIT:	\$ 388,582

Set public hearing for adoption of the final budget for the August 12, 2020, Regular Board Meeting: 6:00 P.M.

Direct staff to publish a public hearing notice and make the budget available for public review

- 5.2 Approve Policy 1204 – Emergency Telecommuting, Discussion/Action

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 None

8. Request for Future Agenda Items

9. Closed Session: Government Code §54957.7

- 9.1 Conference with Labor Negotiators: Government Code §54957.6
Agency Designated Representatives: Robert Campbell and Joe Parker
Employee Organization: All

10. Open Session

- 10.1 Report on Closed Session: Government Code §54957.1

11. Adjournment

Next Regularly Scheduled Board Meeting:
Wednesday, June 10, 2020 at 6:00 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 March 11, 2020

1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, March 11, 2020 at the City of Scotts Valley Council Chambers. President Pisciotta called the meeting to order at 6:00 p.m. and thanked Community Television for Broadcasting the Meeting.

1.1 Pledge of Allegiance and Moment of Silence

President 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, Patterson and Pisciotta
B. Directors Absent:	None
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 February 12, 2020

4.2 Payroll: Approve February Payroll 4 and 5 in the amount of: \$305,926.06

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

<u>General Fund:</u>	\$129,403.97
<u>SCHMIT:</u>	\$ 38.17
<u>TOTAL:</u>	\$129,442.14

4.4 Adopt Resolution 2020-3 Establishing Appropriation Limit in the Amount of \$21,202,242 for Fiscal Year 2019/2020

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

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

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting March 11, 2020

President Pisciotta reported that he and Director Parker toured the 9-1-1 center.

President Pisciotta stated that he and Director Campbell attended the Finance Committee Meeting.

President Pisciotta stated that he and Chief Kovacs attended the Interagency Committee Meeting and Chief Kovacs added that they discussed a flowchart with links to various items for information, which is a work in progress, so more information to come.

6.2 Administrative Report – Chief Officers

The full Administrative Report for January and February was included in the board packet and Chief Kovacs added the following:

- Staff is working on the Assistance to Firefighters Grant (AFG) for SCBAs to be submitted by Friday.
- The California Fire Assistance Agreement (CFAA) is being completed as the current one expired at the end of December but has been extended pending completion of the new one.
- There was a Fire OPS Meeting today to discuss an Incident Action Plan for Covid-19 and a good training opportunity for infectious disease in general.
- The FDAC Conference has not been cancelled as of yet but if things change, information will be sent out.

7. Correspondence – Information

7.1 Incident Thank you Letter – January 1, 2020

7.2 Incident Thank you Letter – January 29, 2020

7.3 Incident Thank You Letter – Valley Gardens

The Board received and filed the correspondence.

8. Request for Future Agenda Items

None

9. Closed Session: Government Code §54957.7

9.1 Conference with Labor Negotiators: Government Code §54957.6
Agency Designated Representatives: Robert Campbell and Joe Parker
Employee Organization: All

9.2 Conference with Legal Counsel – Existing Litigation: Pursuant to Government Code §54956.9(a)
Name of Case: Pasquini Appeal of Disability Retirement

At 6:08 p.m., President Pisciotta announced that the Board would be going in to Closed Session for the purpose listed above and will be discussing Item 9.2 first.

10. Open Session

10.1 Report on Closed Session: Government Code §54957.1

At 6:29 p.m., the Board reconvened to open session and President Pisciotta reported that for Item 9.1 no action was taken, for Item 9.2, **on motion of Director Parker seconded by Director Patterson to *Enter into a Local Agency Agreement Between the SVFPD and the Office of Administrative Law* was approved by the following vote:**

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

11. Adjournment

The meeting was adjourned at 6:31 p.m.

ATTEST

Daron Pisciotta
Board President

Steve M. Kovacs
Board Secretary

		Date Range from 02/21/2020 To 03/20/2020	
PAYROLL	ACCT.#	PE	TOTALS
Regular Pay	51000	6	\$123,547.14
		7	\$123,547.14
Overtime	51005	6	\$10,239.06
		7	\$4,230.92
Regular Pay, Extra Help (PCF)	51010	6	\$0.00
		7	\$1,807.00
Regular Pay, Sick Leave	51015	6	\$0.00
		7	\$0.00
Regular Callback Pay	51025	6	\$13,270.83
		7	\$4,050.84
Holiday Pay	51035	6	\$0.00
		7	\$0.00
Differential Pay	51040	6	\$6,717.57
		7	\$6,717.57
Regular Pay, Sick Leave Reserve	55020	6	\$0.00
		7	\$0.00
Misc Benefits, Vacation Payoff	55021	6	\$4,336.43
		7	\$4,336.43
Directors Fees	62327	6	\$0.00
		7	\$0.00
TOTAL PAYROLL			\$302,800.93

Date Range from 03/20/2020 To 04/17/2020			
PAYROLL	ACCT.#	PP	TOTALS
Regular Pay	51000	8	\$123,547.14
		9	\$123,455.70
Overtime	51005	8	\$185.96
		9	\$3,149.27
Regular Pay, Extra Help (PCF)	51010	8	\$0.00
		9	\$0.00
Regular Pay, Sick Leave	51015	8	\$0.00
		9	\$0.00
Regular Callback Pay	51025	8	\$6,106.32
		9	\$7,981.92
Holiday Pay	51035	8	\$0.00
		9	\$0.00
Differential Pay	51040	8	\$6,717.57
		9	\$6,717.57
Regular Pay, Sick Leave Reserve	55020	8	\$0.00
		9	\$0.00
Misc Benefits, Vacation Payoff	55021	8	\$4,336.43
		9	\$4,336.43
Directors Fees	62327	8	\$0.00
		9	\$3,300.00
TOTAL PAYROLL			\$289,834.31

CLAIMS BY GL OBJ

04/16/2020

*Filter: (Claim Date is between 03/01/2020
and 03/31/2020)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Key: 685010			
GL Obj: 53010 Group Health - Dental Insurance			
03/17/2020	MCNEIL AND COMPANY, INC.	PCF Accident & Health 19/20 FY	\$2,142.40
03/17/2020	FDAC EBA	Life & Vision Ins.- 4/2020	\$1,120.40
03/17/2020	HEALTH CARE EMPLOYEES/EMPLOYER DENTAL TRUST	Dental Ins.-	\$5,006.41
03/25/2020	MIKE PHINN	Retiree Health Ins.- 4/2020	\$422.96
03/25/2020	MIKE BIDDLE	Retiree Health Ins.- 4/2020	\$983.29
03/25/2020	MICHAEL MCMURRY	Retiree Health Ins.- 4/2020	\$1,583.36
03/25/2020	TIM THEILEN	Retiree Health Ins. - 4/2020	\$674.35
03/25/2020	CALPERS RETIREMENT SYSTEM	Health Ins.- 4/2020	\$46,813.66
03/25/2020	SAL LOFRANCO	Retiree Health Ins.- 4/2020	\$542.70
SubObject Total			\$59,289.53
GL Obj: 61110 Clothing & Personal Supplies			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	UPS- Turnout Shipping	\$52.79
		DE Williams Shields- Passport Shield	
SubObject Total			\$52.79
GL Obj: 61125 Uniform Clothing Allowance			
03/05/2020	SUMMIT UNIFORMS	Chief Kovacs Class A Hat	\$151.86
03/10/2020	SUMMIT UNIFORMS	Class A Hats x12	\$1,297.89
SubObject Total			\$1,449.75
GL Obj: 61221 Telephone & Telegraph			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Comcast- VF2 Internet & Phones 1/21-2/20/2020	\$1,092.67
		Comcast- VF1 Internet & Phones 1/20-2/19/2020	
		Verizon- Cellular 1/5-2/4/2020	
SubObject Total			\$1,092.67
GL Obj: 61310 Food			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	VeganBurg- LCW Conference Dinner	\$157.55
		Loving Hut- LCW Conference Dinner	
		Hummus- Policy and Procedure Lunch	
		Panera- Policy and Procedure Conference Lunches	
		Costco- Water	
SubObject Total			\$157.55
GL Obj: 61425 Household Expense			
03/05/2020	SCARBOROUGH LUMBER & BUILDING	Steamer Basket, Snap Lock	\$30.50
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Staples- Dry Erase Pens	\$399.17
		Staples- Dry Erase Board	
		Costco- Station Supplies	
		Amazon- Can Openers, Spatulas	

