



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 SPECIAL MEETING OF January 13, 2016

1. CALL TO ORDER

A special meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, January 13, 2016 at the Morgan Hill Expanded. Chairperson Burback called the meeting to order at 6:05 p.m.

1.1 ROLL CALL

- A. Commissioners Present: Burback, Jackson, Lewis, Ludewig,
Monaco and Velasco
- B. Fire District Staff: Chief Witmer, Chief Norton, Karen Healy,
Sarah Olais
- C. Absent:

1.2 INTRODUCTIONS

Sarah Olais, SCU Finance Specialist, and Karen Healy, Staff Services Analyst for SSCCFD, were introduced.

1.3 DECLARATION OF POSTING OF AGENDA

Chief Witmer 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. Old Business

4.1 Fire District Strategic Plan - Info/Action

Chief Witmer reported that a provider has been chosen for the Master Plan/Strategic Plan RFP for the City of Morgan Hill Police and Fire Departments and South Santa Clara County Fire Department. The study will look at the three departments collectively and independently. Four to five groups responded and Center for Public Safety Management (CPSM) has been chosen to implement the study. CPSM will be reviewing documentation; as well as interviewing employees, board members and management at all levels; to get a good picture of the operating plan and where the district will need to be in the future. Under consideration for a five year strategic plan are growth, call volume, budget, and design of the fire department.

\$25,000 was approved to fund this project; the cost will be significantly less than budgeted. The total cost to be charged by CPSM is \$76,550; 55% of the workload will be on MHPD and 45% on the fire departments. The district will split this cost with the city; thus their share of the cost at \$17,223. Travel for CPSM to conduct interviews and make the final presentation(s) is not to exceed \$14,000 (included in total cost). This proposal will go to Morgan Hill City Council on 1/20/2016 for approval.

If approved, the study will begin immediately and CPSM states that it will take 135 days for completion.

On motion of Commissioner Velasco and seconded by Commissioner Jackson delegation of authority to Fire Chief, or designee, to affirm Center for Public Safety Management to conduct a strategic plan study was approved by the following vote:

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

4.2 Consultant Services - Info/Action

Chief Witmer reported that a contract for consultant services has negotiated with Kathy Athey to provide training to the new Staff Services Analyst and assistance with both the FY 16/17 budget and FY 15/16 audit.

The agreement will be in effect from 1/1/2016 through 12/31/2016. The total compensation will be \$50.00 per hour and shall not exceed \$25,000. Any travel incurred by Mrs. Athey will be compensated at current per diem rates for Bargaining Unit 1 employees. Chief Witmer stated that salary savings and the savings incurred from the strategic plan study allow this agreement to be budgeted.

On motion of Commissioner Jackson and seconded by Commissioner Lewis the agreement between Kathy Athey and the South Santa Clara County Fire District to provide consultant services for administrative office services from January 1, 2016 through December 31, 2016 not to exceed \$25,000, pending review and approval of County Counsel as to form and legality was approved by the following vote:

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

5. Request for Future Agenda Items

- Exploration for Commissioner pay increase - must research charter

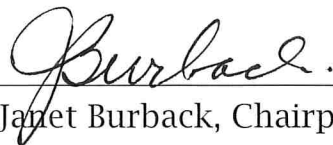
6. Good of the Order

- Commissioner Lewis inquired about applicants for the board vacancy. The vacancy is at large, interested parties can reside anywhere in the District. Staff's recommendation to the board is to educate and interview any prospective member, and Chief Witmer will work with the County on a selection process.
- Chief Witmer reported on the status of the regional plans for the 50th Super Bowl. An Incident Action Plan will be enacted for emergency response coverage from Bailey Avenue and south. A District engine will be staffed with paid personnel during the event, and a reserve engine will be staffed with volunteers. CALFIRE will be providing a Communications Unit beginning February 6, due to the historic call volume increase outside the Super Bowl.

7. Adjourn Meeting

The meeting was adjourned at 6:35 p.m. Next regular meeting: February 10, 2016 at Masten Fire Station.

ATTEST


Janet Burback, Chairperson


Karen Healy, Secretary