



South Santa Clara County Fire District

15670 Monterey Street Morgan Hill, CA 95037 • (408) 779-2121 • www.sscbfd.com
Derek J. Witmer, Fire Chief

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF December 14, 2016

1. CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, October 12, 2016 at Morgan Hill Expanded. Chairperson Burback called the meeting to order at 6:02 p.m.

1.1 ROLL CALL

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

1.2 INTRODUCTIONS

None

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 October 12, 2016

On motion of Commissioner Monaco and seconded by Commissioner Ludewig, the October 12, 2016 minutes were approved by the following vote:

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

NOES: None

ABSENT: Jackson

4.3 Approve October/November Expenditures

PCard Log will be updated with incident number CASCU 007301 for the purchase of fire personnel meals responding to District incident.

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

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

NOES: None

ABSENT: Jackson

5. BOARD, STAFF AND COMMITTEE REPORTS

5.1 Statistical Report of Incidents

Chief Witmer summarized the report provided. There were 237 calls within the District from September through October. The District responded to 317 calls to other agencies during these months.

The District responded into Gilroy Fire 64 times and 250 times to Morgan Hill. Gilroy responded into the District 111 times and Morgan Hill responded into the District 69 times.

5.2 Battalion Chief Response Statistical Report

Chief Witmer presented the statistical report of Battalion Chief Responses within South County for the months of July through August.

BCs responded to 175 incidents during this time period - 119 incidents were in the District, 25 in Gilroy and 31 in Morgan Hill. The BCs were on scene at 95 of those incidents, and on scene in less than 15 minutes for 80 of those incidents.

5.3 Inspector Statistical Report

Craig Farley was out on medical leave in September and October, but worked on three plan reviews towards the end of his convalescence. Chief Witmer has been speaking with County and local officials regarding abandoned greenhouses and asked Craig to look into the status of issues in the District, in light of the recent fatal warehouse fire in Oakland. There are no major assembly issues in the District that we are aware of.

5.4 Volunteer Firefighters Report

Jesse Winnen provided information for the volunteers for the October-November time period.

There were four training sessions covering truck company evolutions, vertical ventilations, RIC/large area search, EMS skills and air trailer/Station 2 fill station. They accumulated 128 total training hours.

Company 70's emergency response totaled 24 hours in October and November; responding to four incidents.

Company 70 continues to work on updating policies and procedures. They will be working again this year the Lion's Club's toy drive, beginning in the upcoming weekend.

Current roster: 12 active, with no volunteers currently on leave. Captain Winnen did want to share that two of the volunteers recently became paramedics and two are now in paramedic school.

5.5 Mitigation Fees Report

There were no expenditures. During the months of October and November, 2016 reporting period total fees collected were \$10,815.39. Fees collected reflect fees for 13,411 square feet of various construction.

5.6 Correspondence

The District received correspondence from FAIRA regarding the upcoming Governing Board election. The District will make a recommendation and this will be put on the February 2017 agenda.

6. OLD BUSINESS

6.1 Fire District Strategic Plan ♦ Information

Chief Witmer reported that a draft of the report is out and he has been communicating with Santa Clara County Executive and the City of Morgan Hill. They are happy with the report, and providing recommendations and comments to CPSM for the final draft to ensure it is a working document for emergency services in the South County.

6.2 Boundary Drop & Operational Agreement ♦ Information

The Agreement has been approved by the County Board of Supervisors. We are just waiting on the signed agreement copies.

6.3 Disposition of Reserve Engine ♦ Information

The Bill of Sale has been approved by the County Board of Supervisors. The City has approved the purchase and we are just waiting on the signed copy to move forward with the sale.

6.4 Station 2 Septic System and Concrete Repairs ♦ Information

Chief Provence reported that they are having difficulty getting bids to finish the project at Masten Station, as the size of project isn't attracting contractors. The repairs to the septic system have been completed, but the concrete pad still needs to be completed. Staff will continue to seek bids for the project to complete as soon as possible.

6.5 Water Storage Tank ♦ Information

Staff have not moved forward on securing bids for the water storage tank at Masten Station because of the focus on the septic repairs. The plan is still in place to procure the storage tank, it is a necessity at the station to take the pressure off the well. Once the septic system is completed, staff will focus on the water system.

6.6 FEMA Grants ♦ Information

The District was not awarded another SAFER grant this year to fund the third position at Station 3. After staff review, it was determined that we will be able to carry the position through this fiscal year. Looking to next fiscal year; an increase in property tax revenue, movement of Communications Operator positions and elimination of two lease options looks promising for the continuation of funding the position.

7. NEW BUSINESS

7.1 FY 15/16 Audit Report ♦ Information/Action

Final audit report for FY 15/16 was presented. The audit has been submitted by the auditor to the County.