CLAIMS BY GL OBJ

04/16/2020

Filter: (Claim Date is between 03/01/2020
and 03/31/2020)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
SubObject Total			\$429.67
GL Obj: 61720 Maintenance - Mobile Equipment			
03/05/2020	TEHAMA TIRE SERVICE INC	Tires and Installation E2511	\$3,231.16
03/05/2020	SCARBOROUGH LUMBER & BUILDING	Indoor Fogger, Broom Handle	\$55.83
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Aptos Hardware- E2538 Fuses	\$38.60
03/10/2020	SCARBOROUGH LUMBER & BUILDING	Hose Shop- E2512 Pump Shift Lever	
03/10/2020	NAPA AUTO PARTS	Passenger Lock	\$14.16
		Gas Stabilizer, Cleaner, Tire Spray	\$122.87
SubObject Total			\$3,462.62
GL Obj: 61725 Maintenance - Office Equipment			
03/05/2020	PAGODA TECHNOLOGIES INC.	New PC Set Up WS12	\$200.00
03/05/2020	PAGODA TECHNOLOGIES INC.	New PC Set Up WS13	\$200.00
03/05/2020	PAGODA TECHNOLOGIES INC.	Computer Management- 3/2020	\$1,122.12
03/05/2020	PAGODA TECHNOLOGIES INC.	New PC Set Up to replace WS11	\$349.17
03/05/2020	PAGODA TECHNOLOGIES INC.	Replacement Computers x3	\$3,018.58
03/25/2020	PAGODA TECHNOLOGIES INC.	JAMF Mobile Management 19/20 FY	\$504.00
SubObject Total			\$5,393.87
GL Obj: 61730 Maintenance - Other Equipment			
03/05/2020	SCARBOROUGH LUMBER & BUILDING	Ear Plugs, Reflective Spray, Painter Tape, Mason Wheel, Spray Paint, Rust Stop	\$103.90
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Batteries	\$55.68
03/10/2020	SCARBOROUGH LUMBER & BUILDING	Batteries	\$5.88
SubObject Total			\$165.46
GL Obj: 61845 Maintenance - Buildings & Grounds			
03/05/2020	SCARBOROUGH LUMBER & BUILDING	Light Bulbs, Dryer Parts	\$372.67
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- American Flags	\$189.42
03/10/2020	SCARBOROUGH LUMBER & BUILDING	Rayne of SC- VF1 Monthly Water Softener	
03/17/2020	SCARBOROUGH LUMBER & BUILDING	Bolts, Wood Putty, Putty Knife, Screws	\$150.16
03/17/2020	WESTERN EXTERMINATOR COMPANY	VF2 Bug Service- 2/2020	\$57.50
03/17/2020	WESTERN EXTERMINATOR COMPANY	VF1 Bug Service- 2/2020	\$57.50
SubObject Total			\$827.25
GL Obj: 61920 Medical Supplies			
03/05/2020	ANALGESIC SERVICES, INC.	Annual Rental Fee 19/20 FY	\$517.50
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Breakaway Narcotic Locks	\$29.10
03/17/2020	BOUND TREE MEDICAL, LLC	Wipes, Glasses, and Hand Wipes	\$405.04
SubObject Total			\$951.64

CLAIMS BY GL OBJ

04/16/2020

*Filter: (Claim Date is between 03/01/2020
and 03/31/2020)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Obj: 62111 Miscellaneous Expenses			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Best Buy- 4 Station Microwaves	\$828.36
SubObject Total			\$828.36
GL Obj: 62223 Office Supplies			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	USPS- OES Invoice Certified Mail	\$145.29
		USPS- Certified Mail	
		Amazon- Pens	
		Amazon- Yellow Notepads and Labels	
		UPS- Radio Repair Shipping	
SubObject Total			\$145.29
GL Obj: 62367 Medical Services			
03/10/2020	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$635.00
03/10/2020	MARK A. CLEMENTI, PH.D.	Evaluation	\$825.00
03/10/2020	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$595.00
03/10/2020	EMERYVILLE OCCUPATIONAL MEDICAL CENTER	Medical Physical	\$595.00
SubObject Total			\$2,650.00
GL Obj: 62381 Professional & Specialized Services			
03/05/2020	CSG CONSULTANTS, INC.	Fire Plan Review- 1 Hacienda Drive, 5615 SV Drive, 5617 SV Drive, 210 Brook Knoll Drive	\$300.00
03/17/2020	GENE MICHALAK	BRD Video- 3/11/2020	\$125.00
03/25/2020	CSG CONSULTANTS, INC.	Fire Inspection- 11 Nepenthe, 115 Blueberry Dr., 555 Hwy 17	\$350.00
03/25/2020	CSG CONSULTANTS, INC.	Fire Inspection- U Blendid (2nd Half of Invoice)	\$150.00
SubObject Total			\$925.00
GL Obj: 62715 Small Tools & Equipment			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Nozzle Lubricant for Servicing	\$21.42
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Forestry Suppliers- Hazard Marking and Escape Route Tape	\$394.63
03/25/2020	L.N. CURTIS & SONS	Roof Hook with Pry End	\$392.40
SubObject Total			\$808.45
GL Obj: 62888 District Special Expense			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Brinks- Name Plates- Vandervoort	\$68.70
		FasTrak- Account Refill	
SubObject Total			\$68.70

CLAIMS BY GL OBJ

04/16/2020

*Filter: (Claim Date is between 03/01/2020
and 03/31/2020)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Obj: 62914 Education & Training			
03/05/2020	ACTIVE WELLNESS LLC	Yoga- 1/2020	\$900.00
03/05/2020	SCARBOROUGH LUMBER & BUILDING	Materials for Training Prop	\$37.51
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Hyatt Regency-LCW Conference Lodging	\$5,181.74
		Cal EMSA-Paramedic Recert- Bridges, Grigg	
		FDAC-Conference Registration	
		Hilton-Policy and Procdures Conference	
		Lodging	
		Fire Instruction-Chief Officer Training	
03/10/2020	ACTIVE WELLNESS LLC	Yoga 2/2020	\$900.00
SubObject Total			\$7,019.25
GL Obj: 62920 Gas, Oil & Fuel			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Arco- Policy and Procedure Conference Fuel	\$144.71
		Bayside Oil- Chainsaw Fuel	
		Chevron- 2500 Fuel	
SubObject Total			\$144.71
GL Obj: 62930 Conference Tuition - Registrations			
03/10/2020	AFSS NORTHERN DIVISION	AFSS Conference- Walton, Bridges, Mayfield	\$1,050.00
SubObject Total			\$1,050.00
GL Obj: 63070 Utilities			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Scotts Valley Water District- VF2 RW Service	\$302.46
		1/1-1/31/2020	
		Greenwaste- VF1 Trash & Recycling	
		1/1-1/31/2020	
03/17/2020	PG&E	VF1 Electric 2/5-3/5/2020	\$636.66
03/17/2020	PG&E	VF2 Electric 2/5-3/5/2020	\$485.75
03/17/2020	PG&E	VF1 Gas 2/6-3/6/2020	\$186.09
03/17/2020	PG&E	VF2 Gas 2/6-3/6/2020	\$228.64
SubObject Total			\$1,839.60
Index Total			\$88,752.16

CLAIMS BY GL OBJ

04/16/2020

*Filter: (Claim Date is between 03/01/2020
and 03/31/2020)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
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GL Key: 685030**GL Obj: 86204 Equipment**

03/10/2020 ALLSTAR FIRE EQUIPMENT, INC.

