



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 APRIL 11, 2018

1. CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, April 11, 2018 at Morgan Hill Expanded. Vice Chairperson Burback called the meeting to order at 6:00 p.m.

1.1 ROLL CALL

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

INTRODUCTIONS

None

1.2 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. MINUTES AND EXPENDITURES

4.1 Approve Board Meeting Minutes of February 7, 2018

On motion of Commissioner Acker and seconded by Commissioner Lewis, the February 7, 2018 minutes were approved by the following vote:

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

4.2 Approve February/March Expenditures

On motion of Commissioner Acker and seconded by Commissioner Lewis, the expenditures from February and March were approved by the following vote:

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

BOARD, STAFF AND COMMITTEE REPORTS

5.1 Statistical Report of Incidents

Chief Witmer summarized the report provided for January and February statistics. There were 195 responses to the District and the District provided 330 responses to other agencies during these months. 60 of the responses were to Gilroy, with 248 to Morgan Hill.

Of the District's incidents, 75% were medical, 15% were fires and 10% public assistance.

5.2 Battalion Chief Response Statistical Report

Chief Witmer summarized the statistical report of Battalion Chief Responses within the south county for the months of January and February.

BCs responded to 107 incidents during this time period - 63 incidents were in the District, 13 in Gilroy and 31 in Morgan Hill. The BCs were on scene at 48 of those incidents, and on scene in less than 15 minutes 79% of the time.

There are currently two Battalion Chief vacancies in the Unit.

5.3 Inspector Statistical Report

Craig Farley worked a total of 97 hours from February through March. There were 11 new inspections and 12 follow-ups. There were no complaints/referrals that required response from his office. Five plan reviews were conducted during the reporting period.

Chief Witmer told the Commissioners that Craig has been a great help with the sprinkler/hydrant issues.

5.4 Volunteer Firefighters Report

New volunteers have been training and will continue for the upcoming months to refine the skills learned. Company 70's goal is to have them ready to respond by the beginning of fire season. A total of 98 training hours during this period focused on SCBAs, ladders, structural and wildland PPE, wildland hose lays and low angle rope rescue operations.

There are currently 15 volunteers, with two qualified to drive.

5.5 Mitigation Fees Report

There were no expenditures. During the February and March reporting period, total fees collected were \$6800.96. Revenues collected reflect fees for 15,032 square feet of various construction.

There has been a lot of new building within the District, Chief Witmer will refer to Craig Farley to see if this activity matches fees coming in.

5.6 Correspondence

There was no correspondence.

5. OLD BUSINESS

6.1 2018-2019 Budget ♦ Information/Action

A PowerPoint presentation outlined the budget for the Commissioners. Projected revenues for FY 2018-2019 are \$5.9 million. 85% of these revenues will be generated from property taxes; with the remainder coming from First Responder fees, grant applications and miscellaneous charges. Projected expenditures for the upcoming fiscal year are \$6.13 million. 84% of these expenditures are attributed to personnel costs with the remaining 16% for operating expenses. Chief Witmer describes the budget as conservative; it has been reduced over several reassessments from a projected deficit of \$800,000 to less than \$300,000. Given that the cooperative agreement is billed as actual expenses, the likelihood of reducing the deficit even more is formidable. The reserve fund policy states that the District must maintain a minimum unassigned fund balance of 20% of the previous year's actual expenditures. There is latitude to lower, if necessary, though Chief Witmer informed the Board that this falls in line with other departments' policies.

Budget highlights that will be presented to the County include:

- ♦ Continued repairs and phased-in projects to Masten Station (\$40,000)
- ♦ All proposed costs of a new cooperative agreement with CAL FIRE, which is inclusive of an approximate 12% increase in labor costs. The agreement is budgeted at mid to top step, but it is billed as actual expenses
- ♦ Committed mitigation funds to the expansion of Masten Station and modular structure at Treehaven Station (\$250,000). These funds must be held in reserve for capital improvements or they must be returned.
- ♦ Fourth of seven annual lease payments for the Type 3 engine (\$43,934). This cost is offset by renting the vehicle back to CAL FIRE for coverage during fire season.
- ♦ First Responder fees were calculated only for the remaining eight months of the County ambulance contract.
- ♦ Grant Applications, which must be shown as revenues and expenditures in the budget:
 - SAFER - funding for one unfilled Fire Apparatus Engineer Paramedic position.
 - Assistance to Firefighters (AFG) - 90/10% funding in the amount of \$84,570 for equipment.
 - Office of Traffic Safety (OTS) - 100% funding for equipment
 - Volunteer Firefighter Assistance (VFA) - 50/50% funding in the amount of \$40,000 for radios and personal protection gear.

