



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 12, 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, April 12, 2017 at Morgan Hill Expanded. Chairperson Burback called the meeting to order at 6:02 p.m.

1.1 ROLL CALL

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

1.2 INTRODUCTIONS

Fire Captain Jesse Winnen, transferring from Station 3 to the Training Bureau as EMS Coordinator

1.3 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 February 8, 2017

On motion of Commissioner Lewis and seconded by Commissioner Scatena, the February 8, 2017 minutes were approved by the following vote:

AYES: Burback, Lewis, Scatena and Velasco

NOES: None

ABSENT: Jackson, Ludewig, Monaco

4.2 Approve February/March Expenditures

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

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

5. BOARD, STAFF AND COMMITTEE REPORTS

5.1 Statistical Report of Incidents

Chief Provence summarized the report provided. There were 301 calls within the District from January and February. The District responded to 349 calls to other agencies during these months. The District responded into Gilroy Fire 62 times and 267 times to Morgan Hill. Gilroy responded into the District 91 times and Morgan Hill responded 64 times.

The majority of calls continue to be medical aids, but there was an increase in public assists due to the flooding.

5.2 Battalion Chief Response Statistical Report

Chief Provence presented the statistical report of Battalion Chief Responses within South County for the months of January and February.

BCs responded to 195 incidents during this time period - 102 incidents were in the District, 16 in Gilroy and 77 in Morgan Hill. The BCs were on scene at 91 of those incidents, and on scene in less than 15 minutes for 82 of those incidents.

There continue to be Battalion Chief vacancies, BC Lubas' position will soon be filled by Cliff Allen and BC Michaels has transferred to Fresno Unit. In the interim, Battalion Chiefs within the Unit are rotating to fill behind in the schedule.

5.3 Inspector Statistical Report

Craig Farley worked a total of 130 hours from January through March. There were 17 new inspections and 13 follow-ups. He also responded to two complaints/referrals; and conducted eleven plan reviews during the reporting period.

More of the code enforcement issues are being reported and those complaints are being forwarded to code compliance division of the Fire Marshal's office.

5.4 Volunteer Firefighters Report

Jesse Winnen provided information for the volunteers for the February-March time period.

The volunteers logged a total of 40 hours of training during these months - Low Angle Rope Rescue Operations and 2017 EMS Update. Training hours were down due to cancellations because of emergency response conflicts.

Company 70's emergency response totaled 21 hours in February and March; responding to two structure fires and standby assignment in Morgan Hill.

Current volunteer roster: 10 active and two are on leaves of absence. Captain Winnen announced that a volunteer since 2009 has accepted a position with Redwood City Fire Department, and submitted his resignation. Another volunteer has accepted a position with San Jose Fire Department and will be resigning soon.

Coordination of the volunteers is transitioning to Captain Herb Alpers, who has replaced Winnen at Station 3.

There was discussion regarding the critical need to recruit volunteers once the policies and procedures are in place.

5.5 Mitigation Fees Report

There were no expenditures. During the months of February and March reporting period total fees collected were \$13,497.05. Revenues collected reflect fees for 27,545 square feet of various construction.

5.6 Correspondence

Joan Lewis thanked the group for the District's gift of the tree given to her in her father's memory.

6. OLD BUSINESS

6.1 Fire District Strategic Plan ♦ Information

The final draft of the report was distributed to the Commissioners prior to the February meeting. Chief Witmer had discussed the 13 points for improvement at that meeting; and the Board requested follow-up at the April meeting to present a prioritization of the recommendations by CPSM. Chief Crawford presented a draft of this information to the Board:

