



South Santa Clara County Fire District

15670 Monterey Street Morgan Hill, CA 95037 • (408) 779-2121 • www.sscfd.com
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, January 25, 2023, at the Masten Fire Station location at 10810 No Name Uno, Gilroy, CA 9021. Chairman Monaco called the meeting to order at 6:01 p.m. A quorum was present via in-person pursuant to Government Code 54953(e).

1.2 ROLL CALL

- a. Commissioners Present: Monaco, Lewis,
Acker, Johnson
- b. Fire District Staff: Unit Chief Huang, Assistant Chief
Hernandez, the Engine Crew 68
- c. Absent: Ludewig, Lopez, Keesling

1.3 DECLARATION OF POSTING OF AGENDA

Per Government Code Section 54954.2 by Acting District Clerk, Chief Hernandez

1.4 INTRODUCTIONS

Chief Hernandez introduced the crew of Engine 68.

2. Public Comment

None

3. Agenda Amendments and Changes

None

4. Old Business Info/Action

4.1 Minutes Approval - Action

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

4.2 Masten Station Solar Engineering Report – Information

Chief Hernandez presented the engineering report from MG Construction. The apparatus bay will not support fifty (50) solar panels, even with the addition of the recommended purlins. Chief Hernandez has contacted Silicon Valley Clean Energy to find out if reducing the panels to thirty-four (34) would still meet the terms of the grant. He had not received a response prior to the meeting.

4.3 Development Impact Fee Justification Study and Fire Capital Facilities Plan – Information

Chief Hernandez reported that staff is working on solicitations. If agenda item 5.1 is approved tonight, the informal competitive procurement can be used rather than formal competitive procurement. This will allow staff to contact vendors and provide them with the solicitation rather than having to do a public posting.

4.4 Fire District Branding AD Hoc Committee – Action

Commissioner Johnson presented the updated trifold pamphlet. After much discussion the following changes were suggested for consideration:

- Mission statement be moved to make it more prominent, possibly on inside left side.
- Pie Chart size be increased.
- Business office hours be removed.
- Map be enlarged or removed.
- Increase font size for website address.

- Spell out SSCCFD more often or use “District”.
- Add South Santa Clara County Fire District in header box.
- Add more pictures.
- “In Cooperative Agreement with CAL FIRE” be added.
- Personnel information be moved.

Possible Actions:

- a. Approve South Santa Clara County Fire District trifold pamphlet proof for production and distribution; or
- b. Direct staff to make additional changes to the South Santa Clara County Fire District trifold pamphlet.

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

4.5 Masten Station Termite Tenting and Repairs – Action

The board discussed at the February 08, 2023 meeting waiting on tenting Masten Station until a contractor was consulted to determine the best time to eradicate the termites; before of after the repairs are made. This action would formally either approve the tenting now or defer it until after consultation with contractor.

Possible Action:

- a. Award the bid submitted by Western Way Termite Control in the amount of three thousand dollars (\$3,000) for the termite tenting for Masten Station; or
- b. Defer this project until consultation with Contractors regarding the repairs to the termite damage at Masten Station and proper timing of when to eradicate the pests.

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

5. New Business Info/Action

5.1 Policy 3608 – Purchasing – Action

Possible Action:

- a. Approve revised Policy 3608 – Purchasing dated March 08, 2023.

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

5.2 Proposed FY 2023/2024 Budget – Action

Kathy Athey presented the proposed FY 2023/2024 budget. Commissioner Lewis recommended increasing budget for General Ledger Account (GL) 5225500 now that board is meeting monthly. Commissioner Acker asked about decreases to some of the GL's. Kathy explained based on past historical data those GL's have been under-utilized and so allocations were reduced for this proposed budget. Kath also reported that the allocations for County services may change in the final budget as those costs have not been provided by the County at this time.

Possible Action:

- a. Approve revised Policy 3608 – Purchasing dated March 08, 2023.

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

6. 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.

- Solar Project

- District Trifold
- Development Impact Study

7. Battalion Chief's Report

Assistant Chief Hernandez reported the following:

- Two (2) new Fire Captain Paramedics (FC/P).
- One of the Company 70 volunteers has accepted a Fire Fighter II Paramedic (FFII/P) position.
- District engine will be participating in the San Martin Lion's Club pancake breakfast on March 12, 2023.

8. Chief's Report

Chief Huang reported the following:

- Chief Huang appreciates the San Martin Neighborhood Association keeping him updated on upcoming events.
- Chief Shifrin and Division Chief Carroll are working on hiring more paramedics.
- CAL FIRE is in the process of hiring for a Firefighter hand crew to start by the end of March.
- CAL FIRE incident management teams have been activated to assist with weather related incidents and evacuations.
- County Counsel has requested that the agreement with CAL FIRE be removed from the Commissioner's agendas. The authority for agreements between the District and Government entities was retained by the Board of Directors. Kasey Halcon, Deputy County Executive and Aaron Forbath County Counsel with assistance from Kathy Athey will be reviewing all information including Commissioners input and creating recommendations for the Board of Directors.

9. Commissioners' Comments

Commissioner Johnson – Asked about conducting possible open houses at District Stations. This will be discussed at future meeting.

Commissioner Monaco – No comments

Commissioner Lewis – No comments

Commissioner Acker – No comments

10. Next Meeting is April 12, 2023

11. Adjourn Meeting

There being no further business, the meeting adjourned at 7:31 p.m.

ATTEST:

DocuSigned by:
John Monaco

John Monaco, Chairperson

DocuSigned by:
Marcus Hernandez

Marcus Hernandez, Acting Secretary