



## 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 June 14, 2017

#### 1. CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, June 14, 2017 at Masten Station. Chairperson Burback called the meeting to order at 6:00

##### 1.1 ROLL CALL

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

##### INTRODUCTIONS

None

##### 1.2 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 April 12, 2017

*On motion of Commissioner Lewis and seconded by Commissioner Monaco, the April 12, 2017 minutes were approved by the following vote:*

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

##### 4.2 Approve April/May Expenditures

*On motion of Commissioner Monaco and seconded by Commissioner Ludewig, the expenditures from April and May were approved by the following vote:*

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

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

### **5.1 Statistical Report of Incidents**

Chief Witmer summarized the report provided. There were 191 calls within the District from March and April. The District responded to 337 calls to other agencies during these months.

The District responded into Gilroy Fire 55 times and 265 times to Morgan Hill. Gilroy responded into the District 66 times and Morgan Hill responded 64 times.

The majority of calls continue to be medical aids, followed by public assists and fires of various form.

### **5.2 Battalion Chief Response Statistical Report**

Chief Witmer presented the statistical report of Battalion Chief Responses within South County for the months of March and April.

BCs responded to 132 incidents during this time period - 59 incidents were in the District, 24 in Gilroy and 49 in Morgan Hill. The BCs were on scene at 66 of those incidents, and on scene in less than 15 minutes for 60 of those incidents.

### **5.3 Inspector Statistical Report**

Craig Farley worked a total of 130 hours from April through May. There were ten new inspections and twelve follow-ups. There were no complaints/referrals requiring response from the office. Eight plan reviews were conducted during the reporting period.

He is currently working with a County task force responsible for inspecting and red-tagging multiple family dwellings or illegal dwellings with unsafe living conditions. He has also been working with the rodeo grounds on the occupancy issues.

### **5.4 Volunteer Firefighters Report**

Victor Carrillo provided information for the volunteers for the April - May time period.

The volunteers logged a total of 60 hours of training during these months - apparatus operations, pumps with fire hose, appliance fire suppression, hose/attach evolutions, a multi-company drill on structure fires and annual skills testing.

Company 70's emergency response totaled 33 hours in April and May; responding to three structure fires and two standby assignments.

Current volunteer roster: 9 active, one on a leave of absence. Two volunteers have left the program. The critical need for the recruitment of volunteers was once again addressed.

### **5.5 Mitigation Fees Report**

There were no expenditures. During the months of April and May reporting period total fees collected were \$11,367.02. Revenues collected reflect fees for 23,198 square feet of various construction.

Commissioner Velasco asked if the mitigation fees can be increased. Chief Witmer will research the ordinance for a built-in cost of living adjustment and report back to the Board.

### **5.6 Correspondence**

A letter from the Wings of History Air Museum was shared, thanking the district for continued support of the annual open house and fly-in.

## **6. OLD BUSINESS**

### **6.1 Masten Station Update ♦ Information**

Chief Crawford reported that the concrete repair is complete and has cured so it can now be driven on. The final cost of the project was \$40,250.00. A large portion of the cost was offset with proceeds from the sale of the reserve engine. They are now in the process of evaluating the northern side of the apparatus bay where the payment is damaged and repairs are projected to occur in the upcoming fiscal year.

### **6.2 Auditor Services ♦ Information**

The agreement for auditor services with Vavrinek, Trine, Day and Company has been executed. The audit is scheduled to begin in July. The Chiefs will be meeting with the managing partner soon to share overviews of their respective responsibilities.

### 6.3 Medical Director ♦ Information

Chief Witmer reported on the pursuit of a new Medical Director to take over as Dr. Michaels retires on June 30<sup>th</sup>. The District has launched the contracting process with Stanford Health Care as the new medical director. The goal was to have the agreement approved by the Board of Directors at the June 20<sup>th</sup> meeting, as District management has been working with County Counsel to accelerate the process with Stanford. However, a number of issues prevented meeting the deadline for the upcoming agenda. The Board is in recess during July, so the earliest the issue will be addressed is August 15<sup>th</sup>. In the interim, there is a plan in place to continue delivery of ALS services, effective July 1<sup>st</sup>. County EMS Director will act as the District's Medical Director for acquisition of controlled substances. The medic Captain will temporarily take over the role of QA/QI duties.

### 6.4 Volunteer Fire Assistance Grant ♦ Information

All purchases have been completed for VFA Grant reimbursement. Eight BK radios and eight sets of structure turnouts were purchased for a combined total of \$42,098. The invoice documentation package is being prepared for submission to Sacramento to receive \$20,000 in reimbursement funds.

### 6.5 FY 2017-2018 Budget ♦ Information

The Fiscal Year 2017-2018 budget was passed by the Board of Supervisors today. Chief Crawford reported that Supervisor Wasserman added an appropriation of \$75,000 from the County to the District budget to support repairs in the Loma fire area. This includes repairs to the fire station, improved access, etc. Information from CAL FIRE is still pending, regarding the costs associated with new labor agreements. It is anticipated that the projected budget allowance will be sufficient to cover the increase in costs for this fiscal year.

