



## 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 REGULAR MEETING OF August 12, 2020

#### 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 12, 2020 remotely via Teleconference. Vice Chairperson Monaco called the meeting to order at 6:00 p.m.

##### 1.1 ROLL CALL

- |                           |  |
|---------------------------|--|
| A. Commissioners Present: | Monaco, Ludewig, Lewis, Scatena, Lopez and Carlson |
| B. Fire District Staff:   | Chief Hess and Chief Good                          |
| C. Absent:                | Commissioners Acker                                |

##### 1.2 INTRODUCTIONS

Kathy Athey, consultant was introduced. Kathy will be training Kim and assisting with financial audit.

##### 1.3 DECLARATION OF POSTING OF AGENDA

District Clerk 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**

None

**4. Minutes and Expenditures**

4.1 Approve Board Meeting Minutes of June 10, 2020

*On motion of Commissioner Lewis and seconded by Commissioner Scatena the June 10, 2020 minutes were approved by the following vote:*

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

4.2 Approve Special Board Meeting Minutes of July 3, 2020

*On motion of Commissioner Lopez and seconded by Commissioner Lewis the July 3, 2020 minutes were approved by the following vote:*

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

4.3 Approve Expenditures of June 2020 – July 2020

*On motion of Commissioner Scatena and seconded by Commissioner Carlson the June/July expenditures were approved by the following vote:*

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

**5. Board, Staff and Committee Reports**

5.1 Statistical Report of Incidents

- Chief Good reported that there were 345 calls within the District in May/June. The District responded to 266 calls to other agencies. There were 249 calls where other agencies responded to the District.
- The District responded into Gilroy Fire 14 times and 234 times to Morgan Hill. Gilroy responded into the District 67 times and Morgan Hill responded into the District 140 times.

5.2 Battalion Chief Response Statistical Report

Chief Good presented the statistical report of Battalion Chief Responses within South County for May/June.

- Total BC responses – 120.
  - 48 – SSCCFD
  - 22 – Gilroy Fire
  - 50 – Morgan Hill Fire
  
- Total BC at scene – 68.
  - 27 – SSCCFD
  - 12 – Gilroy Fire
  - 29 – Morgan Hill Fire

### 5.3 Inspector Statistical Report

- Chief Good reported that Craig worked 88.5 hours June through July. He performed 15 new inspections and 12 follow-up inspections. He handled 0 complaint/referrals, attended no training or meetings and performed 2 plan reviews.

### 5.4 Volunteer Firefighters Report

- Due to Covid 19 the Volunteers have nothing to report.

### 5.5 Mitigation Fees Report

- During the June 1, 2020 through July 31, 2020 reporting period total fees collected were \$71,364.20. Fees collected reflect fees from 8 new residences, 1 secondary dwelling, 1 shed, 2 garages and 3 commercial structures. There were no expenditures for the reporting period.

### 5.6 Correspondence

No correspondence to report.

## 6. Old Business

### 6.1 Management Audit - Information

Chief Hess reported that the Harvey Rose Management Audit of the District was scheduled to be discussed at the CSFC/FGOC meeting later in the month.

### 6.2 FY 20/21 Budget – Information

Kathy Athey gave a brief update of the District financial outlook based on the financial statements ending June 30, 2020. The District had to use some of the reserve fund;

approximately \$600K but that figure will change as not all revenue was recorded in the fiscal year and the Type 3 engine payoff was posted to the General Fund instead of the Mitigation Fund. Kathy will be working with the auditor and Kim to make those adjustments and will have more information at the October meeting. Staff is working on possible budget modifications for FY 20/21 and possibly leasing the new Type 1 engine instead of purchasing it out right to increase the reserve fund. Kathy explained that tax revenue will not be posted until mid-October so the District relies on reserves to pay obligations from July through October.

## 7. New Business

### 7.1 Inspector Retirement and Recruitment - Information

Chief Good reported that Craig Farley has announced his retirement as the Fire Inspector effective October 1, 2020. Staff has selected Shawn Deo as Craig's replacement.

### 7.2 FEMA Grant Award – Information

Chief Good reported that the District has received the Assistance to Firefighters Grant – Covid 19 Supplemental. This grant is retroactive to March and will reimburse the District for purchased PPE and related supplies to prevent, prepare for and respond to coronavirus. This is a 90/10 grant and includes Morgan Hill Fire.

### 7.3 CALFIRE Assistance By Hire Agreement – Information/Action

Chief Hess asked that the Board of Commissioners approve in concept the use of District resources in an Assistance by Hire Agreement (ABH) with CALFIRE and authorize staff to coordinate as needed and to forward an agreement between CALFIRE and the South Santa Clara County Fire District to the Board of Directors for approval.

***On motion of Commissioner Lewis and seconded by Commissioner Monaco the Board of Commissioners directs staff to forward an agreement between CALFIRE and the District to provide resources under Assistance by Hire and place on the Board of Directors next agenda was approved by the following vote:***

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

## 8. Request for Future Agenda Items

- None



## 9. Chief's Report

- Chief Hess reported that staff is working with County Counsel Office on how we conduct business as a Commission and staff members. Currently everything is going through County Counsel to determine what needs to go to the Board of Directors vs Board of Commissioners as there has been some differences in interpretation on several items. At this time out of an abundance of caution, staff will run everything through both Boards until further notice.
- Chief Hess reported on the CREW incident. CALFIRE Team 6 has been activated. This is the first team activation under the COVID mitigations.
- CALFIRE is at Peak Staffing.
- 858 additional firefighters in the state.
- SCU Crew 1 is up and running (Old Pacheco Station).
- ABH – Billed \$88K FY 20/21. Reimbursed \$56K FY 19/20.

## 10. Good of the Order

None

## 11. Adjourn Meeting

The meeting was adjourned at 7:00 p.m. Next regular meeting: October 14, 2020.

ATTEST John Monaco  
John Monaco, Vice Chairperson

Kathy Athey  
Kathy Athey, Secretary