



South Santa Clara County Fire District

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George Huang, Fire Chief

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF February 08, 2023

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, February 08, 2023, at the Masten Fire Station located at 10810 No Name Uno, Gilroy, CA 95021. Chairperson Monaco called the meeting to order at 6:01 p.m. A quorum was present.

1.2 ROLL CALL

- A. Commissioners Present: Monaco, Lewis, Ludewig,
and Keesling
- B. Fire District Staff: Fire Chief Huang, Assistant Chief
Hernandez, and the Engine 68 Crew
- C. Absent: Acker, Lopez, and Johnson

1.3 DECLARATION OF POSTING OF AGENDA

Per Government Code Section 54954.2 by District Clerk, Dylan Olson

1.4 INTRODUCTIONS

None

2. Public Comment

None

3. Agenda Amendments and Changes

Commissioner Keesling requested item 4(a) b be removed from consent.

4. Approve Consent Agenda

4 RESULT: APPROVED AS AMENDED [UNANIMOUS]

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

4(a) Minutes Approval

Possible Action:

- a. Approve Minutes of the December 14, 2022, Regular Meeting.
- b. Approve Minutes of the January 25, 2023, Special Meeting. – **Removed from consent.**

4(a) RESULT: APPROVED AS AMENDED [UNANIMOUS]

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

Possible Action:

- b. Approve Minutes of the January 25, 2023, Special Meeting

4(a) b RESULT: APPROVED AS AMENDED [UNANIMOUS]

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

4(b) Expenditure Approval

Possible Action:

- a. Approve Expenditures from December 01, 2022 – January 31, 2023.

4(b) RESULT: APPROVED AS AMENDED [UNANIMOUS]

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

4(c) Staff Reports Approval

Possible Actions:

- 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 AS AMENDED [UNANIMOUS]

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

Regular Agenda Items for Discussion

5. Old Business Info/Action

5.1 Masten Station Solar Engineering Bids – Action

Possible Action:

- a. Select and award a bid based on proposals submitted to Commissioner Acker for the installation of solar panels on the Masten Station Apparatus Bay based on the engineering report from MG Construction & Engineers, Inc.;
- b. Recommend approval to allocate funds budgeted for Masten Station sewer project in the amount of thirty thousand dollars (\$30,000) to the solar project to pay for the increased costs for structural improvements to the roof and other changes for solar installation identified in action a;
- c. Direct staff to work with Jason McCluskey, Budget Analyst to ensure that all budget procedures are followed; including submitting a budget modification to the Board of Directors if required.

Chief Hernandez reported on new information regarding the Masten Fire Apparatus Bay not being able to support the fifty (50) solar panels without substantial

reinforcement beyond purlins in the roof. Due to the location being a fire station, seismic requirements require the highest requirements.

Commissioner Acker was in charge of this project and due to his absence tonight he has asked that the board defer this discussion further until the next meeting when he can provide more details.

Various Commissioners discussed revisiting the roof of the fire station building as an option for mounting the fifty (50) panel solar system.

Assistant Chief Hernandez and Kathy Athey informed the Board that a project of that size would be above the monetary limits for soliciting non-competitive bids and a Request for Proposal (RFP) or other type of solicitation would be necessary.

The Board determined that new bids were desired and directed staff to move forward with an RFP.

Possible Action:

- a. Direct staff to issue a solicitation based on counsel recommendation to determine cost to repair and structurally improve the roof of the fire station to support the solar panel system. The proposal must include plans that are acceptable to the County Building Department, so that a permit will be issued to install the solar panel system.

5.1 RESULT: APPROVED AS AMENDED [UNANIMOUS]

MOVER: Ludewig

SECONDER: Keesling

AYES: Monaco, Lewis, Ludewig, Keesling

ABSENT: Acker, Lopez, Johnson

5.2 Development Impact Fee Justification Study and Fire Capital Facilities Plan - Information

Clerk Dylan Olson discussed that he is working on Request for Proposal with the intent of obtaining a consultant to conduct an Impact Fee Justification Study and Fire Capital Facilities Plan to possible increase the current mitigation fees.

5.3 Fire District Branding AD Hoc Committee – Information

Clerk Dylan Olson reported that a tri-fold brochure was still nearing completion and should be ready for review at the next meeting.

Commissioner Lewis stated that she believes the fire engines should attend the San Martin Neighborhood Association meetings as well as other events in the District's area.

5.4 Masten Station Termite Tenting and Repairs – Action

Possible Action:

- a. Award the bid submitted by Western Way Termite Control in the amount of three thousand dollars (\$3,000) for the termite repairs for Masten Fire Station;
- b. Direct staff to work with Jason McCluskey, Budget Analyst to ensure that all budget procedures are followed; including submitting a budget modification to the Board of Directors if required.

Clerk Dylan Olson discussed the bid from Western Way Termite control related to termite eradication at the Masten Fire Station. Commissioners discussed what the most appropriate time would be to have the termite eradication completed and believed consultation should take place with contractor that will rebuild the Masten Station roof prior to determining when termite eradication should take place.

Item Deferred until more information is known. No Action Taken.

6. New Business Info/Action

6.1 Resolution No. 23-01 – Setting the Board of Commissioners 2023 Regular Meeting Schedule - Action

Possible Action:

- a. Adopt Resolution No. 23-01 setting forth the Board of Commissioners 2023 Regular Meeting Schedule.

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

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.

- Presentation of tri-fold brochures
- Soalr Project Update
- Termite Project Update
- Status of Development Impact Fee Study

8. Battalion Chief's Report

Assistant Chief Hernandez reported the following:

- Summary of the emergency incident totals between December 15, 2022, and February 07, 2023.

9. Chief's Report

- Discussed that the priorities for the District are Self-Contained Breathing Apparatus (SCBAs), Masten Station roof project, and Fire Engine replacement.
- Moving closer to upstaffing the State engines within the Santa Clara Unit.
- Working on LG-1 Cooperative Fire Protection Agreement renewals.
- Multiple Chiefs from the area attended multi-agency active shooter training workshop in San Jose over the past two days.
- Engine 68 will be the priority.

10. Commissioner Comments


- Commissioner Monaco expressed his appreciation for the group text messages being sent to the Commissioners related to emergency incidents in the area. He specifically referenced the road closure updates that took place in January during the increased rain activity.
- Commissioner Keesling – No comments.
- Commissioner Lewis – No comments.
- Commissioner Ludewig – No comments.

11. Next Meeting is March 08, 2023

12. Adjourn Meeting

There being no further business, the meeting adjourned at 6:49 p. m.

ATTEST: 
John Monaco, Chairperson


Dylan Olson, Secretary
Signature by: Marcus Hernandez, Acting Secretary