



**Board of Directors  
Agenda  
Wednesday, June 12, 2024, 6:00 P.M.  
Scotts Valley Fire Station 1 Training Room  
7 Erba Lane, Scotts Valley CA 95066**

Agendas and Board Packets are available on the Scotts Valley Fire Protection District (SVFPD) website at [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 Mark Correia, 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 that is within the subject matter of the jurisdiction, and either on the agenda or not on the agenda. To ensure fair and equal treatment of all who appear before the Board, and to expedite Agency business, speakers will be limited to three minutes. The three-minute per speaker time limitation may be extended for good cause by the Board President, or by majority vote of the Board Members. Anyone wishing to be placed on the Agenda for a specific topic should contact the Fire Chief's Office and submit correspondence at least 10 days before the desired date of appearance. 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. Introductions and Presentations**

- 4.1 Jenica Maldonado, Partner Aalrr Law Corp – General Counsel
- 4.2 Alyssa Rodriguez, Administrative Services Manager

**5. Consent Calendar**

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

- 5.1 Minutes: Approve Regular Board Meeting Minutes of May 8, 2024

**Scotts Valley Fire Protection District**  
**Board of Directors Meeting for June 12, 2024**  
**Agenda**

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

Payroll and Benefits:	\$ 773,890.48
General Fund:	\$ 86,513.50
Capital Outlay:	\$ 18,000.00
SCHMIT:	<u>\$ 1,980.42</u>
TOTAL:	\$ 880,384.40

5.3 Approve Surplus List

5.4 Policy 806: Workplace Violence

5.5 Repeal Policy 1710: Office Supervisor/Administrative Analyst and adopt Revised Policy 1700 Job Descriptions

5.6 Revised Public Pay Schedule

**6. Discussion Items**

6.1 La Madrona Fire Station Planning

**7. Public Hearing/Action Items – Discussion/Action**

7.1 Introduction of Ordinance 2024-1: Weed Abatement (First Reading)

Set a public hearing for the adoption of Ordinance 2024-1 Weed Abatement for the July 10, 2024 Regular Board Meeting

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

7.2 Felton Fire Update / Dissolution of the Ad Hoc Committee

**8. Board of Directors and Administrative Reports – Information/Discussion**

(No action will be taken on any questions raised by the Board at this time.)

8.1 Board of Directors Report – *Directors*

8.2 Administrative Report – *Chief Officers*

**9. Correspondence**

9.1 None

**10. Request for Future Agenda Items**

**11. Closed Session: Government Code §54957**

11.1 Public Employee Performance Evaluation  
Title: Fire Chief

**12. Open Session: Government Code §54957.1**

12.1 Report on Closed Session

**13. Adjournment**

Next Regularly Scheduled Board Meeting: Wednesday, July 10, 2024 at 6:00 p.m.



**MINUTES OF THE  
SCOTTS VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING OF  
May 8, 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, May 8, 2024 at the City of Scotts Valley Council Chambers. President Parker called the meeting to order at 6:01 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 Hurst, Parker, Patterson (*via teleconference*) and Pisciotta
- B. Directors Absent: Director Cosner
- C. Fire District Staff: Chief Correira, Battalion Chief Stubendorff and Administrative Services Manager Walton

**2. Public Comment (GC §54954.3)**

No Public Comment.

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

No Agenda Amendments.

**4. Consent Calendar**

4.1 Minutes: Approve Regular Board Meeting Minutes of April 10, 2024

4.2 Approve SVFPD Claims Disbursements for the Month of April 1, 2024 through April 30, 2024 in the Amount of:

Payroll and Benefits:	\$519,678.20
General Fund:	\$ 96,109.70
Branciforte Service Zone:	\$ 5,883.00
Capital Outlay:	\$ 25,120.50
SCHMIT:	<u>\$122,118.02</u>
TOTAL:	\$768,909.42

4.3 Approve Policy 1609: Fire Safety Donations

**On motion of Director Hurst seconded by Director Pisciotta to Approve the Consent Calendar Items 4.1-4.3 was approved by the following vote:**

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

**Scotts Valley Fire Protection District  
Regular Board Meeting May 8, 2024**

**5. Discussion Items**

5.1 Felton Fire Request Update

Chief Correira reported that the Felton Ad Hoc Committee met on 4/10/2024 and 5/2/2024. The Interim Fire Chief Dan Walters completed his time on 4/26/2024 and Felton Fire has promoted a new Interim Fire Chief. At the 5/2/2024 meeting, Felton Fire was presented with SVFPD scope of services and proposed cost. The next Ad Hoc Meeting is scheduled for 5/14/2024.

Director Hurst inquired if Felton Fire wanted to expand beyond volunteers and what was their current staffing model.

Chief Correira stated that Felton Fire has a part time Admin shared with Ben Lomond, a daytime Fire Chief who responds to calls, limited day staff and volunteers. Felton Fire is planning on a ballot measure to fund 7-day 2.0 staffing, which is not possible to fund with their current budget.

Director Pisciotta stated that each meeting has been different so this is a moving target and more information will be presented once it has been determined.

Director Hurst inquired about the goal of the next meeting. President Parker stated that hopefully Felton Fire has had some discussions at their Board Meetings and will have a decision moving forward, which will be brought back to the full SVFPD Board for discussion.

**6. Action Items – Discussion/Action**

6.1 Branciforte Service Zone Measure T Collection

Chief Correira stated that a memo was included in the Board packet. At the last Branciforte Advisory Commission Meeting, it was recommended to let the Measure T Special Tax (Measure T) sunset. Measure T was amended in 2016, generates approximately \$170,000 per year and was designed to cover capital costs and building expenses. Some reasons discussed to let Measure T sunset included: good will to community, there are no other area specific parcel taxes in the SVFPD, response to the Branciforte area is from the SVFPD stations, funds for capital needs are covered through Capital Outlay/Zone A and Measure T funds can be transferred to cover cost if needed. The 2024-25 Preliminary Budget was designed with letting Measure T sunset and if the Board decides to move forward, a resolution will be presented at the June Board Meeting to formalize the process.

**On motion of Director Hurst seconded by Director Pisciotta to *Let the Branciforte Service Zone Measure T Collection Sunset to Move the Process Forward* was approved by the following vote:**

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

6.2 Adopt Resolution 2024-7: Adopting Preliminary Budgets for Fiscal Year 2024-25

685010 General Fund:	\$14,891,148
685015 Branciforte Service Zone:	\$ 961,708
685030 Capital Outlay/Zone A:	\$ 2,415,117
685035 Branciforte Measure T:	\$ 783,304
685040 SCHMIT:	\$ 663,957

Set public hearing for adoption of the final budget for the August 14, 2024, Regular Board Meeting: 6:00 P.M.

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

Chief Correira stated that a memo was included in the Board packet and handed out a slideshow presentation with a revised SCHMIT Budget. Chief Correira reviewed the revenue, expenditures and highlighted the following items for each fund:

**Scotts Valley Fire Protection District  
Regular Board Meeting May 8, 2024**

685010 – General Fund

- Addition of expenses for Branciforte
- \$119,000 reduction in overtime
- \$10,000 for Mental Wellness
- \$30,000 for SVFPD Election Demography Study
- \$10,000 for Financial Consulting Services
- Establishing carryover training hours and leave bank equal to the remaining balance of the ETO budget
- Develop a debt management strategy
- Merge and dissolve the Branciforte Service Zone during the final budget process

685030 – Capital Outlay/Zone A

- Elections Costs
- Election Marketing and Outreach
- Small Tools and Equipment including portable radio chargers, LIFEPAK 1000 AEDs, LUCAS CPR Device or LIFEPAK 15 depending on County funding and hose testing cart
- Fixed asset including Extractor (carry forward from 2023-24 FY), Branciforte Community Room with funds from the Barnes Family Trust (\$250,000), Assistance to Firefighters Grants (AFG) vehicle cost match and station alerting (Erba Lane)
- Merge and dissolve Measure T during the final budget process

685040 – SCHMIT

- 20% revenue increase
- iPad replacement
- Increased team member reimbursement
- Fixed assets including SCBA Packs, Bottles and Entry Kits
- On going discussions with the JPA for a long-term plan for the SCHMIT Program

Becky Steinbruner stated that she was happy to see that the Board is going to let Measure T sunset. Becky suggested inquiring about Prop 172 funds for SCHMIT and requesting funding from LAFCO for the Election Demography Study.

**On motion of Director Pisciotta seconded by Director Hurst to Adopt Resolution 2024-7 Preliminary Budgets for Fiscal Year 2024-25, Set Public Hearing for August 14, 2024 and make the Budget Available for Public Review was approved by the following vote:**

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

6.3 La Madrona Fire Station Planning

Chief Correira reported that last year, the La Madrona Fire Station ballot measure failed by 12 votes. In February, there was discussion about going back to the voters in November 2024. At the FDAC conference, we learned that Assembly Constitutional Amendment #1 (ACA1) will align with School Bond Laws and require a vote in the even election years. We can still run a bond or other measure in 2025 but it will require a 66.67% threshold versus 55%. We have confirmed that if ACA1 passes in November 2024, the Board will need to submit additional documents to apply the 55% threshold. A seismically safe fire station is number one priority and if we wait to go to the voters until 2026, building won't start until 2027. The 2024-25 Preliminary Budget includes election costs to run a bond measure in November 2024.

# Scotts Valley Fire Protection District

## Regular Board Meeting May 8, 2024

The Board discussed the challenges of a November 2024 Bond Measure including: going back to the voters so soon after the failed bond measure, potentially competing with the SV School District and/or other ballot measures and what is the current level of community support.

Chief Correia stated that we would work with a polling company to gauge community support and a consultant to present various funding options. To place a measure on the November 2024 ballot, the Santa Cruz County Elections office must be notified by August 2024.

Becky Steinbruner stated that there will be other measures on the ballot in November 2024 including the Climate Resiliency Measure (\$87 per parcel) and a Transportation Measure.

### 6.4 Approval of Geotechnical Investigation – Design Phase Services for the La Madrona Fire Station site

Chief Correia stated that there is a memo in the Board packet. The soils report that was done in the past is too old to use and the services are necessary for engineering and design to continue with the Fire Station project.

Becky Steinbruner inquired why this project was not put out to bid. President Parker stated that the services had been discussed prior but due to a cost increase and threshold for approval, the item was brought back to the Board.

**On motion of Director Pisciotta seconded by Director Hurst to Approve Geotechnical Investigation Design Phase Services for the La Madrona Fire Station Site was approved by the following vote:**

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

President Parker stated that the Planning and Finance Committee met to review the Preliminary Budget. In addition, several Board Directors attended the annual FDAC Conference.

Director Pisciotta stated that the Organization and Personnel Committee met to discuss a few issues.

### 7.2 Administrative Report – Chief Officers

Battalion Chief Stubendorff reported that Captain Grigg, Deputy Fire Marshal Collins and Engineer Cahir have done a lot of work to complete the investigation for the fatality fire and the final report is pending completion.

