



South Santa Clara County Fire District

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

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF February 10, 2021

1. CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, February 10, 2021 remotely via Teleconference. Chairperson Acker called the meeting to order at 6:00 p.m.

1.1 ROLL CALL

- | | | |
|----|------------------------|---|
| A. | Commissioners Present: | Acker, Monaco, Ludewig, Lewis,
Lopez, Carlson and Keesling |
| B. | Fire District Staff: | Chief Hess, Chief Good,
FC Anastasi and FC Rodriguez |
| C. | Absent: | None |

1.2 INTRODUCTIONS

None

1.3 DECLARATION OF POSTING OF AGENDA

District Clerk Athey 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 December 09, 2020

On motion of Commissioner Carlson and seconded by Commissioner Lewis the December 09, 2020 minutes were approved by the following vote:

AYES: Acker, Lewis, Ludewig, Monaco, Lopez, Keesling, and Carlson
NOES: None
ABSENT: None

4.2 Approve December 1, 2020 - January 31, 2021 Expenditures

Commissioner Acker asked for clarification on Voucher #241 dated 12/16/2020 to Emergency Vehicle Specialist in the amount of \$21,778.91 and Voucher #289 dated 01/22/2021 to Motorola in the amount of \$12,841.93 for radio installations. Chief Good explained that included 3 sets of radios each for B1607 and B1617 as well as other equipment.

On motion of Commissioner Keesling and seconded by Commissioner Monaco the December 1, 2020 – January 31, 2021 expenditures were approved by the following vote:

AYES: Acker, Lewis, Ludewig, Monaco, Lopez, Keesling, and Carlson
NOES: None
ABSENT: None

5. Board, Staff and Committee Reports

5.1 Statistical Report of Incidents

- Chief Good reported that there were 338 calls within the District in November/December. The District responded to 294 calls to other agencies. There were 191 calls where other agencies responded to the District.
- The District responded into Gilroy Fire 19 times and 266 times to Morgan Hill. Gilroy responded into the District 75 times and Morgan Hill responded into the District 94 times.
- Chief Good also reported the annual stats there were 2,155 calls within the District from January 1, 2020 to December 31, 2020. The District responded to 1,390 calls to other agencies. There were 1,091 calls where other agencies responded to the District.
- The District responded into Gilroy Fire 75 times and 1,279 times to Morgan Hill in 2020. Gilroy responded into the District 379 times and Morgan Hill responded into the District 517 times in 2020.

5.2 Inspector Statistical Report

- Chief Good reported that Shawn worked 126 hours December through January. He performed 10 new inspections and 7 follow-up inspections. He handled 2 complaint/referrals, attended no training and 1 meeting and performed 14 plan reviews.

5.3 Volunteer Firefighters Report

- Chief Good reported that there are six members have been attending trainings at CAL FIRE SCU Headquarters. Training included confined space awareness, hazmat, and public safety first aid. Due to COVID-19 group training activities have been suspended.
- Company 70 was paged out ten time from December 1, 2020 through January 31, 2021. Multiple members arrived on scene to assist each call.
- Due to COVID 19 restrictions the volunteers did not host their annual Christmas Toy Program this year. However, the volunteers were still able to donate approximately 200 hundred presents that were delivered to Masten Station. Company 70 also received a donation to their association.

5.4 Mitigation Fees Report

- During the December 1, 2020 through January 31, 2021 reporting period total fees collected were \$23,585. Fees collected reflect fees from 2 home additions, 3 attached garages, 4 covered porches, 1 detached carport, 2 covered patios, 1 new home, 1 prefab home, and 1 non-residential steel canopy addition with water storage tank. There were no expenditures for the reporting period.