- The District should continue the contractual relationship with CAL FIRE for protecting their respective communities. *Important and time critical. Short term this is the Number 1 priority.*
- CAL FIRE should continue in its effort to maintain the use of volunteers to aid during larger events or extended operations. In addition, other support functions as canteen efforts, CERT, fire prevention duties, and assistance during community public events are effective methods to utilize volunteer support. *Important. Continue to operate volunteer programs and seek to it new opportunities including the institution of the volunteer program in City of Morgan Hill.*
- CAL FIRE should conduct a formal fire risk analysis that concentrates on strip commercial establishments, big-box occupancies, high-rise structures, and processing and institutional properties. *Important, not time critical and has been assigned to B70, who is looking at models from other Units. These structures are not necessarily evident in the District, more so in City of Morgan Hill; but because operations work across boundaries, all will be involved in this process.*
- CAL FIRE should work with County EMS in modifying the response protocols for Priority 2 call types (Alpha Designations) to alter unit response modes when calls are determined to nonemergency or minor incidents. *Recommendation was questioned with the consultant. Challenges include response times affected by traffic. Recommend looking at other options for providing a safer response and clear guidelines for response for line personnel.*
- CAL FIRE should build its training regimens and tactical strategies around an exterior or transitional attack when the fire scenario and the number of responding personnel warrant this approach. *Important. Operations has determined that there are some changes necessary to the current operating guidelines, as such this issue will be included.*
- Morgan Hill and SSCCFD should maintain the current ALS first responder services in their respective response areas. *No needed action.*
- CAL FIRE should improve the level of review of its incident reporting to ensure the complete and accurate documentation of its response activities. *Critical not timely. Have requested ideas from staff to accomplish this goal. One significant change is the potential change shortly to a new more robust RMS program at the State level that would potentially change the way reporting is completed.*
- CAL FIRE should undertake a concerted effort to expand its current performance measures to incorporate a comprehensive performance management system that monitors a full range of performance outcomes. *Not critical, but important. Will be researching, starting in August 2017, performance measures that others use to judge success and asking cooperators for their input on what they believe is measurable for success of the fire department.*
- Morgan Hill and SSCCFD should consider CPSE Fire Accreditation in the future. *Not critical, not important. Last priority.*
- CAL FIRE should improve its fire hydrant inspection and flow testing process. *Not time critical, important. Already working with Fire Inspector and County Counsel on a letter to water purveyors to ensure they are providing the District with the required information.*
- CAL FIRE should institute an in-service engine company fire inspection process in the SSCCFD, *Not critical, important, not timely. Commercial fire occurrences and loss is very low. Other important recommendations will take precedence, but this will be addressed in nine to twelve months by staff.*
- Morgan Hill and Santa Clara County should consider consolidating their fire prevention efforts (permitting, plans review, inspections and code enforcement) under CAL FIRE in the delivery of fire prevention services. *Part of priority one is adjusting the current prevention/inspection system to improve delivery.*

- The City of Morgan Hill and the SSCCFD should initiate discussions with CAL FIRE regarding options that can achieve greater efficiencies and operability in their fire and EMS dispatch operations. *Continuing efforts on this matter. A more significant analysis by a diverse group might discover new ways to improve.*

6.2 Masten Station Update ♦ Information

Chief Crawford distributed information to the Board regarding bids for the concrete work. A decision has not been made and some clarification is needed. Work will commence as soon as the decision is made.

6.3 Bids for Auditor Services ♦ Information

The District received seven proposals for auditing services. The proposals were reviewed and scored by Commissioners Lewis and Scatena, Chiefs Crawford and Provence and Karen Healy based on cost, methodology, experience and ability to meet requirements. The review has been completed and a hierarchy for selection is in place, based on the scoring results. Discussion followed regarding the qualities of the bidding firms, the appeal of continuum with the current firm and the final selection process.

On motion of Commissioner Velasco and seconded by Commissioner Lewis, authorizing the Fire Chief to notify bidders of the scoring results was approved by the following vote:

AYES: Burback, Lewis, Scatena and Velasco

NOES: None

ABSENT: Jackson, Ludewig, Monaco

On motion of Commissioner Velasco and seconded by Commissioner Lewis; delegation of authority to Fire Chief, or designee, to negotiate and execute an agreement with the successful audit firm was approved by the following vote:

AYES: Burback, Lewis, Scatena and Velasco

NOES: None

ABSENT: Jackson, Ludewig, Monaco

6.4 Medical Director ♦ Information

Jesse Winnen presented information to the Board regarding the RFP County EMS providers have issued to replace their Medical Director, developed as to allow EMS providing departments throughout the County to issue successively. Two hospitals (Stanford Hospital and Kaiser) responded and Stanford has been selected by Palo Alto and San Jose Fire Departments. Stanford is charging on a base of billable hours and will offer services regionally throughout the County. The District's contract will expire on June 30th with Dr. Michaels.

6.5 Volunteer Fire Assistance Grant ♦ Information

Chief Provence reported that the VFA Grant has been awarded for \$20,000 and matching funds have been budgeted for this 50/50 grant. The District had applied for the grant with the intention of purchasing radios. The 43 handheld radios currently used in the District are becoming obsolete and replacement will begin using funds from this grant. CAL FIRE is switching over to a new model of radio and this will allow the District interoperability. The radios will work throughout the county and the state, in multiple jurisdictions. The cost will be \$1500-\$2000 per radio. The other half of the grant is allocated for turnout replacement.