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

- A conditional offer has been made to a remarkable candidate to fill the Office Supervisor position. She has wide array of public sector experience and is married to a firefighter. The Board will be provided her name and resume after the job offer conditions have been satisfied and she has notified her employer.
- The Organization and Personnel Committee interviewed legal firms and selected Atkinson, Andelson, Loya, Ruud and Romo (AALRR). They provide legal counsel to multiple fire districts and an agreement will be brought to the Board for approval.
- Thank you to all who attended the Blue and Gold event to recognize Admin Services Manager Walton as the Firefighter of the Year.

## 8. **Correspondence**

### 8.1 Thank You Letter – Marti Ainsworth and Tom Reilly

**Scotts Valley Fire Protection District  
Regular Board Meeting May 8, 2024**

8.2 Email Received 5/1/2024 from Becky Steinbruner

The Board received and filed the correspondence.

**9. Request for Future Agenda Items**

No future agenda items.

**10 Closed Session: Government Code §54957**

10.1 Real Property Negotiations for Price and Terms of Payment  
Real Property Transaction: 6000 La Madrona Drive  
Negotiators: Fire Chief Mark Correira and the Scotts Valley Water District

At 7:04 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 7:20 p.m., the Board reconvened to Open Session and President Parker reported that the Easement Purchase Agreement with the Scotts Valley Water District was accepted with the following edits:

- Revised site plan drawings once completed
- Removal and update of the temporary construction easement language

***On motion of Director Pisciotta seconded by Director Hurst to Approve the Easement Purchase Agreement with the Scotts Valley Water District once the two Revisions Listed Earlier have been met, and Authorize the Fire Chief to Sign was approved by the following vote:***

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

**12. Adjournment**

The meeting was adjourned at 7:22 p.m.

ATTEST \_\_\_\_\_  
Joe Parker  
Board President

\_\_\_\_\_  
Mark Correira  
Board Secretary

# Actual Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object  
 Post On [prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685015, 685030, 685035, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>												
<b>Object: 51000 – REGULAR PAY-PERMANENT</b>												
2024	11	5/01/2024	PAYPERIOD 09		Expenditures	685010	50	51000	-152,550.69	PAYPERIOD 09PAYDATE 05032024		
2024	11	5/02/2024	DU105871	DU105871	Expenditures	685010	50	51000	1,619.15	TD- Avila 4/22-4/28/24	C99999	
2024	11	5/02/2024	DU105871	DU105871	Expenditures	685010	50	51000	600.53	TD- Avila 4/29/24	C99999	
2024	11	5/02/2024	DU105871	DU105871	Expenditures	685010	50	51000	1,387.84	TD- Avila 4/16-4/21/24	C99999	
2024	11	5/15/2024	PAYPERIOD 10		Expenditures	685010	50	51000	-152,713.89	PAYPERIOD 10PAYDATE 05172024		
2024	11	5/23/2024	DU106406	DU106406	Expenditures	685010	50	51000	436.37	WC 4/22-4/29/24 Avila	C99999	
2024	11	5/23/2024	DU106406	DU106406	Expenditures	685010	50	51000	881.50	WC 4/30-5/13/24 Avila	C99999	
2024	11	5/29/2024	PAYPERIOD 11		Expenditures	685010	50	51000	-152,932.17	PAYPERIOD 11PAYDATE 05312024		
Total 51000 – REGULAR PAY-PERMANENT									-453,271.36			
<b>Object: 51005 – OVERTIME PAY-PERMANENT</b>												
2024	11	5/01/2024	PAYPERIOD 09		Expenditures	685010	50	51005	-23,888.99	PAYPERIOD 09PAYDATE 05032024		
2024	11	5/15/2024	PAYPERIOD 10		Expenditures	685010	50	51005	-21,644.23	PAYPERIOD 10PAYDATE 05172024		
2024	11	5/29/2024	PAYPERIOD 11		Expenditures	685010	50	51005	-14,377.66	PAYPERIOD 11PAYDATE 05312024		
Total 51005 – OVERTIME PAY-PERMANENT									-59,910.88			
<b>Object: 51010 – REGULAR PAY-EXTRA HELP</b>												
2024	11	5/15/2024	PAYPERIOD 10		Expenditures	685010	50	51010	-3,215.06	PAYPERIOD 10PAYDATE 05172024		
Total 51010 – REGULAR PAY-EXTRA HELP									-3,215.06			
<b>Object: 51035 – HOLIDAY PAY</b>												
2024	11	5/01/2024	PAYPERIOD 09		Expenditures	685010	50	51035	-12,762.18	PAYPERIOD 09PAYDATE 05032024		
2024	11	5/15/2024	PAYPERIOD 10		Expenditures	685010	50	51035	-12,762.18	PAYPERIOD 10PAYDATE 05172024		
2024	11	5/29/2024	PAYPERIOD 11		Expenditures	685010	50	51035	-12,762.18	PAYPERIOD 11PAYDATE 05312024		
Total 51035 – HOLIDAY PAY									-38,286.54			
<b>Object: 51040 – DIFFERENTIAL PAY</b>												
2024	11	5/01/2024	PAYPERIOD 09		Expenditures	685010	50	51040	-8,178.63	PAYPERIOD 09PAYDATE 05032024		
2024	11	5/15/2024	PAYPERIOD 10		Expenditures	685010	50	51040	-8,178.63	PAYPERIOD 10PAYDATE 05172024		
2024	11	5/29/2024	PAYPERIOD 11		Expenditures	685010	50	51040	-8,178.63	PAYPERIOD 11PAYDATE 05312024		
Total 51040 – DIFFERENTIAL PAY									-24,535.89			
<b>Object: 52010 – OASDI-SOCIAL SECURITY</b>												
2024	11	5/01/2024	PAYPERIOD 09		Expenditures	685010	50	52010	-2,943.35	PAYPERIOD 09PAYDATE 05032024		
2024	11	5/15/2024	PAYPERIOD 10		Expenditures	685010	50	52010	-2,992.31	PAYPERIOD 10PAYDATE 05172024		
2024	11	5/29/2024	PAYPERIOD 11		Expenditures	685010	50	52010	-2,748.31	PAYPERIOD 11PAYDATE 05312024		
Total 52010 – OASDI-SOCIAL SECURITY									-8,683.97			
<b>Object: 52015 – PERS</b>												
2024	11	5/01/2024	PAYPERIOD 09		Expenditures	685010	50	52015	-31,971.10	PAYPERIOD 09PAYDATE 05032024		
2024	11	5/15/2024	JV15059		Expenditures	685010	50	52015	131.25	RECLASS PERS REFNSD PP6 2024		
2024	11	5/15/2024	PAYPERIOD 10		Expenditures	685010	50	52015	-32,136.64	PAYPERIOD 10PAYDATE 05172024		
2024	11	5/29/2024	PAYPERIOD 11		Expenditures	685010	50	52015	-31,427.40	PAYPERIOD 11PAYDATE 05312024		
Total 52015 – PERS									-95,403.89			
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2024	11	5/01/2024	PAYPERIOD 09		Expenditures	685010	50	53010	-1,250.00	PAYPERIOD 09PAYDATE 05032024		
2024	11	5/01/2024	PAYPERIOD 09		Expenditures	685010	50	53010	993.35	PAYPERIOD 09PAYDATE 05032024		
2024	11	5/03/2024	024SVFD		Expenditures	685010	50	53010	-432.63	PHINN, MIKE SVFD Health Ins.-	V103782	80067540
2024	11	5/03/2024	0524SVFD		Expenditures	685010	50	53010	-794.44	VANDERVOORT, GR SVFD Health In	V122411	80067543
2024	11	5/03/2024	0524SVFD		Expenditures	685010	50	53010	-444.55	RONZANO, CHRIST SVFD Health In	V111324	80067541
2024	11	5/03/2024	0524SVFD		Expenditures	685010	50	53010	-1,472.62	BIDDLE, MIKE SVFD Health Ins.-	V105980	80067537
2024	11	5/03/2024	0524SVFD		Expenditures	685010	50	53010	-705.06	WHITTLE, RON SVFD Health Ins.-	V102822	80067544
2024	11	5/03/2024	0524SVFD		Expenditures	685010	50	53010	-703.45	LOFRANCO, SAL SVFD Health Ins.	V105221	80067538
2024	11	5/03/2024	0524SVFD		Expenditures	685010	50	53010	-843.00	THEILEN, LOTHAR SVFD Health In	V117701	80067542
2024	11	5/03/2024	0524SVFD		Expenditures	685010	50	53010	-739.30	MCMURRY, MICHAEL SVFD Health In	V105430	80067539
2024	11	5/08/2024	JW240153		Expenditures	685010	50	53010	137.94	CORRECTED ACCOUNT		
2024	11	5/10/2024	MAY24HLTH		Expenditures	685010	50	53010	-69,904.01	SV FIRE MAY 2024	V116512	16003
2024	11	5/15/2024	PAYPERIOD 10		Expenditures	685010	50	53010	-1,250.00	PAYPERIOD 10PAYDATE 05172024		
2024	11	5/15/2024	PAYPERIOD 10		Expenditures	685010	50	53010	993.35	PAYPERIOD 10PAYDATE 05172024		
2024	11	5/16/2024	DU106227	DU106227	Expenditures	685010	50	53010	137.94	S.Kovacs Jun24 Dental	C99999	



