



## 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 February 24, 2016

#### 1. CALL TO ORDER

A special meeting for the regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, February 24, 2016 at the Morgan Hill Expanded. Chairperson Burback called the meeting to order at 6:04 p.m.

##### 1.1 ROLL CALL

- A. Commissioners Present: Burback, Jackson, Lewis, Ludewig, And Monaco
- B. Fire District Staff: Chief Witmer, Chief Norton and Chief Crawford
- C. Absent: Commissioner Velasco

##### 1.2 INTRODUCTIONS

Volunteer Firefighter Tim Davis was introduced.

##### 1.3 DECLARATION OF POSTING OF AGENDA

District Clerk Healy 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 December 9, 2015

*On motion of Commissioner Jackson and seconded by Commissioner Lewis, the December 9, 2015 minutes were approved by the following vote:*

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

##### 4.2 Approve Board Meeting Minutes of January 13, 2016

*On motion of Commissioner Lewis and seconded by Commissioner Jackson, the January 13, 2016 minutes were approved by the following vote:*

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

##### 4.3 Approve December/January Expenditures

Large expenditures were clarified for Commissioners to include VFA grant matches for SCBA equipment and fleet winter maintenance.

*On motion of Commissioner Jackson and seconded by Commissioner Ludwig, the December/January expenditures were approved by the following vote:*

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

#### 5. BOARD, STAFF AND COMMITTEE REPORTS

##### 5.1 Statistical Report of Incidents

Chief Norton reported that there were 292 calls within the District in November/December. The District responded to 321 calls to other agencies. There were 175 calls where other agencies responded to the District.

The District responded into Gilroy Fire 68 times and 240 times to Morgan Hill. Gilroy responded into the District 67 times and Morgan Hill responded into the District 63 times.

Chief Norton reported that there was an overall increase of approximately 100 calls from the previous year; while a decrease of 103 auto aid calls to Morgan Hill was noted for 2015.

##### 5.2 Battalion Chief Response Statistical Report

Chief Norton presented the statistical report of Battalion Chief Responses within South County for November/December.

BCs responded to 171 incidents during this time period - 100 incidents were in the District, 18 in Gilroy and 53 in Morgan Hill. The BCs were on scene at 78 of those incidents.

Chief Norton corrected the total percentage given on the report for number of times the BC response was under 15 minutes from 79.79% to 96.9%. The District's annual goal of 90% BC response under 15 minutes was slightly missed in 2015, the percentage being 89.37% for the year.

### 5.3 Inspector Statistical Report

Craig Farley submitted his report for 2015 totals. He worked a total of 575 hours in 2015; and those hours were attributed to the following over the course of the year:

New Inspections	57	Training Hours	16
Follow-Up Inspections	62	Meeting Hours	0
Complaints/Referrals	33	Plan Review	53

Chief Witmer reported that Craig worked 77 hours December through January. In January; he completed four new inspections and five follow-up inspections. He handled two complaint/referrals, as well as completing four plan reviews. There were no trainings or meetings in the month. He was gone for a portion of January, attributing to the decrease in his hours for the month. Craig has been begun working on the upcoming LPGA U.S. Women's Open and it's events in the District scheduled for July at CordeValle in San Martin; and developing a plan to mitigate any potential issues.

### 5.4 Volunteer Firefighters Report

The volunteers trained on the following topics: swift water rescue awareness, fire alarm systems, overhaul and CPR recertification

Training assignments completed through Target Solutions included HAZMAT FRO Refresher, EMS Infection Disease Control, Bloodborne Pathogens Safety, EMS HIV/AIDS Awareness and EMS Common Infectious Pathogens

The volunteers responded to six incidents during the period of December and January.

Engine 169 participated in the Morgan Hill Holiday Parade on December 19; as well as the annual toy drive. Over 100 volunteers from the community participated. CALFIRE and SSCCFD were on hand to help sort and distribute 2000 gifts.

Company 70 is continues to work on updating policies and procedures; currently with Chief Witmer for review. A policy meeting has been scheduled for March 3.

Current roster: 10 active, 3 on leaves of absence (one for employment with CALFIRE, one for paramedic school and one personal).

Discussion regarding the recruitment of new volunteers mentioned the team's desire to increase by 8-10 members; bringing new volunteers in under the new policies and procedures, once they are finalized. Chief Witmer talked about Morgan Hill's plan to start a volunteer program and a possibility to merge the volunteers to handle both jurisdictions. This merge would allow cross-staffing for rotational response schedules that could increase retention.

## **5.5 Mitigation Fees Report**

The new rate increase went into effect on December 7, 2015.

Chief Crawford reported there were no expenditures during December and January. The District's funds are still on the same track as outlined in the plans.

During the December 1, 2015 through January 31, 2016 reporting period total fees collected were \$7207.75. Fees collected reflect fees for 21,570 square feet of various construction.

## **5.6 Correspondence**

A Certificate of Appreciation was received from the South Lake County Fire Protection District; thanking the District for their response during the Valley Fire.

## **5.7 AO-17 Report**

Chief Crawford reported that the contract costs are down slightly from last year. The second quarter invoice from CALFIRE has been received, which includes higher expenses due to the payments of paramedic bonuses in November.