10 SCBAs

\$104,673.14

SubObject Total \$104,673.14**Index Total** \$104,673.14

CLAIMS BY GL OBJ

04/16/2020

*Filter: (Claim Date is between 03/01/2020
and 03/31/2020)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Key: 685040			
GL Obj: 61221 Telephone & Telegraph			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- SCHMIT Cellular 1/5-2/4/2020	\$38.17
SubObject Total			\$38.17
GL Obj: 61720 Maintenance - Mobile Equipment			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	R.S. Hughes- 2 RAE Oxygen Sensors	\$1,187.95
		R.S. Hughes- 2 QRAE Oxygen Sensors	
SubObject Total			\$1,187.95
GL Obj: 62920 Fuel			
03/06/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Valero- 2560 Fuel	\$43.61
SubObject Total			\$43.61
Index Total			\$1,269.73
Grand Total			\$194,695.03

CLAIMS BY GL OBJ

04/30/2020

Filter: (Claim Date is between 04/01/2020
and 04/30/2020)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Key: 685010			
GL Obj: 53010 Group Health - Dental Insurance			
04/15/2020	HEALTH CARE EMPLOYEES/EMPLOYER DENTAL TRUST	Dental Ins.- 5/2020	\$5,006.41
04/15/2020	FIRE DISTRICTS ASSOCIATION OF CA EMPLOYMENT BENEFITS	Life & Vision 5/2020	\$1,120.40
04/23/2020	MICHAEL MCMURRY	Retiree Health Ins.- 5/2020	\$1,583.36
04/23/2020	TIM THEILEN	Retiree Health Ins.- 5/2020	\$674.35
04/23/2020	MIKE BIDDLE	Retiree Health Ins.- 5/2020	\$983.29
04/23/2020	CALPERS RETIREMENT SYSTEM	Health Ins.- 5/2020	\$46,813.66
04/23/2020	MIKE PHINN	Retiree Health Ins.- 5/2020	\$422.96
04/23/2020	SAL LOFRANCO	Retiree Health Ins.- 5/2020	\$542.70
SubObject Total			\$57,147.13
GL Obj: 61110 Clothing & Personal Supplies			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Redback Duty Boots- Ronzano	\$261.21
04/23/2020	ALLSTAR FIRE EQUIPMENT, INC.	IMS Alliance- PAR Tags	
04/29/2020	CASCADE FIRE	6 Lion V Force Turnouts	\$15,113.29
04/29/2020	L.N. CURTIS & SONS	Innotex Gray Hoods	\$2,801.50
		Structure Boots	\$8,534.70
SubObject Total			\$26,710.70
GL Obj: 61125 Uniform Clothing Allowance			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Hook-Fast- Class A Hat Brass	\$430.50
SubObject Total			\$430.50
GL Obj: 61215 Radio Services: Dispatch NetCom Fees			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Active 911- Annual Subscriptions	\$662.50
04/10/2020	QPCS LLC	Cradlepoint Netcloud Renewal	\$900.00
SubObject Total			\$1,562.50
GL Obj: 61221 Telephone & Telegraph			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Comcast- VF2 Internet & Phones 2/21-3/20/2020	\$1,162.91
		Comcast- VF1 Internet & Phones 2/30-3/19/2020	
		Verizon- Cellular 2/5-3/4/2020	
SubObject Total			\$1,162.91
GL Obj: 61310 Food			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Water	\$359.31
		Safeway- Cal OPS Meeting 3/11/2020	
		Safeway- COVID-19 Food Supplies	
		Costco- COVID-19 Food Supplies	
SubObject Total			\$359.31

CLAIMS BY GL OBJ

04/30/2020

*Filter: (Claim Date is between 04/01/2020
and 04/30/2020)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Obj: 61425 Household Expense			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Station Supplies	\$219.89
04/10/2020	MID VALLEY SUPPLY	Amazon- Disinfecting Wipes	
04/29/2020	SCARBOROUGH LUMBER & BUILDING	Household Supplies	\$358.02
		Spray Bottles, Electric Sprayer, Dusters	\$297.19
SubObject Total			\$875.10
GL Obj: 61720 Maintenance - Mobile Equipment			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Amsoil- E2511, U2550, U2590 Oil	\$830.07
04/03/2020	SCARBOROUGH LUMBER & BUILDING	Amerizorb- Absorbant Shipping Cost	
04/10/2020	CENTRAL FIRE DISTRICT	Flex Seal Tape	\$28.32
04/10/2020	CENTRAL FIRE DISTRICT	WT 2550 Compressor Repair	\$954.73
04/10/2020	CENTRAL FIRE DISTRICT	HM2560 Annual Service and Repairs	\$1,240.07
04/10/2020	CENTRAL FIRE DISTRICT	E2537 Annual Inspection and Repairs	\$2,087.53
04/10/2020	ALLSTAR FIRE EQUIPMENT, INC.	Face Piece Amp Bracket	\$1,249.58
04/10/2020	CENTRAL FIRE DISTRICT	E2512 Repairs	\$13,132.75
04/10/2020	CENTRAL FIRE DISTRICT	WT 2550 Annual Service and Repairs	\$1,001.43
04/29/2020	SCARBOROUGH LUMBER & BUILDING	Punch Center, Rope For Engines	\$45.11
SubObject Total			\$20,569.59
GL Obj: 61725 Maintenance - Office Equipment			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Go To Meetings- Online Meeting Subscriptions	\$14.00
04/03/2020	PAGODA TECHNOLOGIES INC.	Admin Captain Computer	\$550.00
04/03/2020	PAGODA TECHNOLOGIES INC.	Update/Troubleshooting	
		Computer Management- 4/2020	\$1,192.12
SubObject Total			\$1,756.12
GL Obj: 61730 Maintenance - Other Equipment			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Costco- Batteries	\$534.06
		ReIm Wireless- 2 Bendix King Portable Radios for Repair	
04/03/2020	BAUER COMPRESSOR	Amazon- Pellican Replacement Latches	
04/03/2020	SANTA CRUZ FIRE EQUIPMENT	SCBA Compressor Repair	\$2,721.71
04/29/2020	SANTA CRUZ FIRE EQUIPMENT	Recharge Fire Extinguishers	\$314.40
04/29/2020	SCARBOROUGH LUMBER & BUILDING	Extinguisher Recharge	\$100.00
		Paint for marking SCBAs	\$31.35
SubObject Total			\$3,701.52
GL Obj: 61845 Maintenance - Buildings & Grounds			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	San Lorenzo Lumber- Locking Door Knobs for Bedrooms	\$188.07
		Conner Water Systems- VF1 Monthly Water Softener	
04/03/2020	SCARBOROUGH LUMBER & BUILDING	Office Trim, Sand Paper	\$120.41
04/15/2020	WESTERN EXTERMINATOR COMPANY	Bug Service- VF1 3/2020	\$57.50
04/15/2020	WESTERN EXTERMINATOR COMPANY	Bug Service- VF2 3/2020	\$57.50

CLAIMS BY GL OBJ

04/30/2020

*Filter: (Claim Date is between 04/01/2020
and 04/30/2020)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
04/23/2020	ALEXANDER ELECTRIC INC	VF2 Generator Repair	\$2,524.98
04/23/2020	CENTRAL COATING COMPANY, INC.	VF1 Roof Repair	\$437.00
04/29/2020	SCARBOROUGH LUMBER & BUILDING	Mortar, Saw Blades for VF2 Floors	\$115.96
04/29/2020	GREG BELLOW'S PLUMBING INC	VF2 Sink/Disposal Repair	\$791.00
04/29/2020	AIR EXCHANGE	Plymovent Service Call	\$312.50
04/29/2020	R & S ERECTION MONTEREY BAY	VF2 App Bay Door Repair	\$547.20
SubObject Total			\$5,152.12
GL Obj: 61920 Medical Supplies			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	CVS- Thermometer Covers	\$55.66
		CVS- Thermometer Covers	
		Walgreens- Thermometers	
04/03/2020	ANALGESIC SERVICES, INC.	O2 Cylinder Refill	\$67.50
04/10/2020	BOUND TREE MEDICAL, LLC	Thermometers 16/30	\$156.79
04/10/2020	BOUND TREE MEDICAL, LLC	Thermometers 14/30	\$137.18
04/23/2020	BOUND TREE MEDICAL, LLC	Hand Sanitizer	\$100.45
SubObject Total			\$517.58
GL Obj: 62219 PC Software			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Fleetio- New Vehicle Addition	\$72.85
04/03/2020	ESO SOLUTIONS INC	Firehouse Software 4/1/2020-3/31/2021	\$1,761.30
SubObject Total			\$1,834.15
GL Obj: 62223 Office Supplies			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Quill- Pens, Binder Clips, Envelopes	\$83.61
SubObject Total			\$83.61
GL Obj: 62381 Professional & Specialized Services			
04/29/2020	LIEBERT CASSIDY WHITMORE	Legal Services	\$766.00
04/29/2020	CSG CONSULTANTS, INC.	Fire Inspection- 210 Brook Knoll, 3063 Glenwood, 59 Pasatiempo, 243 Mt Hermon Road, 100 Enterprise Way, 1290 Conference Dr, 12 Blake Lane, 1050 Lockhart Gulch, 552 Bean Creek #89, 5617 SV Drive	\$1,000.00
04/29/2020	LIEBERT CASSIDY WHITMORE	Legal Services	\$551.00
04/29/2020	LIEBERT CASSIDY WHITMORE	Legal Services	\$348.00
04/29/2020	CSG CONSULTANTS, INC.	Fire Inspection- 425 Cress Rd, 1015 Tucker Rd, 210 Brook Knoll, Valley Garden, 417 North Navarra, 552 Bean Creek #186	\$700.00
SubObject Total			\$3,365.00