# Actual Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object  
 Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685015, 685030, 685035, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 50 – SALARIES AND EMPLOYEE BENEF</b>												
<b>Object: 53010 – EMPLOYEE INSURANCE &amp; BENEFITS</b>												
2024	11	5/16/2024	DU106227	DU106227	Expenditures	685010	50	53010	48.56	M.Pasquini May24 DentalCK#1090	C99999	
2024	11	5/16/2024	DU106227	DU106227	Expenditures	685010	50	53010	48.56	S.Downey May24 DentalCK#2395	C99999	
2024	11	5/16/2024	DU106227	DU106227	Expenditures	685010	50	53010	48.56	M.Marsano May24 DentalR#4182	C99999	
2024	11	5/17/2024	0524SVFD		Expenditures	685010	50	53010	-389.61	THEODOSIS, ELIZ SVFD	V47603	00459612
2024	11	5/17/2024	0624SVFD		Expenditures	685010	50	53010	-1,453.91	FIRE RISK MANAG SVFD	V45930	00459608
2024	11	5/30/2024	DU106545	DU106545	Expenditures	685010	50	53010	48.56	D.Lipkowitz Jun24DentalCK#797	C99999	
2024	11	5/30/2024	DU106545	DU106545	Expenditures	685010	50	53010	91.85	H.Bustichi Jun24 Dental	C99999	
2024	11	5/31/2024	0624SVFD		Expenditures	685010	50	53010	-432.63	PHINN, MIKE SVFD Healthcare- 6	V103782	80068461
2024	11	5/31/2024	0624SVFD		Expenditures	685010	50	53010	-739.30	MCMURRY, MICHAEL SVFD Healthcar	V105430	80068460
2024	11	5/31/2024	0624SVFD		Expenditures	685010	50	53010	-444.55	RONZANO, CHRIST SVFD Healthcar	V111324	80068462
2024	11	5/31/2024	0624SVFD		Expenditures	685010	50	53010	-794.44	VANDERVOORT, GR SVFD Healthcar	V122411	80068465
2024	11	5/31/2024	0624SVFD		Expenditures	685010	50	53010	-1,472.62	BIDDLE, MIKE SVFD Healthcare-	V105980	80068458
2024	11	5/31/2024	0624SVFD		Expenditures	685010	50	53010	-843.00	THEILEN, LOTHAR SVFD Healthcar	V117701	80068463
2024	11	5/31/2024	0624SVFD		Expenditures	685010	50	53010	-703.45	LOFRANCO, SAL SVFD Healthcare-	V105221	80068459
2024	11	5/31/2024	0624SVFD		Expenditures	685010	50	53010	-705.06	WHITTLE, RON SVFD Healthcare-	V102822	80068466
Total 53010 – EMPLOYEE INSURANCE & BENEFITS									-83,968.96			
<b>Object: 53015 – UNEMPLOYMENT INSURANCE</b>												
2024	11	5/15/2024	PAYPERIOD 10		Expenditures	685010	50	53015	-51.43	PAYPERIOD 10PAYDATE 05172024		
Total 53015 – UNEMPLOYMENT INSURANCE									-51.43			
<b>Object: 55021 – OTHER BENEFITS MISC</b>												
2024	11	5/01/2024	PAYPERIOD 09		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 09PAYDATE 05032024		
2024	11	5/15/2024	PAYPERIOD 10		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 10PAYDATE 05172024		
2024	11	5/29/2024	PAYPERIOD 11		Expenditures	685010	50	55021	-2,187.50	PAYPERIOD 11PAYDATE 05312024		
Total 55021 – OTHER BENEFITS MISC									-6,562.50			
Total 50 – SALARIES AND EMPLOYEE BENEF									-773,890.48			
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61110 – CLOTHING &amp; PERSONAL SUPPLIES</b>												
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	61110	-1,038.04	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/17/2024	255060		Expenditures	685010	60	61110	-10,951.23	ALLSTAR FIRE EQ Branciforte Fi	V116911	80068044
2024	11	5/17/2024	39461		Expenditures	685010	60	61110	-747.10	SCOTTS PPE RECO SVFD	V118889	00459611
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	61110	-432.67	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 61110 – CLOTHING & PERSONAL SUPPLIES									-13,169.04			
<b>Object: 61125 – UNIFORM REPLACEMENT</b>												
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	61125	-218.19	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
Total 61125 – UNIFORM REPLACEMENT									-218.19			
<b>Object: 61215 – RADIO</b>												
2024	11	5/07/2024	0524		Expenditures	685010	60	61215	-1,500.00	SANTA CRUZ REGI SVFD	V13917	00458745
Total 61215 – RADIO									-1,500.00			
<b>Object: 61221 – TELEPHONE-NON TELECOM 1099</b>												
2024	11	5/02/2024	DU105871	DU105871	Expenditures	685010	60	61221	86.96	Verizon Closed Credit B40	C99999	
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	61221	-241.16	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	61221	-2,184.64	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	61221	-2,171.86	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	61221	-339.50	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 61221 – TELEPHONE-NON TELECOM 1099									-4,850.20			
<b>Object: 61310 – FOOD</b>												
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	61310	-237.00	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	61310	-180.31	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 61310 – FOOD									-417.31			
<b>Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES</b>												
2024	11	5/07/2024	275481		Expenditures	685010	60	61425	-169.17	MID VALLEY SUPP SVFD	V481	00458743
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	61425	-244.14	U S BANK CORPOR SVFD 4246-0445	V992019	80067775

# Actual Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object  
 Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685015, 685030, 685035, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61425 – OTHER HOUSEHOLD EXP-SERVICES</b>												
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	61425	-240.65	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 61425 – OTHER HOUSEHOLD EXP-SERVICES									-653.96			
<b>Object: 61720 – MAINT-MOBILE EQUIPMENT-SERV</b>												
2024	11	5/07/2024	05243		Expenditures	685010	60	61720	-125.81	SCARBOROUGH LUM SVFD Acct 1169	V1233	80067638
2024	11	5/07/2024	CI042775		Expenditures	685010	60	61720	-3,412.15	GOLDEN STATE FI SVFD	V42172	00458740
2024	11	5/07/2024	CI042944		Expenditures	685010	60	61720	-4,179.68	GOLDEN STATE EM SVFD PIE-0143	V129826	00458739
2024	11	5/07/2024	CI043765		Expenditures	685010	60	61720	-86.13	GOLDEN STATE EM SVFD PIE-0143	V129826	00458739
2024	11	5/07/2024	CI043996		Expenditures	685010	60	61720	-79.45	GOLDEN STATE EM SVFD PIE-0143	V129826	00458739
2024	11	5/07/2024	CI044308		Expenditures	685010	60	61720	-934.24	GOLDEN STATE EM SVFD PIE-0143	V129826	00458739
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	61720	-1,971.09	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/17/2024	64089		Expenditures	685010	60	61720	-1,871.00	INNOVATIVE INDU SVFD	V47602	00459609
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	61720	-5,186.62	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 61720 – MAINT-MOBILE EQUIPMENT-SERV									-17,846.17			
<b>Object: 61725 – MAINT-OFFICE EQUIPMNT-SERVICES</b>												
2024	11	5/07/2024	15693		Expenditures	685010	60	61725	-1,879.00	PAGODA TECHNOLO SVFD	V125184	80067637
Total 61725 – MAINT-OFFICE EQUIPMNT-SERVICES									-1,879.00			
<b>Object: 61730 – MAINT-OTH EQUIP-SERVICES</b>												
2024	11	5/07/2024	959546		Expenditures	685010	60	61730	-3,202.50	REEDER, STEPHEN SVFD	V109597	00458744
2024	11	5/07/2024	SO-23001341		Expenditures	685010	60	61730	-47.61	SILKE COMMUNICA SVFD	V129282	00458746
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	61730	-144.92	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	61730	-68.79	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 61730 – MAINT-OTH EQUIP-SERVICES									-3,463.82			
<b>Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV</b>												
2024	11	5/07/2024	05241		Expenditures	685010	60	61845	-79.86	SCARBOROUGH LUM SVFD Acct 1169	V1233	80067638
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	61845	-1,284.71	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	61845	-443.84	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	61845	-24.07	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									-1,832.48			
<b>Object: 61920 – MEDICAL, DENTAL &amp; LAB SUPPLIES</b>												
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	61920	-621.61	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/17/2024	85298231		Expenditures	685010	60	61920	-260.46	BOUND TREE MEDI SVFD	V12149	00459607
2024	11	5/17/2024	85306859		Expenditures	685010	60	61920	-935.37	BOUND TREE MEDI SVFD	V12149	00459607
Total 61920 – MEDICAL, DENTAL & LAB SUPPLIES									-1,817.44			
<b>Object: 62020 – MEMBERSHIPS</b>												
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	62020	-180.00	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
Total 62020 – MEMBERSHIPS									-180.00			
<b>Object: 62219 – PC SOFTWARE PURCHASES</b>												
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	62219	-91.50	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	62219	-91.50	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 62219 – PC SOFTWARE PURCHASES									-183.00			
<b>Object: 62223 – SUPPLIES</b>												
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	62223	-109.62	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	62223	-171.72	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	62223	-42.67	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 62223 – SUPPLIES									-324.01			
<b>Object: 62301 – ACCOUNTING AND AUDITING FEES</b>												
2024	11	5/07/2024	JV15057	SV FIRE	Expenditures	685010	60	62301	-2,890.80	23/24 CLAIMS CHARGES		
2024	11	5/07/2024	JV15057	BRANCIFORTE FIRE	Expenditures	685010	60	62301	-1,372.80	23/24 CLAIMS CHARGES		
2024	11	5/08/2024	JW240149		Expenditures	685010	60	62301	1,200.00	AUDIT 23/34FY		
2024	11	5/14/2024	JV15058	BRANCIFORTE FIRE	Expenditures	685010	60	62301	-1,582.40	2324 PAYROLL CHARGES		
2024	11	5/14/2024	JV15058	SV FIRE	Expenditures	685010	60	62301	-6,344.32	2324 PAYROLL CHARGES		
Total 62301 – ACCOUNTING AND AUDITING FEES									-10,990.32			

# Actual Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object

Post On [prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685015, 685030, 685035, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685010 – SCOTTS VALLEY FIRE PROT SVC</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 62327 – DIRECTORS' FEES</b>												
2024	11	5/01/2024	PAYPERIOD 09		Expenditures	685010	60	62327	-600.00	PAYPERIOD 09PAYDATE 05032024		
Total 62327 – DIRECTORS' FEES									-600.00			
<b>Object: 62381 – PROF &amp; SPECIAL SERV-OTHER</b>												
2024	11	5/07/2024	0524SVFD		Expenditures	685010	60	62381	-1,380.00	SMITH, ALAN J SVFD	V47452	00458747
2024	11	5/17/2024	262536		Expenditures	685010	60	62381	-187.50	VOYA RETIREMENT VB2297OM	V31933	00459613
2024	11	5/17/2024	8513341		Expenditures	685010	60	62381	-438.00	JACKSON LEWIS L SVFD	V128887	00459610
Total 62381 – PROF & SPECIAL SERV-OTHER									-2,005.50			
<b>Object: 62420 – LEGAL NOTICES</b>												
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	62420	-73.55	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 62420 – LEGAL NOTICES									-73.55			
<b>Object: 62715 – SMALL TOOLS &amp; INSTRUMENTS</b>												
2024	11	5/07/2024	05242		Expenditures	685010	60	62715	-202.99	SCARBOROUGH LUM SVFD Acct 1169	V1233	80067638
2024	11	5/30/2024	DU106545	DU106545	Expenditures	685010	60	62715	238.97	TIC Reimb. CK#996650	C99999	
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	62715	-114.31	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 62715 – SMALL TOOLS & INSTRUMENTS									-78.33			
<b>Object: 62826 – EDUCATION AND/OR TRAINING</b>												
2024	11	5/07/2024	0524SVFD		Expenditures	685010	60	62826	-44.00	LOFRANCO, ANDRE SVFD FDAC Per	V123333	00458687
2024	11	5/07/2024	0524SVFD		Expenditures	685010	60	62826	-750.88	HURST, KRIS SVFD FDAC Reimb. 2	V45398	00458686
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	62826	-699.59	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/17/2024	0524SVFD		Expenditures	685010	60	62826	-692.59	COSNER, ADAM SVFD	V45396	00459458
2024	11	5/17/2024	0524SVFD		Expenditures	685010	60	62826	-735.00	AVILA, CASEY ETO Reimb. Compan	V47607	00459457
2024	11	5/17/2024	05524SVFD		Expenditures	685010	60	62826	-394.94	PARKER, JOE SVFD	V47608	00459459
Total 62826 – EDUCATION AND/OR TRAINING									-3,317.00			
<b>Object: 62888 – SPEC DIST EXP-SERVICES</b>												
2024	11	5/07/2024	MMI156583		Expenditures	685010	60	62888	-467.46	MAS MODERN MARK SVFD	V123867	00458742
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	62888	-1,442.65	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/17/2024	0524SVFD		Expenditures	685010	60	62888	-2,219.68	PUBLIC RISK INN CK#954916 CK#9	V41561	00459460
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	62888	-535.66	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 62888 – SPEC DIST EXP-SERVICES									-4,665.45			
<b>Object: 62890 – SUBSCRIPTIONS BOOKS &amp; ED MATER</b>												
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	62890	-319.99	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 62890 – SUBSCRIPTIONS BOOKS & ED MATER									-319.99			
<b>Object: 62914 – EDUCATION &amp; TRAINING(REPT)</b>												
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	62914	-4,921.01	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	62914	-1,167.86	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 62914 – EDUCATION & TRAINING(REPT)									-6,088.87			
<b>Object: 62920 – GAS, OIL, FUEL</b>												
2024	11	5/07/2024	848835		Expenditures	685010	60	62920	-3,572.21	WESTERN STATES SVFD	V39738	00458748
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	62920	-310.62	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
Total 62920 – GAS, OIL, FUEL									-3,882.83			
<b>Object: 63070 – UTILITIES</b>												
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	63070	-174.13	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/10/2024	0524SVFD		Expenditures	685010	60	63070	-703.19	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	63070	-5,192.69	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
2024	11	5/31/2024	0624SVFD		Expenditures	685010	60	63070	-87.03	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 63070 – UTILITIES									-6,157.04			
Total 60 – SERVICES AND SUPPLIES									-86,513.50			
Total 685010 – SCOTTS VALLEY FIRE PROT SVC									-860,403.98			

