



**South Santa Clara County Fire District**

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Jake Hess, Fire Chief

**MINUTES OF THE  
SOUTH SANTA CLARA COUNTY FIRE DISTRICT  
BOARD OF COMMISSIONERS REGULAR MEETING OF  
December 09, 2020**

**1. CALL TO ORDER**

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, December 09, 2020 remotely via Teleconference. Chairperson Acker called the meeting to order at 6:01 p.m.

**1.1 ROLL CALL**

- A. Commissioners Present: Acker, Monaco, Ludewig, Lewis, Lopez, Carlson and Keesling
- B. Fire District Staff: Chief Hess and Chief Good
- C. Absent: None

**1.2 INTRODUCTIONS**

Commissioner Pete Keesling was introduced. He was appointed by the Board of Director's on December 8, 2020 and is replacing Commissioner Ryan Scatena who moved outside the District. Commissioner Keesling served on the Commission previously. Chief Hess welcomed Commissioner Keesling back and thanked Commissioner Scatena for his service.

**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

Item 1.1 Roll Call – Updated removing Commissioner Scatena and adding Commissioner Keesling.

## 4. Minutes and Expenditures

4.1 Approve Board Meeting Minutes of October 14, 2020

*On motion of Commissioner Monaco and seconded by Commissioner Lopez the October 14, 2020 minutes were approved by the following vote:*

**AYES:** Acker, Lewis, Ludewig, Monaco, Lopez, and Carlson

**NOES:** None

**ABSTAIN:** Keesling

4.2 Approve October 1, 2020 - November 30, 2020 Expenditures

*On motion of Commissioner Lewis and seconded by Commissioner Ludewig the October 1, 2020 – November 30, 2020 expenditures were approved by the following vote:*

**AYES:** Acker, Lewis, Ludewig, Monaco, Lopez, and Carlson

**NOES:** None

**ABSTAIN:** Keesling

## 5. Board, Staff and Committee Reports

5.1 Statistical Report of Incidents

- Chief Good reported that there were 338 calls within the District in September/October. The District responded to 305 calls to other agencies. There were 254 calls where other agencies responded to the District.
- The District responded into Gilroy Fire 17 times and 283 times to Morgan Hill. Gilroy responded into the District 103 times and Morgan Hill responded into the District 99 times.

5.2 Inspector Statistical Report

- Chief Good reported that Shawn worked 112 hours October through November. He performed 11 new inspections and 5 follow-up inspections. He handled 5 complaint/referrals, attended no training or meetings and performed 7 plan reviews.

### 5.3 Volunteer Firefighters Report

- Chief Good reported that there are currently 15 members. They are training twice a month. They are doing some shift ride-alongs and responded to a small vegetation fire. Due to the new COVID 19 restrictions the volunteers will not be doing their annual Christmas Toy Program this year.

### 5.4 Mitigation Fees Report

- During the October 1, 2020 through November 30, 2020 reporting period total fees collected were \$1,763.50. Fees collected reflect fees from 2 ADU's, 1 garage, 1 covered porch and 1 detached carport. There were no expenditures for the reporting period.

### 5.5 Correspondence

None

## 6. Old Business

### 6.1 Financial Statements Audit - Information

Kathy Athey reported that the audit is complete. The Commissioners should have all received their copy of the Audited Financial Statements for FY 20. As of June 30, 2020 Fund 1574 balance is \$1,874,161 a decrease of \$192,112. Fund 1575 balance is \$218,813 a decrease of \$53,513.

### 6.2 FY 20/21 Budget – Information

Kathy Athey reported that she worked with Debbie Dills-Thompson, OBA to modify the FY 20/21 Approved Budget. The changes were submitted to OBA as mid-year adjustments and did not require Board of Director approval. The budget totals remained the same; changes shifted spending allocation from GL 5255510 – Professional Services to GL 5400200 – Debt Services Principal and GL 5420100 Debt Services Interest to allow for payments to Santa Clara County for the loan of \$623,234 for a fire engine. Payments will begin in December.