CLAIMS BY GL OBJ

04/30/2020

Filter: (Claim Date is between 04/01/2020
and 04/30/2020)(Pre-Approved Excluded)

Claim Date	Vendor	Message	Amount
GL Obj: 62715 Small Tools & Equipment			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Amazon- Replacement Bolt Cutters	\$479.28
		Forcible Entry Inc.- Modern Halligan Tool	
04/03/2020	L.N. CURTIS & SONS	1/2" Blue Lifeline Rope	\$272.50
04/03/2020	SCARBOROUGH LUMBER & BUILDING	Tool Maintenance Sand Paper	\$3.51
04/10/2020	ALLSTAR FIRE EQUIPMENT, INC.	Tool Adapters 2	\$1,114.54
04/29/2020	SCARBOROUGH LUMBER & BUILDING	Oil for Chain Saws	\$28.33
SubObject Total			\$1,898.16
GL Obj: 62888 District Special Expense			
04/23/2020	CALIFORNIA DEPARTMENT OF TAX & FEE ADMINISTRATION	Out of State Sales Tax 19/20FY	\$1,439.00
SubObject Total			\$1,439.00
GL Obj: 62890 Subscriptions			
04/10/2020	TARGETSOLUTIONS	Annual Subscription 19/20FY	\$3,215.00
SubObject Total			\$3,215.00
GL Obj: 62914 Education & Training			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Liebert Cassidy Whitmore- COVID-19 Webinar- Bridges, M.	\$1,847.12
		Cal EMSA- Paramedic License Renewal-Smith	
		Fire Instruction-Chief Officer 3D- Grigg,LoFranco,McNeil	
		Holiday Inn Express- Chief Officer Lodg	
04/03/2020	SCARBOROUGH LUMBER & BUILDING	Training Prop Materials	\$420.93
04/10/2020	ACTIVE WELLNESS LLC	Yoga 3/2020	\$450.00
SubObject Total			\$2,718.05
GL Obj: 62920 Gas, Oil & Fuel			
04/03/2020	WESTERN STATE OIL COMPANY	Fuel/Diesel	\$1,264.68
04/10/2020	BAYSIDE OIL II, INC.	Race Fuel- Small Motors	\$60.33
SubObject Total			\$1,325.01
GL Obj: 63070 Utilities			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	SV Water District- VF1 Water 12/5/19-2/4/2020	\$1,026.35
		SV Water District- VF2 Water 12/6/19-2/4/2020	
		SV Water District- VF2 RW Service 2/1-/29/2020	
		Greenwaste- VF1 Trash & Recycling 2/1-2/29/2020	
04/03/2020	CITY OF SCOTTS VALLEY	Sewer- VF2 1/16-3/15/2020	\$134.65
04/03/2020	CITY OF SCOTTS VALLEY	Sewer- VF1 1/16-3/15/2020	\$178.54
04/15/2020	PG&E	VF2 Gas 3/7-4/6/2020	\$170.25
04/15/2020	PG&E	VF1 Electric 3/6-4/5/2020	\$674.35
04/15/2020	PG&E	VF2 Electric 3/6-4/5/2020	\$494.39
04/15/2020	PG&E	VF1 Gas 3/7-4/6/2020	\$239.75

CLAIMS BY GL OBJ

04/30/2020

*Filter: (Claim Date is between 04/01/2020
and 04/30/2020)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
SubObject Total			\$2,918.28
Index Total			\$138,741.34

CLAIMS BY GL OBJ

04/30/2020

*Filter: (Claim Date is between 04/01/2020
and 04/30/2020)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Key: 685030			
GL Obj: 86110 Structures & Improvements			
04/23/2020	NORTH GLASS WINDOWS & DOORS	VF1 Safety Glass	\$2,125.46
SubObject Total			\$2,125.46
GL Obj: 86204 Equipment			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Fringe Sport- Fitness Equipment	\$3,992.28
		Amazon- Fitness Equipment	
		Roque Fitness- Fitness Equipment	
04/10/2020	L.N. CURTIS & SONS	Portable Scene Light	\$2,201.80
SubObject Total			\$6,194.08
Index Total			\$8,319.54

CLAIMS BY GL OBJ

04/30/2020

*Filter: (Claim Date is between 04/01/2020
and 04/30/2020)(Pre-Approved Excluded)*

Claim Date	Vendor	Message	Amount
GL Key: 685040			
GL Obj: 61221 Telephone & Telegraph			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	Verizon- SCHMIT Cellular 2/5-3/4/2020	\$38.17
SubObject Total			\$38.17
GL Obj: 61730 Maintenance - Other Equipment			
04/01/2020	U.S. BANK CORPORATE PAYMENT SYSTEM	R.S Hughes- SCHMIT Calibration Gases for RAE	\$718.75
SubObject Total			\$718.75
GL Obj: 62219 PC Software			
04/10/2020	QPCS LLC	Cradlepoint Renewal	\$151.89
SubObject Total			\$151.89
Index Total			\$908.81
Grand Total			\$147,969.69

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2020-4

RESOLUTION REQUESTING
TEMPORARY TRANSFER OF FUNDS

WHEREAS the Scotts Valley Fire Protection District is in need of financial assistance during the period of July 1, 2020 to April 30, 2021; and

WHEREAS the Board of Supervisors of the County of Santa Cruz has, declared its approval of and intention to provide needed tax anticipation funds pursuant to Constitution Article XVI Section 6;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Directors of the Scotts Valley Fire Protection District hereby determine and declare that:

The sum of \$2,000,000.00 is needed in anticipation of tax revenues for the operation and maintenance of said district through April 30, 2021.

Said sum of \$2,000,000.00 requested does not exceed 85% of the taxes accruing before any other obligations are met from such taxes.

The district agrees to repay this loan by April 30, 2021, together with interest at the current rate per annum received on similar types of investments by the county as determined by the County Treasurer.

The Secretary of this Board shall forward three certified copies of this Resolution to the Auditor-Controller of the County of Santa Cruz so that the request may be signed and presented to the Board of Supervisors for approval.

PASSED AND ADOPTED BY THE Board of Directors of the Scotts Valley Fire Protection District, County of Santa Cruz, State of California, this 13th day of May, 2020 by the following vote:

AYES NOES ABSENT ABSTAIN

Director Robert Campbell
Director Edward Harmon
Director Joseph Parker
Director Russ Patterson
Director Daron Pisciotta

Daron Pisciotta, Board President

ATTEST: _____
Steve M. Kovacs, Board Secretary

REVIEWED AND RECOMMENDED:

Auditor-Controller

Treasurer-Tax Collector

Date

Date

DISTRIBUTED:

County Auditor
County Treasurer
County Counsel

G/L Balances

Criteria: As Of = 6/30/2020; Sub-Fund = 76455001, 76485001, 76495001, 76546001, 76585001; Object = 10100

G/L Account	Title	7/31/2018	8/31/2018	9/30/2018	10/31/2018	11/30/2018	12/31/2018	1/31/2019	2/28/2019	3/31/2019	4/30/2019	5/31/2019	6/30/2019
Fund 76585 – SCOTT'S VALLEY FIRE													
Sub-Fund 76585001 – SCOTT'S VALLEY FIRE													
101	EQUITY IN POOLED CASH												
Total Sub-Fund 76585001		752,217.54	(103,102.17)	(593,801.82)	(673,900.88)	(1,358,824.93)	1,653,017.17	1,188,795.34	752,961.92	426,493.80	2,803,999.01	2,546,495.48	2,518,221.21
Total Fund 76585		752,217.54	(103,102.17)	(593,801.82)	(673,900.88)	(1,358,824.93)	1,653,017.17	1,188,795.34	752,961.92	426,493.80	2,803,999.01	2,546,495.48	2,518,221.21
Total Fund Type 76		752,217.54	(103,102.17)	(593,801.82)	(673,900.88)	(1,358,824.93)	1,653,017.17	1,188,795.34	752,961.92	426,493.80	2,803,999.01	2,546,495.48	2,518,221.21