# **6. OLD BUSINESS**

## **6.1 Automatic Aid Agreement-Santa Cruz County ♦ Information**

Chief Witmer reported the Santa Cruz County Board of Supervisors approved and signed the agreement. The agreement has been with Santa Clara County Counsel and not staff are now moving forward to getting it agendized for approval by the Board of Supervisors.

## **6.2 Water Storage Tank ♦ Information**

Chief Witmer reported that the tank has been built into the Fiscal Year 16/17 budget. Only one bid had been secured to get an idea of cost, nothing has been acknowledged or accepted. Staff will start securing bids and will get quotes from three vendors.

## **6.3 Strategic Plan ♦ Information**

Chief Witmer was given declaration of authority to sign for the project by the Board in January and will do so this week.

A great deal of data and documents have been provided and the project is on track to be completed in May or June. The five-year plan will be established from there.

# **7. NEW BUSINESS**

## **7.1 Commissioner Pay ♦ Information**

A copy of the Charter was sent to the Commissioners and, per the Charter, compensation for Commissioners is set at \$50.00 per meeting. There are no provisions for adjustments to that rate.

Discussion also focused on the potential cost to the District with the input from County Counsel. If permissible; it would be a lengthy process while it goes from County counsel to Executive to Board of Directors to Board of Supervisors. Commissioner Jackson feels an increase in compensation would be of benefit to future membership.

Chief Witmer proposed polling other commissions for pay information and provide the results at the next board meeting. It was further recommended to agendaize any meeting or event that a Commissioner attends while representing the District; and reporting at the next regular meeting to attribute compensation.

## **7.2 Medical Director Fees ♦ Action**

Dr. Howard Michaels requested an increase in compensation fees on January 24 via email for his services as Medical Director to the District. He cites increased rates for auto and malpractice insurance necessitating an increase from \$875.00 to \$1050.00 per month. He further requests an additional increase up to \$1500.00 per month by 2018, to bring his compensation from the District in line with other departments he represents.

Chief Witmer discussed that other fire departments in Santa Clara County have been affected by increased EMS fees, and a large percentage of County departments retain the services of Dr. Michaels. They are exploring a joint RFP for multiple departments contracting the services of one medical director; with regionalization and cost sharing possibly saving money for all involved departments. Chief Witmer recommended that Dr. Michaels' fee be increased, but only extend the contract the contract for one year to allow the district to explore other options.

*On motion of Commissioner Lewis and seconded by Commissioner Jackson; extend the contract for services by Dr. Howard Michaels with a fee increase to \$1050 per month, effective July 1, 2016, was approved by the following vote:*

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

## **7.3 Copier for Masten Station ♦ Action**

The lease on the copier at Masten Station expires in March. Staff provided options for new machines; for both purchase and leasing. Management agreed with recommendation of a 60 month lease for a Sharp copier at a cost of \$160.00 per month. A separate service agreement provides all maintenance and toner, and the cost is based on usage. The cost of this machine will be less than the current leased machine.

*On motion of Commissioner Jackson and seconded by Commissioner Ludwig; delegation of authority to Fire Chief, or designee, to enter into a new lease agreement for a copier at Masten Station was approved by the following vote:*

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

#### **7.4 Fiscal Year 16/17 Budget • Action**

The proposed budget for Fiscal Year 16/17 was presented. It was noted that it appears that revenues are down this year by \$42,000, but funds derived from assistance-by-hire assignments during fire season bring those funds back to the District.

Two budget items - \$40,000 in concrete work at Masten Station and \$10,000 mapping project - are carried over from this year's budget. If the projects are completed in this year, those funds will be available for other projects next fiscal year.

Chief Witmer believes the current budget will be in the black at the end of this fiscal year, and any monies left will be rolled into the reserve. There was discussion on the implementation of long-term planning for budget reasons and how other jurisdictions are using a two-year model. Under this model, replacement costs are assigned to everything in this District and amortized over that period of time.

*On motion of Commissioner Jackson and seconded by Commissioner Monaco; the Fiscal Year 16/17 Budget Proposal for submission to Office of Budget and Analysis was approved by the following vote:*

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

### **8. REQUEST FOR FUTURE AGENDA ITEMS**

8.1 Acquisition of PC tables for Commissioners' use

### **9. CHIEF'S REPORT**

- ♦ The vacancy on the Board of Commissioners is pending. Former Commissioner Geiger's resignation did not get agendaized, so the seat cannot be filled until the Board of Supervisors accepts the resignation. There has been no interest indicated by anyone to fill the vacancy.

### **10. GOOD OF THE ORDER**


- ♦ The 2015 Annual Report is being worked on and will be forthcoming.
- ♦ Chief Witmer provided a briefing on LAFCO.
- ♦ The appointment of BC Ryan Michaels was announced. He is assigned to Administration.


- ◆ It was announced that BC Tim Main will be leaving the District in April. He is transferring to Tulare Unit.
- ◆ The leak at Station 3 soaked the wall and floors and the building tested positive for mold. Gilroy Gardens, as the lease holder, has been very responsive to mitigate all of the issues.
- ◆ The 2016 meeting schedule with dates and locations will be sent out.

## 11. ADJOURN MEETING

The meeting was adjourned at 7:02 p.m. Next regular meeting: April 13, 2016 at Morgan Hill Expanded.

ATTEST

  
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Janet Burback, Chairperson

  
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Karen Healy, Secretary