



South Santa Clara County Fire District

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

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF October 11, 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, October 11, 2023, at the Masten Fire Station location at 10810 No Name Uno, Gilroy, CA 95021. Chairperson Monaco called the meeting to order at 6:00 p.m. A quorum was present via in-person pursuant to Government Code Section 54953(e).

1.2 ROLL CALL

- A. Commissioners Present: Monaco, Lewis, Lopez, Acker, Johnson, Keesling and Ludewig
- B. Fire District Staff: Deputy Chief Carter, Assistant Chief Deocariza, Battalion Chief Main, and Fleet Equipment Manager James Lopez
- C. Absent: None

1.3 DECLARATION OF POSTING OF AGENDA

Per Government Code Section 54954.2 by Clerk of the Board LaQueta Lynch.

1.4 INTRODUCTIONS

James Lopez, Fleet Equipment Manager (FEM), Brandon Winters, Company 70, and Jason McCluskey, Office of Budget and Analysis.

2. Public Comment

None

3. Agenda Amendments and Changes

- None.

4. Approve Consent Agenda

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

4(a) Minutes Approval

Possible Action:

Approve minutes of the August 09, 2023, Regular Meeting.

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

4(b) Expenditure Approval

Possible Action:

Approve Expenditures from August 1, 2023 – September 30, 2023.

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

4(c) Staff Reports Approval

Possible Action:

- c.1 Approve Incident Statistical Report
- c.2 Approve Volunteer Firefighter Report.
- c.3 Approve Mitigation Fees Report.

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

Regular Agenda Items For Discussion

5. Old Business Info/Action

5.1 Masten Station Repairs – Information

Receive a report on repairs and projects for Masten Station.

Chief Deocariza reported that the tenting of Masten Station had been completed and staff is working on a list of repairs by priority.

Kathy Athey stated that from previous meetings and the Five-Year Plan, the Commissioners have set the priorities as repairing the termite damage and roof replacement.

Commissioner Acker asked how much was available in the budget for the repairs this fiscal year. Kathy Athey responded that the approved budget allocation was \$1.5 million for the new fire engine (Item 5.4) and the repairs to Masten Station. The total amount for the repairs depends on the final cost of the new engine as the Board has made that the highest priority.

More information will be presented at December 13, 2023, meeting.

5.2 Masten Station Solar Engineering Report – Information

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

Chief Deocariza reported that Simmitri has submitted the responses to the Building Department and is waiting for the permits. The Board asked if the project would be completed by the December deadline so that the terms of the grant are met. Chief Main said that he had spoken to Simmitri, and they are anticipating the permits in early November. They are confident that the project will be completed on time.

Kathy Athey advised staff to check the terms of the agreement to verify if the project had to be completed by December 31, 2023, or if that date is when the grant package needs to be completed. That could affect when the project needs to be completed by

as to allow for time to pay invoices, submit grant package and allow for the package to be processed by Silicon Valley Clean Energy.

5.3 Local Agency Formation Commission (LAFCO) Report with Edits – Information

Receive a report on the revised LAFCO Countywide Fire Service Review.

Commissioner Lewis reported that the report included the changes the Board had included in their letter to LAFCO. No additional recommendations were requested.

5.4 Fire Engine Purchase – Information

Receive a report on the timeline for the new engine.

Chief Deocariza reported that the new engine would be purchased on a “Piggyback” contract from Rosenbauer for approximately nine hundred forty-five thousand, nine hundred and fifty dollars (\$945,950.00) and would take approximately 2 years to build. The specs have been submitted to Rosenbauer and staff are waiting to get the cost confirmation back.

Kathy Athey asked if that price included any add on items, such as light bars and equipment for future budgeting purposes. FEM Lopez stated that an additional two hundred fifty thousand dollars (\$250,000.00) would be needed to outfit the engine.

Commissioner Acker stated that he preferred deferring the purchase of the additional engine equipment until after the engine is delivered in approximately two (2) years, and directing those funds to the repairs at Masten Fire Station.