On motion of Commissioner Velasco and seconded by Commissioner Lewis, accept the grant award in the amount of \$20,000 approved by the following vote:

AYES: Burback, Lewis, Scatena and Velasco

NOES: None

ABSENT: Jackson, Ludewig, Monaco

6.6 FY 2017-2018 Budget ♦ Information

The preliminary draft of the Fiscal Year 2017-2018 budget was presented. Revenue sources regarding grants are still tentative, as approval notifications occur after the start of the fiscal year.

Those revenue projections and their expenditures are included in the budget to prevent going through budget amendment for appropriation. It is anticipated that the agreement with CAL FIRE will come in under budget this fiscal year and expenditures projections are based on the current expenditure budget amount. State labor agreements are pending and costs of the agreement for next year's budget are estimated to increase 12%. Commissioner Scatena expressed his concern regarding funds being made available to the volunteers. Chief Crawford explained that there is not a specific GL Code for the volunteer program, the funds would be available in the budget.

On motion of Commissioner Velasco and seconded by Commissioner Scatena approve the preliminary Fiscal Year 2017/2018 budget and submit to the Office of the Budget Analyst was approved by the following vote:

AYES: Burback, Lewis, Scatena and Velasco

NOES: None

ABSENT: Jackson, Ludewig, Monaco

7. NEW BUSINESS

7.1 District Water Tenders ♦ Information

There have been issues with the weld locations inside the tanks of both Water Tenders 67 and 68 and are becoming recurring issues. WT68 had more of a catastrophic failure recently with some resulting body damage to the vehicle. The company has done an assessment, completed repairs to pull the tanks together and did some engineering to add some reinforcement to the tanks. They hope that this will resolve the issues, but may have to look to replacing the tanks. It's unclear what the company's position is or will be if it comes to this. There is a lifetime warranty on the tanks, though the older the equipment, the less interest the company has in the outlay. WT 67 is back in service and WT 68 should be back in service next week after chassis repairs and its annual service.

7.2 District Map ♦ Information

Captain Chuck Carroll developed a new District map which incorporates all annexed properties. Once edited and finalized, an interactive version will be made available on the District website. Residents will be able to enter their address and will be given information on their area, including their representative. A demonstration was given to the Board.

7.3 California Public Records Act ♦ Information

The Board was provided with information on the recent ruling of the CPRA, which finds 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 was discussion regarding Commissioners' email accounts and how critical it is to keep it all separate. Further discussion is needed and this will be placed on the June agenda. Staff will research options for the Commissioners to consider for future communications.

8. REQUEST FOR FUTURE AGENDA ITEMS

- ♦ California Public Records Act
- ♦ Selection of Chairperson and Vice-Chairperson FY2017-2018
- ♦ Medical Director

9. CHIEF'S REPORT

- ♦ Defensible space inspections are occurring within the District. Nine staff have been brought in for the next two weeks to accomplish this.
- ♦ Santa Clara Unit received approval for Chief Witmer's request to support an additional 12 firefighters who will be working with the California National Guard during fire season. If the Guard is activated as hand crews, the Unit will provide two-person firefighter saw teams to work with the Type 2 crews.
- ♦ On May 1, one State engine will be staffed in each battalion. All engines will be staffed in June and there will be 232 personnel working in the Unit at peak staffing in July.

- ♦ The Board of Equalization has started to send out FY 16/17 SRA Fire Prevention Fee billings.
- ♦ Staff will be researching equipment available through the Federal Excess Program, now that the District

10. GOOD OF THE ORDER

- ♦ The District extends condolences to Commissioner Janet Burback on the recent passing of her brother.
- ♦ Karen reminded that updated bios are still needed from the some of the Commissioners for the annual report.

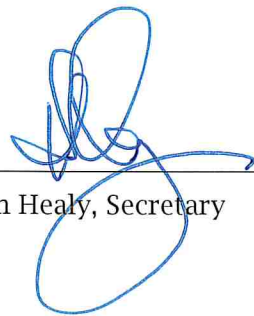
11. ADJOURN MEETING

The meeting was adjourned at 7: 45 p.m. Next regular meeting: June 14, 2017 at Masten Station.

ATTEST



Janet Burback, Chairperson



Karen Healy, Secretary