## Actual Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object

Post On [*@prior-month*] and Revenues/Expenditures [*XP*] and GL Key [*685010, 685015, 685030, 685035, 685040*]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685030 – SCOTTS VLY FIRE DIST.-CAPITAL</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV</b>												
2024	11	5/07/2024	606-1		Expenditures	685030	60	61845	-18,000.00	MANDELLA, JOHN SVFD	V43108	00458741
2024	11	5/08/2024	JW240149		Expenditures	685030	60	61845	33,919.04	LA MADRONA PROJECT CORRECTION		
Total 61845 – MAINT-STRUCT/IMPS/GRDS-OTH-SRV									15,919.04			
<b>Object: 62381 – PROF &amp; SPECIAL SERV-OTHER</b>												
2024	11	5/08/2024	JW240149		Expenditures	685030	60	62381	-33,919.04	LA MADRONA PROJECT CORRECTION		
Total 62381 – PROF & SPECIAL SERV-OTHER									-33,919.04			
Total 60 – SERVICES AND SUPPLIES									-18,000.00			
Total 685030 – SCOTTS VLY FIRE DIST.-CAPITAL									-18,000.00			

# Actual Transactions

Transaction Type = Actual; Revenues/Expenditures = R,(E); Chart Fields = GLKey,Character,Object  
 Post On [@prior-month] and Revenues/Expenditures [XP] and GL Key [685010, 685015, 685030, 685035, 685040]

Fiscal Year	Fiscal Month	Post On	Document No	Doc Ref	Revenues/Expenditure:	GL Key	Character	Object	Amount	Description	Vendor No	Warrant No
<b>GL Key: 685040 – SV FIRE DIST-REGIONAL HAZ RESP</b>												
<b>Character: 60 – SERVICES AND SUPPLIES</b>												
<b>Object: 61221 – TELEPHONE-NON TELECOM 1099</b>												
2024	11	5/10/2024	0524SVFD		Expenditures	685040	60	61221	-76.02	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
2024	11	5/31/2024	0624SVFD		Expenditures	685040	60	61221	-152.04	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 61221 – TELEPHONE-NON TELECOM 1099									-228.06			
<b>Object: 62301 – ACCOUNTING AND AUDITING FEES</b>												
2024	11	5/08/2024	JW240149		Expenditures	685040	60	62301	-1,200.00	AUDIT 23/34FY		
Total 62301 – ACCOUNTING AND AUDITING FEES									-1,200.00			
<b>Object: 62715 – SMALL TOOLS &amp; INSTRUMENTS</b>												
2024	11	5/31/2024	0624SVFD		Expenditures	685040	60	62715	-453.64	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 62715 – SMALL TOOLS & INSTRUMENTS									-453.64			
<b>Object: 62888 – SPEC DIST EXP-SERVICES</b>												
2024	11	5/10/2024	0524SVFD		Expenditures	685040	60	62888	-41.00	U S BANK CORPOR SVFD 4246-0445	V992019	80067775
Total 62888 – SPEC DIST EXP-SERVICES									-41.00			
<b>Object: 62920 – GAS, OIL, FUEL</b>												
2024	11	5/31/2024	0624SVFD		Expenditures	685040	60	62920	-57.72	U S BANK CORPOR SVFD 4246-0445	V992019	80068464
Total 62920 – GAS, OIL, FUEL									-57.72			
Total 60 – SERVICES AND SUPPLIES									-1,980.42			
Total 685040 – SV FIRE DIST-REGIONAL HAZ RESP									-1,980.42			
									-880,384.40			



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Organization and Personnel Committee  
FROM: Mark Correira, Fire Chief  
DATE: June 7, 2024  
RE: Board Memo 2024-13: Surplus Items

## **Recommendation**

Approve the items on the attached form for surplus and authorize staff to dispose of, or sell using an online auction house or similar form.

## **Discussion**

Through the reorganization with the Branciforte Fire District, the Fire District has encumbered additional equipment that is no longer used or needed. The Staff has evaluated the purpose and use of this equipment and has identified the attached lists as being duplicative, past its useful life, and no longer needed. Staff is hoping to create an accurate list of capital and other assets that will be reconciled through the next auditing process. Staff is working with the former Branciforte Fire Employees to inventory these items and surplus them as needed.

In addition, the District is the lead agency for the Santa Cruz County Hazardous Material Incident Team (SCHMIT). As the lead agency, we inventory, purchase, and surplus equipment as needed and required by state law. Team members have evaluated the equipment and deemed the items on the attached SCHMIT list as surplus.

Staff is recommending the attached lists be deemed surplus allowing them to either sell the items through an online auction house (govdeals.com) if they have value above a de minimis level, or dispose of them through conventional means. If the items above a de minimis value cannot be sold and they still have a useful purpose, we will reach out to neighboring agencies to determine levels of interest and convey the items to them administratively.

Grant purchased items have been identified on the list. Terms of the issuing grant require the District to either convey the items for a similar purpose or dispose of them – they can not be sold. Grant purchased items will be conveyed or disposed of as required by law.

**SCHMIT SURPLUS**  
**2023-24 FY**

**Fixed Assets**

<b>Inventory #</b>	<b>Description</b>	<b>Purchase Date</b>	<b>Cost</b>	<b>Value</b>
50238	Computer, laptop, Dell Latitude D830	4/25/2008	\$1,617.79	De Minimis
50061	Airpak, NxG2 4.5 - Grant	9/8/2004	\$3,634.20	Grant
50062	Airpak, NxG2 4.5 - Grant	9/8/2004	\$3,634.20	Grant
50063	Airpak, NxG2 4.5 - Grant	9/8/2004	\$3,634.20	Grant
50064	Airpak, NxG2 4.5 - Grant	9/8/2004	\$3,634.20	Grant
50065	Airpak, NxG2 4.5 - Grant	9/8/2004	\$3,634.20	Grant
50066	Airpak, NxG2 4.5 - Grant	9/8/2004	\$3,634.20	Grant
50067	Airpak, NxG2 4.5 - Grant	9/8/2004	\$3,634.20	Grant
50070	Airpak, NxG2 4.5 - Grant	9/8/2004	\$3,634.20	Grant
30523	X-am 7000 Monitor - Grant	2/7/2014	\$5,666.83	Grant
10077	Radio, Portable W/Battery, MT2000	5/19/2003	\$1,279.31	\$50
10078	Radio, Portable W/Battery, MT2000	5/19/2003	\$1,279.31	\$50
10079	Radio, Portable W/Battery, MT2000	5/19/2003	\$1,279.31	\$50
10080	Radio, Portable W/Battery, MT2000	5/19/2003	\$1,279.31	\$50
10081	Radio, Portable W/Battery, MT2000	10/9/2003	\$1,162.00	\$50
10082	Radio, Portable W/Battery, MT2000	10/9/2003	\$1,162.00	\$50
10086	Radio, Portable W/Battery, MT2000	10/9/2003	\$1,162.00	\$50
10087	Radio, Portable W/Battery, MT2000	10/9/2003	\$1,162.00	\$50
10088	Radio, Portable W/Battery, MT2000	10/9/2003	\$1,162.00	\$50
10089	Radio, Portable W/Battery, MT2000	10/9/2003	\$1,162.00	\$50
10090	Radio, Portable W/Battery, MT2000	10/9/2003	\$1,162.00	\$50
10091	Radio, Portable W/Battery, MT2000	10/9/2003	\$1,162.00	\$50
50110	Portable Radio, MT-2000	1/26/2004	\$1,381.81	\$25
50111	Portable Radio, MT-2000	1/26/2004	\$1,381.81	\$25
50112	Portable Radio, MT-2000	1/26/2004	\$1,381.81	\$25
50113	Portable Radio, MT-2000	1/26/2004	\$1,381.81	\$25
50114	Portable Radio, MT-2000	1/26/2004	\$1,381.81	\$25
50115	Portable Radio, MT-2000	1/26/2004	\$1,381.81	\$25
50116	Portable Radio, MT-2000	1/26/2004	\$1,381.81	\$25
50117	Portable Radio, MT-2000	1/26/2004	\$1,381.81	\$25
50176	TMX 412 Monitor - Grant	8/30/2004	\$2,696.00	De Minimis
50233	Cannon A80 Digital Camera, 4.0MP - Grant	7/5/2024	\$410.00	Grant
50234	HEPA Vacuum - Grant	8/30/2004	\$2,254.00	Grant
<b>Total SCHMIT Fixed Asset Surplus</b>			<b>\$67,185.94</b>	

**Non-Fixed Assets**

<b>Inventory #</b>	<b>Description</b>	<b>Purchase Date</b>	<b>Cost</b>	<b>Value</b>
11029	Battery BU 250, HM Van	1/1/1996	\$249.00	De Minimis
20817	Oxygen Sensor W/Test Pac	4/1/2003	\$205.21	De Minimis
20818	Oxygen Sensor W/Test Pac	4/1/2003	\$205.21	De Minimis
20819	Oxygen Sensor W/Test Pac	4/1/2003	\$205.21	De Minimis
50163	CDS Preparedness Kit	3/15/2004	\$3,227.67	De Minimis
20531	CO2 Gas Detector Amins 651	1/1/1998	\$2,000.00	De Minimis
50240	Drager Detector Kit, Haz Mat	1/1/1996	\$1,380.00	De Minimis
11018	Printer, HP Photo Smart2575	7/5/2004	\$215.99	De Minimis
50177	Test Kit, Chlorine	4/11/2005	\$403.02	De Minimis
50150	Bio Haz Mat Test Kit	12/29/2003	\$281.58	De Minimis
50183	Thermoscan – Grant	6/1/2004	\$131.37	Grant
50184	Thermoscan – Grant	6/1/2004	\$131.37	Grant
50239	Recovery Kit, Haz Mat	1/1/1996	\$2,747.00	De Minimis
<b>Total SCHMIT Non-Fixed Asset Surplus</b>			<b>\$11,382.63</b>	

