



## South Santa Clara County Fire District

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Jake Hess, Fire Chief

### MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF June 12, 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, June 12, 2019 at Masten Station. Vice Chairperson Lewis called the meeting to order at 6:00 p.m.

##### 1.1 ROLL CALL

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

##### INTRODUCTIONS

- James Lopes, CalFire Mechanic.
- Pete Keesling, Former Board of Commissions member
- Ramon Lopez, Morgan Hill Resident

##### 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

- 4.1 Approve Board Meeting Minutes of February 13, 2019, noted to be changed to April 10, 2019
- 4.2 Approve Expenditures of February 2019-March 2019, noted to be changed to April 2019-May 2019.

#### 4. MINUTES AND EXPENDITURES

- 4.1 Approve Board Meeting Minutes of April 10, 2019

*On motion of Commissioner Acker and seconded by Commissioner Ludewig, the April 13, 2018 minutes were approved by the following vote:*

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

#### 4.2 Approve April/May Expenditures

*On motion of Commissioner Acker and seconded by Commissioner Burback, the expenditures from April and May 2019 were approved by the following vote:*

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

**NOES:** None

**ABSENT:** Scatena

### 5. BOARD, STAFF AND COMMITTEE REPORTS

#### 5.1 Statistical Report of Incidents

Chief Crawford summarized the report provided for March and April statistics. There were 74 responses to the South Santa Clara County Fire District and the District provided 290 responses to other agencies during these months with the majority to Morgan Hill. The South Santa Clara County Fire District provided 328 responses with the majority to Morgan Hill.

Of the District's incidents, 80% were medical, 13% were fires/Struct. fire with 1% being vegetation fires and 6% 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 March and April.

BCs responded to 100 incidents during this period - 55 incidents were in the District, 3 in Gilroy and 42 in Morgan Hill. The BCs were on scene at 37 of those incidents, and on scene in less than 15 minutes 89% of the time.

#### 5.3 Inspector Statistical Report

Craig Farley worked a total of 87 hours from April through May. There were 12 new inspections and 12 follow-ups. There were 4 complaints/referrals that required response from his office. 5 plan reviews were conducted during the reporting period.

#### 5.4 Volunteer Firefighters Report

Company 70 volunteers had 25 hours of training. The volunteers had 1 incident call that was cancelled. There are currently 8 active volunteers. The volunteers have a combined total of 25 ride-along hours in the period. Recruitment flyers were sent out and 11 applications to fill vacancies have been received.

#### 5.5 Mitigation Fees Report

There were two expenditures during the reporting period totaling \$2026.04, total fees collected were \$6,733.58. Revenues collected reflect fees for 13,742 square feet of various construction.

The balance of the mitigation fund is currently \$269,987.06.

#### 5.6 Correspondence

Chief Crawford reported that the Auditing accountants, VTD (Vavrinek, Trine, Day & Co., LLP) are merging with Eide Bailly LLP, one of the top 25 CPA and business advisory firms in the nation, on July 22<sup>nd</sup>, 2019. Terms and conditions of the current contract will remain the same after the merger.

### 6. OLD BUSINESS

#### 6.1 Standards of Cover Study ♦ Information

Chief Crawford reported Citygate continues to work on the Standards of Coverage Study and continues to focus on the City of Gilroy. Chief Crawford submitted information to Citygate upon

request regarding businesses that South Santa Clara County is required to do inspections on. The study is expected to be completed by October 2019, no later than December 31, 2019.

**6.2 Management Audit ♦ Information**

Chief Crawford reported there is currently nothing to report. This item will remain on the agenda for the next Board of Commissions meeting.

**6.3 Mitigation Fee Ordinance ♦ Information**

Chief Crawford reported the first hearing was one (1) month ago. The ordinance was approved by the Board of Directors and will be going to the Board of Supervisors for approval at the next Board of Supervisors meeting on June 16, 2019.

**6.4 First Responder Fees ♦ Information/Action**

Chief Hess reported the County Board of Supervisors have extended the agreement with Rural Metro to provide private ambulance services within the County of Santa Clara. The extension will expire June, 2023.

**6.5 Community Wildfire Protection Plan ♦ Information**

Chief Crawford reported that the Community Wildfire Protection Plan has been approved.

**6.6 Fiscal Year 2019-2020 Budget/Status report on the FY 2019-2020 Budget ♦ Information**

Chief Crawford reported that the 2019/2020 budget was passed unanimously by the Board of Supervisors.

**6.7 Ballot Measure to Increase Revenue ♦ Information**

Chief Hess reported there is currently no new information regarding the Ballot Measure and will be meeting with Garry Herceg to see where the measure stands on behalf of the Board of Commissioners.

**6.8 UTV and Trailer ♦ Information**

Chief Crawford reported the UTV has been ordered. The trailer has not currently been ordered.

