



South Santa Clara County Fire District

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Derek J. Witmer, Fire Chief

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF DECEMBER 12, 2018

1. CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, December 12, 2018 at Morgan Hill Expanded. Chairperson Lewis called the meeting to order at 6:00 p.m.

1.1 ROLL CALL

- A. Commissioners Present: Acker, Burback, Lewis, Ludewig, Monaco, Scatena and Velasco
- B. Fire District Staff: Chiefs Hess, Crawford and Provence
- C. Absent: None

INTRODUCTIONS

None

1.2 DECLARATION OF POSTING OF AGENDA

Chief Crawford certified that the meeting's agenda was duly noticed and posted in accordance with Government Code 54954.2.

2. PUBLIC PARTICIPATION

None

3. AGENDA AMENDMENTS

None

4. MINUTES AND EXPENDITURES

- 4.1 Approve Board Meeting Minutes of October 10, 2018 and Special Meeting Minutes of November 14, 2018

On motion of Commissioner Burback and seconded by Commissioner Monaco, the October 10, 2018 minutes were approved by the following vote:

AYES: Acker, Burback, Lewis, Ludewig, Monaco, Scatena and Velasco
NOES: None
ABSENT: None

On motion of Commissioner Monaco and seconded by Commissioner Acker, the November 14, 2018 minutes were approved by the following vote:

AYES: Acker, Burback, Lewis, Ludewig, Monaco, Scatena and Velasco
NOES: None
ABSENT: None

4.2 Approve October/November Expenditures

On motion of Commissioner Burback and seconded by Commissioner Scatena, the expenditures from October and November were approved by the following vote:

AYES: Acker, Burback, Lewis, Ludewig, Monaco, Scatena and Velasco

NOES: None

ABSENT: None

5. BOARD, STAFF AND COMMITTEE REPORTS

5.1 Statistical Report of Incidents

Chief Provence summarized the report provided for September and October statistics. There were 239 responses to the District and the District provided 352 responses to other agencies during these months. 81 of the responses were to Gilroy, with 105 to Morgan Hill.

Of the District's incidents, 74% were medical, 16% were fires (one structure, eight vegetation and 49 categorized as other) and 10% public assistance.

5.2 Battalion Chief Response Statistical Report

Chief Provence updated the Board with the additions of Matt Sully as Training BC, Anthony Anderson as Battalion 1 BC, Tim Main returning to the Unit as Battalion 2 BC and Jesse Winnen promoting as the new Battalion Chief/Paramedic Coordinator. He summarized the statistical report of Battalion Chief Responses within the south county for the months of September and October.

BCs responded to 155 incidents during this time period - 96 incidents were in the District, 28 in Gilroy and 31 in Morgan Hill. The BCs were on scene at 67 of those incidents, and on scene in less than 15 minutes 85% of the time.

5.3 Inspector Statistical Report

Craig Farley worked a total of 89 hours from October through November. There were 11 new inspections and 14 follow-ups. There were five complaints/referrals that required response from his office. Eight plan reviews were conducted during the reporting period.

5.4 Volunteer Firefighters Report

Company 70 volunteers had a total of 152 training hours during October and November. October's training focused on Low Angle Rope Rescue with orientation to equipment and a full day of hands on drills. November training focused on Ventilation with orientation to equipment and a full day of hands on drills.

Volunteers responded to four incidents during this period for a total of 44 hours.

There are currently 10 volunteers, though one will be leaving, bringing the total down to 9. Ryan Scatena reported that they hope to bring in more volunteers by the spring to bring the total back to 15. Chief Provence announced that volunteer Kevin Murray has been hired as a Heavy Equipment Mechanic in Santa Clara Unit.

Ryan Scatena also relayed information on this year's annual Christmas Project. There are 26 locations throughout the County to drop off gifts and trees. The gift sort will begin at 8:00 a.m. on Saturday, December 22, at the San Martin Lions Club. Chief Crawford added that this is the 32nd year that the volunteer firefighters have been putting this project together.

