



South Santa Clara County Fire District

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Baraka Carter Fire Chief

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS SPECIAL MEETING OF December 13, 2023

1. Opening

- 1.1 CALL TO ORDER - Chairperson John Monaco
- 1.2 ROLL CALL - LaQueta Lynch
- 1.3 DECLARATION OF POSTING OF AGENDA
Per Government Code 54954.2 - Clerk LaQueta Lynch
- 1.4 Introductions
Ross Dasilva Office of the County Executive, James Lopez Fleet Equipment Manager (FEM), Kevin Murray Heavy Equipment Mechanic, and Brandon Winters, Company 70

2. Public Comment

None.

3. Agenda Amendments and Changes

Commissioner Monaco reported that item 6.2 Awards for the Volunteer Fire Fighter will be passed out before the other items.

4. Approve Consent Agenda

4(a) Minutes Approval

Possible Action:

- a. Approve the October 11, 2023, Regular Meeting minutes.

4(a) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Monaco
SECONDER:	Acker
AYES:	Lewis, Lopez, Johnson, Keesling, Ludewig
ABSENT:	None

- b. Approve the November 15, 2023, Special Meeting minutes.
Corrections were suggested for the Minutes.

4(b) Expenditures Approval

Possible Action:

- a. Approve Expenditures from October 1, 2023 - November 30, 2023.

4(b) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Acker
SECONDER:	Lewis
AYES:	Johnson, Monaco, Lopez, Keesling, Ludewig
ABSENT:	None

4(c) Staff Reports Approval

Possible Action:

- c.1 Approve Incident Statistical Report.
- c.2 Approve Mitigation Fees Report.

4(c) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Acker
SECONDER:	Lewis
AYES:	Johnson, Monaco, Lopez, Keesling, Ludewig
ABSENT:	None

4(d) Resolution No. 23-03 – Setting the Board of Commissioners 2024 Regular Meeting Schedule

Possible Action:

- a. Adopt Resolution No. 23-03 setting forth the Board of Commissioners 2024 Regular Meeting Schedule

4(d) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Acker
SECONDER:	Lewis
AYES:	Johnson, Monaco, Lopez, Keesling, Ludewig
ABSENT:	None

Regular Agenda Items for Discussion

5. Old Business Info/Action

5.1 Masten Station Solar Engineering Report – Information

Receive a report on the status of the solar project at Masten Fire Station.

Chief Deocariza reported that the materials have arrived, and the installation work has started and will be completed very soon.

5.2 Prioritization of Masten Station Repairs – Action

The commissioners all agreed until more information is received from the E-68 accident the repairs for Masten Station will be discussed at next Board of Commissioners meeting on January 10, 2023.

Possible Action:

- a. Discuss the priority of Masten Station repairs and the possible diversion of funds to cover the procurement cost of a replacement engine.
- b. Provide direction to staff regarding the implementation of Masten Station repairs.

5.3 Grant Writer – Information

Receive a report on the status of District efforts/staff efforts to identify a grant writer.

Chief Deocariza reported that he has met and spoken to a few candidates. The Board asked is there a way to track the work by the grant writer when they are working on a grant project.

Kathy Athey explained how the scope of work was tracked with the previous grant writer.

5.4 Fire Apparatus Acquisition – Information

Receive a report from the Ad-Hoc Fire Apparatus Subcommittee on the anticipated timeline and possible specifications for the replacement engine.

Commissioner Acker stated that the subcommittee is still in the process of reviewing different engines.

5.5 Fiscal Year 2023 Financial Statements – Independent Audit – Information

Receive Fiscal Year 2023 Financial Statements with auditor report.

LaQueta Lynch reported that audit for fiscal year 2022/2023 has been completed and copies were sent to out to all the commissioners.

5.6 Fire District Branding Ad Hoc Subcommittee – Information.

Receive a report from the Fire District Branding Ad-Hoc Subcommittee on updates on community outreach and trifold.

Commissioner Johnson stated that a new end of the year call report will be completed for the trifold pamphlet.

5.7 Five - Year Fire Plan Subcommittee – Action

Kathy Athey explained that the request came up in the October 2023 meeting to form an Ad-Hoc Five-Year Plan Subcommittee to start working on a Five-Year Plan.

Chief Carter stated that the 5-year plan is still relevant with a few new things to be addressed when a new plan is created.

The Ad Hoc Committee will have the following Commissioners on the committee: Acker, Lewis, and Lopez.

Possible Action:

- a. Discuss and establish an Ad-Hoc Five -Year Plan Subcommittee to develop proposed five-year plan for repairs to District Buildings, vehicles and other resources and equipment and make recommendations at April Board of Commissioners meeting for approval and implementation.
- b. Appoint Commissioners to serve on the Ad-Hoc Five-Year Subcommittee.

5.7(b) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Johnson
SECONDER:	Keesling
AYES:	Monaco, Lopez, Keesling, Ludewig, Lopez
ABSENT:	None

- c. Approve an end date for the Ad-Hoc Five-Year Plan Subcommittee.

5.8 Fire Inspector – Information

Receive a report on the status of District efforts/staff efforts to identify a Fire Inspector.

Chief Deocariza stated that he has talked to a few candidates. The contract for the fire inspector is still in the review process.

5.9 E-68 Accident – Information

Receive report on the November 6, 2023, accident involving Engine 68 and the status of the insurance claim for the Engine.

Chief Carter gave a brief report of the E-68 accident. He stated the settlement offer was still being approved.

6. New Business Info/Action

6.1 Budget workshop for Fiscal 2024/2025 – Action

Discuss and set a date for a Fiscal year 2024 budget cycle workshop.

The Commissioners picked the date of January 16, 2023, for the special Budget workshop meeting.

6.2 Present Awards for the Volunteer Fire Fighter Recognition Program – Action

Receive reports and present awards to Volunteer Firefighters.

Awards were given to Kevin Murray for 22 years of service as a Volunteer Fighter. Brandon Winters received an award for 2023 South Santa Clara Fire District Volunteer Firefighter of the Year. Dan Black received an award for 2023 South Santa Clara Fire District Top Responder of the Year. Also pins were given to first year volunteers in appreciation of their service.

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.

8. Volunteer Firefighter Report – Brandon Winters

Brandon Winters reported that Company 70 has 2 new volunteer fire fighters.

9. Battalion Chief Report – Chief Main

Chief Main gave a report on E-368.

10. Chief's Report – Chief Carter


- Chief Carter stated that the Santa Clara County is revisiting the idea of routing call for ambulance transportation.
- A trifold or new letter is being created to highlight events and accomplishments of the district.

11. Commissioners' Comments


12. Next Meeting is January 10, 2023

13. Adjourn Meeting

There being no further business, the meeting was adjourned at 7:40 pm.

ATTEST 

John Monaco, Chairperson



LaQueta Lynch, Clerk of the Board