



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
May 8, 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, May 8, 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, Keesling, Lewis, Lopez, Johnson and Acker
- b. Fire District Staff: Unit Chief Baraka Carter, Assistant Chief Venmer Deocariza, Deputy Chief Chuck Carroll, Volunteer Firefighter Brandon Winter
- c. Absent: Ludewig

1.3. DECLARATION OF POSTING OF AGENDA
Per Government Code 54954.2 - Clerk LaQueta Lynch

1.4. Introductions

Fire Inspector Craig Black, Grant Writer Carla Ruigh

2. Public Participation

None.

3. Agenda Amendments and Changes

LaQueta Lynch requested that item 6.1 be changed to 5.10 under Old Business.

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 April 10, 2024, Regular Meeting minutes.

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

4(b) Expenditures Approval

Possible Action:

- a. Approve Expenditures from April 1, 2024 – April 30, 2024.
- b. Approve Expenditures from February 1, 2024 – March 31, 2024.

4(c)

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

Staff Reports Approval

Possible Action:

- a. Approve Incident Statistical Report.
- b. Approve Mitigation Fees Report.

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

Regular Agenda Items for Discussion

5. Old Business Info/Action

5.1. Masten Station Solar Engineering Report – Information

Receive a report and provide direction to staff regarding the Ribbon cutting ceremony for the Solar project at Masten Station.

Commissioner Lewis reported that she had a conference call with Silicon Valley Energy regarding the ribbon cutting ceremony. She stated that they would like the following for the ceremony:

- Fire trucks on display.
- Potential speakers: Chief's, the Mayors of Morgan Hill & Gilroy
- News coverage
- Maybe Supervisor Sylvia Arenas

The Board of commissioners also appointed Commissioner Johnson as backup and to help with planning.

5.2. Fire support vehicle – Action

Chief Deocariza reported that the quote for the support vehicle does include sales tax. He also stated that the dealership does have a contract with State of California. Commissioner Lopez asked why did the price go up? Chief Deocariza stated that the last quote did not include the sales tax or a pad if the price goes up for options that may have been overlooked from the last quote. Deputy County counsel Aaron Forbath asked if this will be a piggyback from another contract. Chief Deocariza stated that it is a piggyback from another agency.

Possible action:

- a. Approve delegation of authority to Fire Chief, or designee, to negotiate, execute, amend, and terminate purchase agreement and any and all other documents deemed necessary for purchase of 2024 Chevrolet Tahoe from Winner Chevrolet in an amount not to exceed seventy thousand dollars (\$70,000), following approval by County Counsel as to form and legality, and approval by the Board of Directors. Delegation of authority shall expire on May 31, 2025.

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

5.3. Fire Apparatus Subcommittee – Information

Receive a report on the status of the purchase of the replacement engine.

Commissioner Acker reported that he did send via email to the chief the entire specs for the Type 1 Fire Apparatus from Hi-Tech. He asked a question regarding what is the status of the legislative file and the purchase contract? Chief Carter stated that if the entire specs have been received then the Fleet Equipment manager will need time to review the specs to make sure it meets the district requirements for the Type 1 Fire Apparatus.

Aaron Forbath explained what is needed for the legislative file before it goes to the Board of Supervisors.

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 has meet and is putting together the proposal to submit to the Board of Commissioners soon.

5.5. Fees for Services Justification Study – Information

Receive a report on the status of the Fee for Service Justification Study.

LaQueta Lynch reported that the agreement has been created and is with 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 – Information

Receive a report on the status of the roof repair for Masten Station.

LaQueta Lynch reported that a draft of the agreement was prepared and sent to county counsel for review. She also stated that the legislative file was created and sent to the Board of Supervisors.

5.8. Fire Inspector – Information

Receive a report regarding the Fire inspections for the District.

Chief Alcantar reported that he spent a few days training the Fire Inspector on the software to complete fire inspections and some field work training. He stated that there are 227 businesses listed in the District. The Fire Inspector and the Fire Stations have inspected 59 business in the District so far since in last few months.

The commissioners asked if there will be a monthly report and if invoices have been sent out for the inspections. Chief Alcantar stated that yes there will be a monthly report and that invoices will be sent out very soon.

5.9 Grant Writer – Information

Receive a report regarding the status of the Grant Writer

Chief Deocariza reported that the Grant Writer is researching open & close dates for certain grants the district can apply for and what information is need for the grants. The current grant she is currently working on is the VFG Grant for the Volunteer Firefighters.

5.10 LG Contracts – Information

Receive a report on financial status of agreements 17600 and 17650 between the District and CAL FIRE ending June 30, 2025

Chief Carter reported that an email was sent out to the Board of Commissioners on what the projected budget for fiscal year 24/25. He suggested to the Board of Commissioners that a letter should be drafted and sent to the Board of Supervisors regarding the budget for the district. Commissioner Acker stated the 5-year subcommittee will draft the letter to the Board of Supervisors.

6. New Business

6.1. Emergency Medical Services Agreement – Action

Chief Deocariza reported that the EMS agency was a little behind in getting the agreement to the District to be renewed.

Possible Action:

- a. Recommend approval of the Agreement between The County of Santa Clara and the South Santa Clara County Fire District for funding for the Emergency Medical Service data system support and supplies in an amount not to exceed forty-four thousand five hundred three dollars and ninety-six cents (\$44,503.96), to the Board of Directors subject to review and approval by County Counsel as to form and legality.

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

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. Masten Station Solar Project.
- 2. Fire Support Vehicle.
- 3. Fire Apparatus Ad Hoc Committee.
- 4. Five-Year Plan Ad Hoc Committee.
- 5. Fees for Service Study.
- 6. General Business Manager.
- 7. Masten Roof Repair.
- 8. Grant Writer.
- 9. Create a policy for meetings via Zoom or MS-Teams
- 10. New Website for SSCCFD
- 11. Elections for Chairperson
- 12. Renew District Consultation Contract
- 13. Company 70 procedures
- 14. Update on Nov 2023 E-68 Accident

8. Volunteer Firefighter Report – Brandon Winter

Brandon Winter reported:

- Request for 10 additional volunteers would be no additional cost to the district for insurance through Myers-Stevens & Toohey & Co. and State Compensation Insurance Fund
- Request for Policy change review to be put on the next agenda for June 12, 2024.
- The 1st group of new company 70 volunteers is at the end of their 6-month training and will start to do ride along very soon.
- The 2nd group of new company 70 volunteers is testing.

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 June 2024.
- The Board of Commissioners can come by the Headquarter station and get as South Santa Clara County Fire District identification card made.
- Report on the vehicle miles and maintenance cost for the water tenders. Commissioner Acker asked if new chassis can be put on them? Chief Deocariza stated that he will do some research and get back to them.
- Went over the statistics report.

10. Chief’s Report – Chief Carter

- Review and revise the district policies.
- Personal move from winter staffing to peak staffing in June
- Agenda timeline process
- Policy for volunteer companies when representing the district and operations.

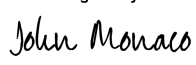
11. Commissioners’ Comments

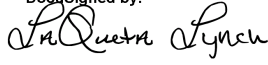
- Commissioner Acker asked if the new Morgan Hill Fire station will impact the response times for calls. Chief Carroll stated that it should not impact the response times.

12. Next Meeting is June 12, 2024

13. Adjourn Meeting

There being no further business, the meeting was adjourned at 7:53 pm.

DocuSigned by:

 ATTEST _____
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John Monaco, Chairperson

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LaQueta Lynch, Clerk of the Board