



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 OCTOBER 11, 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, October 11, 2017 at Masten Fire Station. Chairperson Ludewig called the meeting to order at 6:00

1.1 ROLL CALL

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

INTRODUCTIONS

None

1.2 DECLARATION OF POSTING OF AGENDA

Acting District Clerk Olais 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 29, 2017

On motion of Commissioner Burback and seconded by Commissioner Lewis, the August 29, 2017 minutes were approved by the following vote:

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

4.2 Approve August/September Expenditures

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

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

5. BOARD, STAFF AND COMMITTEE REPORTS

5.1 Statistical Report of Incidents

Chief Crawford summarized the report provided. There were 294 responses to the District from July and August. The District provided 393 responses to other agencies during these months.

The District responded into Gilroy Fire 76 times and 272 times to Morgan Hill. Gilroy responded into the District 87 times and Morgan Hill responded 120 times.

5.2 Battalion Chief Response Statistical Report

Chief Crawford presented the statistical report of Battalion Chief Responses within South County for the months of June and July.

BCs responded to 188 incidents during this time period - 125 incidents were in the District, 22 in Gilroy and 41 in Morgan Hill. The BCs were on scene at 94 of those incidents, and on scene in less than 15 minutes 87% of the time. The average response time for BCs is nine minutes.

5.3 Inspector Statistical Report

Craig Farley worked a total of 98 hours from August through September. There were eleven new inspections and ten follow-ups. There were six complaints/referrals requiring response from his office. Four plan reviews were conducted during the reporting period.

Craig has been actively engaged with inspections for the Renaissance Faire and working with Casa De Fruta as the pipeline repairs continue from San Luis Reservoir into the Santa Clara Valley.

5.4 Volunteer Firefighters Report

Ryan Scatena reported that training has been limited during the August - September time period due to fire season. Interviews to hire new volunteers will be scheduled in the upcoming month to restore the roster to 15.

5.5 Mitigation Fees Report

There were no expenditures. During the August and September reporting period, total fees collected were \$8054.82. Revenues collected reflect fees for 16,438 square feet of various construction.

5.6 Correspondence

A letter from the Yosemite Mariposa County Tourism Bureau, thanking the District for their assistance in the Detwiler Fire.

6. OLD BUSINESS

6.1 Cooperative Fire Protection Agreement ♦ Information

Chief Crawford reported that management has not met with the Deputy County Executive since the last board meeting to discuss the cooperative agreement; they have been working in a linear mode by meeting with the City of Morgan Hill and working to complete their cooperative agreement, which will be somewhat integrative to the District's agreement with CAL FIRE. There are no significant changes planned in the agreement; some sharing of administrative positions and reclassification of some positions to reflect the type of workload. A ten-year agreement is being proposed to carry through to 2027, with positions built in throughout the duration to use as it becomes necessary. The presented cost is increased, but the cost to the District is on an actual basis. The proposals from year to year on the agreement may or may not be implemented, depending on possible needs and revenues.

6.2 Audit ♦ Information

Chief Crawford made copies of the final draft of the audit available. The last inputs were given to the auditor today for completion of the report so it can be delivered to the County by the end of the week.

6.3 Standards of Cover ♦ Information/Action

Chief Witmer is proposing to refresh an existing standards of cover study that occurred several years ago (2005, updated approximately 2012). This study was specific to the District and the new study is proposed to incorporate the three jurisdictions of the District and the Cities of Morgan Hill and Gilroy

to focus on the regional coverage and services in South County. There have been discussions with management from the City of Morgan Hill and Gilroy Fire Department and all feel the District has a better ability to initiate the agreement for services with a third party, with the other jurisdictions having the ability to come and board, paying a portion of the agreement. It's estimated that each agency would be paying approximately \$25,000 for this study and Chief Crawford confirmed the District's availability of funds for the study.

On motion of Commissioner Burback and seconded by Commissioner Lewis; delegation of authority to Fire Chief, or designee, to negotiate, execute and amend an agreement for services to study the Standards of Cover of the fire departments of the District and the Cities of Morgan Hill and Gilroy was approved by the following vote:

AYES: Acker, Burback, Lewis, Ludewig, Monaco and Scatena

NOES: None

ABSENT: None

ABSTAIN: Velasco

7. NEW BUSINESS

7.1 Development Impact Fee Increase ♦ Information/Action

Chief Crawford reported that he has researched the subject and found the resolution that allows for annual increases based on the Consumer Price Index (CPI). We did not go through the process in 2016 and missed the opportunity to bring the matter to the Board of Commissioners to increase the development impact (mitigation) fees. He suggests incorporating what was overlooked in 2016 into the proposed 2017 fee increase. Incorporating both years would render an approximate 6.2% increase in cost per square foot. The fee increase would be applicable on July 1 (new fiscal year), and it was recommended that the annual fee increase be agendized for April of each year to insure timely implementation. This presents a problem because the resolution specifies using the May publishing of the CPI.