5.5 Correspondence

None

6. Old Business

6.1 Management Audit Report - Information

Chief Good reported on the following:

- 1.1 Formalize the boundary drop agreement with City of Morgan Hill for 50% funding of Engine 67 personnel at Morgan Hill Station. – Draft agreement under revision by County Counsel.
- 1.2 Agreement with City of Morgan Hill for portion of costs of Engine 67's maintenance, repair and upkeep. - Draft agreement under revision by County Counsel.
- 1.3 Utilize information from Standards of Coverage Study to assess the boundary drop agreement and adjust compensation agreement as appropriate. - Draft agreement under revision by County Counsel.

- 2.1 The South Santa Clara County Fire District's Board of Commissioners should develop a five-year financial plan and annual update to the financial plan that evaluates the District's options to increase revenues and contain expenditures, including potentially consolidating fire prevention and communications operations with the cities of Morgan Hill and Gilroy. – Draft working document ready. Ad Hoc Committee will be set up tonight for their input then plan to be submitted to full board for approval.
- 3.1 The South Santa Clara County Board of Commissioners should request the District Fire Chief to provide the timeline to complete the detailed categorization of assets and submit the completed categorization of assets to the Board of Commissioner's for review and endorsement. – Action Item 02/10/2021.
- 3.2 The South Santa Clara County Board of Commissioners should develop a financing plan for the repair, replacement, and expansion of District facilities and other capital assets. – This will be included in the five-year plan.
- 3.3 The South Santa Clara County Board of Commissioners should develop financial policies that include policies relating to debt issuance and drawing on reserves. – Kathy Athey will be developing policy with District staff for input, review, and approval by Commissioners.
- 3.4 The South Santa Clara County Board of Commissioners should direct the Fire Chief to complete an annual inspection to validate a sample of the inventory in order to ensure the existence and condition of assets. – Action Item 02/10/2021.
- 6.1 The South Santa Clara County Fire District's Board of Commissioners should request the County's Office of Budget Analysis in the County Executive's Office to review and approve Cal Fire invoices before invoices are sent to the Controller's Office for payment. – All CAL FIRE invoices/vouchers for personnel services will be approved by Debbie Dills Thompson, OBA prior to payment by Controller's Office effective July 1, 2020.

6.2 Management Audit Report – Section 3.1 and Section 3.4 - Action

Chief Good reported that the assets list were items valued at \$5,000 or greater.

- a. Accept the completed categorization of assets list as submitted.

On motion of Commissioner Monaco and seconded by Commissioner Lopez the completed categorization of assets list was approved by the following vote:

AYES: Acker, Lewis, Ludewig, Monaco, Lopez, Keesling, and Carlson
NOES: None
ABSENT: None

- b. Direct Fire Chief, or designee, to complete an annual inspection of assets to validate a sample of the inventory in order to ensure the existence and condition of assets and submit findings during the April 14, 2021 meeting.

On motion of Commissioner Lewis and seconded by Commissioner Carlson the board directs the Fire Chief, or designee to complete an annual inspection of assets to validate a sample of the inventory in order to ensure the existence and condition of assets and submit findings annually during the April regular meeting was approved by the following vote:

AYES: Acker, Lewis, Ludewig, Monaco, Lopez, Keesling, and Carlson

NOES: None

ABSENT: None

7. New Business

7.1 Fiscal Year 2021/2022 Proposed Budget - Action

The proposed budget for Fund 1574 – General Fund reflects the following:

- Total anticipated revenue \$6,317,385.
- Total anticipated expenditures \$7,132,262.
- Total anticipated use of fund balance \$814,877
- Total anticipated Fund Balance June 30, 2022 \$2,578,605

On June 30, 2020 the Fund Balance was \$1,874,159. The District secured a loan through Santa Clara County to finance the purchase of a fire engine reimbursing the fund \$623,234. Due to a 7.5% pay decrease for all state employees and the late start of Amador at Pacheco station anticipated expenditures in FY 2021 will be over \$800K lower, the District also earned approximately \$500,000 in Assistance By Hire funds than budgeted in FY 2021. This means on June 30, 2021 the District anticipates the fund balance at \$3,393,482. Staff is asking the Board to approve \$447,800 for equipment purchases in the FY 2022 Proposed Budget. The equipment has met or exceeded its useful life.

