



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 June 8, 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, June 8, 2016 at the Masten Fire Station. Chairperson Burback called the meeting to order at 6:05 p.m.

1.1 ROLL CALL

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

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 February 24, 2016

* The Board Meeting of April 13, 2016 was cancelled due to lack of quorum.

On motion of Commissioner Lewis and seconded by Commissioner Jackson, the February 24, 2016 minutes were approved by the following vote:

AYES: Burback, Jackson, Ludewig, Lewis and Velasco

NOES: None

ABSENT: Monaco

4.3 Approve February - May Expenditures

Large expenditures were clarified for Commissioners to include the following:

- ♦ Purchases of washer/dryer, grill and mold repair at Station 3;
- ♦ HVAC, ducting, generator services; forklift rental and recliner purchases for Station 2
- ♦ Purchase of new mattresses for Station 1
- ♦ Continued fleet winter maintenance

Going forward, P-Card expenditures will be broken out and presented in more detail.

On motion of Commissioner Lewis and seconded by Commissioner Jackson, the expenditures from February, March, April and May were approved by the following vote:

AYES: Burback, Jackson, Ludewig, Lewis and Velasco

NOES: None

ABSENT: Monaco

5. BOARD, STAFF AND COMMITTEE REPORTS

5.1 Statistical Report of Incidents

Chief Witmer reported that there were 341 calls within the District from January through May. The District responded to 610 calls to other agencies during these months.

The District responded into Gilroy Fire 111 times and 456 times to Morgan Hill. Gilroy responded into the District 114 times and Morgan Hill responded into the District 137 times.

There was an increase in call volume and the majority of those call are medical aids.

5.2 Battalion Chief Response Statistical Report

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

BCs responded to 328 incidents during this time period - 141 incidents were in the District, 38 in Gilroy and 144 in Morgan Hill. The BCs were on scene at 161 of those incidents.

BC Tim Main transferred to Madera-Mariposa Unit. BC Paul Provence is transferring from ECC to the District as soon as a replacement can be hired for his position. BC Pete Gallegos is overseeing all of Battalion 7 in the interim.

5.3 Inspector Statistical Report

Chief Witmer reported that Craig Farley worked 187 hours February through May. He completed 21 new inspections and 17 follow-up inspections. He handled 7 complaint/referrals, as well as completing 11 plan reviews. There were no trainings or meetings in these months. Craig has started working on the upcoming LPGA U.S. Women's Open and it's events in the District scheduled for July at CordeValle in San Martin; and developing a plan to mitigate any potential issues.

5.4 Volunteer Firefighters Report

The volunteers trained on the following topics February through May: EMS skills, fire scenarios, wildland classroom, RT-130 hands-on, apparatus operations, pumps-fire hose, appliances-fire suppression, strategy, hose/attack evolutions, multi-company drill/structure fire and annual skills testing,

Training assignments completed through Target Solutions included S-190, divers only fleet program for vehicle safety, RT-130, EMS HIPAA awareness. NIMS 700 and 800 were completed through FEMA online.

Company 70 responded to 16 incidents during these months.

The volunteers provided standby services in Morgan Hill for the Senior Citizens Ball, the 5K/10K race and the Mushroom MardiGras (two days). They will be providing standby services for the LPGA US Women's Open and the Gilroy Garlic Festival in July.

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

Current roster: 10 active, 2 on personal leaves of absence.

5.5 Mitigation Fees Report

The new rate increase went into effect on December 7, 2015.

There were no expenditures during February through May. The District's funds are still on the same track as outlined in the plans.

During the February 1 through May 31, 2016 reporting period total fees collected were \$17,347.52. Fees collected reflect fees for 23,092 square feet of various construction.

5.6 Correspondence

None.

5.7 AO-17 Report

The 3rd Quarter Actual and 4th Quarter Estimate invoices from CALFIRE have been received and process for payment.

6. OLD BUSINESS

6.1 Automatic Aid Agreement-Santa Cruz County ♦ Information

Chief Witmer reported the agreement is now approved and signed. There is a question of financial responsibility for this agreement, whether the \$10,000 yearly cost will be the responsibility of the District or absorbed by Santa Clara County. Chief Witmer has been in discussion with County Executive on this issue.