BFPD Surplus  
2023-24 FY

DESCRIPTION	ACQUIRED DATE	LIFE	COST	Asset Value
Matress, Wood Bed & Metal School Lockers x2	6/30/2007	10	1,751.33	De Minimis
200' 1 1/2 Rope x3 & Hi-Life Jack	12/4/2008	10	1,252.95	De Minimis
Rescue 42	6/30/1990	10	4,000.00	\$0
Electrical Reel Cord 100' & Incident Streamlight	12/4/2008	10	1,161.99	De Minimis
CO Gas Detector	6/30/1996	10	1,485.85	De Minimis
Addition: Office Computer	6/30/1996	10	5,381.81	De Minimis
Addition: Epson 700 Printer	6/30/1999	10	113.89	De Minimis
Addition: Office Computer	6/30/2001	10	825.37	De Minimis
Large Folding Step	12/4/2008	5	205.08	De Minimis
Hurst Defender 26" Spreader	6/30/2007	10	6,990.08	\$100
Hurst Noc II Cutter	6/30/2007	10	4,518.29	\$100
Hurst T59 Telescopic RAM	6/30/2007	10	3,422.60	\$100
Hurst Mini Mate Power Unit 3H	6/30/2007	10	5,902.63	\$100
Hurst TC Strut Truck Kit Rescue	6/30/2007	10	2,694.60	\$100
Hurst Extension Hose	6/30/2007	10	2,368.97	\$50
Smoke Ejector	12/4/2008	10	2,184.72	De Minimis
<b>Equipment</b>			<b>44,260.16</b>	





# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Hon. Board of Directors  
FROM: Mark Correira, Fire Chief  
Andrew LoFranco, Battalion Chief - Training and Safety  
DATE: June 7, 2024  
RE: Board Memo 2024-17: Policy 806 – Workplace Violence

## **Recommendation**

Approve and move to the Regular Board Meeting Consent Agenda for adoption

## **Discussion**


Senate Bill 533 was signed into law on September 30, 2023 and requires employers to have a written violence prevention plan, and employee training on the plan. Workspaces that are accessible to the public, or workspaces that are not accessible to the public with ten (10) or more employees are subject to this new law. To be compliant, the District must adopt a compliant plan not later than July 1, 2024.

District Policy 806 was most recently adopted on August 11, 2004, and was titled Violence/Threats of Violence. This original policy provided guidance on threats of violence in the work place but did not contain all required elements under this new law. Because of this, Staff is recommending the former policy be repealed and replaced with the SB 533 Compliant Policy 506.

This new policy will be titled *Workplace Violence*. It contains all required elements of a compliant program to include:

- Staff members responsible for the plan.
- Identification, evaluation, and correcting workplace violence hazards, and employee training on these risks.
- Plan implementation strategies.
- Ho to report workplace violence.
- Notification and response procedures when a violent event occurs at a fire station.
- Post incident response and investigation procedures to the in-station violent event, and
- Plan review process and timeframes to complete the review.

If adopted, Policy 806 will be added to employee onboard training, and the plan will be tested and evaluated at least annually. Initial training has already begun on the SB 533 compliant plan.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 806</b>	<b>SUBJECT: Workplace Violence</b>
<b>DATE APPROVED: 06/12/2024</b>	
<b>BOARD PRESIDENT: _____</b>	<b>FIRE CHIEF: _____</b>

## Policy

Scotts Valley Fire Protection District (SVFPD) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by Senate Bill 533. The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

## Prohibited Acts

SVFPD will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
  - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
  - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury



*Workplace violence* can be categorized into four types:

**Type 1:** Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

**Type 2:** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors

In addition, SVFPD prohibits all dangerous weapons not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all SVFPD property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on SVFPD property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. Dangerous weapons include any instrument capable of inflicting death or serious bodily injury.

## **Responsibility and Authority**

### **Workplace Violence Prevention Plan Administrator**

The Fire Chief or designee is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Fire Chief or designee will also be able to answer employee questions concerning this plan.

The Battalion Chief and Administrative Services Manager / Office Supervisor, or designee, shall solicit feedback and input from their assigned employees in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The Fire Chief or designee shall coordinate implementation of the workplace violence prevention plan with other employers (e.g. contract services working onsite, temporary staff), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on SVFPD'S WPV plan when applicable.

### **Managers and Supervisors**



Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

**Employees**

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

**Compliance**

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new-hire-onboarding and through ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Coaching, directing, and disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on a annual basis.



## **Communication and Training**

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the SVFPD'S responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use SVFPD's confidential Employee Assistance Program:

Central Coast Critical Incident Stress Management

Main Phone Number: (831)429-7797

Website: <https://www.criticalincidentteam.com/>

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- SVFPD alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- SVFPD'S EAP

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;



**POLICY: 806**

**SUBJECT: Workplace Violence**

- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- At time of hire;
- Annually for employees performing patient contact activities and their supervisors;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified


Employees who receive training in a form other than live/in-person will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

## **Procedures**

### **Responding to Actual or Potential Workplace Violence Emergencies**

In the event of an actual or potential workplace violence emergency, an audible system will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Wireless and silent panic alarm system activated from the Administration or other public facing entrances, or
- Phone call to the on duty Battalion Chief or Chief Officer, or
- 911 call to Netcom

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 806</b>	<b>SUBJECT: Workplace Violence</b>

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify Netcom via 911, and the on-duty Battalion Chief.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

**Emergencies and Reporting a Crime**

For immediate assistance in an emergency that is not associated with a call for service, law enforcement shall be notified by calling 911. For immediate assistance in an emergency associated with a call for service, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their Supervisor/ Manager/Battalion Chief, and the Administrator as soon as possible.

**Reporting Workplace Violence Concerns**

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to the Fire Chief. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

**Restraining Orders**

Employees or other personnel affiliated with the SVFPD who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

**Hazard Assessment**

Workplace hazard assessments will include:

- An annual review of the past year’s workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;



- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

### **Hazard Correction**

*Work practice controls* will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

*Work practice controls* are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

### **Post Incident Response and Investigation**

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.





**Recordkeeping**

Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years in accordance with the recordkeeping requirements of the SVFPD's Injury and Illness Prevention Program.

Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.

Records of violent incidents (Workplace Violent Incident Log) will be maintained in accordance with State and District policy within the employees training file / Vector Solutions.

**Annual Review**

SVFPD's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.



## Appendix A

### WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

<b>Incident ID #*:</b>	<b>Date and Time of Incident:</b>	<b>Department:</b>
------------------------	-----------------------------------	--------------------

**Specific Location of Incident:**

*\* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

**Describe Incident** (Include additional pages if needed):

**Assailant information:**

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

**Circumstances at time of incident:**

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

**Location of Incident:**

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

**Type of Incident (check as many apply):**

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

**Consequences of incident:**

Medical care provided?  Yes  No      Law enforcement called?  Yes  No      Security contacted?  Yes  No

Did anyone provide assistance to conclude the event?  Yes  No      Days lost from work (if any) \_\_\_\_\_

Actions taken by employer to protect employees from a continuing threat?  Yes  No

**Completed by:**

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

**Appendix B**

**WORKPLACE VIOLENCE PREVENTION  
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

<b>Assessed by:</b>	<b>Title:</b>
<b>Location(s) Assessed:</b>	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase SVFPD’s vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

**STEP 1: IDENTIFY RISK FACTORS**

<b>Yes</b>	<b>No</b>	<b>Risk Factors</b>	<b>Comments:</b>
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

## STEP 2: CONDUCT ASSESSMENT

### Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

## Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

## Parking Area

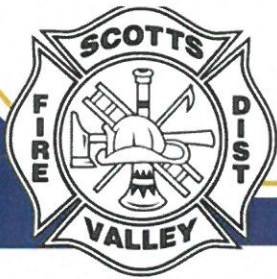
Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

## Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	







# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

TO: Hon. Board of Directors  
FROM: Mark Correira, Fire Chief  
DATE: June 7, 2024  
RE: Board Memo 2024-19: Repeal Policy 1710 Office Supervisor / Administrative Analyst Job Description, and Revise Policy 1700 Job Description


## **Recommendation**

Repeal Policy 1710 Office Supervisor / Administrative Analyst Job Description, and adopt revised Policy 1700 Job Descriptions

## **Discussion**

On April 10, 2024, the Board approved Policy 1710 Office Supervisor / Administrative Analyst Job Description. This position was duplicative of the Administrative Services Manager Position Description. Because of this, Staff is requesting the position description for Office Supervisor / Administrative Analyst be repealed.

Policy 1700 Job Descriptions provides a list of all approved District job descriptions. Policy 1700 has been revised to reflect the repealing of Policy 1710. Staff is requesting the Board approve revised policy 1700 Job Description for an accurate accounting of the District's Job Descriptions.

<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1700</b>	<b>SUBJECT: Job Descriptions</b>
<b>DATE APPROVED: 06/12/2024</b>	
<b>BOARD PRESIDENT: _____</b>	<b>FIRE CHIEF: _____</b>

***Policy:***

***Revised:***

1701	Fire Chief.....	2/2024
1703	Battalion Chief.....	2/2024
1704	Deputy Fire Marshal.....	3/2022
1705	Fire Captain.....	4/2021
1706	Engineer.....	4/2021
1708	Firefighter.....	4/2021
1709	Paramedic.....	11/2007
1711	Administrative Services Manager.....	4/2021
1712	Administrative Accounting Specialist..	4/2021
1713	Paid Call Firefighter.....	2/2017
1714	Temporary Fire Inspector.....	9/2003
1715	Fire Hydrant Maintenance Worker.....	9/2003
1716	Fire Marshal.....	11/2005
1717	Fire Corps Volunteer.....	4/2006
1718	Fire Inspector.....	6/2008



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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

Effective 7/1/2021 and revised June 12, 2024.