Run: 4/2/2020 9:02 AM Includes transactions posted through: 4/1/2020

Resolution No. 2020-6
DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors OF THE Scotts Valley Fire Protection District
(Governing Body) (Name of Applicant)

THAT Steve Kovacs, Fire Chief, OR
(Title of Authorized Agent)
Jeff McNeil, Battalion Chief, OR
(Title of Authorized Agent)
Alicia Walton, Administrative Secretary
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Scotts Valley Fire Protection District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Scotts Valley Fire Protection District, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- ☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 13th day of May, 2020

Daron Pisciotta, Board President

(Name and Title of Governing Body Representative)

Robert Campbell, Board Vice-President

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Steve Kovacs, duly appointed and Board Secretary of
(Name) (Title)
Scotts Valley Fire Protection District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Scotts Valley Fire Protection District
(Governing Body) (Name of Applicant)
on the 13th day of May, 2020

Board Secretary

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

Attachment "C"

Resolution No. 2020-7

Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election

Scotts Valley Fire Protection District

Name of City or Special District exactly as it will appear on the ballot

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot, acknowledging that the consolidation election will be held and conducted in the manner prescribed in Section 10418. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, pursuant to Elections Code Section 10418, if consolidated, the consolidated election shall be held and conducted, election boards appointed, voting precincts designated, candidates nominated, ballots printed, polls opened and closed, voter challenges determined, ballots counted and returned, returns canvassed, results declared, certificates of election issued, recounts conducted, election contests presented, and all other proceedings incidental to and connected with the election shall be regulated and done in accordance with the provisions of law regulating the statewide or special election, or the election held pursuant to Section 1302 or 1303, as applicable.

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 3, 2020;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the governing body of the

Scotts Valley Fire Protection District

(Name of City/District)

hereby orders an election be called and consolidated with any and all elections also called to be held on November 3, 2020 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Scotts Valley Fire Protection District

(Political Jurisdiction)

and requests the Board of Supervisors of the County of Santa Cruz to order such consolidation under Elections Code Sections 10401, 10403 and 10418.

BE IT FURTHER RESOLVED AND ORDERED that said governing body hereby requests the Board of Supervisors to permit the Santa Cruz County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

Check the following that apply:



BE IT FURTHER RESOLVED AND ORDERED that the Santa Cruz County Elections Department conduct the election for the following offices on the November 3, 2020 ballot:

Seats open	Office	Term	District/Division (if app)
Joseph Parker	Board Director	2020-2024	
Russ Patterson	Board Director	2020-2024	
Daron Pisciotta	Board Director	2020-2024	

☐ **BE IT FURTHER RESOLVED AND ORDERED** that the Santa Cruz County Elections Department shall conduct the election for the attached MEASURE(S) to be voted on at the November 3, 2020 election. (attach 75-word ballot question)

BE IT FURTHER RESOLVED AND ORDERED THAT Santa Cruz County Elections Department is requested to: [Check one of the following]

- ☐ Print the attached measure text exactly as filed or indicated on the filed document in the County Voter Information Guide for the November 3, 2020 election. Cost of printing and distribution of the measure text will be paid for by the city/district.
- ☐ Do NOT print the measure text in the County Voter Information Guide. Instead, send a copy to voters upon request at the cost of said city/district.

BE IT FURTHER RESOLVED AND ORDERED THAT in accordance with section 9313 and 9280 of the California Elections Code, the County Counsel, District Attorney, or City Attorney is hereby directed to prepare an impartial analysis of this measure.

PASSED AND ADOPTED this 13th day of May, 2020 by the following vote:

AYES NOES ABSENT ABSTAIN

Director Robert Campbell
Director Edward Harmon
Director Joseph Parker
Director Russ Patterson
Director Daron Pisciotta

Daron Pisciotta, President of said Governing Board

Attested: _____
Steve Kovacs, Board Secretary

Attachment "D"

Notice to County Clerk of Elective Offices to be Filled And Transmittal of Map and Boundaries

Scotts Valley Fire Protection District

Name of District/City as it will appear on the ballot

To the County Clerk of Santa Cruz County:

- (1) Notice is hereby given that the elective offices of the district/city to be elected

Check one: ☒ at large or
☐ by division

at the General Election scheduled for November 3, 2020, are as follows:

Office	Incumbent's name	Term	District/Division (if app)
Board Director	Joseph Parker	2020-2024	
Board Director	Russ Patterson	2020-2024	
Board Director	Daron Pisciotta	2020-2024	

Special Districts: No election will be held if there is an insufficient number of nominees.

Cities: If there is an insufficient number of nominees, city council will decide to fill the office by appointment by E-75 or proceed with the election. If any city measure is on the ballot, the election is held regardless.

- (2) The qualifications of a nominee of an elective officer of the district/city are as follows (i.e. a registered voter in the district/city, homeowner in district):

**Registered Voter and Resident of the Scotts Valley
Fire Protection District.**

- (3) The Candidate's Statement of Qualifications shall be limited to

Check one: ☒ 200 words
☐ 400 words (double the cost)

Candidates are permitted to file a statement to be posted online only

Check one: ☒ 200 words
☐ 400 words (double the cost)

Candidates are responsible for paying the cost of printing their Candidate's Statement of Qualifications in the County Voter Information Guide or posting online at the time of filing his/her statement.

Check one: ☒ Yes
☐ No. The District/City will pay the cost.

Candidates for special districts pay the County Clerk. Candidates for city offices pay the City Clerk.

- (4) Tie votes for City and District elections are resolved by lot according to Elections Code §15651 and §10551. In lieu of resolving a tie vote by lot the District/City may resolve a tie vote by the conduct of a special runoff election, pursuant to §15651 (b). A special runoff election shall be held only if the legislative body adopts the provisions of this code prior to the conduct of the election. If a legislative body decides to call a special runoff election in the event of a tie vote, all future elections conducted by that body shall be resolved by the conduct of a special runoff election, unless the legislative body later repeals the authority for the conduct of a special runoff election.

To conduct a tie vote by special runoff election for this election and all future elections, check here. ☐

- (5) Date of last map change: 2006. Who should we contact from your jurisdiction to come to our office at 701 Ocean St., Room 310, in Santa Cruz, to review the map on file to confirm the district boundaries?

Name: Steve Kovacs Phone: 831.438.0211
E-mail: skovacs@scottsvillefire.com

(Seal of the District/City)

Signature (District Secretary/City Clerk)

Dated: May 13, 2020

SCOTTS VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2020-5

RESOLUTION ADOPTING PRELIMINARY BUDGET FOR FISCAL YEAR 2020/2021

WHEREAS, In compliance with Sections 13890, 13891 and 13893 of the California Health and Safety Code;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Preliminary 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 2020/2021, be and is hereby adopted in accordance with the following:

Preliminary Scotts Valley Fire Protection District Budget

General Fund	Index 685010	\$9,138,247
Capital Outlay/Zone A	Index 685030	\$1,652,846
SCHMIT	Index 685040	\$ 388,582

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 Preliminary 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 May 13, 2020, by the following vote:

AYES NOES ABSENT ABSTAIN

Director Robert Campbell
Director Edward Harmon
Director Joseph Parker
Director Russ Patterson
Director Daron Pisciotta

APPROVED:

ATTEST:

Steve M. Kovacs
Board Secretary

Daron Pisciotta
Board President



SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Date: May 13, 2020
To: Board of Directors
From: Steve M. Kovacs, Fire Chief
Subject: 2020/2021 Preliminary Budgets

Recommendation

1. Adopt the 2020/2021 Preliminary Budgets as presented:

685010	General Fund:	\$ 9,138,247
685030	Capital Outlay/Zone A:	\$ 1,652,846
685040	SCHMIT:	\$ 388,582

2. Set a public hearing for adoption of the final budgets for August 12, 2020, Regular Board Meeting.
3. Direct staff to publish a notice for the public hearing and make the budgets available for public review.

Background

The Board of Directors must pass a preliminary budget before June 30th and a final budget by October 1st of each year.

General Fund

Revenue

The estimated Fund Balance beginning this fiscal year is \$1,200,000.

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

Revenue from Plan Check and Inspection Fees for FY 2020/2021 are estimated at \$15,000, while the estimated expenditures for contract plan check and inspection services are \$10,000.