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

Kathy Athey reported for LaQueta Lynch that staff’s recommendation was to award the bid to DTA (formerly David Taussig & Associates) in the amount of twenty-five thousand dollars, (\$25,000). They were the lowest bidder and notably, prepared the last study in 2015. The Board agreed with that recommendation and awarded the bid to DTA.

Possible Action:

- a. Receive report on bids and proposals from consultant service companies for a Development Impact Fee Justification Study and Fire Capital Facilities Plan.**
- b. Select a consultant service company for a Development Fee Justification Study and Fire Capital Facilities Plan.**
- c. Approve delegation of authority to the Fire Chief, or designee, to negotiate, execute, amend, or terminate an agreement between the selected consultant for**

services for a Development Impact Fee Justification Study and updated Fire Capital Facilities Plan. Delegation of authority to expire on January 31, 2025.

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

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

5.6 Fiscal Year 2023 Financial Statements – Independent Audit – Information

Receive Fiscal Year 2023 Financial Statements with auditor report.

Kathy Athey reported on the draft fiscal year 2023 Financial Statements with auditor report explaining the difference between the County’s SAP reports and the financial statements were due to auditor adjustments. Auditor adjustments are made to ensure that revenue/expenditures are recorded in the fiscal year they occurred. Santa Clara County policy only allows for adjustments after the close of the fiscal year of one million dollars or more. Since the adjustments are less than one million, they will not be recorded in SAP in Fiscal Year 2023, instead they are recorded on the date they occurred.

6. New Business

6.1 Resume Awards for the Volunteer Firefighter Recognition Program - Action

The board approved an annual budget of five hundred dollars, (\$500), to be utilized by staff to recognize the volunteer firefighters for service time as well as outstanding service. The details of the program will be implemented by staff.

Possible Action:

- a. Approve District staff to prepare and implement award program recognizing a volunteer firefighter of the year and presentation of award at the December meeting.

6.1 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Acker
SECONDER:	Lewis
AYES:	Acker, Lewis, Johnson, Keesling, Ludewig, Monaco, Lopez
ABSENT:	None

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 staff to place the matter of business on a future agenda.
Direction.

- Grant Writer.
- Resolution setting 2024 Board of Commissioner Meeting Schedule.
- Inspector.
- Volunteer Firefighter Report removed from consent agenda and place on regular agenda.
- Employee Recognition Program.
- Five Year Plan.
- AD HOC Committee – District Branding.
- Type 1 Fire Engine Specs for approval.
- Masten Fire Station Repairs priority list for approval.

8. Battalion Chief's Report

Chief Main reported the following:

- District pamphlets have been placed in all vehicles and are being distributed to the community.
- District participated in the San Martin Emergency Preparedness Fair.
- E368 has been hired by CAL FIRE through the Assistance By Hire (ABH), earning approximately \$58K.
- Masten Fire Station fumigation has been completed.
- District responded to a structure fire on Cox Avenue in San Martin. The detached garage was a complete loss. Mutual aid was provided by Gilroy Fire Department.
- District responded to a structure fire on Monterey Road – Garage. The cause was undetermined but suspicious.

9. Chief's Report – Baraka Carter, Interim Chief

Chief Carter reported the following:

- Chief Huang is in Redding but wanted the Board to know how much he enjoyed working with them and will be available during the transition to the new Chief to ensure a smooth transition.

- CAL FIRE continues to utilize the District through the ABH Agreement.
- Staff are working on the priority list for capital expenditure for presentation to the Board.

10. Commissioner Comments

- Chairperson Monaco announced that the November 8, 2023, meeting is cancelled.

11. Next Meeting is December 13, 2023.

12. Adjourn Meeting

There being no further business, the meeting was adjourned at 7:00 p. m.

DocuSigned by:
John Monaco
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ATTEST _____
John Monaco, Chairperson

LaQueta Lynch

LaQueta Lynch, Clerk of the Board