6.2 Fire District Strategic Plan ♦ Information

A representative for the consultant spent nearly three days interviewing a number of stakeholders of the District - a commissioner, management, fire personnel, support staff, etc. - regarding all aspects of the fire service. A survey was distributed to the community for additional input.

Chief Witmer believes the report will be finalized by August. A joint presentation with the City of Morgan Hill may be considered to present the consultant's findings. The Board of Commissioners would consider the adoption of the presented plan at a future meeting.

6.3 Fiscal Year 2016/2017 Proposed Budget ♦ Information

The District's budget was approved and will now move on to the Board of Supervisors for adoption. No issues are anticipated.

7. NEW BUSINESS

7.1 Commissioner Vacancy ♦ Information

An individual has indicated interest in the vacancy. Board members have been asked to confer with and confirm interest from other suggested candidates. The vacant seat represents the Pacheco area.

7.2 Dispersion of Reserve Engine ♦ Action

The District has three Type 1 engines that are reserved. It has been recommended that one of the District's original 1994 Pierce engines (with more than 200,000 miles) be dispersed. This action would leave one engine assigned to Station 1 and the other at Station 3 assigned to the volunteers; the District would continue to be operationally sound.

Appraisal of the engine has been difficult; vendors have refused because of the age. The Chief has researched equipment and come up with cost comparisons of approximately \$30,000 for similar equipment. The City of Morgan Hill has no reserve engine and the equipment has been budgeted. The direct sale between the District and the city is being explored.

On motion of Commissioner Jackson and seconded by Commissioner Ludewig; to disperse the reserve engine through a direct sale with the City of Morgan Hill was approved by the following vote:

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

8. REQUEST FOR FUTURE AGENDA ITEMS

8.1 Chairperson nomination and election

8.2 Vice chairperson nomination and election

9. CHIEF'S REPORT

- ♦ The legislative files are being prepared for two agreements going before the Board of Supervisors on June 21. An amendment to the 911 Emergency Medical Services Provider Agreement looks to extend the District's ability to provide paramedic service in the County until June 30, 2019. The extension coincides with the extension of the Rural Metro's agreement with the County. All fire department agreements are being extended for this same time frame. The second file prepared is for approval the Hardware Agreement to Support Santa Clara County Prehospital Care Policy. This will provide the District with \$11,376.54 to purchase iPads to be used for Patient Care Reports. Both agreements need to be fully executed by June 30, along with the completion of the purchase and invoicing to County EMS.
- ♦ The District and the City of Morgan Hill received a regional grant for radios for SVRA. The radios and peripherals are being currently purchased.
- ♦ James Williams, the Deputy County Executive, has been selected as Interim County Counsel. There is no information forthcoming on his replacement.

- ♦ Jim Crawford will assume the duties of the South County Operations Chief. Chief Witmer will be interviewing Administrative Chief candidates later this month to fill the vacancy.
- ♦ Jim Crawford's Incident Management Team was activated to address the tree mortality issue in the state. The tree mortality is posing extreme fire threat in the Sierras and is moving west.
- ♦ SRA fees are being used for grants. Santa Clara County Fire Safe Council was the recipient of a \$90,000 grant for a shaded fuel break along Highway 17. Chief Witmer will forward the new draft of the County's Community Wildfire Protection Plan to commissioners.


10. GOOD OF THE ORDER

- ♦ Commissioner Velasco informed the Chief of the Gilroy Gardens event "Lumination" celebrating Chinese culture. There is an expectation of large attendance for this event, which could impact responses from Station 3.
- ♦ Discussion regarding response from mutual aid during a working fire.
- ♦ The district has applied for a SAFER grant
- ♦ The State will be providing funding for two Communications Operators in ECC.
- ♦ New ID cards have been requested for Commissioners.

11. ADJOURN MEETING

The meeting was adjourned at 7: 20 p.m. Next regular meeting: August 10, 2016 at Morgan Hill Expanded.

ATTEST



Janet Burbach, Chairperson



Karen Healy, Secretary