### 6.3 Management Audit Report – Information

Chief Good reported on the progress made on the Management Audit Report Recommendations.

- 1.1 Formalize the boundary drop agreement with City of Morgan Hill for 50% funding of Engine 67 personnel at Morgan Hill Station. – Draft agreement under review by County Counsel.
- 1.2 Agreement with City of Morgan Hill for portion of costs of Engine 67's maintenance, repair and upkeep. - Draft agreement under review by County Counsel.

- 1.3 Utilize information from Standards of Coverage Study to assess the boundary drop agreement and adjust compensation agreement as appropriate. - Draft agreement under review by County Counsel.
- 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. – Kathy Athey is gathering data and working with staff on draft plan for input, review, and approval by Commissioners.
- 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. – Battalion staff has initiated the inventory process and expect completion by February 20, 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.
- 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 is 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. – To follow 3.1.
- 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.

## 7. New Business

### 7.1 Appropriations Limit FY 2020/2021 (Gann Limit) - Information

Chief Good presented copies of the Legislative File for Board of Directors approval at the December 15, 2020 Board of Supervisors meeting. The item will adopt the Districts appropriations limit for FY 2020/2021 in accordance with Article XIII B of the California Constitution and Government Code Section 7910.

### 7.2 SVRIA Agreement – Information

Chief Good presented the agreement with the Silicon Valley Regional Interoperability Authority (SVRIA) that will be on the Board of Supervisors Agenda on December 15, 2020. The agreement adjusts the annual assessment payment due from member agencies.

## 8. Request for Future Agenda Items

- None

## 9. Chief's Report

Chief Hess reported on the following:

- **County Executive Office:**

A staff report regarding a County Wide Fire Service Study from the County Executive office was on the November 17<sup>th</sup> BOS Agenda. This report was to initiate a county wide study of Fire Services including consolidation. This item was pulled at the November 17<sup>th</sup> meeting and asked to include additional information for a December BOS meeting. CAL FIRE/South County Fire District will have a representative on the selection team to pick a consultant for the study. Deputy Chief Marcucci is our representative.

- **LAFCO:**

Dec 2<sup>nd</sup> meeting proposed revisions to LAFCO's service review work plan to prioritize the Countywide Fire Service Review to be completed in 2021. This study will have no cost to the District per LAFCO Director.

- **Fire Service Review Studies scheduled in Santa Clara County for 2021:**

County Executive Office and LAFCO.

- **CREWS Fire:**

Fire Suppression Repair is complete  
Cause: privately owned electrical equipment

- **SCU Complex:**

Fire Suppression Repair is complete  
Cause: Lightning

- **CAL FIRE:**

Still staffing 13 Engines  
3 Dozers  
1 Copter with Crew  
1 FF Handcrew

This staffing will continue through December 27<sup>th</sup> 2020

## 10. Commissioner's Comments

- Commissioner Monaco thanked staff for the COVID 19 updates and notifications. He has found them to be very helpful and appreciates staff providing this information.
- Commissioner Ludewig requested an updated contact list for the Board of Commissioners. He also requested a list of contacts/agencies that he can refer private citizens to during emergencies. He was contacted during the recent fires by citizens offering to volunteer with animal rescue, donations of supplies and other offers of help. Chief Good will send out a list of local agencies that are set up to accept volunteers and donations. He will also send out an updated Commissioners contact list.

## 11. Adjourn Meeting

*On motion of Commissioner Ludewig and seconded by Commissioner Carlson the meeting was adjourned at 7:11 p. m.*

Next regular meeting: February 10, 2021.

ATTEST *Jim Acker*  
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Jim Acker, Chairperson

*Kathy A. Athey*  
\_\_\_\_\_  
Kathy Athey, Acting Secretary