



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 AUGUST 29, 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, August 29, 2017 at Morgan Hill Expanded. Vice-Chairperson Lewis called the meeting to order at 6:00

1.1 ROLL CALL

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

INTRODUCTIONS

Nathan Edelman, Auditor for District; Jim Acker, Candidate for Commissioner; Jesse Winnen, EMS/Training Captain

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 June 14, 2017

On motion of Commissioner Burback and seconded by Commissioner Scatena, the June 14, 2017 minutes were approved by the following vote:

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

4.2 Approve June/July Expenditures

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

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

5. BOARD, STAFF AND COMMITTEE REPORTS

5.1 Statistical Report of Incidents

Chief Crawford summarized the report provided. There were 250 responses to the District from May and June. The District provided 394 responses to other agencies during these months.

The District responded into Gilroy Fire 93 times and 263 times to Morgan Hill. Gilroy responded into the District 88 times and Morgan Hill responded 91 times.

Chief Provence reported that these numbers should increase in the upcoming months with aid provided to the District, due to resolution of issues in CAD.

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 187 incidents during this time period - 103 incidents were in the District, 32 in Gilroy and 52 in Morgan Hill. The BCs were on scene at 98 of those incidents, and on scene in less than 15 minutes for 86 of those incidents.

5.3 Inspector Statistical Report

Craig Farley worked a total of 74.5 hours from June through July. There were eight new inspections and eleven follow-ups. There were no complaints/referrals requiring response from the office. Ten plan reviews were conducted during the reporting period.

Chief Crawford noted that Craig is working with Casa De Fruta as the pipeline repairs ensue from San Luis Reservoir into the Santa Clara Valley. They will not have water for fire suppression as the pipeline is shut down.

5.4 Volunteer Firefighters Report

Victor Carrillo provided information for the volunteers for the June - July time period.

The volunteers logged a total of eight hours in Target Solutions during these months in addition to the following training - apparatus operations, pumps with fire hose, appliance fire suppression, hose/attach evolutions, a multi-company drill on structure fires and firefighter challenge basic skills.

Company 70's emergency response totaled 40 hours in June and July; responding to two structure fires, three gas leaks and two standby assignments.

Ryan Scatena reported that the current volunteer roster is now down to five. Volunteers have left the program to accept paid positions with other agencies. Resume reviews and interviews for new volunteer firefighters will be occurring next month in an effort to restore the roster to 15.

5.5 Mitigation Fees Report

There were two reports submitted, as the reporting period fell between two fiscal years. The 2016/2017 Fiscal Year was closed out with \$73,358.77 collected in mitigation fees and \$44,474.66 in expenditures. The ending balance of the fund was \$274,801.37 for the year.

There was one expenditure in the form of a refund for fees during the month of June to end the fiscal year. The District's funds are still on the same track as outlined in the plans. During the month of June, 2017 reporting period total fees collected were \$3888.36. Fees collected reflect fees for 8964 square feet of various construction.

One expenditure of \$43,933.70 for the yearly principal and interest payment of the Type III engine transpired in July. \$8054.82 was collected in mitigation fees for 16,438 square feet of various construction.

Staff are researching the process to increase mitigation fees, as the ordinance allows for cost of living adjustments yearly.

5.6 Correspondence

A letter from Dr. Howard Michaels was shared, affirming his retirement effective August 9.

6. OLD BUSINESS

6.1 Masten Station Update ♦ Information

Chief Witmer reported that the concrete repair on the south side of the apparatus bay and the focus is now on the northern side where the pavement is damaged. The goal, in sections at a time, is to wrap the entire area in concrete.

6.2 Medical Director ♦ Information

Chief Witmer reported on the progress of contracting with Stanford Health Care as the District's new Medical Director. County Counsel has finalized negotiations, on behalf of the District, with Stanford and the agreement is ready for signatures and should soon be executed. The Cities of Morgan Hill and Gilroy are contracting with Stanford, as well, and will be represented by the same physician for a standardized regional approach.