Time Base Monthly	7/1/2021		7/1/2022		7/1/2023		7/1/2024	
Confidential Employees	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Admin Accounting Specialist	\$4,979.78	\$5,489.81	\$5,328.36	\$5,874.10	\$5,541.50	\$6,109.06	\$5,763.16	\$6,353.43
Admin Services Manager	\$6,314.79	\$6,961.62	\$6,756.82	\$7,448.94	\$7,027.09	\$7,746.89	\$7,308.18	\$8,056.77
Education Incentive	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00
<b>IAFF Local 3577</b>								
Firefighter	\$7,356.96	\$7,724.08	\$7,356.96	\$7,724.08	\$7,577.67	\$7,955.80	\$7,805.00	\$8,194.48
Engineer	\$8,113.04	\$9,637.68	\$8,113.04	\$9,637.68	\$8,356.43	\$9,926.81	\$8,607.12	\$10,224.61
Captain	\$10,600.72	\$11,466.00	\$10,600.72	\$11,466.00	\$10,918.74	\$11,809.98	\$11,246.30	\$12,164.28
Admin Captain	\$11,025.04	\$11,924.64	\$11,649.00	\$12,600.00	\$11,998.00	\$12,978.00	\$12,358.00	\$13,367.00
Deputy Fire Marshal	N/A	N/A	\$11,649.00	\$12,600.00	\$11,998.00	\$12,978.00	\$12,358.00	\$13,367.00
Holiday Pay	\$363.84	\$567.00	\$727.68	\$1,134.00	\$749.52	\$1,168.08	\$771.84	\$1,203.12
Paramedic Incentive	\$231.72	\$772.41	\$231.72	\$772.41	\$238.67	\$795.58	\$245.83	\$819.45
Haz Mat Incentive	\$367.85	\$475.00	\$367.85	\$475.00	\$378.88	\$475.00	\$390.25	\$475.00
Education Incentive	N/A	N/A	\$150.00	\$200.00	\$150.00	\$200.00	\$150.00	\$200.00
<b>Chief Officers</b>								
Battalion Chief	\$13,185.12	\$13,989.04	\$13,185.12	\$13,989.04	\$13,580.67	\$14,408.71	\$13,988.09	\$14,840.97
Holiday Pay	\$652.01	\$691.77	\$1,304.02	\$1,383.53	\$1,343.14	\$1,425.04	\$1,383.44	\$1,467.79
Management Incentive	\$975.00	\$975.00	\$1,029.17	\$1,029.17	\$1,083.33	\$1,083.33	\$1,137.50	\$1,137.50
<b>Fire Chief</b>								
Fire Chief	\$16,604.00	\$17,617.00	\$17,387.00	\$18,447.00	\$17,908.00	\$19,000.00	\$18,446.00	\$19,570.00
Management Incentive	\$975.00	\$975.00	\$1,029.17	\$1,029.17	\$1,083.33	\$1,083.33	\$1,137.50	\$1,137.50
Education Incentive					\$150.00	\$300.00	\$150.00	\$300.00
<b>Time Base Hourly</b>	<b>1/1/2021</b>		<b>1/1/2022</b>		<b>1/1/2023</b>	<b>7/1/2023</b>	<b>1/1/2024</b>	<b>7/1/2024</b>
Paid Call Firefighter (PCF)	\$14.00		\$15.00		\$15.50	\$15.50	\$16.00	\$16.00
Hydrant Maintenance	\$18.00		\$18.00		\$18.00	\$18.00	\$24.04	\$24.76
Temporary Firefighter	\$30.32		\$30.32		\$30.32	\$31.23	\$31.23	\$32.16

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 June 12, 2024, by the following vote:

AYES    NOES    ABSENT    ABSTAIN

Director Adam Cosner  
 Director Kris Hurst  
 Director Joseph Parker  
 Director Russ Patterson  
 Director Daron Pisciotta

ATTEST:

\_\_\_\_\_  
 Mark Correia  
 Board Secretary

\_\_\_\_\_  
 Daron Pisciotta  
 Board President



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, CA 95066-4199 • [scottsvalleyfire.com](http://scottsvalleyfire.com) • 831-438-0211

TO: Hon. Board of Directors  
FROM: Mark Correira, Fire Chief  
Erin Collins, Deputy Fire Marshal  
DATE: June 7, 2024  
RE: Board Memo 2024-18: Weed Abatement Ordinance

## **Recommendation**

Move forward to the Regular Board Meeting Agenda for discussion and a Public Hearing

## **Discussion**

On occasion Fire District staff finds or receives complaints about overgrown properties within the District that are creating a danger to the Community. The current practice to resolve these challenging issues is to have the Deputy Fire Marshal, Battalion Chief, or Fire Chief meet with the property owner/homeowner. If no results are realized or if the property owner cannot be located, the Deputy Fire Marshal sends a memorandum to the owner requesting the property be maintained in a safe manner. If the property is not maintained in compliance with the code in a reasonable time, a second or even third letters are sent. Sometimes the property owners will comply with these requests, but most often these letters are ignored and no action is taken leaving a hazardous condition.

To address this issue, the State Legislature has granted authority to local government to address. Health and Safety Code § 14875 allows local government to adopt an ordinance that provides for more enforcement action for weed abatement, including mitigating the hazard when a property owner is unresponsive.

Ordinance 2024 – 1 and accompanying documents, if approved, would codify the District’s ability to inform and abate these hazards through a prescribed process. Similar to the current practice, the Fire Chief or designee (e.g. Deputy Fire Marshal) would investigate the complaint, meet with the property owner or send multiple letters asking them to mitigate the hazard and comply with the Code. If these requests are ignored, the property owner would receive a “Notice To Destroy Weeds” and given 10 days to mitigate the hazard. These notices would be sent via certified mail to the owner as identified on the tax roll, and a notice would be posted on or adjacent to the property that is hazardous. If the Notice is ignored, the District would send their designated mitigation staff or company to abate the hazard using the administratively adopted standard. Any costs for these services would be placed on the properties tax bill (i.e. a lien), and either paid during the next tax collection or when the property is sold.

Staff has worked closely with legal counsel in crafting the ordinance, and we have modeled language from other California fire districts – most predominantly the Central Fire District of Santa Cruz County.

**ORDINANCE NO. 2024-1**

**AN ORDINANCE ESTABLISHING A WEED  
ABATEMENT PROGRAM  
AND PROVIDING FOR COLLECTING THE  
EXPENSE OF ABATEMENT WITHIN THE  
BOUNDARIES OF THE SCOTTS VALLEY FIRE  
PROECTION DISTIRCT**

WHEREAS, the Scotts Valley Fire Protection District recognized that dry and overgrown weeds create a hazardous condition which increase fire risk; and

WHEREAS, these hazardous conditions put other residents and the community at risk;  
and

WHEREAS, the District has not adopted a weed abatement program that allows for more intentional enforcement and abatement of a property identified as being hazardous; and

WHEREAS, the District now adopts the following weed abatement ordinance to reduce the risk from hazardous weeds to protect the health, safety, and welfare of the individuals within the District.

**NOW THEREFORE THE BOARD OF DIRECTORS OF THE SCOTTS VALLEY  
FIRE PROTECTION DISTRICT ORDAINS AS FOLLOWS:**

**CHAPTER I  
GENERAL PROVISIONS**

Section 1.1 Short Title

This Ordinance may be cited as the "Scotts Valley Fire District Weed Abatement Ordinance."

Section 1.2 Purpose

The Board of Directors of the Scotts Valley Fire Protection District deems and determines that the existence of dry or combustible growth, refuse, or other materials upon real property within said District, which by reason of its size, manner of growth, or location, may constitute a fire hazard to other property within the District, such that it may be declared a nuisance and abated.

Section 1.3 Authority

The precedence set forth in this Ordinance for the abatement of a nuisance and the making of the coast of abatement of a nuisance which exists upon a parcel of real property, a special assessment against that parcel is adopted pursuant to authority granted under Section 14875 et seq of the California Health and Safety Code

#### 1.4 Weeds defined

For purposes of this ordinance, “Weeds” shall mean the same as the definition in § 14875 of the California Health and Safety Code.

#### Section 1.5 Public Nuisance

An owner, agent, lessee, or other person owning or occupying or having charge or control of any real property within the boundaries of the Scotts Valley Fire District (District) shall not permit weeds to remain upon said property.

## **CHAPTER II RESOLUTION**

#### Section 2.1 Resolution Declaring Nuisance

Whenever any such weeds are growing upon any real property or properties within the boundaries of the District, the Board may pass a resolution declaring the same to be a public nuisance, and order the Fire Chief to give notice of the passage of such resolution as herein provided, and stating that, unless such nuisance be abated without delay by the destruction or removal of such weeds, the work of abating such nuisance will be done by the District and the expense thereof assessed upon the property from which such weeds shall have been destroyed or removed. Such resolution shall fix the time and place for hearing any objections to the proposed destruction or removal of such weeds.

#### Section 2.2 Property Street Address

The resolution shall refer, by the name under which it is commonly known, to the street, highway, or road upon which the private property affected fronts or abuts or nearest to which the private property is located.

#### Section 2.3 Identification of Assessors’ Parcel Number

The resolution shall be described the property upon which, or in front of which the nuisance exists by describing the property by reference to tract, block, lot, code area and parcel number as used in the records of the county assessor in accordance with the map used in describing property for taxation purposes. No other description is necessary.

#### Section 2.4 Multiple Parcels

More than one parcel may be included in one resolution.

## **CHAPTER III CONTENTS OF NOTICE TO DESTROY WEEDS**

#### Section 3.1 Person Authorized

The Fire Chief shall be the person authorized to give notice of intent to destroy weeds.

#### Section 3.2 Form of Notice

The notice of public nuisance shall be headed “NOTICE TO DESTROY WEEDS” in substantially the following form:

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## NOTICE TO DESTROY WEEDS

NOTICE IS HEREBY GIVEN that on \_\_\_\_\_, 20\_\_\_\_, pursuant to the provisions of Ordinance No. \_\_\_\_\_, of the Scotts Valley Fire Protection District, the Board of Directors of said District passed a resolution (Resolution No. \_\_\_\_\_) declaring that all weeds growing upon any real property on or adjacent to (Name of Street), as defined in § 14875 of the California Health and Safety Code and Section 1.3 of Ordinance No. \_\_\_\_\_ of the District, constitute a public nuisance, which nuisance must be abated by the destruction or removal thereof.

NOTICE IS FURTHER GIVEN that property owners shall, without delay, cause the removal all such weeds from the property or such weeds will be destroyed or removed and such nuisance abated by the District, in which case the cost of such destruction or removal will be assessed upon the property from which such weeds shall have been destroyed or removed; and such cost will constitute a lien upon such lots or lands until paid. All property owners having any objections to the proposed destruction or removal of such weeds are hereby notified to attend a meeting of the Board of Directors of the Scotts Valley Fire District to be held in (Meeting Location) on \_\_\_\_, 20\_\_\_\_, at \_\_\_\_p.m. or as soon thereafter as the matter can be heard, when and where their objections will be heard and given due consideration.

Dated: \_\_\_\_\_

SCOTTS VALLEY FIRE PROTECTION DISTRICT

By: \_\_\_\_\_  
Fire Chief, Scotts Valley F.P.D.

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### Section 3.3 Mailing and Publishing Notice

Such notice shall be published at least once in a newspaper of general circulation published in the County of Santa Cruz, the first publication of which shall be at least ten days before the time fixed by the Board for hearing objections. The Fire Chief shall cause the notice of hearing to be mailed by registered or certified mail to the owner(s) of the property, as their names and addresses appear from the last equalized Santa Cruz County Tax Assessor assessment roll, or as they are known to the Fire Chief, upon the property which the nuisance is located, at least ten (10) days before the time fixed by the Board for hearing objections.

