



South Santa Clara County Fire District

15670 Monterey Street Morgan Hill, CA 95037 • (408) 779-2121 • www.sscfd.com
Jake Hess, Fire Chief

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF April 10, 2019

1. CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, April 10, 2019 at Morgan Hill Station. Vice Chairperson Lewis called the meeting to order at 6:10 p.m.

1.1 ROLL CALL

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

INTRODUCTIONS

1.2 DECLARATION OF POSTING OF AGENDA

Kim Camarena 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

Second 6.2 Grants-Information noted as 6.7.

4. MINUTES AND EXPENDITURES

4.1 Approve Board Meeting Minutes of February 13, 2019

On motion of Commissioner Burback and seconded by Commissioner Ludewig, the February 13, 2018 minutes were approved by the following vote:

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

4.2 Approve February/March Expenditures

On motion of Commissioner Monaco and seconded by Commissioner Burback, the expenditures from February and March 2019 were approved by the following vote:

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

5. BOARD, STAFF AND COMMITTEE REPORTS

5.1 Statistical Report of Incidents

Chief Crawford summarized the report provided for January and February statistics. There were 80 responses to the District and the District provided 260 responses to other agencies during these months with the majority to Morgan Hill. The District provided 287 responses with the majority to Morgan Hill almost 2 to 1.

Of the District's incidents, 81% were medical, 11% were fires with 0% being vegetation fires and 8% public assistance.

5.2 Battalion Chief Response Statistical Report

Chief Crawford summarized the statistical report of Battalion Chief Responses within the south county for the months of January and February.

BCs responded to 118 incidents during this period - 60 incidents were in the District, 19 in Gilroy and 39 in Morgan Hill. The BCs were on scene at 58 of those incidents, and on scene in less than 15 minutes 95% of the time.

5.3 Inspector Statistical Report

Craig Farley worked a total of 222 hours from January through May. There were 28 new inspections and 28 follow-ups. There were 4 complaints/referrals that required response from his office. 16 plan reviews were conducted during the reporting period. Chief Crawford reported that Craig is closely following the General Plan Review and zoning for the South County area.

5.4 Volunteer Firefighters Report

Company 74 volunteers took part in a County USAR drill at the Calpine Energy Plant in Monterey, just north of the District. Four members attended and they staffed the U-69 with USAR 769 and brought those assets to the drill. Along with the USAR drill, there was 70 hours of training. The volunteers responded to 1 incident.

There are currently 8 active volunteers. The volunteers have a combined total of 35 ride-along hours in the period. Interviews will be conducted late April/early May to hire up to 10 new members.

5.5 Mitigation Fees Report

There were two expenditures during the February and March reporting period totaling \$1886.99, total fees collected were \$14,764.57. Revenues collected reflect fees for 23,193 square feet of various construction.

The balance of the mitigation fund is currently \$265,279.72.

5.6 Correspondence

There is no Correspondence to report.

6. OLD BUSINESS

6.1 Standards of Cover Study ♦ Information

Chief Crawford reported the District continues to work with Citygate, Morgan Hill and Gilroy to complete the comprehensive study of risk and deployment of fire services in South County. Gilroy is taking the bulk of the work right now as they have some very short timelines to meet need in the City that must do with the SOC. We have provided all requested information to Citygate and they will be coming to us soon for additional items.

6.2 Mitigation Fee Ordinance ♦ Action

On motion of Commissioner Monaco and seconded by Commissioner Burback the Commissioners approved an amendment to the mitigation fee ordinance for the District.

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

NOES: None

ABSENT: Velasco

6.3 Vehicle Acquisition ♦ Information

Chief Crawford reported the District is studying the finances to address the replacement of E69 and two chief officer vehicles in the future. In the future, the District intends to ask for an approved fleet replacement plan and allocate funds to that annually so the District is in a better position to purchase apparatus as they reach the industry standards for timing out at frontline resources to move to reserve.

6.4 Community Wildfire Protection Plan ♦ Information

The County Supervisors met on Tuesday, April 10th and had a presentation from County Fire (charged with creating the CWPP after getting a grant from CAL FIRE) to receive a report on how the County can better prepare to address the CWPP and to approve the CWPP draft. Once the County approval is complete the CWPP can be used by reference during grant submittals to support the Countywide plan. Each City in the County will need to adopt the individual annexes related to their community as well.

6.5 FY 2019/2020 Budget ♦ Action

On motion of Commissioner Scatena and seconded by Commissioner Ludewig, the Commissioners approved a draft budget for the District with no anticipated changes in the year to service levels (final approval by the Board of Supervisors in June).

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

NOES: None

ABSENT: Velasco

6.6 Management Audit ♦ Information

In the fall of 2018, the Board of Supervisors requested from their contract auditor to audit the District and the Los Altos Hills Fire District. The draft report is currently with the senior auditor for approval, the District will get an opportunity to review before a final draft is completed and an opportunity to respond to the findings of the audit.

6.7 Grants ♦ Information

Chief Crawford reported Grants are continuing to be sought out and the District is in the process of receiving items purchased through approved grants-extrication equipment, rope rescue gear, exhaust extraction equipment, turnouts and radios. The District will be submitting for additional grants in this next cycle.

7. NEW BUSINESS

7.1 First Responder Fees ♦ Information

The County Exclusive Operating Agreement (EOA) is up for renewal and since County EMS has not completed a new agreement they are planning to extend the old agreement that expires in July. The State EMSA must approve the extension and the County is waiting to hear back with information.

7.2 Ballot Measure to Increase Revenue ♦ Action

On motion of Commissioner Monaco and seconded by Commissioner Acker, the Commissioners approved staff to research and report back on findings and recommendation to move forward with proposals to increase revenue in the District.

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

NOES: None

ABSENT: Velasco

7.3 Contract for Grant Writer ♦ Action

On motion of Commissioner Burback and seconded by Commissioner Scatena, the Commissioners approved a contract with retired Fire Captain Dan Rabe for administration of the District Grant Program.

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

NOES: None

ABSENT: Velasco

7.4 Purchase of UTV and Trailer ♦ Action

On motion of Commissioner Burback and seconded by Commissioner Acker, the Commissioners approved the purchase of a Kubota Utility vehicle and trailer.

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

NOES: None

ABSTAIN: Scatena

ABSENT: Velasco

8. REQUEST FOR FUTURE AGENDA ITEMS

- Old Business - Vehicle Acquisitions
- New Business - Election of Officers

9. CHIEF'S REPORT

Recruitment workshop is planned for April 16th and in addition to the staff in the battalion the District will be joined by the recruitment staff of CAL FIRE from Sacramento.

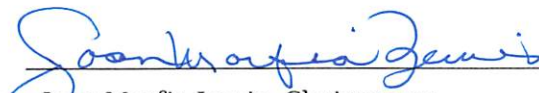
10. GOOD OF THE ORDER

None.

11. ADJOURN MEETING

The meeting was adjourned at 8:27 p.m. Next regular meeting: June 12, 2019 at Masten Fire Station.

ATTEST


Joan Marfia Lewis, Chairperson


Kim Camarena, Secretary