On motion of Commissioner Monaco and seconded by Commissioner Burback; an increase of 6.2% for development impact fees, based on the average of the San Francisco - Oakland - San Jose, CA Consumer Price Index as published by the Bureau of Labor Statistics for the periods ending June 2016 and 2017 was approved by the following vote:

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

NOES: None

ABSENT: None

7.2 Volunteer Fire Assistance Grant ♦ Information/Action

Chief Provence reported that the District was awarded \$20,000.00 for personal protection equipment and radios. This is a 50/50 grant.

On motion of Commissioner Lewis and seconded by Commissioner Acker; Resolution 2017-01 approving Agreement 7FG16139 between the Department of Forestry and Fire Protection and SSCCFD accepting a 50/50 grant award in the amount of twenty thousand dollars and no cents (\$20,000.00) was approved by the following vote:

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

NOES: None

ABSENT: None

8. REQUEST FOR FUTURE AGENDA ITEMS

- ♦ None

9. CHIEF'S REPORT

- ♦ Chief Witmer has been assigned to the fires in the North Bay as an Agency Administrator, and is enjoying his role and the challenges presented. There have been thousands of homes destroyed; schools, fire stations, retail business, restaurants, hotels, wineries as well.

to focus on the regional coverage and services in South County. There have been discussions with management from the City of Morgan Hill and Gilroy Fire Department and all feel the District has a better ability to initiate the agreement for services with a third party, with the other jurisdictions having the ability to come and board, paying a portion of the agreement. It's estimated that each agency would be paying approximately \$25,000 for this study and Chief Crawford confirmed the District's availability of funds for the study.

On motion of Commissioner Burback and seconded by Commissioner Lewis; delegation of authority to Fire Chief, or designee, to negotiate, execute and amend an agreement for services to study the Standards of Cover of the fire departments of the District and the Cities of Morgan Hill and Gilroy was approved by the following vote:

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

7. NEW BUSINESS

7.1 Development Impact Fee Increase ♦ Information/Action

Chief Crawford reported that he has researched the subject and found the resolution that allows for annual increases based on the Consumer Price Index (CPI). We did not go through the process in 2016 and missed the opportunity to bring the matter to the Board of Commissioners to increase the development impact (mitigation) fees. He suggests incorporating what was overlooked in 2016 into the proposed 2017 fee increase. Incorporating both years would render an approximate 6.2% increase in cost per square foot. The fee increase would be applicable on July 1 (new fiscal year), and it was recommended that the annual fee increase be agendized for April of each year to insure timely implementation. This presents a problem because the resolution specifies using the May publishing of the CPI.

On motion of Commissioner Monaco and seconded by Commissioner Burback; an increase of 6.2% for development impact fees, based on the average of the San Francisco - Oakland -San Jose, CA Consumer Price Index as published by the Bureau of Labor Statistics for the periods ending June 2016 and 2017 was approved by the following vote:

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

7.2 Volunteer Fire Assistance Grant ♦ Information/Action

Chief Provence reported that the District was awarded \$20,000.00 for personal protection equipment and radios for the volunteers. This is a 50/50 grant.

On motion of Commissioner Lewis and seconded by Commissioner Acker; Resolution 2017-01 approving Agreement 7FG16139 between the Department of Forestry and Fire Protection and SSCCFD accepting a 50/50 grant award in the amount of twenty thousand dollars and no cents (\$20,000.00) was approved by the following vote:

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

8. REQUEST FOR FUTURE AGENDA ITEMS

- ♦ None

9. CHIEF'S REPORT

- ♦ Chief Witmer has been assigned to the fires in the North Bay as an Agency Administrator, and is enjoying his role and the challenges presented. There have been thousands of homes destroyed; schools, fire stations, retail business, restaurants, hotels, wineries as well.

- ♦ 16 CAL FIRE employees have had their homes destroyed in this month's fire siege.

10. GOOD OF THE ORDER

- ♦ None

11. ADJOURN MEETING

The meeting was adjourned at 6:53 p.m. Next regular meeting: December 13, 2017 at Morgan Hill Expanded.

ATTEST



Tache Ludewig, Chairperson



Karen Healy, Secretary