### Section 3.4 Manner of Posting

The notices shall be posted not more than one hundred fifty (150) feet in distance apart, but at least one notice shall be posted on each lot or parcel.

### Section 3.5 Hearing

At the time stated in the notice, the Board shall hear and consider any and all objections to the proposed destruction or removal of such weeds and may continue the hearing from time to time.

### Section 3.6 Determination of Outcome

The Board by motion or resolution shall allow or overrule any and all objections, if any, after which the District shall be deemed to have acquired jurisdiction to proceed and perform the work of the destruction and removal of said weeds.

### Section 3.7 Order to Abate Nuisance

The Board shall, by resolution, order the Fire Chief to abate such nuisance, or cause the same to be abated, by having the weeds referred to destroyed or removed by cutting, discing, chemical spraying, or any other method, as may be determined by the Board. The Chief of the Fire District and his or her deputies, assistants, employees, contracting agents, or other representatives are hereby authorized to enter upon private property to abate the nuisance. Any property owner shall have the right to destroy or remove such weeds personally or have the same destroyed or removed at his/her own expense, provided that such weeds shall have been destroyed or removed prior to the arrival of the Fire Chief or his/her authorized agents or representatives to remove them.

### Section 3.8 Abatement Order

After final action, the Board shall order the Fire Chief to be posted to abate the nuisance, or to cause to be abated by having the weeds removed.

### Section 3.9 Seasonal Nuisances

If the nuisance is seasonal and recurrent, the Board shall so declare. Thereafter, such seasonal reoccurring weeds shall be abated every year without the necessity of any further hearing.

### Section 3.10 Notice of Seasonal Abatement

If weeds have previously been declared to constitute a seasonal and reoccurring nuisance, it is sufficient to mail a postcard notice to the owner of the property as they and their addresses appear upon the current assessment roll. The Notice shall refer to and describe the property and shall state the noxious or dangerous weeds of a seasonal and recurrent nature are growing on or in front of the property, and that the same constitutes a public nuisance which must be abated by the removal of said noxious or dangerous weeds, and that otherwise they will be removed and the nuisance will be abated, in which case the cost of such removal shall be assessed upon the lot and lands from which or in front of which such weeds are removed and that such costs will constitute a lien upon such lots or lands until paid.

## **CHAPTER IV** **EXPENSE OF ABATEMENT**

### Section 4.1 Account and Report of Cost

The District shall keep an account of the cost of abating such nuisance and provide a written accounting to the Board. Such accounting shall refer to each parcel of land by assessor's parcel number used by Santa Cruz County Tax County Assessor's map books for the most recent year available, together with the expense proposed to be assessed against each separate parcel. Costs determined shall include actual cost of contracted abatement and any administrative costs involved in the notification of abatement and collection of monies.



Section 4.2 Notice of Report and of Hearing

The District shall post a copy of such report on or near the chamber door of the Board and the District website together with a notice of the time and place when and where it will be submitted to the Board for hearing and confirmation, notifying property owners that they may appear at such time and place and object to any matter contained therein. The posting shall be made and completed at least three (3) days before the time such report shall have been submitted to the Board. Such notice shall be substantially in the following form:

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**NOTICE OF HEARING ON REPORT  
AND  
ASSESSMENT FOR WEED ABATEMENT**

NOTICE IS HEREBY GIVEN that on \_\_\_\_\_, 20\_\_\_, the Fire Chief of the Scotts Valley Fire Protection District filed a report on abatement of weeds within the District, one copy of which is posted on the door of the District Board room.

NOTICE IS FURTHER GIVEN that on \_\_\_\_\_, 20\_\_\_, at the hour of \_\_\_\_\_ p.m., in the Board room of said District, said report will be presented to the Board of Directors of said District for consideration and confirmation, and that any and all persons interested having any objections to said report or to any matter or thing contained therein, may appear at said time and place and be heard.

Dated: \_\_\_\_\_

SCOTTS VALLEY FIRE PROTECTION DISTRICT

By: \_\_\_\_\_  
Fire Chief, Scotts Valley F.P.D.

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Section 4.3 Hearing and Confirmation

At the time and place fixed for receiving and considering such report, the Board shall hear the same, together with any objections which may be raised by any of the property owners proposed to be assessed for the work of abating such nuisance, and the Fire Chief or designee shall attend such meeting with their accounting, and upon such hearing, the Board may make such changes in the proposed assessments thereof as it may deem necessary, after which such accounting shall be confirmed by resolution.

Section 4.4 Lien

The adopted cost of abating such nuisances upon the various parcels of land respectively referred to in such accounting shall constitute special assessments against such respective parcels of land, and after thus made and confirmed, shall constitute a lien upon such parcels for the amount of such assessments until paid.

#### Section 4.5 Collection on Tax Roll

After the report is confirmed by the Board, the District shall submit to the County Recorder for recordation a certified copy of the resolution confirming the assessments, and shall cause a certified copy of the confirmed report to be filed with the County Auditor, County Assessor, and Tax Collector on or before the tenth day of August following such confirmation, in order that each such assessment may be entered on the County Tax Roll opposite the parcel of land. Thereafter, such amounts may be collected at the same time, and in the same manner, as taxes are collected and shall be subject to the same penalties and interest, and the same procedure and sale in case of delinquency as provided by law for such taxes. All laws and ordinances applicable to the levy, collection and enforcement of County Taxes are made applicable to such special assessment, except that if any real property to which such lien would attach has been transferred or conveyed to a bona fide purchase for value, or if a lien of a bona fide encumbrancer for value has been created and attached thereon, prior to the date on which the first installment of such taxes would become delinquent, then the lien which would otherwise be imposed by this section shall not attach to such real property and the costs of abatement and the costs of enforcing abatement, as confirmed, relating to such property shall be transferred to the unsecured roll for collection.

#### Section 4.6 Separate Bill for Assessment; Receipts

The County Tax Collector may, in his or her discretion, issue separate bills for such special assessment taxes and separate receipts for collection on account of such assessment.

#### Section 4.8 Cancellation or Refund of Assessment

All or any portion of any such special assessment, penalty, or costs heretofore or hereafter entered, shall on order of the Board be canceled by the County Auditor if uncollected, or, except in the case provided for in subdivision (e) hereof, refunded by the County Treasurer if collected, if it or they were entered, charged, or paid:

- a. More than once;
- b. Through clerical error;
- c. Through the error or mistake of the Board or of the Fire Chief designated to give notice or to destroy the weeds, in respect to any material fact, including the case where the cost report rendered and confirmed as hereinbefore provided shows the District abated the weeds, but such is not the actual fact;
- d. Illegally;
- e. On property acquired after the lien date by the State or by any county, city, school district, or other political subdivision and because of this public ownership not subject to sale for delinquent taxes.

Section 4.9 Collection of Assessments

Assessment shall be collected at the same time and in the same manner as County taxes are collected and are subject to the same penalties and the same procedure and sale in case of delinquency as provide for ordinary County taxes. All laws applicable to the levy, collection and enforcement of county taxes are applicable to such special assessment taxes.

Section 4.10 Claim for Refund

No order for a refund under the foregoing section shall be made except on a claim;

- a. Verified by a person who paid the special assessment, his or her conservator, guardian, executor or administrator;
- b. Filed within three (3) years after making of the payment sought to be refunded.

Section 4.11 Priority of Lien

The lien, whether bonds issued to represent the assessment or otherwise, shall be subordinate to all fixed special assessment liens previously imposed upon the same property, but it shall have priority over all fixed special assessment liens which may thereafter be created against the property. The lien of a reassessment and of a refunding assessment shall be the same as the original assessment to which it relates. A supplemental assessment is a new assessment.

Read by the Board of Directors of the Scotts Valley Fire Protection District at a regular meeting thereof held on \_\_\_\_\_, 202\_\_, and adopted by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Board Chair

ATTEST:

\_\_\_\_\_  
Secretary to the Board



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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TO: Hon. Board of Directors  
FROM: Mark Correira, Fire Chief  
DATE: June 7, 2024  
RE: Board Memo 2024 19: Felton Fire Update & Dissolution of the Ad Hoc Committee

## **Recommendation**

Move to dissolve the Felton Fire Ad Hoc Committee

## **Discussion**

On February 28, 2024 the Felton Fire Protection District solicited Executive Services from all Sanat Cruz County Fire Agencies. At the March 13, 2024 Scotts Valley Fire Board Meeting, the Board President appointed himself and Director Pisciotta to serve on the Felton Fire Ad Hoc Committee to explore shared services with Felton Fire.

Since this appointment, the Ad Hoc Committee and Fire Chief has met with Felton Fire Representatives on March 11<sup>th</sup>, April 1<sup>st</sup>, April 10<sup>th</sup>, and May 2<sup>nd</sup>. At the May 2<sup>nd</sup> Meeting, the Scotts Valley Fire District provided a scope of service and cost for executive leaderships services. On May 13<sup>th</sup>, the Felton Fire Board of Directors informed the Fire District that “they were not able to act on the shared services option at this time.”

This notification from the Felton Fire Board has ended exploration and discussion on shared services. For this reason, Staff is recommending the Felton Fire Ad Hoc Committee be dissolved.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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Date: June 12, 2024  
To: Hon. Board of Directors  
From: Mark Correira, Fire Chief  
Subject: Administrative Report – June 2024

## Administration

- Hosted final interviews for the Office Supervisor / Administrative Analyst position
- Extended a conditional offer and schedule background checks and a medical evaluation for the Office Supervisor Candidate
- On May 14th, 2024, the City of Scotts Valley organized a comprehensive Wildfire Preparedness Event at the Performance Arts Center. The event was an invaluable opportunity for local residents to gain insights from a panel of experts, including speakers from Scotts Valley Fire, Cal Fire, FireWise, and representatives from the insurance industry. Attendees had the chance to delve into a range of critical wildfire preparedness topics, from evacuation planning to fire mitigation strategies. Presentations from the event are available for download, along with direct links to relevant applications and additional information for those who could or couldn't attend.

## Operations

- Support 2562 has been equipped. Travis Crivello oversaw the design and implementation of the EMS addition. The unit is now fully operational and ready to respond to the rural, outlying areas of the District.



- A new laminate glass cutting tool was added to each lead type I engine. This new tool is known as the “the ripper” and can cut glass up to 3/8” thick.
- Radio interference issues have been occurring intermittently throughout the county and notably within the district. Radio repair has been notified of the problem but has not yet resolved it.