Revenue from Strike Teams is budgeted at \$125,000, and offset in the budget as an overtime expenditure.

Expenditures

The Salaries and Benefits budget includes a Cost of Living 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. Years with high fire activity have increased overtime, which is reimbursed by forest agencies and shown as revenue during those years. 2019/2020 experienced increased Callback Pay due to injuries. All allocated positions are funded.

Board of Directors

Robert Campbell Edward Harmon Joe Parker Russ Patterson Daron Pisciotta

2020/2021 Preliminary Budgets

May 13, 2020

The CalPERS Safety Retirement Plan is 21.746% of payroll, which is up from the 2019/2020 fiscal year amount of 20.073%. The Unfunded Accrued Liability's (UAL) annual lump sum prepayment option for the Safety Plan is \$761,892, which is up from the 2019/2020 payment of \$636,480.

The CalPERS Miscellaneous Plan is 11.031% of payroll which is up from the 2019/2020 fiscal year amount of 10.221%. The UAL's annual lump sum prepayment option for the Miscellaneous Plan is \$19,557, which is up from the 2019/2020 payment of \$15,909.

The employer rate for new CalPERS safety employees hired after January 1, 2013, is 13.044% of payroll, up from the 2019/2020 rate of 13.034%. Non-safety employee rate is 7.732% of payroll, up from the 2019/2020 rate of 6.985%.

This represents a budgeted amount of \$1,460,310, payable to CalPERS, which represents a \$195,547 increase over 2019/2020.

Health insurance is budgeted for an estimated 6% increase effective January 1, 2021. Retiree health insurance is budgeted at \$79,685, an increase of \$5,115 over last year.

Workers compensation insurance is estimated at \$373,982, an increase of \$141,520 over last year.

The Services and Supplies budget is \$801,290, which is an increase of \$56,280 over 2019/2020.

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

A \$100,000 transfer to the Capital Outlay is budgeted and \$50,000 for Contingencies.

The General Fund Preliminary Budget is balanced by using \$148,274 from the Fund Balance.

Capital Outlay/Zone A

The beginning fund balance is estimated at \$1,404,000. A 4% increase in property tax revenue is estimated for this fiscal year. Besides auditing and accounting costs, \$143,500 is budgeted for the Fire Facilities upgrades and Equipment, \$1,238,346, for future projects and \$100,000, for contingencies.

Revenue consists of Zone A Tax collection of \$130,846, a \$100,000 transfer from the General Fund and \$18,000 in interest.

SCHMIT

The beginning fund balance for the Santa Cruz Hazardous Materials Interagency Team is estimated at \$100,000. Services and Supplies are to support the operating costs of the team in the amount of \$79,970, which includes a \$5,500, charge for management of the program. Personnel costs include \$20,000 for reimbursement to response agencies in the event of an activation and \$130,000, for differential costs for the response agencies. A grant has been awarded in the amount of \$105,800 for an Atmospheric Monitoring System. Due to the COVID-19 Pandemic and revenue losses to the stakeholders, there will not be an increase in revenue for the 2020/2021 Fiscal Year.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY GENERAL FUND BUDGET (685010)
2020/2021 FY**

Account #	Revenue Description	Revenue Amount	Expense Category	Expense Amount
40100	Prop Tax-Current Secured	7,374,422	Salaries & Benefits	7,126,231
40110	Prop Tax-Current Unsecured	153,698	Services & Supplies	801,290
40150	Supplemental Prop Tax-Current Secured	84,000	Other Charges	9,000
40151	Supplemental Prop Tax-Current Unsecured	2,000	Contingencies	50,000
40160	Supplemental Prop Tax-Prior Sec, Supplemental	3,000	Operating Transfer Out	100,000
40330	Licenses and Permits	15,000		
40430	Interest	3,000		
40440	Rents and Leases	1,200		
40830	St-Homeowners' Property Tax Relief	40,322		
40894	ST-Aid Others	125,000		
42010	SCHMIT & B40 Administrative Services	112,105		
42055	SCHMIT Reimbursement	22,000		
42384	Other Revenue	2,500		
42462	Transfer In From Capital Outlay/Zone A	0		
	Total Revenue	7,938,247	Total Expenditures	8,086,521
	Fund Balance General Fund	1,200,000	General Reserves	1,051,726
	Grand Total	9,138,247		9,138,247

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 \$5500 for SCHMIT Administration and \$106,605 for B40 Admin and Management
6. Account 42055 - Reimbursement for Personnel - Haz Mat Stipends and Training
7. Account 42384 - Revenue from CPR Classes, Donations, and Misc. Revenue
8. Fund Balance as of July 1, 2020
9. Reserves = Balance as per Policy 1608 - Reserve Guidelines.
10. Account 40100 reflects a 4% increase as per Santa Cruz County Auditor's Office.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY GENERAL FUND BUDGET (685010)
2020/2021 FY**

Expenditure Summary		
Account #	Category	Amount
Salaries and Benefits		
51000	Regular Pay, Perm.	3,577,860
51005	Overtime Pay	270,000
51010	Regular Pay, Extra help	55,280
51025	Regular Call Back Pay	200,000
51040	Differential Pay	179,820
52010	Medicare Tax	58,495
52015	Retirement	1,460,310
53010	Employee Group Insurance	728,574
53015	Unemployment Insurance	7,748
54010	Workers' Compensation Ins	373,982
55020	Misc. Benefits: Sick Leave Reserve	54,797
55021	Misc. Benefits: Vacation Payoff	159,365
Total Salaries and Benefits		7,126,231
Services and Supplies		
61110	Clothing and Personal Supplies	21,700
61125	Uniforms	21,800
61215	Radio Services and Communications	70,600
61221	Telephone and Telegraph	12,900
61310	Food	8,500
61425	Household Expense	5,500
61535	Insurance	42,200
61720	Maintenance Mobile Equipment	80,000
61725	Maintenance Office Equipment	23,750
61730	Maintenance Other Equipment	21,100
61845	Maintenance Structure & Grounds	22,700
61920	Medical Supplies	10,000
62020	Memberships	5,165
62111	Miscellaneous Expense	7,500
62219	Computer Software	22,700
62223	Office Expense	18,400
62301	Accounting & Auditing Fees	80,600
62327	Directors Fees	9,500
62358	Laundry Service	2,300
62367	Medical Services	22,000
62381	Professional/Special Services	95,000
62420	Publications and Legal Notices	2,000
62500	Rents and Leases, Equipment	1,500
62715	Small Tools and Instruments	24,000
62888	Special District Expense	14,500
62890	Subscriptions	3,925
62914	Education & Training	62,400
62920	Gas, Oil and Fuel	41,050
62930	Conference Tuition - Registrations	18,500
63070	Utilities	29,500
Total Services & Supplies		801,290
Other Charges		
74110	Principal on Long Term Debt	0
74425	Interest on Long Term Debt	0
75231	Contributions to Other Government Agencies	9,000
Total Other Charges		9,000
Operating Transfers Out		
90000	Transfer To Capital Outlay/Zone A (685030)	
Total Operating Transfer Out		100,000
Appropriation for Contingencies		
98700	Contingencies	50,000
Total Appropriation for Contingencies		50,000
TOTAL EXPENDITURES		8,086,521

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY CAPITAL OUTLAY/ZONE A BUDGET (685030)
2020/2021 FY**

Account #	Revenue Description	Revenue Amount	Expense Category	Expense Amount
40100	Prop Tax-Current Secured	126,024	Services and Supplies	212,500
40110	Prop Tax-Current Unsecured	2,631	Fixed Assets	102,000
40150	Supplemental Prop Tax-Current Secured	1,500	Operating Transfer Out	0
40151	Supplemental Prop Tax-Current Unsecured	0	Contingencies	100,000
40430	Interest	18,000		
40830	St-Homeowners' Property Tax Relief	691		
42462	Transfer In From General Fund	100,000		
	Total Revenue	248,846	Total Expenditures	414,500
	Fund Balance General Fund	1,404,000	General Reserves	1,238,346
	Grand Total	1,652,846		1,652,846

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY CAPITAL OUTLAY/ZONE A BUDGET (685030)
2020/2021 FY**