**6.9 District Finance/Vehicle Acquisition ♦ Information**

Chief Crawford reported the districts Operating Fund Balance as of Fiscal Year 18/19 is listed as 2.52-million-dollars which is 42% of the operating budget for Fiscal Year 19/20. The South Santa Clara County Fire District is required by policy to carry 20% of the approved budget. The South Santa Clara County Fire District needs to maintain a 1.16-million-dollar fund reserve by policy, leaving 1.36 million dollars over the necessary amount in the reserves. The Fiscal Year 19/20 budget is 5.822 million dollars.

**7. NEW BUSINESS**

**7.1 District Liabilities ♦ Information/Action**

*On motion of Commissioner Monaco and seconded by Commissioner Acker, the Commissioners approved the payoff of the three lease agreements that are currently active with the District for a total cost of \$256,948.27. Expenditure to come from Operating Fund Balance.*

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

**NOES: None**

**ABSENT: Scatena**

**7.2 New Vehicle Acquisition - Chief Officer Vehicles ♦ Information/Action**

***On motion of Commissioner Burback and seconded by Commissioner Acker, the Commissioners approved delegation to the Fire Chief to purchase two (2) Chief Officer vehicles, similarly outfitted to existing vehicles, for a total of up to \$180,000 to replace the two (2) existing Chief Officer Vehicles and delegation to the Fire Chief to keep the two (2) Chief Officer vehicles that are currently in front-line. One (1) vehicle to be assigned to the Assistant Chief of Cooperative Fire Services and one (1) vehicle to station utility/reserve status. Expenditures to come from the Operating Fund Balance.***

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

**NOES: None**

**ABSENT: Scatena**

**7.3 New Vehicle Acquisition - Type 1 Fire Apparatus ♦ Information/Action**

***On motion of Commissioner Velasco and seconded by Commissioner Monaco, the Commissioners approved delegation to the Fire Chief to purchase one (1) Type 1 Fire Engine to replace the existing Engine 67 (Cox952) up to \$700,000 and to move Engine 67 (Cox952) to reserve status once the new Type 1 Fire Engine has been purchased and in service status and to approve delegation to the Fire Chief to declare Reserve Engine 169 surplus (Cox980) and sell the apparatus in a sealed bid process as approved by Counsel. Purchase costs include the expenditure of \$77,910 from Impact Fees and the remaining from Operating Fund Balance.***

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

**NOES: None**

**ABSENT: Scatena**

**7.4 Grants ♦ Information/Action**

***On motion of Commissioner Burback and seconded by Commissioner Lewis, the Commissioners approved the submission to FEMA Assistance for Firefighters (AFG) for the acquisition of two (2) water tenders, one (1) in each of the next two AFG submission cycles. Estimated cost is \$385,000 each, a 20% matching expenditure of \$77,000 each (8,570 from Impact Fees fund and \$68,430 from Operating Fund Balance). Expenditure approval will be in a future action item if the grant is awarded to the District.***

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

**NOES: None**

**ABSENT: Scatena**

**7.5 South County Sub-Regional Boundary Drop Agreement ♦ Information**

**Chief Hess met with Chief Jeff Clett of Gilroy Fire Department. The call statistics over the last five years has become more balanced. The South Santa Clara County Fire District is currently providing Battalion Chief coverage to Gilroy Fire Department Twenty-Five (25) times per year.**

**7.6 Chairperson, South Santa Clara County Fire District ♦ Information/Action**

***On motion of Commissioner Velasco and seconded by Commissioner Burback, the Commissioners nominated Joan Marfia-Lewis as Board of Commissioner Chairperson.***

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

**NOES: None**

**ABSENT: Scatena**

7.7 Vice Chairperson, South Santa Clara County Fire District ♦ Information/Action

*On motion of Commissioner Velasco and seconded by Commissioner Monaco, the Commissioners nominated Jim Acker as Board of Commissioner Vice Chairperson.*

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

NOES: None

ABSENT: Scatena

8. REQUEST FOR FUTURE AGENDA ITEMS

9. CHIEF'S REPORT

Chief Hess reported there have been multiple fires burning One Thousand (1,000) acres since Friday, June 5<sup>th</sup>, 2019. The elected officials in all five (5) counties have been notified that fire season has been declared as of Monday, June 8<sup>th</sup>, 2019. South Santa Clara County Fire District will be at peak staffing the second week of July.

Chief Crawford reported Commissioner Janet Burback has submitted her resignation and will no longer sit on the Board of Commissioners.


10. GOOD OF THE ORDER

None.

11. ADJOURN MEETING

The meeting was adjourned at 7:50 p.m. Next regular meeting: August 14, 2019 at Morgan Hill Fire Station.

ATTEST

  
Joan Marfia Lewis, Chairperson

  
Kim Camarena, Secretary