5.5 Mitigation Fees Report

During the October and November reporting period, total fees collected were \$5755.05. Revenues collected reflect fees for 11,745 square feet of various construction.

There was one significant expenditure of \$46,531.44 to reimburse the City of Morgan Hill for the District's portion of matching funds for a 2015 Assistance to Firefighters Grant. The grant funds were used to purchase the SVRIA radios that will be used in the County's new system/outlay.

There was discussion regarding the generation of District revenues. Chief Provence told the Board that Engine 368 was rented back through Assistance by Hire to CAL FIRE for more than 100 days during fire season, with a potential revenue return of more than \$150,000. Chief Hess suggested future discussion about the possibility of acquisition of another Type 3 fire engine as a source of revenue for the District.

5.6 Correspondence

The volunteers received a donation of \$4000.

6. OLD BUSINESS

6.1 Administrative Support Staff - Information

Chief Crawford reported that Karen Healy has been hired by contract as a consultant to the District and is working with the transition of the support staff.

6.2 Standards of Cover ♦ Information

Chief Crawford reported that County Procurement had issues with single sole source vendor to provide the consultant services by Citygate. In light of this, the City of Morgan Hill has agreed to coordinate the agreement with the District and Gilroy; and will enter into contract with Citygate. The reimbursement agreement has been sent to County Counsel for review, before being sent to the Board of Directors for approval. Shared costs are based on number of stations in each entity, the District's portion being about \$26,000. Chief Crawford said the study will commence immediately after the contract is executed; and should be completed by June.

6.3 Mitigation Fee Ordinance ♦ Information

Chief Crawford reported that County Counsel has a completed draft resolution and will confer on the process to go before the Board of Directors, with the likelihood of a hearing before reaching the Board of Supervisors for ratification. This process could begin as early as February.

7. NEW BUSINESS

7.1 Audit FY 2017/2018 ♦ Information/Action

Chief Crawford reported that the financial audit has been completed and Commissioners were sent a copy of the report prior to the meeting. Recommendations from the report are the same from the prior year in having an outside accountant review the bookkeeping. This will be discussed as part of the 2019 work plan, as well as a different bookkeeping application with consideration of how County data can be exported to that application. Their recommendation includes that staff continue to pay the bills and reconcile but consider a local non-profit accounting firm that works small governing bodies for the accounting needs.

On motion of Commissioner Burback and seconded by Commissioner Monaco, the final Financial Audit Report for the fiscal year ending June 30, 2018. was approved by the following vote:

AYES: Acker, Burback, Lewis, Ludewig, Monaco, Scatena and Velasco

NOES: None

ABSENT: None

7.2 Volunteer Fire Assistance Grant ♦ Information

Chief Provence informed the Board that the District has been awarded \$20,000 again from the Volunteer Fire Assistance Grant. This is a 50/50 grant, therefore the District must spend \$40,000 to receive full funding reimbursement. The District will continue the purchase of radios and turnouts; replacing the radio fleet and aging turnout fleet. The radios currently used in the District are becoming outdated and can no longer get parts for. Turnouts are replaced on a time schedule. Based on health and safety.

On motion of Commissioner Acker and seconded by Commissioner Burback, Resolution 2018-01 for Agreement #7FG18109 between the Department of Forestry and Fire Protection and South Santa Clara County Fire District accepting a 50/50 grant award of twenty thousand dollars (\$20,000.00) was approved by the following vote:

AYES: Acker, Burback, Lewis, Ludewig, Monaco, Scatena and Velasco

NOES: None

ABSENT: None

7.3 Assistance to Firefighters Grant ♦ Information/Action

Chief Provence informed the Board that the District has been awarded \$76,882.00 from the Assistance to Firefighters Grant by FEMA. This is a 90/10 grant; the District's responsibility will be \$7688.00 in matching funds. These funds are allocated for the vehicle exhaust removal at all three stations, as none of the buildings have the type of system that attaches directly to the pipe of the vehicle. must spend \$40,000 to receive full funding reimbursement. No specific vendor has been selected, but he identified the criteria as a unit that is readily available and there are parts and service available.

