



South Santa Clara County Fire District

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

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF April 14, 2021

1. CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, April 14, 2021 remotely via Teleconference. Chairperson Acker called the meeting to order at 6:00 p.m.

1.1 ROLL CALL

- | | |
|---------------------------|--|
| A. Commissioners Present: | Acker, Ludwig, Lewis,
Lopez, and Keesling |
| B. Fire District Staff: | Chief Good and FC Anastasi |
| C. Absent: | Monaco and Carlson |

1.2 INTRODUCTIONS

None

1.3 DECLARATION OF POSTING OF AGENDA

District Clerk Athey certified that the meeting's agenda was duly noticed and posted in accordance with Government Code 54954.2.

2. PUBLIC PARTICIPATION

None

3. AGENDA AMENDMENTS

None

4. Minutes and Expenditures

4.1 Approve Board Meeting Minutes of February 10, 2021

On motion of Commissioner Lewis and seconded by Commissioner Ludewig the February 10, 2021 minutes were approved by the following vote:

AYES: Acker, Lewis, Ludewig, Lopez, and Keesling
NOES: None
ABSENT: Monaco and Carlson

4.2 Approve Board Meeting Minutes of February 24, 2021

On motion of Commissioner Lewis and seconded by Commissioner Ludewig the February 24, 2021 minutes were approved by the following vote:

AYES: Acker, Lewis, Ludewig, Lopez, and Keesling
NOES: None
ABSENT: Monaco and Carlson

4.3 Approve Expenditures of February/March 2021

On motion of Commissioner Lewis and seconded by Commissioner Lopez the February 1, 2020 – March 31, 2021 expenditures were approved by the following vote:

AYES: Acker, Lewis, Ludewig, Lopez, and Keesling
NOES: None
ABSENT: Monaco and Carlson

5. Board, Staff and Committee Reports

5.1 Statistical Report of Incidents

- Chief Good reported that there were 349 calls within the District in January/February. The District responded to 309 calls to other agencies. There were 210 calls where other agencies responded to the District.
- The District responded into Gilroy Fire 17 times and 287 times to Morgan Hill. Gilroy responded into the District 58 times and Morgan Hill responded into the District 109 times.

5.2 Inspector Statistical Report

- Chief Good reported that Shawn worked 112 hours February/March. He performed 28 new inspections and 4 follow-up inspections. He handled 8 complaint/referrals, attended no training or meetings and performed 27 plan reviews. He also performed 4 hydrant tests and 5 Knox Box inspections.

5.3 Volunteer Firefighters Report

- Chief Good reported that Company 70 have resumed their training starting on April 1, 2021. Training for the next few months will be on wildland firefighting to get Company 70 ready for the fire season.
- Company 70 was paged out several times in February and March. Multiple members arrived on scene to assist each call.
- Company 70 is currently working on getting a few members signed off to drive which would increase the eligible drives up to three.

5.4 Mitigation Fees Report

- During the February 1, 2021 through March 31, 2021 reporting period total fees collected were \$23,126.50. Fees collected reflect fees from 2 home additions, 7 garages, 4 porches, 1 new single-family residence with attached two-car garage and workshop, 4 prefab/ADU single residences, 1 new barn, 2 barn conversions to living area, 2 agricultural metal storage buildings, 1 detached steel accessory building, and 1 pool house. There was one expenditure for the reporting period for a refund in the amount of \$1,112.50.

5.5 Correspondence

None

6. Old Business

6.1 Management Audit Report - Information

Chief Good reported on the following:

- 1.1 Formalize the boundary drop agreement with City of Morgan Hill for 50% funding of Engine 67 personnel at Morgan Hill Station. – **Completed April 6, 2021.**
- 1.2 Agreement with City of Morgan Hill for portion of costs of Engine 67's maintenance, repair and upkeep. – **Completed April 6, 2021.**
- 1.3 Utilize information from Standards of Coverage Study to assess the boundary drop agreement and adjust compensation agreement as appropriate. – **This will be a recurring event.**
- 2.1 The South Santa Clara County Fire District's Board of Commissioners should develop a five-year financial plan and annual update to the financial plan that evaluates the District's options to increase revenues and contain expenditures,

including potentially consolidating fire prevention and communications operations with the cities of Morgan Hill and Gilroy. – **Ad Hoc Committee is working on document with assistance from Kathy Athey and department staff.**