The proposed budget for Fund 1575 – Mitigation reflects the following:

- Total anticipated revenue \$97,000.
- Total anticipated expenditures \$0.00.
- Total anticipated Fund Balance June 30, 2022 \$315,313.

On motion of Commissioner Ludewig and seconded by Commissioner Keesling the FY 2021/2022 Proposed Budget for submission to Office of Budget and Analysis was approved by the following vote:

AYES: Acker, Lewis, Ludewig, Monaco, Lopez, Keesling, and Carlson

NOES: None

ABSENT: None

7.2 Treehaven Fire Station Murphy Bed Project - Action

Chief Good reported that there is currently not enough room in the station's bedroom to allow for 6 feet between beds as required for health and safety of crew under Covid 19 mandates. Staff is proposing purchase and installation of a murphy bed in the station office.

On motion of Commissioner Ludewig and seconded by Commissioner Carlson the purchase and installation of a Murphy Bed at Treehaven Station to comply with COVID 19 requirements of six (6) feet between beds in fire crew sleeping quarters not to exceed cost of \$5,000 was approved by the following vote:

AYES: Acker, Lewis, Ludewig, Monaco, Lopez, Keesling, and Carlson
NOES: None
ABSENT: None

7.3 Five-Year Financial Plan Ad Hoc Committee – Action

Chief Hess reported that from the Harvey Rose Management Audit Item 3.1 and 3.2 directs the Commission to develop a Five-Year Financial Plan that includes a plan for the repair, replacement and expansion of District facilities and other capital assets.

- Create an Ad Hoc Committee with no greater than three (3) commissioners and District staff to assist.
- Quantify revenue deficiencies and recommend options to increase revenue.
- Evaluate expenditures and recommend options to decrease expenditures.
- Present final plan to full Board of Commissioners for approval.
- Submit approved Five-Year Plan to Board of Directors.

On motion of Commissioner Carlso and seconded by Commissioner Monaco the Five-Year Plan Ad Hoc Committee will consist of Commissioner Acker, Commissioner, Lewis, Commissioner Ludewig, Chief Hess, Chief Good and Consultant Kathy Athey were approved by the following vote:

AYES: Acker, Lewis, Ludewig, Monaco, Lopez, Keesling, and Carlson
NOES: None
ABSENT: None

8. Request for Future Agenda Items

- None

9. Chief's Report

Chief Good requested a special meeting the week of the 24th to address new auditor contract.

Chief Hess reported on the following:

- Both Fire Service Studies are still searching for venders through an RFP process
- CAL FIRE preliminary benefit rate has been released and is still historically low, we use this for our projected costs for personnel each year.
- MH has officially allocated a 2/0 ALS squad unit which will help alleviate E67's call imbalance with the city.
- CAL FIRE SCU is in winter preparedness Mode: 3 Year Round engines, 1 Dozer, 1 Copter (plus the 2 additional Amador Engines)
- The early fire season and late fire season shortened the Amador period and subsequent costs for the District. Pacheco Station
- Drought conditions: Fire Season is looking like it will be here shortly
- Alma to Moffett relocation is still in the works for C106 (July to accept the new CAL FIER Hawk)
- Gov Jan 10 budget was released and will go to the May revise, there was a significant amount of money for fire resilience, DSI staffing, and many other wildfire resilience and grant funding.
- New legislation in the form of AB will be hitting local governments for mandates in the SRA and LRA associated with Fire Resilience, mandates, and real estate issues.

10. Commissioner's Comments

- Commissioner Ludewig praised Battalion Chief Main for his hard work and service to the District. Commissioner Ludewig stated "BC Main is doing a great job"!

11. Adjourn Meeting

On motion of Commissioner Lewis and seconded by Commissioner Ludewig the meeting was adorned at 7:15 p. m.

Next regular meeting: April 14, 2021.

ATTEST

Jim Acker

Jim Acker, Chairperson

Kathy Athey

Kathy Athey, Acting Secretary