



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 12, 2016

1. CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, October 12, 2016 at Masten Station. Chairperson Burback called the meeting to order at 6:00 p.m.

1.1 ROLL CALL

- A. Commissioners Present: Burback, Jackson, Lewis, Ludewig, Monaco, Scatena and Velasco
- B. Fire District Staff: Chief Witmer, Chief Crawford
- C. Absent: None

1.2 INTRODUCTIONS

None

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 August 10, 2016

On motion of Commissioner Monaco and seconded by Commissioner Scatena, the August 10, 2016 minutes were approved by the following vote:

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

ABSENT: None

4.3 Approve August/September Expenditures

A new format for expenditures was presented to provide the Board with more self-explanatory information. All PCard expenditures will be itemized separately.

On motion of Commissioner Jackson and seconded by Commissioner Lewis, the expenditures from August and September were approved by the following vote:

AYES: Burback, Jackson, Lewis, Ludewig, Monaco, Scatena and Velasco

NOES: None

ABSENT: None

5. BOARD, STAFF AND COMMITTEE REPORTS

5.1 Statistical Report of Incidents

Chief Witmer summarized the report provided. There were 255 calls within the District from July through August. The District responded to 407 calls to other agencies during these months.

The District responded into Gilroy Fire 87 times and 277 times to Morgan Hill. Gilroy responded into the District 132 times and Morgan Hill responded into the District 88 times.

5.2 Battalion Chief Response Statistical Report

Chief Witmer presented the statistical report of Battalion Chief Responses within South County for the months of July through August.

BCs responded to 151 incidents during this time period - 134 incidents were in the District, 35 in Gilroy and 27 in Morgan Hill. The BCs were on scene at 95 of those incidents, and on scene in less than 15 minutes for 78 of those incidents.

5.3 Inspector Statistical Report

Chief Witmer reported that Craig Farley has been out on medical leave, but has started work to from home on plan reviews, etc. He completed five new inspections, eight follow-up inspections and responded to four complaints/referrals in August.

5.4 Volunteer Firefighters Report

Ryan Scatena reported for the volunteers on a very busy time period during August and September. There were a number of fires and cover assignments, in addition to training.

They trained on ladders, drive lay and attack lines; mobile attack and progressive hose lays, LARRO; rural water supply.

Company 70's emergency response totaled 242 hours in August and September; six structure fires, 13 vegetation fires and one cover assignment.

The volunteers provided standby services for the Mt. Madonna Run.

Company 70 is continues to work on updating policies and procedures.

Current roster: 12 active, 1 on personal leave of absence.

5.5 Mitigation Fees Report

There were no expenditures. During the months of August and September, 2016 reporting period total fees collected were \$9140.18. Fees collected reflect fees for 14,482 square feet of various construction.

Commissioner Velasco inquired about a possibility for streamlined process and/or the potentially waiving fees for Loma Fire victims with permitted structures. Staff will research the resolution allowing for this and provide the information.

5.6 Correspondence

None.

6. OLD BUSINESS

6.1 Fire District Strategic Plan ♦ Information

Chief Witmer reported that a conference call is scheduled for tomorrow with CPSM to review and validate the data. Once validated, we can move forward. The process has taken longer than anticipated, but the end product will be a usable and viable product for planning over the next five years.

6.2 Appointment of New Commissioner ♦ Information

The Board welcomed Ryan Scatena, who will represent the Pacheco area.

6.3 Disposition of Reserve Engine ♦ Information

The bill of sale will be going before the Board of Directors for approval in the upcoming month. The legislative file is being prepared for their agenda.

A Type 6 apparatus is being proposed to purchase for Casa Loma Volunteers, as a part of the annexation. It can be purchased through the Federal Excess process. The Type 6 will provide easier access in the area.

6.4 Audit ♦ Information

The audit is near final draft. Only a few minor changes are needed, at the request of the County.

At the end of the fiscal year, the assets of the District exceeded its liabilities by \$2,520,725. The fund balance for the General Fund was \$1,556,439. The District's net position increased by \$141,928, due primarily to an increase in revenues. The ending balance of governmental funds increased \$172,785 when compared to the year before.

This is the final year of the agreement with the auditor services and a request for quotes will need to be implemented, at the preference of the Board.

6.5 Boundary Drop & Operation Agreement ♦ Information

The agreement is being circulated for signatures and will be going before the Board of Supervisors for approval in the upcoming month. The legislative file is being prepared for their agenda.

NEW BUSINESS

7.1 Loma Fire ♦ Information

Chiefs Witmer and Crawford provided the board with a briefing on the Loma Fire. The fire was in the State responsibility area and in the District. There was initially no District response or resources assigned, but eventually responding as the incident expanded. Santa Clara County Overhead Team was activated to begin logistical support and East Bay Incident Management Team was activated for expanded support. CAL FIRE's Incident Management Team #2 was activated within 24 hours.

Contracts were established for the incident base at Christmas Hill Park and the helibase at San Martin Airport. Team and Unit management hosted community meetings.

The fire is out and operations have transitioned back to the Unit. They are in the final days of fire suppression repairs. There are crews assigned to mitigation work in the burn area. A Watershed Emergency Response Team (made up of CAL FIRE, Dept. of Water Resources, Dept. of Fish & Wildlife, geologists, hydrologists) has arrived to evaluate the burn area. There is concern for the upcoming storms this weekend.

A few facts: 56 miles of hoselay, 10,000 meals served, estimated final cost is \$16 million

7.2 Masten Station Septic System ♦ Information/Action

Chief Witmer reported on the failure of a joint in the leach field at Masten Station, due in part to the incompleteness of the concrete project and parking equipment at the site. The repairs have been made and the concrete must now be completed

Chief Witmer has asked that the bidding process have dual proposals; one with the contractor complete all aspects of the project and the other with employees completing the demo and prep work with the contractor finishing.

On motion of Commissioner Velasco and seconded by Commissioner Lewis; delegation of authority to Fire Chief, or designee, to execute an agreement for services was approved by the following vote:

AYES: Burback, Jackson, Lewis, Ludewig, Monaco, Scatena and Velasco

NOES: None

ABSENT: None

7. REQUEST FOR FUTURE AGENDA ITEMS

None

8. CHIEF'S REPORT

- ♦ The District extends their sympathy to Gina Garcia, who recently lost her mother after a lengthy illness.
- ♦ Billing for SVRIA infrastructure has been paid, it was budgeted in this current fiscal year. The Silicon Valley Radio Interoperability Authority is working on the regional radio communication system. As a part of this system, the District has access to data systems and various networks.
- ♦ Our medical director, Dr. Howard Michaels, is retiring. A regional approach is being explored, the County Fire and EMS Chiefs are looking at one physician or a group of physicians to provide this service for standardization.
- ♦ CAL FIRE will often surplus engines and Chief Witmer will be looking into the acquisition of a Type 3 engine to potentially add to the fleet and use in the more rural areas.
- ♦ The District has been very busy, in addition to the Loma Fire. Chief Witmer received an email from a fire chief in another department who witnessed the District's response to a greenhouse fire and commended their operations.

9. GOOD OF THE ORDER

- ♦ Chief Witmer will be speaking with County and local officials regarding abandoned greenhouses.
- ♦ Commissioners all concurred to eliminate their District email addresses, as they are only used to access their Form 700s once per year. Karen will convert the Form 700 accounts to their personal email.


10. ADJOURN MEETING

The meeting was adjourned at 7: 15 p.m. Next regular meeting: December 14, 2016 at Morgan Hill Expanded.

ATTEST



Janet Burbach, Chairperson



Karen Healy, Secretary