On motion of Commissioner Burback and seconded by Commissioner Scatena, accepting a 90/10 grant award from the Assistance to Firefighters Grant #EMW-2017-FO-06612 in the amount of seventy-six thousand eight hundred eighty-two dollars (\$76,882.00) was approved by the following vote:

AYES: Acker, Burback, Lewis, Ludewig, Monaco, Scatena and Velasco

NOES: None

ABSENT: None

7.4 Office of Traffic Safety Grant ♦ Information/Action

Chief Provence informed the Board that the District has been awarded \$80,000.00 from the Office of Traffic Safety. This grant is funded 100%, the District is not responsible for any matching funds. The funds are being allocated for two full sets of Hurst gear that are battery operated, which is becoming the new industry standard. The remaining funds are be allocated for tools, training and air bags - replacing the aging ones. This equipment will be going to Stations 3 and 31, identified with the greatest need.

On motion of Commissioner Ludewig and seconded by Commissioner Scatena, accepting a 100% grant award from the Office of Traffic Safety #19-001430 in the amount of eighty thousand dollars (\$80,000.00) was approved by the following vote:

AYES: Acker, Burback, Lewis, Ludewig, Monaco, Scatena and Velasco

NOES: None

ABSENT: None

7.5 Sveadal/Santa Clara County Parks ♦ Information

In the wake of the large fires recently, communities are coming forward with concerns about emergency and fuel reduction plans. Sveadal is a private, unincorporated community located within the District and next to Uvas Canyon County Park. They contacted the District with a request for a road, due to the volume of traffic using the park, for evacuation in the possibility of a wildland fire. CAL FIRE responded after studying the situation, and neither CAL FIRE or the District have the authority to build roads. County Parks replied separately with a similar answer. Chief Hess said that CAL FIRE recommended meeting with Sveadal in an effort to identify a temporary refuge area for them.

8. REQUEST FOR FUTURE AGENDA ITEMS

- ♦ Acquisition of another Type 3 fire engine.
- ♦ Community Wildfire Protection Plan

9. CHIEF'S REPORT

- ♦ The burn ban was lifted for Santa Clara County on December 3.
- ♦ State fire stations were downstaffed from 15 engines to 12 on December 10.
- ♦ State engines from Almaden and Alma will be utilized for fuel modifications, VMP projects and regional response. There are 10 State firefighters assigned to these engines.
- ♦ Copter 106 is in winter preparedness.
- ♦ There are multiple VMP burns that will be scheduled.
- ♦ The Community Wildfire Protection Plan (CWPP) was initiated in 2016 for the entire county - all of the SRA and wildland urban interface. Within the CWPP, there are recommendations that identify such things as fuel reduction projects and road hazard issues. Issues and potential remedies are identified in the CWPP. The CWPP has not been approved by the Board of Supervisors. Chief Hess is working with County Fire's chief in an effort to take the CWPP to the Board for approval. He CWPP is not binding to any department or district, it provides a framework for the recommendations to take to the communities. More resources will be available to the SRA and wildland urban interface annexes of the County if the CWPP is in place.
- ♦ County EMS' Request for Proposal for Ambulance Service in the County has been postponed until March 2020, with no additional changes or conditions.
- ♦ The Board of Supervisors have voted to close Reid-Hillview Airport, no target date for the closure.
- ♦ 800 Million dollars will be available in grants through CAL FIRE, Chief Hess said the Unit is severely understaffed in this aspect and is working to get another forester assigned to the Unit that can assume some of grant duties. Currently working to educate local governments, road associations, homeowners associations to let them know these grants are available.
- ♦ The Unit now has a Twitter account that will cover CAL FIRE, SSCCFD and Morgan Hill significant incidents. There will also be tweets regarding education and prevention to keep the community informed.


10. GOOD OF THE ORDER

None.

11. ADJOURN MEETING

The meeting was adjourned at 7:17 p.m. Next regular meeting: February 13, 2019 at Masten Station.

ATTEST



Joan Lewis, Chairperson



Kim Camarena, Secretary