Expenditure Summary		
Account #	Category	Amount
	Services and Supplies	
61110	Clothing & Personal Supplies	20,000
61845	Maintenance Structure & Grounds	65,000
62223	Office Supplies	4,000
62301	Accounting & Auditing Fees	5,000
62381	Professional Services	75,000
62710	Equipment	41,500
62715	Small Tool	2,000
	Total Services and Supplies	212,500
	Fixed Assets	
86110	Structures and Improvements	60,000
86204	Equipment	42,000
	Total Fixed Assets	102,000
	Operating Transfer Out	
90000	Transfer To General Fund (685010)	
	Total Operating Transfer Out	0
	Appropriation for Contingencies	
98700	Contingencies	100,000
	Total Appropriation for Contingencies	100,000
	Total Expenditures	414,500

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY CAPITAL OUTLAY/ZONE A BUDGET (685030)
SCHEDULE OF FIXED ASSETS FY ENDING JUNE 30, 2021
2020/2021 FY**

Account #	Description	Amount
86110	Structures and Improvements	
	Station Improvements	60,000
	Subtotal Structures & Improvements	60,000
86204	Equipment	
	Equipment	10,000
	Physical Fitness Equipment	10,000
	PPE Extractor	22,000
	Subtotal Equipment	42,000
	GRAND TOTAL	102,000


Signed: _____
Board Secretary

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY SCHMIT BUDGET (685040)
2020/2021 FY**

Account #	Revenue Description	Revenue Amount	Expense Category	Expense Amount
40430	Interest	400	Services and Supplies	79,970
40894	Grant Funding	105,770	Personnel costs	130,000
			Fixed Assets	105,800
41150	Haz Mat Contract Contributions:		Contingencies	25,000
	Santa Cruz County	87,916		
	City of Santa Cruz	35,843		
	City of Watsonville	30,940		
	City of Scotts Valley	7,608		
	City of Capitola	6,763		
	UCSC	7,279		
	State Parks	6,063		
	Total Contributions From Other Agencies	182,412		
	Total Revenue	288,582	Total Expenditures	340,770
	Fund Balance General Fund	100,000	General Reserves	47,812
	Grand Total	388,582		388,582

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
PRELIMINARY SCHMIT BUDGET (685040)
2020/2021 FY**

	Expenditure Summary	
Account #	Category	Amount
	Services and Supplies	
61110	Protective Clothing	10,600
61221	Telephone and Telegraph	600
61535	Insurance	2,200
61720	Maintenance, Mobile Equipment	15,000
61725	Maintenance, Office Equipment	1,200
61730	Maintenance, Other Equipment	9,200
61920	Medical Supplies	1,000
62219	Computer Software	3,000
62301	Accounting and Auditing	600
62365	Management Services	5,500
62715	Small Tools and Instruments	8,570
62888	Special District Expense	1,250
62914	Training	20,600
62920	Fuel	650
	Total Services and Supplies	79,970
	Contributions to Agencies	
75268	Reimbursement of Costs to Agencies	110,000
75276	Emergency Response Reimbursement	20,000
	Total Contributions to Agencies	130,000
	Fixed Assets	
	Total Fixed Assets	105,800
	Appropriation for Contingencies	
98700	Contingencies	25,000
	Total Appropriation for Contingencies	
	Total Expenditures	340,770

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Emergency Telecommuting
DATE APPROVED: 5/13/2020	
BOARD PRESIDENT: _____	FIRE CHIEF: _____

Policy 1204: Emergency Telecommuting


The purpose of the Emergency Telecommuting Policy is to ensure that essential Scotts Valley Fire Protection District (SVFPD) functions continue to be performed at an alternative location during the disruption of normal operations. The SVFPD will implement this Policy in keeping with the mission of the SVFPD. This Policy is an emergency policy and the Fire Chief has discretion to withdraw the Policy if deemed necessary.

The Fire Chief shall designate and authorize specific times in which an Emergency Telecommuting Agreement (“ETA” or “Agreement”) shall apply. Any ETA is subject to the terms and conditions set forth in this Policy below.

Eligibility Criteria

Telecommuting is not suitable for all employees and/or positions. The Fire Chief has the discretion to determine the employees and positions who may telecommute on an emergency basis utilizing criteria that includes, but is not limited to:


1. The operational needs of the SVFPD;
2. The potential for disruption to SVFPD’s functions;
3. The ability of the employee to perform his or her specific job duties from a location separate from their SVFPD worksite (“Alternate Worksite”) without diminishing the quantity or quality of the work performed;
4. The degree of face-to-face interaction with other SVFPD employees and the public that the employee’s position requires;
5. The portability of the employee’s work;
6. The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee at a reasonable cost;
7. The risk factors associated with performing the employee’s job duties from a location separate from his or her SVFPD Worksite;
8. The ability to measure the employee’s work performance from a location separate from his or her SVFPD Worksite;
9. The employee’s supervisory responsibilities;
10. The employee’s need for supervision;

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Emergency Telecommuting

11. Other considerations deemed necessary and appropriate by the employee's immediate supervisor.

Telecommute Assignment:

1. Any ETA is only valid for the time period specified in the Agreement. The Agreement is invalid after this time unless the SVFPD approves an extension in writing. The SVFPD may, in its discretion, decide to terminate the Agreement earlier.
2. Employee acknowledges and agrees that the ETA is temporary and subject to the discretion of management. Telecommuting will be approved on a case-by-case basis consistent with the eligibility criteria above.
3. Non-exempt employees who receive overtime shall be assigned an agreeable work schedule including rest and meal breaks, based on the needs of the SVFPD ("Work Schedule"). Any deviation from the Work Schedule must be approved in advance, by management. Non-exempt employees must take meal and rest breaks while telecommuting, just as they would if they were reporting to work at their SVFPD worksite.
4. Telecommuting employees are required to be accessible in the same manner as if they are working at their SVFPD worksite during the established telecommuting Work Schedule, regardless of the designated location for telecommuting, or "Alternate Worksite." Employees must be accessible via telephone, email, and/or network access to their supervisor and other SVFPD employees while telecommuting, as if working at their SVFPD worksite. Employees shall check their SVFPD-related business phone messages and emails on a consistent basis, as if working at their SVFPD worksite.
5. Employees shall work their regular scheduled hours, according to the Work Schedule. Employees are required to maintain an accurate record of all hours worked at the Alternate Worksite and make that record available to his or her supervisor upon request. Employees shall record all completed work; as well as, non-productive work time on their timesheet.
6. While telecommuting, employees shall adhere to the following:
 - a. Be available to the department via telephone and/or email during all ETA designated work hours.
 - b. Have the Alternate Worksite be quiet and free of distractions, with reliable and secure internet and/or wireless access.


Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Emergency Telecommuting

- c. All periods of employees' unavailability must be approved in advance by management in accordance with department policy and documented on the appropriate leave of absence slip.
- d. Employees shall ensure dependent care will not interfere with work responsibilities.
- e. Employees must notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.
- f. If the SVFPD has provided SVFPD owned equipment, employees agree to follow the SVFPD's Policy for the use of such equipment. Employees will report to their supervisor any loss, damage, or unauthorized access to SVFPD owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.


General Duties, Obligations and Responsibilities:

Employees must adhere to the provisions set forth in this Policy and the terms of the ETA. Any deviation from the ETA requires prior written approval from the SVFPD.

1. All existing duties, obligations, responsibilities and conditions of employment remain unchanged. Telecommuting employees are expected to abide by all SVFPD and departmental policies and procedures, rules and regulations, applicable Memoranda of Understanding, and all other official SVFPD documents and directives.
2. Employees authorized to perform work at an Alternate Worksite must meet the same standards of performance and professionalism expected of SVFPD employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other SVFPD employees and the public.
3. Employees shall ensure that all official SVFPD documents are retained and maintained according to the normal operating procedures in the same manner as if working at a SVFPD worksite.
4. Employees may receive approval to use personal computer equipment or be provided with SVFPD issued equipment at the discretion of the Fire Chief.


Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Emergency Telecommuting

5. The SVFPD shall not be responsible for costs associated with the use of computer and/or cellular equipment, including energy, data or maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs (*e.g.*, utilities associated with the employee's telecommuting).
6. Employees may receive a virtual private network ("VPN") account, as approved by the Fire Chief.
7. Employees shall continue to abide by practices, policies and procedures for requests of sick, vacation and other leaves of absences. Requests to work overtime, declare vacation or take other time off from work must be pre-approved in writing by each employee's supervisor. If an employee becomes ill while working under an ETA, he/she shall notify his/her supervisor immediately and record on his/her timesheet any hours not worked due to incapacitation.
8. Employees must take reasonable precautions to ensure their devices (*e.g.*, computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the SVFPD's network and must close or secure all connections to SVFPD desktop or system resources (*e.g.*, remote desktop, VPN connections, etc.) when not conducting work for the SVFPD. Employees must maintain adequate security protection on all such devices used to conduct SVFPD work from the Alternate Worksite.
9. Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the SVFPD's records retention policies, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to SVFPD work they access from the Alternate Worksite or transport from their SVFPD worksite to the Alternate Worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access from the Alternate Worksite or transport from their SVFPD worksite to the Alternate Worksite. Employees must return all records, documents, and correspondence to the SVFPD at the termination of the ETA or upon request by their supervisor, Department Head or Human Resources.
10. Employees' salary and benefits remain unchanged. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Employees must report any such work-related injuries to their supervisor immediately. The SVFPD shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the Alternate Worksite.

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Emergency Telecommuting

11. All of Employees' existing supervisory relationships, lines of authority and supervisory practices remain in effect. Prior to the approval of this Agreement, supervisors and employees shall agree upon a reasonable set of goals and objectives to be accomplished. Supervisors shall use reasonable means to ensure that timelines are adhered to and that goals and objectives are achieved.

12. Any breach of the telecommuting agreement by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination of employment.

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Emergency Telecommuting

Emergency Telecommuting Agreement

Employee Acknowledgement:

I, the undersigned employee ("Employee"), have read the Emergency Telecommuting Policy and the Emergency Telecommuting Agreement ("ETA" or "Agreement") in their entirety and I agree to abide by the terms and conditions they contain. I understand and agree that the ETA is temporary and contingent upon the Fire Chief's approval. Approval does not imply entitlement to a permanently modified position or a continued telecommute arrangement.

I understand and agree that the ETA is voluntary and may be terminated at any time. I further understand that the SVFPD may, at any time, change any or all of the conditions under which approval to participate in the ETA is granted, with or without notice.

I agree to and understand my duties, obligations and responsibilities. I also understand it is my responsibility to provide adequate advance notification to my supervisor if I am unable to keep any of the agreed upon commitments and/or deliverables. If I fail to do so, I understand this Agreement may be immediately terminated.

The Agreement is valid from _____ to _____. I understand this Agreement expires on _____ and may not continue unless the SVFPD approves a new ETA in writing. The SVFPD may rescind this Agreement at any time.


Regularly Assigned Place of Employment: The days and hours the SVFPD expects the Employee to be physically present at the SVFPD Worksite and Alternate Worksite will be indicated on the SVFPD Department Outlook Calendar.

Alternate Worksite: The location and address of the Alternate Worksite is:

Street SVFPD

Zip Code State

The phone number to reach Employee at the Alternative Worksite while working under this Agreement is:

Scotts Valley Fire Protection District	
POLICY: 1204	SUBJECT: Emergency Telecommuting

The Employee agrees to report work-related injuries to the Employee's supervisor at the earliest reasonable opportunity. The Employee agrees to hold the SVFPD harmless for injury to third parties at the Alternate Worksite.

I hereby affirm by my signature that I have read this Emergency Telecommuting Agreement, and understand and agree to all of its provisions.

Employee's Name and Title	Date
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Employee's Supervisor's Name and Title	Date
--	------

Fire Chief's Name	Date
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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: April 8, 2020
To: Board of Directors
From: Chief Kovacs
Subject: April Administrative Report

Incident Type	January		February		March		Year To Date	
	2019	2020	2019	2020	2019	2020	2019	2020
Fires	8	7	1	10	2	3	11	20
Explosion / Rupture	1	0	0	0	0	0	1	0
EMS	101	98	116	114	104	89	321	301
Hazardous Condition	20	6	9	15	6	4	35	25
Service Calls	19	21	14	16	19	18	52	55
Good Intent	37	32	45	37	40	33	122	102
False Alarms	19	21	11	10	8	12	38	43
Severe Weather	1	0	1	3	0	0	2	3
Totals	206	185	197	205	179	159	582	549

Training

- Captain Stubendorff and FF Smiley attend an advanced vehicle extrication class dealing with high voltage and hybrid vehicles.
- Santa Cruz County Training Officers hosted "Calm the Chaos" -*mastering fireground command*. A majority of the department attended the two day class via webinar or at the class. Captain LoFranco, Captain Petteys, and Engineer attended the remaining three days for *train the trainer*.
- SCO PCFs' attended an Active Shooter drill at Felton Roaring Camp
- Probationary firefighter Matt Smiley passed his six month manipulative and written test.

Administration

- Secretary Receptionist Bridges completed 4 car seat inspections in the month of March.
- Administrative Secretary Walton and Secretary Receptionist Bridges and Mayfield were going to attend the AFSS Conference in Napa at the end of March, but it was canceled due to the COVID-19 outbreak.

Prevention/Community Risk Reduction

- Inspections

Board of Directors

Robert Campbell Edward Harmon Joseph Parker Russ Patterson Daron Pisciotta

- **Permits/Plan Checks**
6
- **Hazard Complaint Inspections**
0
- **Meetings attended**
5
- **Training**
0
- Captain Vandervoort worked 2 shifts on the County QRV.

Fire Chief Activities:

- Interagency Meeting
- CERT Meeting
- County Chief's Meetings (3)
- User's Meeting – NetCom
- EBA Conference Calls (2)
- Operations Committee Meeting
- Board Meeting
- COVID-19 Conference Calls (5)
- Staff Meeting
- County Operational Briefings (6)
- SCCFAIG File Reviews
- Streamline Webinar
- FDAC Conference Calls (3)
- DRiSC Conference Calls (2)
- State OES Conference Calls (5)
- Healthcare Leadership Briefing Conf. Calls (4)
- EMSIA Video Meeting
- Legislative Task Force Conference Call



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: May 13, 2020

To: Board of Directors

From: Chief Kovacs

Subject: May Administrative Report

Incident Type	February		March		April		Year To Date	
	2019	2020	2019	2020	2019	2020	2019	2020
Fires	1	10	2	3	2	3	13	23
Explosion / Rupture	0	0	0	0	0	0	1	0
EMS	116	114	104	89	103	73	424	374
Hazardous Condition	9	15	6	4	6	2	41	27
Service Calls	14	16	19	18	19	4	71	59
Good Intent	45	37	40	33	41	34	163	136
False Alarms	11	10	8	12	8	7	46	50
Severe Weather	1	3	0	0	0	0	2	3
Totals	197	205	179	159	179	123	761	672

Operations

- 10 new Scott SCBA packs put into service
- E2512 is back in service after having multiple seals replaced
- 80% of the flooring was installed at the Glenwood station with assistance from A and B shifts including all three BC's
- Crews ran a grass fire on Hwy17, Homeless encampment fire on Hwy17 and a vehicle fire on Hwy 17

Training

- Probationary FF Post successfully completed his 18 month written and manipulative test
- Wildland RT-130 training – Shelter Deployment, Progressive Hose Lays, Drafting, WUI Operations, etc.

Administration

To accommodate alternate work sites, in addition to regular SVFPD business, Administrative Staff has been working on the following projects:

- The State Controller Compensation Report
- FLSA schedules for 2023, 2024, 2025 and 2026 to submit to County for the payroll system
- Updates to the Office Procedure Manual
- Policy updates

Board of Directors

Robert Campbell Edward Harmon Joseph Parker Russ Patterson Daron Pisciotta

- Preliminary Budget
- Covid-19 grants, supplies and necessary HR changes to comply with new laws and orders

Prevention/Community Risk Reduction

- Inspections – 7
- Permits/Plan Checks – 6
- Hazard Complaint Inspections – 2
- Meetings Attended – 1

Fire Chief Activities:

- County EOC conference calls (weekly)
- State OES Conference Calls (weekly)
- BRN and SCO Finance Meetings
- CalChiefs Monthly Conference Call
- County Healthcare Leadership Conference Call (weekly)
- CalPERS Webinar
- EMSIA Meeting
- Preliminary Budget Preparation
- Negotiation Committee Meetings
- Staff Meetings
- Webinar of Board Meetings
- Meeting with Keenan (SCCFAIG)
- Guest Appearance on KSCO
- FDAC Video Conference
- County Chiefs Meeting (4)
- Workers Comp Meetings
- Joint Chiefs Video Meeting with Monterey County