



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 DECEMBER 13, 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, December 13, 2017 at Morgan Hill Expanded. 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 Witmer and Provence
- C. Absent: Chief Crawford

INTRODUCTIONS

BC Ivy Williams, Emergency Command Center

1.2 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 October 11, 2017

On motion of Commissioner Monaco and seconded by Commissioner Burback, the October 11, 2017 minutes were approved, as amended, by the following vote:

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

4.2 Approve October/November Expenditures

On motion of Commissioner Lewis and seconded by Commissioner Monaco, the expenditures from October and November were approved, as modified, 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 Provence summarized the report provided. There were 207 responses to the District from September and October. The District provided 431 responses to other agencies during these months. The District responded into Gilroy Fire 91 times and 312 times to Morgan Hill. Gilroy responded into the District 96 times and Morgan Hill responded 91 times. Chief Provence noted that there has been an increase in Engine 67's calls into Morgan Hill and there will be changes in all call volumes because of changes in CAD mapping.

5.2 Battalion Chief Response Statistical Report

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

BCs responded to 177 incidents during this time period - 107 incidents were in the District, 31 in Gilroy and 39 in Morgan Hill. The BCs were on scene at 98 of those incidents, and on scene in less than 15 minutes 79% of the time. The average response time for BCs increased to eleven minutes, primarily due to an anomaly in which the BC was dispatched at the start of the Bally Fire. With this exception, the average response time remains concurrent with previous months.

5.3 Inspector Statistical Report

Craig Farley worked a total of 74.5 hours from October through November. There were eight new inspections and nine follow-ups. There was one complaint/referral requiring response from his office. Six plan reviews were conducted during the reporting period.

Chief Provence noted the increase in new greenhouses and will be following up with Craig to assure that they are permitted properly.

5.4 Volunteer Firefighters Report

Training has been limited during the October - November time period, with reduced personnel. Ryan Scatena reported that interviews have been held and volunteer candidates have been selected to bring Company 70 up to 15 volunteers. They will begin training once all documentation is submitted and physicals completed.

Ryan announced that the Christmas Gift Program is in progress. The collection of gifts has been ongoing with the sort date scheduled for Sunday, December 17th at the San Martin Lions Club.

5.5 Mitigation Fees Report

There were no expenditures. During the October and November reporting period, total fees collected were \$22,924.61. Revenues collected reflect fees for 40,989 square feet of various construction.

5.6 Correspondence

A note from Mrs. Witmer, on behalf of her family, thanking the District for the memorial gifts.

Chief Witmer reported that that the District has received many thank you letters from the Sonoma-Napa area, from schools to elected officials, for their response to the North Bay fires.

6. OLD BUSINESS

6.1 Cooperative Fire Protection Agreement ♦ Information

Chief Witmer reported on the progress of the Agreement. The duration of the agreement is now being proposed for five years. His goal is to match the agreements of the District and the City of Morgan Hill, as the two work interdependently. A five-year agreement is favorable because it is easier to project costs. There are no significant changes planned in the agreement; staffing will remain status quo, some sharing of administrative positions is proposed and reclassification of some positions to reflect the type of workload. The District has been able to continue funding the positions generated from the SAFER grant after expiration, however, their continuation will eventually require funding

from District's reserves. Management is exploring other funding mechanisms to address revenue deficits.

6.2 Standards of Cover ♦ Information

Chief Witmer reported on the progress of the standards of cover study. The County is being consulted regarding sole source vendors, as it is desirable to contract with Citygate since they performed the original study. In the effort to focus on the regional coverage and services in South County, management from the City of Morgan Hill and Gilroy Fire Department are interested in participating. The study will give future policy makers the data to move the departments forward.

6.3 Development Impact Fee Increase ♦ Information

Chief Witmer discussed the status of the fee increase. After researching and conversations with County departments; it was discovered that the ordinance drafted that contained the language to allow for annual increases based on the Consumer Price Index (CPI) was never brought forward since the County has an ordinance for all fire districts for mitigation fees. Chief Witmer referred back to the Taussig justification study, which stipulates an annual fee increase of no more than 3%. The County's Fire Mitigation Fee Ordinance states the request to increase fees must be submitted by March to take effect July 1. The Board of Supervisors adopted a resolution for the plan set forth in the Taussig justification study. A plan for a new fee increase, along with copies of the resolution and justification study will be submitted for approval to the Board of Directors and the Board of Supervisors on the same day. Staff are working to submit the plan for a 3% increase.

7. NEW BUSINESS

7.1 Commendation ♦ Information

Chief Witmer, on behalf of the District and CAL FIRE, was presented with a Commendation from the Board of Supervisors recognizing the District for their efforts in the various local fires. It will be on display at Station 2.

7.2 2018-2019 Budget ♦ Information

Revenue projections have been distributed and it appears to be a decrease in tax revenues for the upcoming fiscal year. A timeline was provided for the upcoming budget process. The commissioners are interested in an instructional presentation of building a budget and cooperative agreement.

8. REQUEST FOR FUTURE AGENDA ITEMS

- ♦ None

9. CHIEF'S REPORT

- ♦ Chief Witmer announced the passing of retired BC Steve Espe. Services are planned for January 6, 2018.
- ♦ Call volumes have been steadily increasing. Engine 69 was dispatched to the Thomas Fire, Water Tender 67 was dispatched to San Diego. Santa Clara Unit has 11 engines, two dozers and a helicopter assigned throughout Southern California. All six Incident Management Teams were committed at the same time. The District's equipment has been sent out a great deal and the funding comes back for this. The District recouped over \$100,000 in costs last year and anticipates much the same for this year. Chief Witmer is looking into plan recommendations to utilize the funds; such as paying down one or both engine leases, paying off the type III engine outright or put some funds in reserve for equipment replacement.

10. GOOD OF THE ORDER

- ♦ None

11. ADJOURN MEETING

The meeting was adjourned at 7:24 p.m. Next regular meeting: February 7, 2018 at Masten Fire Station.

ATTEST



Tache Ludewig, Chairperson



Karen Healy, Secretary