6.3 Cooperative Fire Protection Agreement ♦ Information

Chief Crawford reported on the development of a new cooperative agreement with CAL FIRE. The existing agreement (2012-2017) was extended for an additional year pending ratification of labor agreements. All agreements have now been ratified and the pay letters have been received, so preparation of a new agreement is beginning. A multi-year agreement is being proposed for up to ten years. The cooperative agreement is being proposed to be in conjunction with the regional plan that CAL FIRE will have with Morgan Hill Fire Department. The changes that will occur in this fiscal year are a 50/50 sharing of the District engine at Morgan Hill Station, and negotiating a 50/50 share of the Heavy Equipment Mechanic and Staff Services Analyst positions with Morgan Hill.

6.4 California Public Records Act ♦ Information

SCU's IT Coordinator was unable to attend the meeting due to incident assignment, but provided information to the Board on separating Gmail accounts for District business. The Commissioners will be creating Gmail accounts with District identification, which appears to provide the easiest accessibility to them. Once all of the email accounts have been established, the online interactive District map can be initiated.

7. NEW BUSINESS

7.1 Audit ♦ Information

Nathan Edelman, a partner with the District's new audit firm Vavrinek, Trine, Day and Company; provided information on the progress of the audit, which had been underway since July. The auditor has seen no problems with the District's internal controls. He provided a draft of the audit report to the Board, which is 90% completed. He anticipates some changes before the final report, but nothing substantial.

7.2 Standards of Cover Study ♦ Information/Action

Chief Witmer informed the Board that management is looking to update the District's standards of cover, as most recommendations have been fulfilled since the last study. He has discussed the possibility of a regional standards of cover study with the Morgan Hill City Manager and Gilroy Fire Chief, looking ahead five to ten years. Chief Witmer recommends using the same vendor who conducted the previous study because of accessibility to the data, this study would be updating that same data. Consideration would be given to budgets; the impact of CAL FIRE contract costs, tax revenues. The completion of the CPSM study confirms where the District and City are at globally as an agency and their best practices. To prepare for the future; this study can evaluate staffing, deployment models and the operations. Another consideration was brought up to address in the study; the options for Treehaven Station.

A motion was brought forward to approve Delegation of Authority to the 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 Cities of Morgan Hill and Gilroy.

Commissioner Velasco abstained; and with the absence of a quorum, this motion will be brought to a special meeting in the next 30 days.

7.3 Legal Service ♦ Information

Legal services have been in place as part of original charter of the District since 1980. Chief Crawford reported that the Tenth Amendment for Legal Services through County Counsel went into place today as directed by the Board of Directors. The cost is now \$250 per hour.

7.4 Inspection Services Contract ♦ Information/Action

Staff's recommendation is to approve a contract between the District and Craig Farley to provide fire inspection services for another two years, not to exceed \$90,000.00. He has done a great job and continues to do so. The District does not require a fulltime inspector and Chief Witmer feels that his hourly rate, which did not increase, is appropriate to the District's needs. He has been very engaged with the County, as well as with code enforcement in Casa Loma and Loma Chiquita.

On motion of Commissioner Burback and seconded by Commissioner Scatena; approve a contract between South Santa Clara County Fire District and Craig Farley to provide inspection services and fire marshal duties from 10/1/17 through 9/30/19 and not to exceed \$90,000.00 was approved by the following vote:

AYES: Burback, Lewis, Scatena and Velasco

NOES: None

ABSENT: Ludewig, Monaco

8. REQUEST FOR FUTURE AGENDA ITEMS

- ♦ Continue motion for Standards of Cover

9. CHIEF'S REPORT

- ♦ It has been a difficult time for individuals within the District with the loss of family members and the loss of Commissioner Charles Jackson.
- ♦ The State has a number of major wildland fires, the largest in Butte County. District personnel and equipment have been deployed. CalOES is sending swift water teams to Texas to respond to Hurricane Harvey.
- ♦ A meeting with Casa Loma community is soon to be planned to support their fire department.

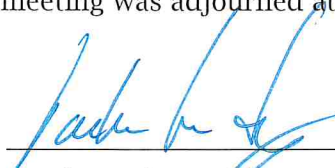
10. GOOD OF THE ORDER

- ♦ Janet Burback offered thanks for the support with three fires on her property in recent weeks.

11. ADJOURN MEETING

The meeting was adjourned at 7:13 p.m. Next regular meeting: October 11, 2017 at Masten Station.

ATTEST



Tache Ludewig, Chairperson



Karen Healy, Secretary