



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, CA 95066-4199 • scottsvalleyfire.com • 831-438-0211

MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF April 10, 2024

1. Call to Order

The Regular Meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, April 10, 2024 at the City of Scotts Valley Council Chambers. President Parker called the meeting to order at 6:03 p.m.

1.1 Pledge of Allegiance and Moment of Silence

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

1.2 Roll Call

- A. Directors Present: Directors Cosner, Hurst, Parker, Patterson and Pisciotta
- B. Directors Absent: None
- C. Fire District Staff: Chief Correira, Battalion Chiefs McNeil and Stubendorff and Administrative Services Manager Walton

2. Public Comment (GC §54954.3)

Becky Steinbruner thanked the Board for their service and wanted to make them aware of a recent County Fire Wise presentation regarding the FAIR Plan, which is fire insurance of last resort. Becky Steinbruner will send a link to the presentation to Chief Correira and Administrative Services Manager Walton to forward to the Board.

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

No Agenda Amendments.

4. Consent Calendar

4.1 Minutes: Approve Regular Board Meeting Minutes of March 13, 2024

4.2 Approve SVFPD Claims Disbursements for the Month of March 1, 2024 through March 31, 2024 in the Amount of:

<u>Payroll and Benefits:</u>	\$538,849.14
<u>General Fund:</u>	\$ 97,946.46
<u>Capital Outlay:</u>	\$ 829.29
<u>SCHMIT:</u>	\$ 2,581.78
<u>TOTAL:</u>	<u>\$640,206.67</u>

4.3 Approve Policy 1204: Remote Work/Telecommuting

4.4 Adopt Resolution 2024-6: Resolution Requesting Temporary Transfer of Funds

4.5 Adopt SVFPD Official Letterhead

4.6 Side Letter with IAFF Local 3577 – Union Leave

**Scotts Valley Fire Protection District
Regular Board Meeting April 10, 2024**

On motion of Director Cosner seconded by Director Patterson to *Approve the Consent Calendar* was approved by the following vote:

AYES: Cosner, Hurst, Parker, Patterson and Pisciotta
NOES: None
ABSENT: None
ABSTAIN: None

5. Discussion Items

5.1 Felton Fire Request Update

President Parker reported that he met twice with Director Pisciotta, Chief Correira, and the Felton group, which includes two of their Board Directors and interim Fire Chief. The last meeting was on March 25, 2024 and the Felton Ad Hoc Committee will be meeting again directly after the meeting tonight. Felton Fire is meeting with candidates to fill the interim Fire Chief position as the current Fire Chief is a retired annuitant who will be timing out on April 26, 2024. Felton Fire is looking for a way to keep things going for the short term, which is why they approached the SVFPD. This was not an attempt by the SVFPD for a partnership but an answer to a request from a neighbor who needs help, which is why we continue to meet and will keep the Board apprised.

6. Action Items – Discussion/Action

6.1 Revised Policy 1700 Job Description; Policy 1710 Office Supervisor/Administrative Analyst; Revised Public Pay Schedule

Chief Correira stated that there is a memo in the packet that outlines what we are trying to accomplish. We advertised for the Administrative Services Manager position over the last month and ended up with four applicants and although there are likely many reasons why; we don't have a firm answer. There are two options that are part of this memo. One option was to look at the Administrative Services Manager current role of the position and align the title with the duties that are being performed, which is where the Office Supervisor/Administrative Analyst came from. That intent is to add this position in addition to the Administrative Services Manager in the Admin Group MOU. At the same time, do a salary analysis for the Administrative Services Manager position hoping to create an opportunity if we get someone in the Office Supervisor position, to grow into the Administrative Services Manager position with a higher level of management, working with the Board and writing policy. This is a multi-step process and the first step is getting these documents done. The position has been advertised in anticipation of this approval and if not, we can take the job advertisement down but the reaction for this job description is much different than what we got for the Administrative Services Manager. We have advertised on a few different websites and one of them where most of the interest has come from is Indeed. From the posting and over the weekend, we have received 82 applications, 14 have multiple years in supervisor experience in the private sector and 4-5 have public employee experience in their career so at some point they were in the public sector. This may not be the answer and this process could have the same results but moving forward to fill the position, this was one of the options I came up with to solve it.

Director Hurst inquired if the first four applicants would be eligible for this position. Chief Correira stated that we had four applications but one didn't show up for the interview. The applicant indicated that the response got lost in her spam folder and she was still interested in the position and will likely get moved into the Office Supervisor group to compete with the other applicants. The other three did not pass the evaluation whether it was the Excel assessment doing a basic spreadsheet or their background realized through interview questions. That is why even though we have this large pool, the result may be the same.

