



South Santa Clara County Fire District

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

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF December 14, 2022

1. Opening

1.1 CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, December 14, 2022, remotely via Teleconference or Call In (Audio Only). Chairman Monaco called the meeting to order at 6:05pm. A quorum was present via teleconference pursuant to Government Code 54953(e).

1.2 ROLL CALL

- | | |
|---------------------------|---|
| A. Commissioners Present: | Monaco, Johnson, Lewis, Lopez |
| B. Fire District Staff: | Unit Chief Huang, Assistant Chief Hernandez, Battalion Chief Main |
| C. Absent: | Keesling, Acker, Ludewig |

1.3 DECLARATION OF POSTING OF AGENDA

Per Government Code Section 54954.2 by District Clerk, Dylan Olson

1.4 INTRODUCTIONS

Chief Huang introduced Kasey Halcón, Deputy County Executive. Kasey Halcón will be working with Chief Huang and South Santa Clara County Fire District staff to found new avenues for funding.

2. Public Comment

None

3. Agenda Amendments and Changes

None

4. Approve Consent Agenda

4 RESULT: APPROVED [UNANIMOUS]
MOVER: Lewis
SECONDER: Johnson
AYES: Monaco, Johnson, Lewis, Lopez
ABSENT: Keesling, Acker, Ludewig

4(a) Minutes Approval

Possible Action:

- a. Approve Minutes of the October 12, 2022, Regular Meeting

4(a) RESULT: APPROVED [UNANIMOUS]
MOVER: Lewis
SECONDER: Johnson
AYES: Monaco, Johnson, Lewis, Lopez
ABSENT: Keesling, Acker, Ludewig

4(b) Expenditure Approval

Possible Action:

- a. Approve Expenditures from October 1, 2022 – November 30, 2022

4 RESULT: APPROVED [UNANIMOUS]
MOVER: Lewis
SECONDER: Johnson
AYES: Monaco, Johnson, Lewis, Lopez
ABSENT: Keesling, Acker, Ludewig

4(c) Staff Reports Approval

Possible Action:

- a. 4c(1) Approve Incident Statistical Report
- 4c(2) Approve Inspector Statistical Report
- 4c(3) Approve Volunteer Firefighter Report
- 4c(4) Approve Mitigation Fees Report

4(c) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lewis
SECONDER:	Johnson
AYES:	Monaco, Johnson, Lewis, Lopez
ABSENT:	Keesling, Acker, Ludewig

4(d) Resolution No. 22-06 – Making Findings Pursuant to Assembly Bill 361

Possible Action:

- a. Adopt Resolution No. 22-06 making required findings that (1) Circumstances of State of Emergency to Exist; and (2) Recommended Measures to Promote Social Distancing Continue to Exist that Require Continued Remote Meetings in Accordance with Government Code Section 54953(e)(3).

4(d) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lewis
SECONDER:	Johnson
AYES:	Monaco, Johnson, Lewis, Lopez
ABSENT:	Keesling, Acker, Ludewig

Regular Agenda Items for Discussion

5. Old Business Info/Action

5.1 Fiscal Year 2022 Financial Statements – Independent Audit – Information

Receive FY 2021/2022 Financial Statements and Management Letter from Fechter & Company.

Dylan Olson reported the Fiscal Year 2021/2022 Financial Statement and Management Letter from the auditor company Fechter & Company. The report was the final bound copy that the Commissioners asked from the prior two (2) Board of Commissioners meeting. The report details the fiscal spending the South Santa Clara County Fire District from the fiscal year of 2021 – 2022.

Commissioner Lopez asked about the Management Letter. Dylan Olson referred to Commissioner Lopez that Chief Huang and Commissioner Monaco are the head of the Management being that Chief Huang is the Fire Chief for South Santa Clara County Fire District and Commissioner Monaco is the Chairman of the Board of Commissioners those would be the management staff would be able signed the management letter from Fechter & Company.

5.2 Silicon Valley Clean Energy Grant – Information

Receive report on status of the solar project at Masten Fire Station and progress made by Simmitri Solar, Inc., Contractor.

Dylan Olson reported that Simmitri Solar, Inc., contractor for the Maston station solar project, stated the apparatus engine house would not be a good candidate for the solar panels to placed on according to the engineering company. Simmitri Solar, Inc would be waiting for a quote from that engineer to see how much it would be reenforce the apparatus engine house to support the solar panels. Kathy Athey suggested a Special Board of Commissioners meeting. Commissioner Lewis suggested the date of January 23, 2023, at 6:00 pm. Chief Hernandez designated Chief Main to take point on a project with Commissioner Jim Acker and Staff Services Analyst Dylan Olson aid in the project.

5.3 South Santa Clara County Fire District Staffing Report – Information

Receive report on Board identifying overtime expenses, anticipated vacancies, if any and plans and timeline for filling vacancies.

Dylan Olson provide the Commissioners with the overtime expenses spreadsheet that the Commissioners requested from the previous meeting of 10/12/2022.

5.4 Volunteer Fire Capacity Grant (VFC) – Information

Receive report on the Board of Directors agenda Item #67, from the November 1, 2022, meeting relating to the grant funding. The grant is a 50/50 grant of \$20,000 for 2 portable radios for the Volunteer Fire Company.

Dylan Olson informed the Commissioners that Megan Esfandiary, Federal Grant Analyst – AGPA for CAL FIRE Headquarters, is processing the signatures for the VFC Grant. The District must wait for 30 days or when CAL FIRE Headquarters send back the fully signed agreement, then the District can purchase the two (2) portable radios.

