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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
June 12, 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, June 12, 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, Lopez, Johnson and Acker
- b. Fire District Staff: Deputy Chief Chuck Carroll, Volunteer Firefighter Brandon Winter
- c. Absent: Ludewig and Lewis

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

1.4. Introductions
County Counsel Aaron Forbath

2. Public Participation

None.

3. Agenda Amendments and Changes

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 May 8, 2024, Regular Meeting minutes.

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

4(b) Expenditures Approval

Possible Action:

- a. Approve Expenditures from May 1, 2024 – May 31, 2024.

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

4(c) Staff Reports Approval

Possible Action:

- a. Approve Incident Statistical Report.

- b. Approve Inspector Statistical Report.
- c. Approve Mitigation Fees Report.

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

Regular Agenda Items for Discussion

5. Old Business Info/Action

5.1. Masten Station Solar Engineering Report - Information

Receive a report on the status of the solar project and Ribbon Cutting Ceremony at Masten Station.

Fire Apparatus Engineer David Gonzales reported that the solar is up and running. The only thing they still need is a password to log into the application to monitor the energy reading. The Commissioners would like to receive future report on how the solar energy is going.

Commissioner Johnson reported that the ribbon cutting ceremony is moving forwarded as planned. He stated that the ribbon ceremony has been put on the Eventbrite website for publicity and a few of the local news channels will be able to attend.

5.2. Fire Apparatus Subcommittee – Information

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

Commissioner Acker reported that he and Chief Carter had a meeting with the Office of the County Executive. He stated that the Office of the County Executive has gotten involved in the purchase of the Type 1 engine choice for the District. They have stated that the purchase price for the engine that was approved by the BOC exceeds cost allocated for the purchase. They suggest that the District try to look at a less expensive Type 1 Fire Engine. Also, Commissioner Acker stated that a letter of recommendation from the Fire Apparatus Subcommittee has been written to the County Executive and the Deputy County Executive offices of why they made the recommendation for the approval of the Type 1 Fire Engine.

5.3. 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 come up with a list of information they need before the 5-year plan can be completed. He stated that they will email the list to the district Staff Service Analyst LaQueta Lynch and the Deputy Chief Chuck Carroll.

5.4. Agreement with David Taussig & Associates, Inc. – Action

Aaron Forbath reported that the Agreement is very close to being completed but there were a few issues being worked out with David Taussig & Associates. He stated that the Agreement should be completed and signed in the next few next weeks.

- a. Approve delegation of authority to the Fire Chief, or designee, to negotiate, execute, amend, or terminate Agreement between the South Santa Clara County Fire District and David Taussig & Associates, Inc. d/b/a DTA to provide a Study for Development Impact Fee Justification and a Fee for Service Study in an amount not to exceed forty-five thousand dollars (\$45,000), subject to review and approval by County Counsel as to form and legality. Delegation of authority shall expire on June 30, 2025.

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

5.5. 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.

5.6. Masten Station Roof repair – Information

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

LaQueta Lynch reported that we are working with County Counsel on a solution regarding the contract for the roof repair. The Board of Commissioners requested a confidential report from County Counsel.

5.7. Grant Writer – Information

Receive a report regarding the activities of the Grant Writer.

LaQueta Lynch reported that the grant writer is working the (CFF) California Fire Foundation Grant through PG&E. The grant would be used for Community Chipping Program.

5.8 Administrative Consulting Services Contract – Action

LaQueta Lynch reported that under the current contract there was a motion for the Chief to be able to amend and speak with Kathy under the current contract for consulting services. Commissioner Acker stated that he spoke with Kathy and that she was ok with extending the contract with the same terms of the contract for one more year. Aaron Forbath added that a delegation of authority was given to the chief to negotiate and execute amendments with the direction of the Board of Commissioner.

Possible action:

- a. Receive a report, discuss, and provide direction to staff regarding Agreement with Kathy Athey for Administrative Consulting Services

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

- b. Approve Fourth Amendment to Agreement with Kathy Athey for Administrative Consulting Services to extend the agreement for a 12-month period through June 30, 2025, that has been reviewed and approved by County Counsel as to form and legality.

5.9 Fire District Branding AD Hoc Subcommittee - Information

Receive a report and provide direction to staff regarding district website.

LaQueta Lynch reported that we did get a few quotes for a new website redesign. The cost is between \$7,000 to \$10,000. Commissioner Acker asked what the limits with current website are for the District. LaQueta Lynch explained that some web browsers do not show when meetings are posted, and it currently is not following ADA rules. The Board of Commissioner asked if we could try a few minor fixes first before spending on a new website redesign.

6. New Business

6.1. Hybrid meeting policy - Action

Receive a report and provide direction to staff regarding public participation via teleconference.

LaQueta Lynch reported that we have 2 options for hybrid meeting policy. The first was to just stream the meetings with now participation from the public. The second option would be to have public participation via teleconference. Aaron Forbath stated that the first option would just use the current equipment that was in place for online viewing. The second option would involve finding a platform to use for teleconferencing and it would have to me ADA and Brown Act compliance. Commissioner Acker asked if there would be a cost involved? LaQueta Lynch stated that it could involve cost for new equipment. The Board of Commissioners would like staff to investigate the first option which is just streaming the meetings online.

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

6.2 Nominate and Elect Chairperson South Santa Clara County Fire District Board of Commissioners – Action

The Board of Commissioners nominated Commissioner Lopez for chairperson.

Possible action:

- a. Nominate and elect Chairperson to serve from July 1, 2024, through June 30, 2025.

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

6.3 Nominate and elect Vice Chairperson South Santa Clara Couney Fire District Board of Commissioners – Action

The Board of Commissioners nominated Commissioner Johnson for vice chairperson.

Possible action:

- a. Nominate and elect Vice Chairperson to service from July 1, 2024, through June 30, 2025.

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

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 ribbon ceremony.
2. Fire Apparatus Ad Hoc Committee.
3. Five-Year Plan Ad Hoc Committee.
4. Fees for Service Study.
5. General Business Manager.
6. Masten Roof Repair.
7. Grant Writer.
8. District Website
9. Hybrid Meeting Policy
10. Company 70 procedures
11. Update on Nov 2023 E-68 Accident

8. Volunteer Firefighter Report – Brandon Winter

- 120 training hours
- Group 1 is in the process of getting their final sign offs.
- Group 2 is getting ready for testing.
- 19 hours on seen.
- Ribbon Cutting Ceremony

9. Battalion Chief Report – Chief Main

- Old structure burn and is under investigation.
- Barn caught on fire and was a total loss.

10. Chief's Report – Chief Carroll

- Started full staffing for CalFire.
- Waiting on replacement door for E168
- 1637 vehicle is in the shop.
- Attended the Board of Supervisors meeting.

11. Commissioners' Comments

12. Recess to Closed Session to consider the Following item. – Action

- a. Possible Initiation of Litigation (Government Code Section 54956.9(d)(4)): It is the intention of the Board to meet in Closed Session to confer with Legal Counsel regarding one item of possible initiation of litigation.

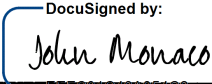
13. Reconvene to open session to announce reportable actions, if any, taken in Closed Session.

The meeting was reconvened at 8:05 pm and no reportable action from the close session.

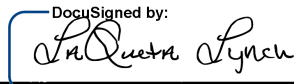
14. Next Meeting is July 10, 2024

15. Adjourn Meeting

There being no further business, the meeting was adjourned at 8:11 pm.

ATTEST 
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 John Monaco, Chairperson


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 LaQueta Lynch, Clerk of the Board