



## 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 October 10<sup>th</sup>, 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, October 10, 2018 at Morgan Hill Headquarters. Chairperson Lewis called the meeting to order at 6:00 p.m.

##### 1.1 ROLL CALL

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

##### 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 Burback and seconded by Commissioner Velasco, the August 8, 2018 minutes were approved by the following vote:*

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

##### 4.2 Approve June/July Expenditures

*On motion of Commissioner Burback and seconded by Commissioner Scatena, the expenditures from August and September were approved by the following vote:*

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

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

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

Chief Witmer summarized the report provided for July and August statistics. There were 275 responses to the District and the District provided 394 responses to other agencies during these months. 99 of the responses were to Gilroy, with 277 to Morgan Hill.

Of the District's incidents, 69% were medical, 23% were fires with 6% being vegetation fires and 8% 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 July and August.

BCs responded to 138 incidents during this period - 85 incidents were in the District, 29 in Gilroy and 24 in Morgan Hill. The BCs were on scene at 62 of those incidents, and on scene in less than 15 minutes 83.87% of the time.

### **5.3 Inspector Statistical Report**

Craig Farley worked a total of 85.5 hours from August and September. There were 11 new inspections and 15 follow-ups. There were 0 complaints/referrals that required response from his office. Six plan reviews were conducted during the reporting period.

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**

Volunteer training was suspended after 13 hours in August due to fire activity. During training the Volunteers worked on firefighter survival and 35- foot ladders.

Company 70 responded to 5 fires, including one extinguished by Company 70 members that were first on scene.

There are currently 10 active volunteers with over 200 hours of ride-a-long time.

### **5.5 Mitigation Fees Report**

There were no expenditure in August and September. During the August and September reporting period, \$8,685.26 fees were collected.

The balance of the mitigation fund is currently \$279,218.04.

### **5.6 Correspondence**

None

## **6. OLD BUSINESS - INFORMATION**

### **6.1 Consultant Services ♦ Information**

Retired District Analyst Karen Healy returned to the District on a finalized Consultation Contract to assist during the transitional period for the Analyst.

### **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.

## 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 October.

### 7.2 Management Audit of The South Santa Clara County Fire District ♦ Information

Harvey Rose, continues their planned management audit of the District with a secondary request for information.

### 7.3 2018 Grant Awards ♦ Information

The District has been awarded a grant for an EVAC system for the District's fire engines at Stations 1, 2, and 3. We are currently looking at various vendors with serviceability being a high priority. There will be a 10% match required with the grant.

### 7.4 OTS Grant Award ♦ Information

The District was awarded an Office of Traffic Safety grant that they would like to use to update the Districts Hurst rescue tools and nomadic airbags as they are coming up on their service life. This grant is 100% funding, with no match required.

### 7.5 Loma Roads Project ♦ Information

An updated timeline of the progress of the Loma Roads Project was reviewed.

### 7.6 Company 70 Policy ♦ Information

The District's Company 70 Policy update has been approved and adopted

### 7.7 Update to the District's Conflict of Interest Code ♦ Information

The District has updated their Conflict of Interest Code with minor position changes.

### 7.8 2019 Schedule of Regular Board Meetings ♦ Information

Schedule needs to be updated- December 13, 2019 should be set as December 11, 2019.

## 8. REQUEST FOR FUTURE AGENDA ITEM

None

## 9. CHIEF'S REPORT

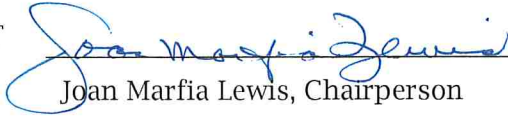
- ♦ CAL FIRE will continue 100% staffing patterns through December unless there are any large weather shifts.
- ♦ There has been staff organizational changes within SCU with a new split funded position, 1605, assigned to Chief Crawford to oversee the District and City contracts. The previous 1601 position will now be assigned to Chief Ciardella and will cover the Central Division. Tim Main who was previously a Battalion Chief with the District has transferred back to the Almaden battalion. As well as the addition of a new training Chief Matt Sully.
- ♦ Chief Witmer reported on his three weeks assigned on fire incidents and fatality investigations.
- ♦ The division met with the County to discuss locations for an additional helicopter landing pad.
- ♦ There are several planned burns weather permitting.
- ♦ There was one major incident in the County, just north of Morgan Hill at the model airplane park.
- ♦ Engine 67 was in a minor vehicle accident.
- ♦ Announcements for retirement: Daniel Rabe, Scott Palmer, and Jeff Martin.

## 10. GOOD OF THE ORDER

**11. ADJOURN MEETING**

The meeting was adjourned at 6:47 p.m. Next regular meeting: December 12, 2018 at Headquarters.

ATTEST

  
Joan Marfia Lewis, Chairperson

  
Amy Watson, Secretary