On motion of Commissioner Monaco and seconded by Commissioner Lewis; the data from the FY 15/16 Audit Report was approved by the following vote:

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

NOES: None

ABSENT: Jackson

7.2 2015 Annual Report ♦ Information/Action

2015 Annual Report was presented. Publishing was delayed due to change in personnel and other extenuating circumstances. A few changes have been made to demonstrate the mission of the District, which is used as a statistical and educational tool. Chief Witmer send the report to the Board of Supervisors, Grand Jury, LAFCO, and other cooperators.

On motion of Commissioner Monaco and seconded by Commissioner Lewis; circulation of the 2015 Annual Report was approved by the following vote:

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

NOES: None

ABSENT: Jackson

7.3 Expiration of Auditor Agreement ♦ Information/Action

This is the final year of contract with R.J. Ricciardi. The district will issue a Request for Proposal to assure that an agreement is in place by July 1, 2017. Staff have been happy with the services of the current auditor.

On motion of Commissioner Monaco and seconded by Commissioner Lewis; the direction to staff to issue the Request for Proposal to audit providers was approved by the following vote:

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

NOES: None

ABSENT: Jackson

7.4 Casa Loma Volunteers ♦ Information/Action

With the annexation of the area west of the District, this included the annexation of the volunteer companies. Chief Witmer reported that they have been working with Casa Loma to incorporate them into the District. He has committed to support them where we can, and staff are trying to procure a Type 6 fire engine for the volunteers through the Federal Excess Program. A resolution must be submitted to the Board of Directors and approved to be eligible for the program. The documentation is being prepared for submission.

Once the Type 6 engine is acquired, they can eliminate some of their bigger fire engines. Chief Witmer relayed the Company's interest in becoming more involved in the wildland firefighting and medical aids. He is looking into the concept of Medical Responders, which would still be under the auspices of the Fire Department, and would be of little to no cost to the District. The Company is training with the District; basic training and situational awareness.

Chief Witmer discussed the damage in their upper firehouse; a beam was broken in the roof. Originally thought to be result of damages from the Loma Fire, the insurance company negated the claim. The intention is to not spend any District funds on the roof; directing them toward their insurance and volunteer donation monies for the repair.

On motion of Commissioner Ludewig and seconded by Commissioner Lewis; delegation of authority to Fire Chief, or designee, to negotiate and execute the purchase of equipment and repair of infrastructure for Casa Loma Volunteers was approved by the following vote:

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

NOES: None

ABSENT: Jackson

7.5 Retirement of Medical Director ♦ Information/Action

Dr. Howard Michaels is retiring from practice as Medical Director. Chief Witmer reported that Dr. Michaels has stepped back from several departments already, but he is still working with the District and City of Morgan Hill, but it will be coming to an end.

The District will have to look for the services of a new medical director. Chief Witmer reported that the County Fire Chiefs are trying to propose the position as countywide. This would ensure the same policies, same training and trying to regionalize the program. Under the County EMS program, each department must have their own Medical Director.

On motion of Commissioner Monaco and seconded by Commissioner Ludewig; delegation of authority to Fire Chief, or designee, to negotiate an agreement for the services of a Medical Director was approved by the following vote:

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

NOES: None

ABSENT: Jackson

8. REQUEST FOR FUTURE AGENDA ITEMS

- ♦ Refer to Agenda Item 5.6 - FAIRA Governing Board Election
- ♦ Commissioners' request for listing of term expirations

9. CHIEF'S REPORT

- ♦ The District's relationship with the City of Morgan Hill and CAL FIRE engine companies is going well.
- ♦ Due to changes in and the absence of key County personnel, Kathy Athey's contract for consultant services will be extended for a period of three to six months to provide assistance through the budget process. Delegation of Authority was granted to Chief Witmer on 12/9/15 to negotiate, execute and amend the contract for service. The monetary terms of contract have not been reached.
- ♦ Chief Provence reported that a lot of training has been occurring in the District, as several engineers are reaching their Journey dates for Joint Apprenticeship Committee (JAC) and will be testing. Only four engineers in the District are at Journey level.
- ♦ Chief Witmer announced the retirement of Division Chief Robert Chew at the end of December, the promotion of Battalion Chief Tom Lubas to Shasta-Trinity Unit Division Chief, and upcoming transfer of Battalion Chief Ryan Michaels to Fresno Kings Unit.

- ◆ Personnel from Station 2 assisted with the CHP Christmas Party last weekend; providing for the Claus' transportation to the party.

10. GOOD OF THE ORDER

- ◆ Karen announced that the Commissioners' bios will be updated for next year's annual report
- ◆ The District's map will be updated to reflect the annexation.

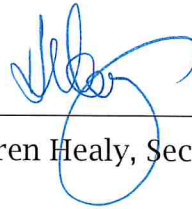
11. ADJOURN MEETING

The meeting was adjourned at 6: 56 p.m. Next regular meeting: February 8, 2017 at Masten Station.

ATTEST



Janet Burback, Chairperson



Karen Healy, Secretary