### 6.6 District Map ♦ Information

Captain Chuck Carroll has completed all of the edits and the map is ready to be published on the website.

### 6.7 California Public Records Act ♦ Information

This Act rules that emails and text messages sent or received on private electronic devices or personal accounts used by public officials for official business are covered under this Act. There is concern to keep Commissioners' email accounts separate. The Commissioners agree that a separate email account for District business is needed, but their biggest concern is that it should be user friendly and easy to access. Staff will present an option for the Commissioners at the next meeting and will have the SCU IT Coordinator available to assist with set ups.

## 7. NEW BUSINESS

### 7.1 Chairperson Nomination & Election ♦ Information/Action

*On motion of Commissioner Lewis and seconded by Commissioner Monaco; the nomination of Commissioner Tache Ludewig for Chairperson of the Board was approved by the following vote:*

AYES: Burback, Lewis, Ludewig, Monaco and Velasco

NOES: None

ABSENT: Jackson, Scatena

### 7.2 Vice-Chairperson Nomination & Election ♦ Information/Action

*On motion of Commissioner Velasco and seconded by Commissioner Monaco; the nomination of Commissioner Joan Lewis for Vice-Chairperson of the Board was approved by the following vote:*

AYES: Burback, Lewis, Ludewig, Monaco and Velasco

NOES: None

ABSENT: Jackson, Scatena

### 7.3 Cooperative Fire Protection Agreement ♦ Information

The Cooperative Agreement between the District and CAL FIRE expires on June 30<sup>th</sup>. The Agreement is pending as CAL FIRE is still working on the final rate letter with new labor costs. A one-year extension to the current agreement has been executed. Once the rate letter is published, we will begin working on the agreement, which will be for a minimum of five years. The same terms will apply to the Amador agreement at Pacheco.

### 7.4 Emergency Medical Dispatch Services ♦ Information

The Emergency Medical Dispatch Services Agreement will be on the Board of Supervisors agenda for next week. Funding comes from the County into a pass-through account to fund dispatching. The agreement is for five years.

## 8. REQUEST FOR FUTURE AGENDA ITEMS

- ♦ None

## 9. CHIEF'S REPORT

- ♦ The grass crop is abundant this year and there have been a number of fires, and much earlier than normal.
- ♦ There have been a quite a few traumatic calls, especially with fatalities, and there is a concern for employees' behavioral health. CAL FIRE has an Employee Assistance Program with Critical Incident Stress Debriefing available that is strongly supported by management.
- ♦ Chief Borelli is assigned to a statewide committee that is looking at more in-depth physical exams that will include markings for long-term health concerns. Santa Clara County is proposing to start a cancer awareness program that will be connected to research. CAL FIRE issues two sets of turnouts to employees to inhibit contamination.
- ♦ Chief Crawford has been working on a personal flotation device loan program, and this has now been established at stations near water. If someone forgets a lifejacket, they can check one out at no cost. Information is available on the website and County Parks will have a link on their website.
- ♦ Chief Witmer will assume the role of President of the Santa Clara County Fire Chiefs in July and Chief Crawford is now President of the Santa Clara County Operations Chiefs.
- ♦ A joint meeting between the District and the City of Morgan Hill has been proposed to discuss the future cooperative agreements.
- ♦ The lease Agreement with Rural/Metro for space at Masten Station is complete and has been sent to them for signature. Once signed, it will go to the Board of Directors for approval.
- ♦ Two Battalion Chiefs have been hired to the Unit. Cliff Allen is assigned to Battalion 1, working State response. BC Allen comes from the Fresno area, and worked at CAL FIRE Academy and previously in Hollister. Jim Galassi will be assigned to the shared BC role between the District and City of Morgan Hill. BC Galassi is transferring from San Mateo-Santa Cruz Unit and lives in Hollister.

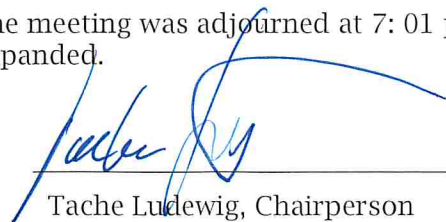
## 10. GOOD OF THE ORDER

- ♦ There is a lot going on in the Unit with fire season, another new hire academy starts next week. Fire Season staffing: 15 engines, 12 stations, 3 dozers, 1 helicopter, 26 task force firefighters.
- ♦ There will be an Incident Action Plan in place for the 4<sup>th</sup> of July.
- ♦ Chiefs will look into making sure that all of the information/notification apps are functioning for the Commissioners.

## 11. ADJOURN MEETING

The meeting was adjourned at 7: 01 p.m. Next regular meeting: August 9, 2017 at Morgan Hill Expanded.

ATTEST

  
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Tache Ludewig, Chairperson

  
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Karen Healy, Secretary