



South Santa Clara County Fire District

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

**MINUTES OF THE
SOUTH SANTA CLARA COUNTY FIRE DISTRICT
BOARD OF COMMISSIONERS SPECIAL MEETING OF
February 24, 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 24, 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, Lewis, Lopez and Keesling
- B. Fire District Staff: Chief Hess, Chief Good,
- C. Absent: Ludewig and Carlson

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. New Business – Information/Action

4.1 Streamline Contract – Action

Chief Good reported that our current provider, Firehouse has been sold and the new provider is forcing a software upgrade. Costs would go from \$1,700 to \$6,000. Morgan Hill Fire converted to Streamline in 2020 and like the service. Everything is done online on site instead of by paper and should streamline the District's inspections. The first year includes startup costs; future years will be \$1,792.

On motion of Commissioner Lewis and seconded by Commissioner Monaco the agreement between District and Streamline to provide Fire Inspection Software Services from March 1, 2021 through February 28, 2022 in the amount of \$2,842 that has been reviewed and approved by County Counsel as to form and legality was approved by the following vote:

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

4.2 Fletcher & Company Contract – Action

Chief Good reported that our current contract for auditing services is with Vavrinek, Trine, Day & Company, LLP but they joined Regional CPA Business Advisory Firm Eide Bailly, LLP on July 22, 2019 and they conducted our 2020 audit under the name of Eide Bailly, LLP. Nathan Edelman remained the auditor assigned to our file. During the FY 2020 audit we experienced several issues where they did not meet contractual obligations including scheduled completion of financial statements by due date and completing the State Special District Report. Both items were clearly defined on the signed agreement.

Chief Good contacted 46 auditing firms. Only three firms submitted a quote. One firm quoted \$50K per year, one firm is currently auditing other county departments, and Fletcher & Company quote for \$13,500.

Staff is proposing a one (1) year contract for FY 2021 audit. This will give staff time to conduct a Request for Proposal for Auditing Services.

On motion of Commissioner Lewis and seconded by Commissioner Keesling the agreement between District and Fletcher & Company to provide Auditing Services from March 1, 2021 through February 28, 2022 in the amount of \$13,500 that has been reviewed and approved by County Counsel as to form and legality was approved by the following vote:

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

4.3 Delegation of Authority For Fire Chief – Action

Chief Hess reported the following:

- A Delegation of Authority was not submitted to the Board of Directors(BOD) for approval when Chief Hess was appointed. It was somehow overlooked.
- County Counsel noticed the omission and a Delegation of Authority was scheduled to be placed on the BOD agenda in August 2020 but was pulled by the Deputy County Executive’s Office.
- An updated Delegation of Authority has been approved by the County Executives Office and will be placed on the agenda at their next regular meeting.
 - a. Approve Resolution of the Board of Directors of the South Santa Clara County Fire District delegating authority to the District Fire Chief to execute certain agreements for goods and services that have been reviewed and approved by County Counsel as to form and legality.

On motion of Commissioner Keesling and seconded by Commissioner Lewis the Resolution of the Board of Directors of the South Santa Clara County Fire District delegating authority to the District Fire Chief to execute certain agreements for goods and services that have been reviewed and approved by County Counsel as to form and legality was approved by the following vote:

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

- b. Direct Staff to submit to Board of Directors at their next regular meeting for approval.

On motion of Commissioner Keesling and seconded by Commissioner Lewis staff is directed to submit the Delegation of Authority Resolution to Board of Directors at their next regularly scheduled meeting was approved by the following vote:

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

5. Next Meeting is April 14, 2021

6. Adjourn Meeting

On motion of Commissioner Lewis and seconded by Commissioner Monaco the meeting was adorned at 6:25 p. m.

Next regular meeting: April 14, 2021.

ATTEST Jim Acker
Jim Acker, Chairperson

Kathy Athey
Kathy Athey, Acting Secretary