- 3.1 The South Santa Clara County Board of Commissioners should request the District Fire Chief to provide the timeline to complete the detailed categorization of assets and submit the completed categorization of assets to the Board of Commissioner’s for review and endorsement. – **Completed February 10, 2021.**
- 3.2 The South Santa Clara County Board of Commissioners should develop a financing plan for the repair, replacement, and expansion of District facilities and other capital assets. – **This will be included in the five-year plan. Ad Hoc Committee is working on document with assistance from Kathy Athey and department staff.**
- 3.3 The South Santa Clara County Board of Commissioners should develop financial policies that include policies relating to debt issuance and drawing on reserves. – **Kathy Athey will be developing policy with District staff for input, review, and approval by Commissioners.**
- 3.4 The South Santa Clara County Board of Commissioners should direct the Fire Chief to complete an annual inspection to validate a sample of the inventory in order to ensure the existence and condition of assets. – **Completed March 23, 2021.**
- 6.1 The South Santa Clara County Fire District’s Board of Commissioners should request the County’s Office of Budget Analysis in the County Executive’s Office to review and approve Cal Fire invoices before invoices are sent to the Controller’s Office for payment. – **All CAL FIRE invoices/vouchers for personnel services will be approved by Debbie Dills Thompson, OBA prior to payment by Controller’s Office effective July 1, 2020.**

6.2 Management Audit Report – Section 3.4 - Action

Chief Good presented the completed Annual Inspection of Assets Report. The direction from the Management Audit Report was to conduct a random sample of assets; going forward the Board of Commissioners would like all assets to be inventoried annually not just a sample.

On motion of Commissioner Keesling and seconded by Commissioner Lewis the completed Annual Inspection of Assets Report was approved by the following vote:

AYES: Acker, Lewis, Ludewig, Lopez, and Keesling

NOES: None

ABSENT: Monaco and Carlson

7. New Business

7.1 District Awareness Campaign - Information

The Board of Commissioners and staff recognize the need for a public awareness campaign to educate residence within the District boundaries and other agencies that the South Santa Clara County Fire District is their fire department not CAL FIRE. The

District contracts for personnel from CAL FIRE but the District is a dependent district within the authority of the Santa Clara County Board of Supervisors. CAL FIRE is a contractor.

Proposed items to get the word out include:

- Updating and handing out quad folds reflecting District activities and information.
- Creating and maintaining a strong social media presence on Facebook, Twitter etc.
- Keeping webpage updated with current information.
- Participation and presence at community events.
- Spelling out full name instead of initials on all media releases.
- Dual logo on Equipment.
- Event to educate the public and/or Directors on District resources including those offered in conjunction with their contract with CAL FIRE and Company 70.

7.2 Board of Commissioner Training - Information

Chief Good reported the following resources for mandated Board of Commissioner Training:

- Santa Clara County will provide a Sexual Harassment Prevention Training class at the end of April to all Commissioners; details to be provided to members via email.
- AB 1234 Ethics Training is currently only available online through Fair Political Practices Commission (FPPC). Please ensure you spend at least two hours on the training to meet the requirement. Time will display on final certificate. Please submit certificates to Chief Good when training is completed.
- The California Fire District Association also offers non mandatory training for new and current commissioners on the Brown Act, Budgets and other topics.

7.3 Repairs to Engine 368 – Action

Chief Good reported that Engine 368 had some body damage approximately two years ago. Staff submitted two bids for the repairs to Board for review. Staff were unable to get any other vendor responses to provide a third bid.

- Bid # 1 – Burton’s Fire located in Modesto, CA for \$7,408.75
- Bid #2 – Fleet Bodyworx Inc. located in San Jose, CA for \$5,301.59.

On motion of Commissioner Lewis and seconded by Commissioner Ludewig the bid from Fleet Bodyworx Inc. not to exceed Seven thousand five hundred dollars ((7,500) was approved by the following vote:

AYES: Acker, Lewis, Ludewig, Lopez, and Keesling
NOES: None
ABSENT: Monaco and Carlson

8. Request for Future Agenda Items

- Board would like to see District Awareness Campaign added to Item 5 – Board, Staff, and Committee Reports on future agendas.

9. Chief's Report

Chief Hess had a prior commitment in Sacramento and could not attend the meeting. Chief Good reported on the following on Chief Hess's behalf

- MH City continues to make progress with the additional Squad Unit with staffing anticipating mid-summer.
- MH City is making progress with the 3rd Fire Station as well.
- CAL FIRE will be following our Staffing Level Preparedness which will start on April 19th with 1 engine per Battalion and then weather will dictate the following staffing levels, but we anticipate 1 engine per station by May 24th and Peak Staffing in June.
- The Gov has allocated early augmentation to CAL FIRE for additional staffing (for SCU this translates to FF positions for CNG Handcrew, FF Handcrew, MCAD FF's)
- SCU now has 3 Handcrews (2 CNG Crews, 1 FF Handcrew all stationed in Santa Clara County)
- Chief Hess will be a panel member for the Division Chief exam for the City of Gilroy Fire Dept later this month.

Commissioner's Comments

- Commissioner Ludewig reported that he will be out of the country starting April 28th for two weeks.
- No other Commissioner comments.

10. Adjourn Meeting

On motion of Commissioner Lewis the meeting was adjourned at 7:10 p. m.

Next regular meeting: June 9, 2021.

ATTEST Jim Acker
Jim Acker, Chairperson

Kathy Athey
Kathy Athey, Acting Secretary