



South Santa Clara County Fire District

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

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF February 13, 2019

1. CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, February 13, 2019 at Masten Station. Vice Chairperson Lewis called the meeting to order at 6:00 p.m.

1.1 ROLL CALL

- A. Commissioners Present: Lewis, Burback, Ludewig, Scatena and Velasco
- B. Fire District Staff: Chiefs Hess, Crawford and Provence
- C. Absent: Commissioners Acker and Monaco

INTRODUCTIONS

District Staff Services Analyst Kim Camarena was introduced.

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 December 12, 2018

On motion of Commissioner Burback and seconded by Commissioner Lewis, the December 12, 2018 minutes were approved by the following vote:

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

4.2 Approve April/May Expenditures

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

- AYES: Lewis, Ludewig, Velasco
- NOES: None
- ABSENT: Acker, Monaco

5. BOARD, STAFF AND COMMITTEE REPORTS

5.1 Statistical Report of Incidents

Chief Provence summarized the report provided for November and December statistics. There were 233 responses to the District and the District provided 363 responses to other agencies during these months. 80 of the responses were to Gilroy, with 100 to Morgan Hill.

Of the District's incidents, 80% were medical, 14% were fires with 0% being vegetation fires and 6% public assistance. Chief Provence reported the number of right turn incidents will continue to rise with the building of the new 3-story buildings and additional care facilities on Butterfield Drive.

5.2 Battalion Chief Response Statistical Report

Chief Provence summarized the statistical report of Battalion Chief Responses within the south county for the months of November and December.

BCs responded to 153 incidents during this period - 92 incidents were in the District, 21 in Gilroy and 40 in Morgan Hill. The BCs were on scene at 69 of those incidents, and on scene in less than 15 minutes 42% of the time. Chief Provence reported the number of dropped response times is related to an increase in fire-alarm calls.

5.3 Inspector Statistical Report

Craig Farley worked a total of 45 hours from November and December. There were 5 new inspections and 7 follow-ups. There were no complaints/referrals that required response from his office. 5 plan reviews were conducted during the reporting period. Chief Crawford reported that Craig Farley is paying close attention to the public resource code and how it might influence land use within Santa Clara County.

5.4 Volunteer Firefighters Report

Training has been focused on Auto Extrication for the 2-month period. This was a hands-on class where 2 cars were cut apart. Training hours for the period was 55. The volunteers responded to 3 incidents. All 3 incidents were cancelled.

There are currently 10 active volunteers. The volunteers have a combined total of 12 ride-along hours in the period.

5.5 Mitigation Fees Report

There were no expenditures during the December and January reporting period, total fees collected were \$12,764.99. Revenues collected reflect fees for 26,054 square feet of various construction.

The balance of the mitigation fund is currently \$250,904.09.

5.6 Correspondence

There is no Correspondence to report.

6. OLD BUSINESS

6.1 Standards of Cover Study ♦ Information

Chief Hess reported the Standards of Cover study has begun. Citygate is conducting the Standards of Coverage study. Both Chief Hess and Chief Crawford attended the meeting involving the City of Morgan Hill, City of Gilroy and the South Santa Clara County Fire District and discussed what outcomes were expected from the study. The representative for the City of Gilroy expressed concern with the location of Station 3 is to a potential new station in Gilroy. Chief Hess would like the study to provide a realistic report on where the District stands financially, expressing his concern with the District not currently having a mobile equipment replacement plan on a very limited budget. There may need to be a ballot measure when the Standards of Cover study is completed based on what the data reported is to ensure the Fire Stations can continue to run. Chief Hess reported the data from

the Standards of Coverage Study will show the need for extra funding to replace equipment and maintain buildings, etc.

6.2 Mitigation Fee Ordinance ♦ Information

Chief Crawford reported that County Counsel has provided a draft resolution for the Mitigation Fee Ordinance increase. Kim Camarena is working with the Office of Budgets and Accounting to go through with the resolution and fee increase. Chief Crawford will provide an update at the next meeting. Chief Crawford wanted the cost of the resolution issue was \$2,800 to County Counsel for the process noted.

6.3 Grants ♦ Information

There are no new updates with the District Grants. Chief Provence reported that delivery of equipment is pending purchase with the OTS funds. Purchases will be made shortly with the other Grant funds.

Captain Dan Rabe retired a few months ago. He oversaw the District's Grant program and Chief Hess has recommended bringing him back on a consulting basis to continue managing the Grant program and to mentor a new successor. A proposal for contracting with Captain Rabe will be brought before the board at the next meeting.

7. NEW BUSINESS

7.1 Vehicle Acquisition ♦ Information

Engine 67 needs to be replaced to be entered to reserve status. Chief Hess mentioned there are also two pick-up trucks that need to be replaced. Consideration is being given to the purchase of a Type III engine which will provide a revenue source during Fire Season with assistance by hire. The Board agreed that management should explore the funding options for the new equipment discussed and there was a consensus to move forward in this effort. It will be agendized for a vote when there is more information.

7.2 Community Wildfire Protection Plan ♦ Information

Chief Hess reviewed the CWPP for the Board again but added the report in its entirety is available on the Santa Clara County Fire Safe Counsel website. With community concerns regarding wildfire in the urban interface, Chief Hess is going to make a concerted effort to go forward with the recommendation that the Board of Supervisors approve the plan. This will provide communities with the resources for fuel reduction projects. Chief Hess discussed the Governor's plan for fuel reduction throughout the State.

7.3 FY 2019/2020 Budget ♦ Information

Chief Crawford reported that a draft of the budget will be presented for the Board's approval at the next meeting.

7.4 First Responder Fees ♦ Information

In light of a new county EMS RFP for ambulance service, we will continue to receive the First Responder Fees, however, Chief Hess cautioned these funds are only guaranteed through 2022 due to the uncertainty of it being addressed in the new RFP.

7.5 Conflict of Interest Code ♦ Information/Action

With the addition of a new Chief, the Conflict of Interest Code was amended to include the position.

On motion of Commissioner Burback and seconded by Commissioner Velasco, the approval of the amended Conflict of Interest Code was approved by the following vote:

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

8. REQUEST FOR FUTURE AGENDA ITEMS

- Santa Clara County Management Audit
- Grant Administration Management

9. CHIEF'S REPORT

- The District is partnering with CalFire to get a recruitment video that showcases the Paramedic aspect. Filming will take place the first week of March by CalFire's Public Information's Office in Sacramento.
- The Management Audit that was conducted by Santa Clara County will be completed late spring and reported to the Board.

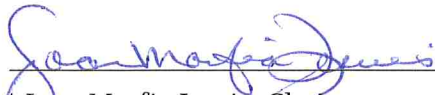
10. GOOD OF THE ORDER

None.

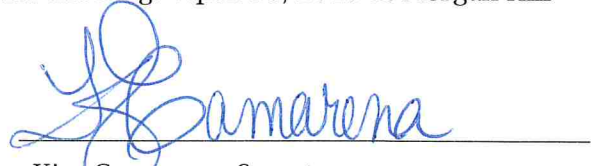
11. ADJOURN MEETING

The meeting was adjourned at 7:30 p.m. Next regular meeting: April 10, 2019 at Morgan Hill Expanded.

ATTEST



Joan Marfia Lewis, Chairperson



Kim Camarena, Secretary