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

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## Training

- The four probationary employees are making progress in their firefighter career development. The company officers have reported that all of them are doing very well during their training.
- The county engine operations training will prepare them for live fire training at the Ben Lomond Training Center.
- State-mandated workplace violence training has been assigned to all SVFD employees.
- In May, SVFD hosted the BFFA Auto Extrication State Certified class, which focused largely on the rescue and removal of passengers from common vehicles. BC Stubendorff, Eng. Green, and Eng Shaughnessy all assisted as primary and adjunct instructors.
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## EMS

- All ALS agencies countywide will partake in Managed Assisted Therapy to address opioid use disorder. The process involves the application of the Clinical Opioid Withdrawal Scale (COWS) to evaluate a patient's withdrawal symptoms. This therapeutic approach has demonstrated efficacy in combination with Suboxone and health therapy centers.

## Fire Prevention / Community Risk Reduction

- 14 construction inspections, 2 state licensing inspection, 6 state mandated inspections, 82 annual inspections, 39 annual re-inspections, 5 complaint follow-ups and 3 defensible space inspections were completed.
- 1 construction plan reviews and 1 residential fire sprinkler plan review were completed in-house.
- Met with Legal Counsel to discuss and develop the Weed Abatement Ordinance.

## Chief Report

- Provided NBS with first round of data and information for new development impact fees
- Interviewed and selected a new General Counsel for the Fire District
- Met with the Finance Committee to present and discuss the 2024/2025 Preliminary Budget
- Hosted a Joint Labor Management Meeting with the IAFF 3577 Leadership
- Met with partners on the La Madrona water system intertie project
- Reached a final agreement and executed the easement agreement with the Scotts Valley and Santa Cruz City Water District on the sale of the easement for the Intertie Project
- Met with EMC Research, CPG, and Tripepi-Smith consultants for the La Madrona Fire Station Project
- Attended the Fire Station Design Conference in Phoenix, AZ
- Met with Fire Risk Management Services (FRMS) to discuss their workers compensation and other benefit insurance offerings
- Received notice from Felton Fire District ending discussions for shared services

# Scotts Valley Fire Protection District

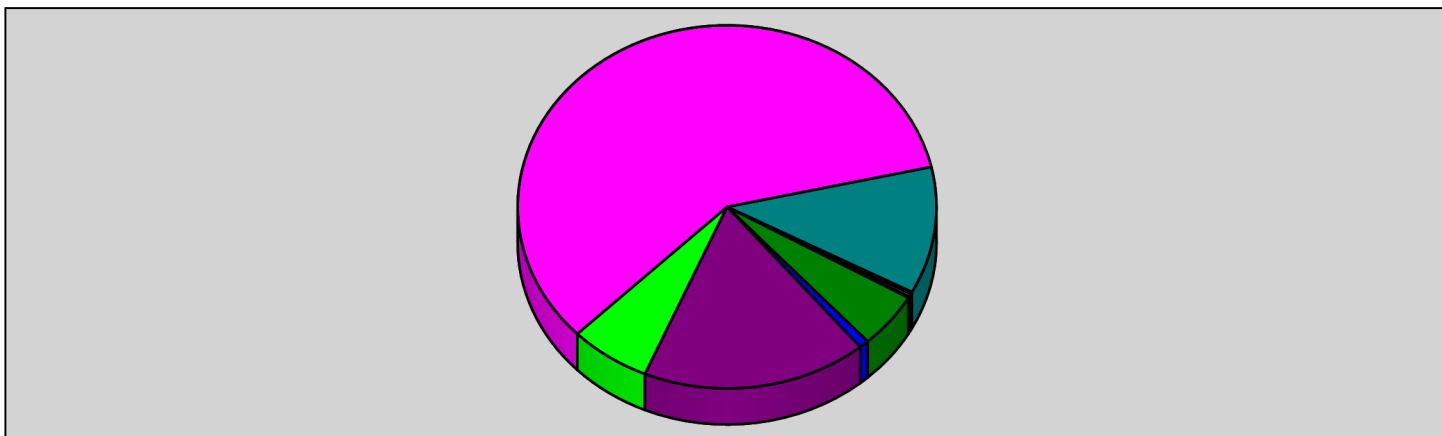
Scotts Valley, CA

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## Major Incident Types by Month for Date Range

Start Date: 01/01/2024 | End Date: 05/31/2024



<span style="color: green;">■</span> False Alarm & False Call	<span style="color: teal;">■</span> Service Call
<span style="color: blue;">■</span> Fire	<span style="color: yellow;">■</span> Severe Weather & Natural Disaster
<span style="color: purple;">■</span> Good Intent Call	<span style="color: grey;">■</span> Overpressure Rupture, Explosion, Overheat(no fire)
<span style="color: lightgreen;">■</span> Hazardous Condition (No Fire)	<span style="color: cyan;">■</span> Special Incident Type
<span style="color: pink;">■</span> Rescue & Emergency Medical	
<span style="color: magenta;">■</span> Service Incident	

INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	TOTAL
False Alarm & False Call	13	11	7	10	12	53
Fire	1	2		2	3	8
Good Intent Call	34	44	45	39	24	186
Hazardous Condition (No Fire)	11	33	13	3	7	67
Overpressure Rupture, Explosion, Overheat(no fire)				1	2	3
Rescue & Emergency Medical Service Incident	126	124	135	112	132	629
Service Call	35	27	16	24	19	121
Severe Weather & Natural Disaster		2				2
Special Incident Type				1		1
<b>Total</b>	<b>220</b>	<b>243</b>	<b>216</b>	<b>192</b>	<b>199</b>	<b>1070</b>

Only REVIEWED incidents included



emergencyreporting.com

Doc Id: 495

Page # 1 of 1

# Scotts Valley Fire Protection District

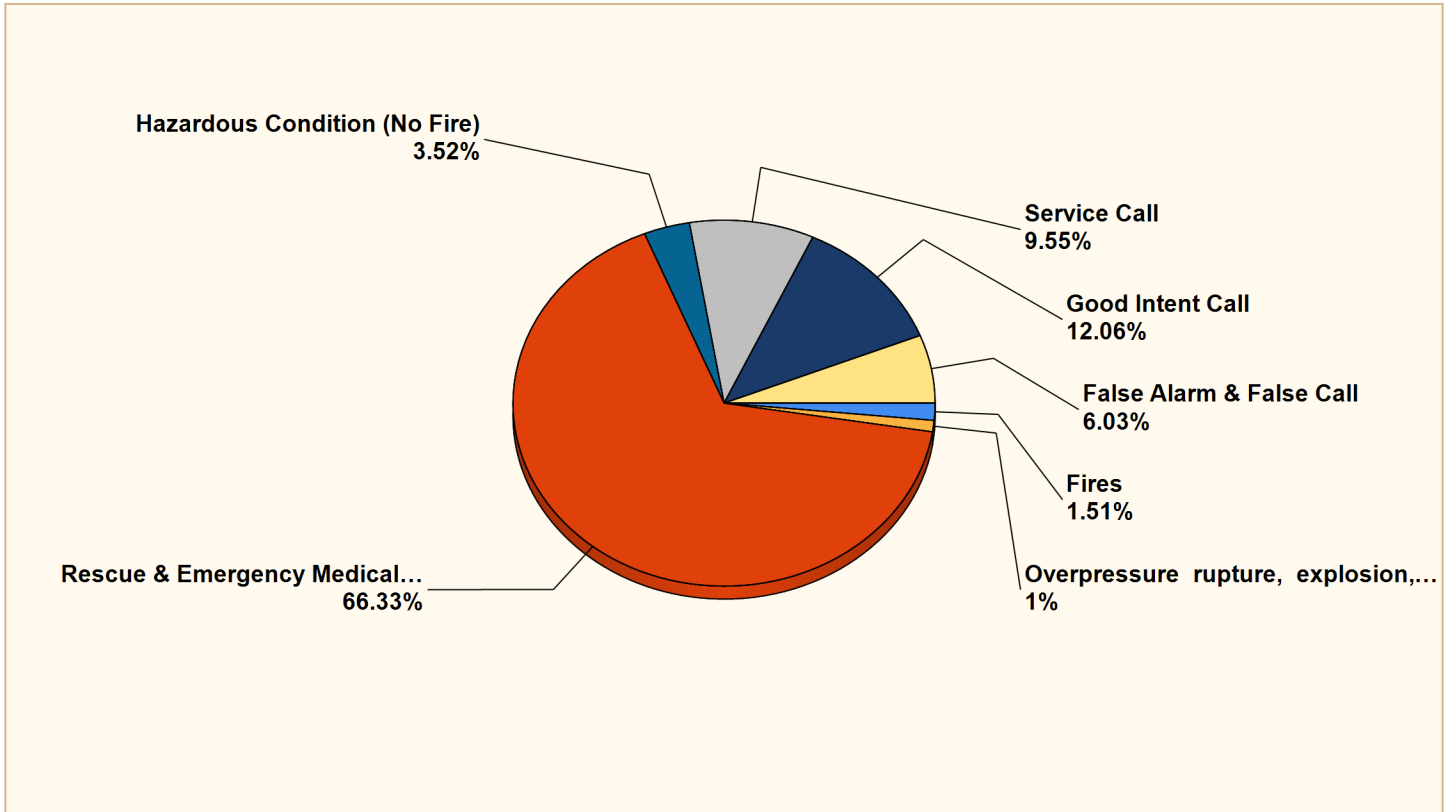
Scotts Valley, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2024 | End Date: 05/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.51%
Overpressure rupture, explosion, overheating - no fire	2	1%
Rescue & Emergency Medical Service	132	66.33%
Hazardous Condition (No Fire)	7	3.52%
Service Call	19	9.55%
Good Intent Call	24	12.06%
False Alarm & False Call	12	6.03%
<b>TOTAL</b>	<b>199</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.





### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
122 - Fire in motor home, camper, recreational vehicle	1	0.5%
131 - Passenger vehicle fire	2	1%
200 - Overpressure rupture, explosion, overheat other	1	0.5%
251 - Excessive heat, scorch burns with no ignition	1	0.5%
320 - Emergency medical service, other	2	1%
321 - EMS call, excluding vehicle accident with injury	118	59.3%
322 - Motor vehicle accident with injuries	6	3.02%
324 - Motor vehicle accident with no injuries.	5	2.51%
353 - Removal of victim(s) from stalled elevator	1	0.5%
440 - Electrical wiring/equipment problem, other	2	1%
444 - Power line down	5	2.51%
500 - Service Call, other	1	0.5%
550 - Public service assistance, other	3	1.51%
552 - Police matter	1	0.5%
553 - Public service	8	4.02%
554 - Assist invalid	6	3.02%
611 - Dispatched & cancelled en route	16	8.04%
622 - No incident found on arrival at dispatch address	5	2.51%
651 - Smoke scare, odor of smoke	2	1%
653 - Smoke from barbecue, tar kettle	1	0.5%
700 - False alarm or false call, other	3	1.51%
730 - System malfunction, other	1	0.5%
733 - Smoke detector activation due to malfunction	1	0.5%
735 - Alarm system sounded due to malfunction	1	0.5%
740 - Unintentional transmission of alarm, other	1	0.5%
742 - Extinguishing system activation	1	0.5%
743 - Smoke detector activation, no fire - unintentional	2	1%
745 - Alarm system activation, no fire - unintentional	2	1%
<b>TOTAL INCIDENTS:</b>	<b>199</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