On motion of Commissioner Scatena and seconded by Commissioner Acker, the preliminary FY 2018/2019 Budget was approved and staff directed to submit to the Office of Budget Analysis by the following vote:

AYES: Acker, Burbuck, Lewis and Scatena

NOES: None

ABSENT: Ludewig, Monaco, Velasco

6.2 Standards of Cover ♦ Information

Chief Witmer has negotiated flat rates with Citygate for each entity that wants to participate in the study. The cost that has been proposed to the District is approximately \$25,000 and will be lower as each entity in the south county participates.

The study should address Gilroy and our Treehaven Stations as a regional approach, looking at what the community needs. It is anticipated that the study's outcomes will address individual financial issues and look at cooperative planning that could save considerable funding.

6.3 Development Impact Fee Increase ♦ Information

The status of the fee increase was discussed further. Staff continue to confer with County Counsel on how to implement an increase. County Counsel reports that the issue must go back to the Taussig study for further clarification of the criteria which fees can be increased and seek approval from the Board of Directors. Chief Witmer has been in contact with Taussig for assistance, with the intent to move ahead with this as soon as possible.

6.4 Cooperative Fire Protection Agreement ♦ Information/Action

A PowerPoint presentation outlined the cooperative agreement between SSCCFD and CAL FIRE. The agreement is ready to submit for approval, pending CAL FIRE's confirmation of staff benefit rates and the administrative rate matrix. The agreement is being scheduled for review and approval by the Board of Supervisors in June.

The agreement has a duration of five years. The numbers are somewhat flat for the term of the agreement with no plan to add another station. Cost sharing will play a pivotal role. An Assistant Chief position will be introduced in the first year with costs shared with Morgan Hill and the State; 25/25/50 in year one, 33/33/34 in year two and then split evenly with Morgan Hill for the remainder of the agreement. The EMS Fire Captain Paramedic that is currently shared with Morgan Hill will be upgraded to a Battalion Chief in the first year and costs will be equally shared between the District, Morgan Hill and Alameda County for the duration of the agreement. The Staff Services Analyst and

Heavy Equipment Mechanic will be shared equally with Morgan Hill for the first three years of the agreement. In year 4, the District will resume the full cost of the positions, with two separate positions added to Morgan Hill's staffing. At that same time, the addition of an Associate Government Program Analyst is proposed to share between the District and Morgan Hill. There are no changes proposed in fire protection. The purpose of these staffing changes is to project out. All positions will be budgeted, but if they aren't needed, they will not be filled. If a position is not included in the matrix and it is needed somewhere in the duration of the agreement, it will be necessary to execute an amendment to the agreement. Staff feel that the District should be able to sustain the costs of this staffing plan for the duration of the agreement.

On motion of Commissioner Scatena and seconded by Commissioner Acker, the proposed Local Government Agreement 1CA04070 between SSCCFD and CAL FIRE effective July 1, 2018 through June 30, 2023 was approved by the following vote:

AYES: Acker, Burbuck, Lewis and Scatena

NOES: None

ABSENT: Ludewig, Monaco, Velasco

6. NEW BUSINESS

7.1 Santa Clara County EMS Emergency Ambulance Service RFP ♦ Information

Santa Clara County Fire Chiefs drafted a letter to County EMS regarding their concerns about the RFP for a new County ambulance provider. The RFP has raised serious concerns from city managers, fire chiefs and the labor council. First Responder fees are not included or addressed in the RFP, suggesting that the successful bidder will work this out with agencies. This could have a potential impact on the District's budget and the issue will be followed over the months to come.

