

4a,



South Santa Clara County Fire District

15670 Monterey Street Morgan Hill, CA 95037 • (408) 779-2121 • www.sccfd.com
Baraka Carter, Fire Chief

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF April 10, 2024

1. Opening

1.1. CALL TO ORDER - Chairperson John Monaco

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire Protection District was held on Wednesday, April 10, 2024, at the Masten Fire Station located at 10810 No Name Uno, Gilroy, CA 95021. 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 - LaQueta Lynch

- a. Commissioners Present: Monaco, Lewis, Lopez, and Acker
- b. Fire District Staff: Unit Chief Baraka Carter, Assistant Chief Venmer Deocariza, Fleet Equipment Manager James Lopez, Volunteer Firefighter Brandon Winter
- c. Absent: Johnson, Keesling, Ludewig

1.3. DECLARATION OF POSTING OF AGENDA

Per Government Code 54954.2 - Clerk LaQueta Lynch

1.4. INTRODUCTIONS

John Reynolds, Pre-Fire Engineer, Ed Orre, Forester II, and Nicholas Giampaoli, Safety Battalion Chief.

2. Public Participation

None.

3. Agenda Amendments and Changes

Commissioner Acker requested that the Expenditures be removed from the agenda and deferred to the May 08, 2024, meeting, as they were received late, and he was unable to review prior to the meeting.

4. Approve Consent Agenda

Items removed from the Consent Agenda will be considered at the end of the regular agenda for discussion. The Board may also add items on the regular agenda to the Consent Agenda. Notice to the public: there is no separate discussion of Consent Agenda items, and the recommended actions are voted on in one motion. If an item is approved of the consent vote, the specific action recommended by Staff is adopted. Members of the public who wish to add to the Board on Consent Agenda items should comment under this item. Each speaker is limited to up to three (3) minutes total, as determined by Board Chair.

4(a) Minutes Approval

Possible Action:

- a. Approve the February 14, 2024, Regular Meeting minutes.
- b. Approve the March 13, 2024, Regular Meeting minutes.

| | |
|-----------------------------|-----------------------------|
| 4(a & b) RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Lewis |
| SECONDER: | Acker |
| AYES: | Monaco, Lewis, Acker, Lopez |
| ABSENT: | Johnson, Keesling, Ludewig |

4(b) Expenditures Approval

The commissioners all agreed to review and discuss expenditures at the next board of commissioners meeting on May 8, 2024.

Possible Action:

- a. Approve Expenditures from February 01, 2024 – March 31, 2024.

4(c) Staff Reports Approval

Possible Action:

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

| | |
|--|-----------------------------|
| 4c RESULT: APPROVED [UNANIMOUS] | |
| MOVER: | Lewis |
| SECONDER: | Acker |
| AYES: | Monaco, Lewis, Acker, Lopez |
| ABSENT: | Johnson, Keesling, Ludewig |

Regular Agenda Items for Discussion

5. Old Business Information/Action

5.1. Masten Station Solar Engineering Report – Action

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

Chief Deocariza reported that PG&E did come out and inspect the solar panels and gave the final approval for power to be turned on. He also stated that Simmitri would come out on Friday April 12, 2024, and give a training on how it works.

The Board of Commissioners appointed Commissioner Lewis to coordinate and facilitate ribbon cutting ceremony.

Possible action:

- a. Appoint Commissioner to coordinate and facilitate a ribbon cutting ceremony with Silicon Valley Clean Energy.

5.2. Fire Support Vehicle – Action

Chief Deocariza asked the Board to approve a not to exceed purchase amount of seventy-five thousand dollars, (\$75,000), not the fifty-eight thousand dollars, (\$58,000), stated in the possible action. This is partly because the quote did not include sales tax. The commissioners determined that they could not take action increasing the amount without an itemized quote from Greenwood Chevrolet reflecting the necessary changes to the price.

Action was deferred to the Board of Commissioners meeting on May 8, 2024.

Possible action:

- a. Recommend approval of purchase of 2024 Chevrolet Tahoe from Greenwood Chevrolet in the amount not to exceed fifty-eight thousand dollars, (\$58,000), to the Board of Directors subject to review and approval by County Counsel as to form and legality.

5.3. Fire Apparatus Subcommittee – Information

Receive a report from the Ad-Hoc Fire Apparatus Subcommittee on the status of the purchase for the replacement engine.

Commissioner Acker reported that county counsel believes they have everything they need to move to the next step. He also stated that Laqueta Lynch will be the point of contact for the Fire Apparatus procurement.

5.4. Five-Year Plan Ad Hoc Subcommittee – Information

Receive a report from the Five-Year Plan Ad Hoc Subcommittee on the development of the proposed five-year plan.

Commissioner Lopez reported that the subcommittee will be meeting sometime in the next coming week.

5.5. Fees for Services Justification Study – Information

Receive a report regarding the process for a Fee for Services Justification Study.

LaQueta Lynch reported that the fee for service proposal was just sent via email right before the BOC meeting. She also stated that the proposal will be sent to Aaron Forbath, Deputy County Counsel for review.

5.6. General Business Manager Position – Information

Receive a report regarding District General Business Manager position.

Commissioner Acker reported that the General Business Manager position is being worked on and will have more information soon.

5.7. Masten Station Roof Repair – Action

Fire Apparatus Engineer Zubillaga reported on what was covered and not covered in the proposal and what the scope of work that will be done by the contractor, SC Builders would include.