President Parker stated that the salary for Office Supervisor and Administrative Services Manager are the same and inquired if that was a placeholder for now. Chief Correira stated that the salary analysis has not been done so he thought he would get this done now and advertise the position, do the salary assessment and work with the Board and Personnel Committee to see if they are increasing the salary if it comes back low; as well as, crafting the Administrative Services job description broader or with more responsibilities to justify higher pay. There might be more interest in the Office Supervisor job position because it was advertised with potential growth

**Scotts Valley Fire Protection District
Regular Board Meeting April 10, 2024**

opportunities within the position. The plan for now is to keep the pay equivalent to the Administrative Services Manager position. For the current Administrative Services Manager, she will maintain the position until she retires.

On motion of Director Pisciotta seconded by Director Cosner to Approve Revised Policy 1700, Policy 1710 and Revised Public Pay Schedule was approved by the following vote:

AYES: Cosner, Hurst, Parker, Patterson and Pisciotta
NOES: None
ABSENT: None
ABSTAIN: None

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

7.1 Board of Directors Report – Directors

Director Cosner reported that the Personnel Committee met to discuss the Union Leave Side Letter.

7.2 Administrative Report – Chief Officers

Chief Correira had the Battalion Chiefs start the Administrative Report.

Battalion Chief (BC) Stubendorff reported that there has been a change in the Battalion Chief response and the BC will now be dispatched to all cardiac arrest incidents. In addition, we are looking at Countywide response changes to bring the closest Lucas device to the incident.

President Parker inquired about the unit cost for the Lucas device. BC Stubendorff stated that the cost per unit is approximately \$23,000. BC Stubendorff stated that Santa Cruz County EMS is currently looking at purchasing up to 10 Lucas devices to place at various agencies in strategic locations with the ultimate goal to have a Lucas device on every apparatus in the County. Based on discussion at the last EMS meeting, there is a good possibility that the SVFPD will be getting a second Lucas device.

President Parker suggested that we look at funding if the County doesn't come through and make it a SVFPD goal to put a second Lucas device in service.

BC Stubendorff reported that BC LoFranco and crews have been working really hard on the training prop in the Station 1 parking lot, which includes two forcible entry doors, one forcible entry window and a prop that will go on top. I was the BC on the fatality fire last week, which came in as a smoke check, was dispatched to Mission Springs and upon arrival with trainee acting BC Grigg saw a large column of smoke on Nelson Road. Unfortunately, by the time we arrived, the structure was fully evolved. We were notified there was a disabled man inside who rarely leaves the home and did a primary initial search but there was no way to enter the structure. Once we were able to pull down the structure, we did a formal search and found the body of the resident. From there, we worked with the Sheriff's Office to insure proper protocol for recovery and investigation. Operations were paused leaving an engine and Sheriff at the incident overnight to secure the scene. The next day, a full investigation was completed by the Santa Cruz County Investigation Task Force. The investigation is ongoing and we are looking at potential factors but the single cause may be difficult to determine.

BC McNeil stated that the four vehicles that were surplus have been sold. The repairs to the prior damage of the Branciforte Station have been started.

Chief Correira stated that the administrative report was included in the Board Packet and added the following:

- Recognized the staff, crews and PCFs who responded to this tragic fire.
- The Branciforte Fire open house was a successful community event.

**Scotts Valley Fire Protection District
Regular Board Meeting April 10, 2024**

- An Organization and Personnel Committee meeting will be scheduled to interview legal counsel and make a recommendation to the Board to consider changing to a different firm.
- A Finance and Planning Committee meeting will be scheduled to review the preliminary budget and to discuss the recommendation from the Branciforte Service Zone Advisory Commission to repeal or sunset Measure T, which was discussed at their last meeting.
- A Fire Station Ad Hoc Committee meeting will be scheduled since there will be a conference in May and discussion regarding alternatives and options as researched by BC McNeil to provide the firefighters a safer place to stay in the fire station.
- We are close to reaching a tentative agreement with the Scotts Valley Water District and the City of Santa Cruz for the pump station and may need a special meeting next week as they are trying to meet a deadline for building.

7.3 Branciforte Service Zone Advisory Commission Meeting Minutes of February 1, 2024

8. Correspondence

8.1 Botta Family Thank You Letter

8.2 Clint Parks Thank You Letter

8.3 Scotts Valley Firefighters Local 3577 Letter – Shared Services with Felton Fire District

The Board received and filed the correspondence.

9. Request for Future Agenda Items

10 Closed Session: Government Code §54957

10.1 Public Employee Performance Evaluation
Title: Fire Chief

At 6:28 p.m., President Parker announced the Board Closed Session for the purpose listed in Item 10.1.

11. Open Session: Government Code §54957.1

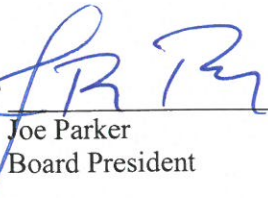
11.1 Report on Closed Session

At 7:19 p.m., the Board reconvened to Open Session and President Parker reported that Chief Correia will work with the Organization and Personnel Committee to identify work-plan goals to be used during the employee evaluation process.


12. Adjournment

The meeting was adjourned at 7:20 p.m.

ATTEST



Joe Parker
Board President



Mark Correia
Board Secretary