5.5 Fire District Branding Ad Hoc Committee – Action

Possible Action:

- a. Receive report from Commissioners Acker, Johnson, and Ludewig on proposed District social and community footprint.
 - Updating the South Santa Clara County Fire District Tri-fold Pamphlet
 - Creating/maintaining a social media platform
 - Station Signage
 - Newspaper Content
- b. Adopt the proposed South Santa Clara County Fire Protection District branding strategy.

5.5 RESULT: APPROVED [UNANIMOUS]

MOVER:	Johnson
SECONDER:	Monaco
AYES:	Monaco, Johnson, Lewis, Lopez
ABSENT:	Keesling, Acker, Ludewig

Commissioner Johnson stated that the supplemental funding for the District. Commissioner Acker will work on updating the signature for Masten and Treehaven stations. Chief Huang noted that the Director of CAL FIRE had exclaimed that in any municipality that has a cooperative agreement with CAL FIRE, the agency's logo must have the CAL FIRE logo behind the SSCCFD logo. Commissioner Johnson said to focus on the layout of the pamphlet, and the content will be worked on later. Commissioner Keesling will be working the newspaper for the District. Commissioner Johnson will be working the social media platform (Facebook, Instagram, TikTok, etc.) and getting a different domain registration from a .com to a .org.

6. New Business Info/Action

6.1 South Santa Clara County Fire District Increase Loan – Information

Receive report on the increase to interest rate on the capital asset lease with Santa Clara County.

Dylan informed the Commissioners, that the District's interest on the loan with County of Santa Clara. Dylan also stated that in the 4th quarter of the Fiscal Year 2021 – 2022, the interest was \$937.77. The District's new interest is \$1,296.62. The interest has been based on the earning on the County's commingled account.

6.2 Development Impact Fee Justification Study and Fire Capital Facilities Plan – Action

Possible Action

- a. Receive report on the feasibility of creating a Request of Proposal to update the Development Impact Fee Justification Study and Fire Capital Facilities Plan. The last study was complete in July 2015, by David Taussig and Associates.
- b. Direct Staff to work with County Counsel to develop a Request for Proposal (RFP) to complete and updated Development Impact Fee Justification study and updated Fire Capital Facilities Plan.

6.2 RESULT: APPROVED [UNANIMOUS]

MOVER: Lewis
SECONDER: Lopez
AYES: Monaco, Johnson, Lewis, Lopez
ABSENT: Keesling, Acker, Ludewig

6.3 Conflict of Interest Code – Action

Possible Action:

- a. Approve Amended Conflict of Interest Code for the South Santa Clara County Fire District.

6.3 RESULT: APPROVED [UNANIMOUS]

MOVER: Lewis
SECONDER: Johnson
AYES: Monaco, Johnson, Lewis, Lopez
ABSENT: Keesling, Acker, Ludewig

Dylan reported that he will report back to Kimberly Forester. Kimberly Forester is the County Counsel Legal and Compliance Officer. Dylan will brief Kimberly on what the Board of the Commissioners voted and the date of the meeting. Kimberly will address the Board of Supervisors/Directors.

6.4 Strategies to Ensure Emergency and Fire Services in South County Remain Adequate and Sustainable – Information

Receive report on the Board of Directors agenda Item #21, from the December 13,2022, meeting and Item #34 from the August 30,2022, meeting relating to strategies to ensure emergency and fire services in South County Remain adequate and sustainable.

Kasey Halcón stated that the District received a referral from Supervisor Wasserman. The District is treated like the County of Santa Clara's Special Districts and has pros and cons. The county will not fund the special districts with county funds unless asked upon. Supervisor Wasserman suggested that instead, the 4.5 million dollars in one year. The 4.5 million will be 1.5 million dollars every year for three (3) years. Kathy Athey asked to clarify if it was 4.5 million with an additional 1.5 million every year for three (3) years. Kasey stated that it is only 1.5 million yearly for three (3) years. Kathy additionally asked about the Williamson Act and Farmer Act and their impact on the tax benefits. Kasey stated that they would try to follow the Williamson Act and follow up on the information on the Farmer Act.

Commissioner Johnson exclaimed that changes the way purchase necessary to the District.

7. Request for Future Agenda Items

Note: in accordance with Government Code Section 54954.2(a), there shall be no discussion, debate and/or action taken on any request other than providing direction to staff to place the matter of business on a future agenda.

None

8. Battalion Chief Report – Tim Main

- On October 14, 2022, about 3:00pm, one structure fire that it was a maintenance building. There was occupiers in the building. 3 county engines, 1 water tender, and 1 Gilroy Fire engine were aiding in the fire.
- On November 22, 2022, in the early morning hours there was car accident that SSCCFD responded too at the address of 5525 Buena Vista Rd.
- On November 24, 2022, Gilroy responded to call that the SSCCFD aided in the call. There were approximately 20 to 25 cars in a tow yard. These were on fire or damaged .
- There were numerous weather accidents and weather occurrences reported, but no fatalities and no on calls were reported.

9. Chief's Report – George Huang

No Chief's Report

10. Commissioners' Comments

None

11. Next Meeting is February 8, 2023

12. Adjourn Meeting


There being no further business, the meeting adjourned at 7:05 p.m.

ATTEST:

DocuSigned by:

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John Monaco, Chairperson



Dylan Olson, Secretary