The Commissioners recommended the agreement to the Board of Directors stipulating that the priority would be the repairs and replacement of the roof. The other work including insulation and whole house fan would only be completed if the total project costs do not exceed ninety-nine thousand dollars, (\$99,000).

Possible action:

- a. Recommend approval of purchase agreement with SC Builders Construction Company to repair roof for Masten Station not to exceed ninety-nine thousand dollars (\$99,000), to the Board of Directors subject to review and approval by County Counsel as to form and legality.

| | |
|---|-----------------------------|
| 5.7 RESULT: APPROVED [UNANIMOUS] | |
| MOVER: | Acker |
| SECONDER: | Lewis |
| AYES: | Monaco, Lewis, Acker, Lopez |
| ABSENT: | Johnson, Keesling, Ludewig |

5.8. Fire Inspector – Information

Receive a report on staff and District efforts to identify a Fire Inspector.

Chief Deocariza reported that Craig Black has been hired as the District’s Fire Inspector and will report to Chief Alcantar. His first day of training was April 2, 2024, and he will be working Tuesday through Thursday weekly.

6. New Business Information/Action

6.1. Community Wildfire Protection Plan (CWPP) – Information

Receive a report on and discuss the Santa Clara County Community Wildfire Protection Plan and upcoming annexes.

Forester II Orre and Pre-Fire Engineer Reynolds gave a PowerPoint presentation on the Santa Clara County Community Wildfire Protection Plan, status of the updates to the eighteen annexes, and the Commissioner’s role in the process.

This project is being coordinated by the Santa Clara County Fire Safe Council. Stakeholder groups are working to update annexes now, with a goal to complete work by the end of 2024.

The CWPP annexes accompany the countywide CWPP. Each annex is updated collaboratively, drawing on data and information found in the Countywide CWPP as well as local knowledge and expertise from community stakeholders.

Annex 2 is specific to the District. One of the issues found in the previous plan is the exclusion of San Martin. Staff are working with the stakeholder groups to have San Martin added to the new plan and will report back to the Board with updates and recommended actions as needed.

6.2. Local Government Agreements (LG1) – Information

Receive a report on financial status of Agreement 1CA06233 (17600) and Agreement 1CA06234 (17650) between the District and CAL FIRE ending June 30, 2025.

Chief Deocariza reported that the LG1 agreements include a clause that states that One (1) year prior to the date of expiration of the agreement, the District shall give CAL FIRE written notice of whether the District will extend or enter into a new agreement with CAL FIRE for fire protection services and, if so, whether the District intends to change the level of fire protection services from that provided by the current agreement.

Staff will provide updated financial projections at the May 08, 2024 meeting.

6.3. Fire Inspection Service Fee – Information

Receive a report and discuss the process for the fire inspection service fee.

Chief Alcantar reported that the Fire Inspector will be doing fire inspections for the business in the District. Currently there are no plans to increase the Fire Inspection Service Fee charged to local businesses.

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.

1. Approval of February 01, 2024 – March 31, 2024, expenditures.
2. Masten Station Solar Project.
3. Fire Support Vehicle.
4. Fire Apparatus Ad Hoc Committee.
5. Five-Year Plan Ad Hoc Committee.
6. Fees for Service Study.

7. General Business Manager.
8. Masten Roof Repair.
9. Grant Writer.
10. Community Wildfire Protection Plan
11. Fiscal Projections for CAL FIRE Agreements.

8. Volunteer Firefighter Report – Brandon Winter

Brandon Winter reported:

- Two District volunteer firefighters were hired by Santa Clara County.
- One volunteer firefighter is currently in the interview process with San Jose Fire.
- All three volunteers will be on leave of absence, but both agencies allow their employees to volunteer so they will return to the District once they complete the academy.
- Interviews of ten (10) potential volunteer firefighters were conducted. They would like to increase the number of volunteers from twenty (20) to thirty (30).
- Chief Carter stated that he wanted more information before moving forward with the increase in volunteers including the anticipated costs of increasing the volunteers for equipment, supplies, and insurance. Staff will need to consult with County Counsel on the impact of other volunteer fire companies under the District. Chief Carter stated that when the westside annexation of Uvas, Loma Prieta and Hicks Road areas was completed two of the volunteer fire companies became a part of the District. Staff will discuss the matter with Counsel and the County Executive Office. Further discussion at the next meeting.

9. Battalion Chief Report – Chief Deocariza

Chief Deocariza reported:

- Chief Main's health continues to improve, and he hopes to be back to work sometime later in May 2024.
- Emails regarding district things should be sent to him and the district staff service analyst.
- Interviews were held for Paramedic's.

10. Chief's Report – Chief Carter

Chief Carter reported:

- One engine per station
- Weather report
- Meet with director about 66-hour work week.
- If LG1 contract is not in place by July of 2025 then fire services may need to be cut.

11. Commissioners' Comments

- Commissioner Lewis asked when the board would receive new ID cards.
- Commissioner Lewis stated that in the past the board received notifications of significant incidents within the District. She would like those notifications to resume.

12. Next Meeting is May 8, 2024

13. Adjourn Meeting

There being no further business, the meeting was adjourned at 7:48 pm.

DocuSigned by:
John Monaco
EEFC91C46A834C2...

ATTEST

John Monaco, Chairperson

DocuSigned by:
LaQueta Lynch
7FC4EE440A0348Z...

LaQueta Lynch, Clerk of the Board