7.2 Masten Station Water Projects ♦ Information

\$25,000 was allocated from the mitigation fund for Masten Station's water tank project. Chief Provence reported that the project is within two to three weeks of completion and is under budget. \$19,000 has been spent on the water tank and install and \$2000 on the water main and install. There have been separate costs of \$4600 to repair the well head and there will be additional costs for re-wiring of approximately \$2000 to \$3000, once the bids are received.

7.3 Equipment Replacement Plan ♦ Information

At the request of the Board and staff, BC Provence and FEM Boyce reviewed the District's mobile equipment program. This review, keeping questions in mind of being where we need to be with technology and equipment lasting longer, resulted in updated recommendations for equipment replacement. NFPA recommends ten years as front line engines and an additional five years as a reserve engine. Their recommendations extend the use of equipment out for a longer period of time. For example, they recommend 12 years for front line engines, with replacement plans beginning at 10 years. With this criterion, Chief Provence stated that Engine 67 is in the 10-year window and we should be looking at its replacement. The water tenders and the two command vehicles are getting close for their replacement, as well, according to the proposed replacement schedule.

The draft Vehicle Replacement Schedule will require the Board's approval to be put into policy. It will be presented for a vote at the next meeting.

7.4 Disposal of 1978 Dodge Utility Truck ♦ Information/Action

A former Unit Chief acquired a 1978 Dodge utility truck for \$2.00. As part of the cooperative agreement, the vehicle was to be designated to mount a terra torch to be used within the District and Santa Clara Unit. The project was never completed and the vehicle has been in storage for several years. As the District's fleet was evaluated, BC Provence and FEM Boyce recommended getting it off the books as the vehicle holds little value. To accomplish this, the Board was asked to select one of two options:

Option A: Declare the vehicle as excess, remove vehicle from SSCCFD inventory and sell via sealed bid process.

Option B: Declare the vehicle as excess, remove vehicle from SSCCFD inventory and donate to a salvage yard.

The options were discussed; Chief Witmer and Commissioners concurred that given the vehicle's lack of value, donation was the most practical and expedient option.

On motion of Commissioner Scatena and seconded by Commissioner Acker, declaring the 1978 Dodge truck as excess, removing it from SSCCFD inventory and donating to a salvage yard was approved by the following vote:

AYES: Acker, Burback, Lewis and Scatena

NOES: None

ABSENT: Ludewig, Monaco, Velasco

7.5 Rope Rescue Trailer ♦ Information/Action

SCU Training has set aside funds through the cooperative agreement for volunteer training to purchase a 7X16 foot enclosed cargo trailer for transporting rope rescue and technical rescue equipment to various training sites. Training Chief Ciardella reports that preventative maintenance and repairs for the trailer will also be funded through this agreement. Since the State has a limited number of "X numbers" for mobile equipment, Training is requesting that the trailer be registered under SSCCFD. The District will not incur any expenses for the trailer.

On motion of Commissioner Acker and seconded by Commissioner Scatena, SSCCFD holding title of a cargo trailer that is to be purchased through the Santa Clara County Training Agreement was approved by the following vote:

AYES: Acker, Burback, Lewis and Scatena

NOES: None

ABSENT: Ludewig, Monaco, Velasco

7. REQUEST FOR FUTURE AGENDA ITEMS

None.

8. CHIEF'S REPORT

- ♦ Chief Witmer talked about the increased call volumes in the south county.
- ♦ In preparation for fire season, Incident Management Team meetings will be occurring next week. The first firefighter returnee academy and Helitack academy also begin next week, with additional returnee academies being coordinated incrementally as weather dictates.
- ♦ PG&E is looking at different methods to address threat to wildland issues. They are saturating communities with public outreach at the direction of the Public Utilities Commission in an effort to reach out to cooperators.
- ♦ Chief Witmer announced the passing of longtime volunteer firefighter Steve Nepper. Services are planned for April 21 and the District will be sending representation.

9. GOOD OF THE ORDER

None.

10. ADJOURN MEETING

The meeting was adjourned at 7:47 p.m. Next regular meeting: June 13, 2018 at Masten Station.

ATTEST

Tache Ludewig, Chairperson

Karen Healy, Secretary