



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 August 8, 2018

1. CALL TO ORDER

A regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, August 8, 2018 at Morgan Hill Headquarters. Chairperson Acker called the meeting to order at 6:05 p.m.

1.1 ROLL CALL

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

INTRODUCTIONS

None

1.2 DECLARATION OF POSTING OF AGENDA

District Clerk Lopez 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 June 13, 2018

On motion of Commissioner Monaco and seconded by Commissioner Ludewig, the June 13, 2018 minutes were approved by the following vote:

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

4.2 Approve Board Meeting Minutes of June 27, 2018

On motion of Commissioner Monaco and seconded by Commissioner Ludewig, the June 27, 2018 minutes were approved by the following vote:

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

4.3 Approve June/July Expenditures

On motion of Commissioner Burback and seconded by Commissioner Ludewig, the expenditures from June and July were approved by the following vote:

AYES: Acker, Ludewig, Monaco, Burback

NOES: None

ABSENT: Lewis, Velasco, Scatena

5. BOARD, STAFF AND COMMITTEE REPORTS

5.1 Statistical Report of Incidents

Chief Witmer summarized the report provided for June and July statistics. There were 275 responses to the District and the District provided 387 responses to other agencies during these months. 105 of the responses were to Gilroy, with 256 to Morgan Hill.

Of the District's incidents, 77% were medical, 13% were fires with 3.5% being vegetation fires and 9% 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 March and April.

BCs responded to 177 incidents during this period - 107 incidents were in the District, 39 in Gilroy and 31 in Morgan Hill. The BCs were on scene at 73 of those incidents, and on scene in less than 15 minutes 91.78% of the time.

5.3 Inspector Statistical Report

Craig Farley worked a total of 94.5 hours from June through July. There were 15 new inspections and 10 follow-ups. There were 5 complaints/referrals that required response from his office. Nine plan reviews were conducted during the reporting period. Also, 11 hours were dedicated to investigating the Church Fire Incident.

The District is 100% compliant with all inspections that are legally required - schools, commercial occupancies, etc. SB 1205 has been introduced in the legislature, it will require compliance reporting by all California fire departments.

5.4 Volunteer Firefighters Report

All volunteers have completed and passed their skill testing. Three of the new Volunteers have completed their qualification rides and are clear to respond to calls. Three more of our new volunteers are in the process of the qualification rides with an expected completion date on September 1st, 2018.

In July, the volunteers staffed E-169 all three days of the Garlic Festival. Company 70 also responded to 5 fires, including the Martin and Bridle Fires.

There are currently 10 active volunteers. Three volunteers have resigned. We are planning on interviews with the expectation of hiring 5 additional volunteers by October or November.

5.5 Mitigation Fees Report

There was one expenditure in July, in the amount of \$43,933.70, to pay the annual payment on the District's Type 3 Engine lease. During the June and July reporting period, no fees were collected.

The balance of the mitigation fund is currently \$270,532.79.

5.6 Correspondence

A letter from the City of Milpitas expressing gratitude for the Fire Districts' coordinated response on the Country Fire near Milpitas was shared by Chief Witmer. The City of Milpitas presented the Fire District with a commendation for their efforts on Tuesday August 7th, 2018.

6. OLD BUSINESS - INFORMATION

6.1 Consultant Services ♦ Information

Retired District Analyst Karen Healy was to return to the District on a Consultation Contract to assist during the transitional period for the Analyst. However, County Counsel has informed the District that under California Government Code section 7522.56, the consultation contract can either wait 180 days, or, the District can seek the Board of Commissioner's approval that the appointment is necessary to fill a critically needed position.

6.2 Standards of Cover Study ♦ Information

An update to information on the Standards of Cover Study was discussed. The District is still exploring the Sole Source Vendor option with the County's procurement officer as the Standards of Cover Study is a continuation of a previous study not its own report.

6.3 Development Impact Fee Increase ♦ Information

No progress has been made on the fee increase. A new resolution must be drafted for the County Boards approval to include a CPI adjustment.

7. NEW BUSINESS - INFORMATION

7.1 2017-2018 Audit ♦ Information

The yearly financial audit is currently being conducted with the final audit report expected to be completed in September. The County has also informed the District that they will be conducting a management audit for the South Santa Clara County Fire District.

7.2 2018 Grant Award ♦ Information

The District has been awarded a grant for an EVAC system for the District's fire engines. There will be a 10% match required with the grant.

7.3 Santa Clara County EMS ♦ Information

The County received bids for a replacement EMS provider as the current contract is going to expire. The sole vendor that bid was found to be unqualified. To move forward the County is exploring several options as to not impact service.

8. REQUEST FOR FUTURE AGENDA ITEM

Chief Witmer requested that the Loma Roads Project be added as a future information only agenda item.

9. CHIEF'S REPORT

- ♦ Chief Witmer provided a follow up to the Loma Roads Project. The District is currently working to comply with CEQA regulations by conducting a CADX process as well as obtaining permission from all involved property owners to move forward with the project.
- ♦ The County has decided to conduct a Management Audit for the South Santa Clara County Fire District. There is an initial request for documents meeting scheduled for August 16th.
- ♦ It has come to the Chief's attention that the minutes have not been posted online for several previous SSCCFD Board of Commissioners' meetings. This will be corrected immediately for transparency to the public and tracked closely moving forward.
- ♦ National Night Out occurred August 7th in both Morgan Hill and San Martin. It was recommended by the Chief that the District try to advertise the event more next year to increase community turnout. He also noted that many of the community members that did attend had concerns about the Water District's and Santa Clara County's weed abatement efforts.
- ♦ The Gilroy Rodeo is scheduled for the weekend of August 10th. Craig Farley conducted a fire plan inspection and an engine will be on site at the event in preparation of any fire events.

- ◆ There have been three major fire events since the last meeting: The Church Fire, The Marsh Creek Road Fire, and The Hecker Fire.
- ◆ Chief Witmer announced his retirement date set for November 30th, 2018.

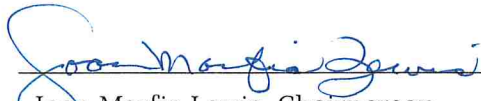
10. GOOD OF THE ORDER

The status of PG&E's new weathering system was requested.


11. ADJOURN MEETING

The meeting was adjourned at 7:16 p.m. Next regular meeting: October 10, 2018 at Masten Fire Station.

ATTEST



Joan Marfia Lewis, Chairperson



Amy Watson, Secretary