



## 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 June 09, 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, June 09, 2021 in-person at the Morgan Hill Headquarters located at 15670 Monterey Street, Morgan Hill, CA and remotely via Teleconference. Chairperson Acker called the meeting to order at 6:00 p.m.

##### 1.1 ROLL CALL

- |    |                        |  |
|----|------------------------|--|
| A. | Commissioners Present: | Acker, Monaco, Ludewig, Lewis, Lopez, and Keesling |
| B. | Fire District Staff:   | Chief Hess, Chief Good and Chief Main              |
| C. | Absent:                | 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 April 14, 2021

*On motion of Commissioner Lewis and seconded by Commissioner Monaco the April 14, 2021 minutes were approved by the following vote:*

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

4.2 Approve Expenditures of April/May 2021

*On motion of Commissioner Monaco and seconded by Commissioner Keesling the April 1, 2021 – May 31, 2021 expenditures were approved by the following vote:*

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

### 5. Board, Staff and Committee Reports

5.1 Statistical Report of Incidents

- Chief Good reported that there were 334 calls within the District in April/May. The District responded to 280 calls to other agencies. There were 220 calls where other agencies responded to the District.
- The District responded into Gilroy Fire 9 times and 266 times to Morgan Hill. Gilroy responded into the District 69 times and Morgan Hill responded into the District 100 times.

5.2 Inspector Statistical Report

- Chief Good reported that Shawn worked 98 hours in April/May. He performed 36 new inspections and 2 follow-up inspections. He handled 9 complaints/referrals, attended no training or meetings, performed 18 plan reviews, 10 hydrant tests and 2 Knox Box inspections. He also reported that 3 businesses have closed due to Covid 19.

### 5.3 Volunteer Firefighters Report

- Chief Good reported that as of April 1, 2021, Company 70 has resumed their normal training schedule consisting of two trainings per month. The topics of trainings include wildland fires and drafting to get Company 70 ready for fire season in the District. Training schedule for June will cover Low Angle Rescue Operations (LARO).
- Company 70 responded to several structure fires from April 1, 2021 through May 31, 2021 where multiple members arrived on scene to assist each call. Company 70 also assisted in a public event held by San Martin's Horsemen's Association on May 1<sup>st</sup>. This event was designed to acclimate farm animals to the sights and sounds of wildland fire response as well as raise awareness to fire prevention efforts landowners can take.

### 5.4 Mitigation Fees Report

- During the April 1, 2021 through May 31, 2021 reporting period total fees collected were \$14,573. Fees collected reflect fees from 1 home additions, 2 garages, 4 porches/patios, 1 new single-family residence with attached garage, 1 prefab/ADU single residence, 1 prefab barn, 1 gazebo, and 1 pool house. There was no expenditures for the reporting period.

### 5.5 Correspondence

None

### 5.6 District Awareness Campaign

- There has been an increase in Facebook Coverage highlighting District incidents and activities.
- Trifolds are being updated.
- L2881 is helping with educational campaign to help the public identify that the District is their fire department not CAL FIRE.

## 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. Draft presentation at this meeting. Item 6.2.**
- 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. Draft presentation at this meeting. Item 6.2.**
- 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. – **Draft policy is being developed for input, review, and approval by Commissioners at August meeting.**
- 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. – **Completed July 1, 2020.**

#### 6.2 Management Audit Report – Section 2.1 – 5-Year Plan – Information

Chairperson Acker presented the draft 5-Year Plan to the board for review and discussion.

#### 6.3 Update on Delivery of Engine 67 – Information

Chief Good reported that the Engine 67 replacement has arrived. It goes in on June 10, 2021 for radio programming. Anticipated in service date is by July 1<sup>st</sup>.

### 7. New Business

#### 7.1 Amador Contract Letter – Pacheco Station - Action

***On motion of Commissioner Ludewig and seconded by Commissioner Monaco the letter to CAL FIRE stating the Board of Commissioners’ intent to recommend to the Board of***

*Directors to renew the Amador Contract with CAL FIRE for services at Pacheco Station from the July 1, 202 – June 30, 2023 to align with expiration of Schedule A Contract ICA04070 with CAL FIRE was approved by the following vote:*

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

7.2 Amend Agreement for Financial Consultant Services - Action

*On motion of Commissioner Lewis and seconded by Commissioner Ludewig the first amendment to agreement with Kathy Athey, relating to providing training for District Staff Analyst, providing District management with financial analysis services, and advance recommendations for District process improvement services increasing maximum amount of contract to sixty thousand (\$60,00) and extending the agreement for a 12-month period through June 30, 2022, that has been reviewed and approved by County Counsel as to form and legality was approved by the following vote:*

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

7.3 Amend Agreement for Fire Marshall Services – Action

*On motion of Commissioner Keesling and seconded by Commissioner Lewis the first amendment to agreement with Shawn Deo, relating to providing Fire Inspection services increasing the maximum amount of contract to eighty thousand (\$80,000) and extending the agreement for a 12-month period through June 30, 2022, that has been reviewed and approved by County Counsel as to form and legality was approved by the following vote:*

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

7.4 Coastal Quest – Information and Report

Chief Good reported on Coastal Quest, a nonprofit agency that is proposing to launch a pilot project in Santa Clara County to coordinate and implement watershed scale monitoring of post-fire impacts on water quality, water infrastructure and watershed ecosystem health. They had requested a letter of support from the District for their grant application but it was due prior to the June meeting so this is information only.

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

Commissioner Lewis nominated Jim Acker to serve as Chairperson for an additional 12-month period to provide continuity as the District completes their 5-Year Plan.

*On motion of Commissioner Lewis and seconded by Commissioner Monaco the nomination of Jim Acker as chairperson from July 1, 2021 through June 30, 2022 was approved by the following vote:*

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

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

Commissioner Lewis nominated John Monaco to serve as Vice Chairperson for an additional 12-month period to provide continuity as the District completes their 5-Year Plan.

*On motion of Commissioner Lewis and seconded by Commissioner Ludewig the nomination of John Monaco as vice chairperson from July 1, 2021 through June 30, 2022 was approved by the following vote:*

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

## **8. Request for Future Agenda Items**

None

## **9. Chief's Report**

Chief Hess reported on the following:

### **Fire Service Reviews**

- LAFCO Fire Services Review is underway (Staff is working with CPSM to complete the initial survey).
- County Executive Fire Service Review has not started.

### **COVID**

- COVID related operations for Fire Service are slowing down in XSC regarding in home vaccinations and max vaccination site operations.

### **EMS**

- District has not experienced any significant delays from the EMS transport agency.

**Fire Safe Regulations**

- Cal Fire and District staff continue to work with county planning on education regarding the new Fire Safe Regulations.

**CAL FIRE**

- CAL FIRE is at Level 4 Staffing "Peak"
- 16 Engines
- 3 Dozers
- 3 Handcrews
- 1 Copter

**State Budget**

- CAL FIRE still waiting on final budget approval from legislator and Governor's Office.

**Grants**

- CCI Fire Prevention Grants have closed and be graded over the next month.

**Commissioner's Comments**

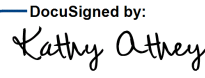
- Commissioner Monaco commented that it was good to finally be able to have in-person meetings.
- Commissioner Ludewig asked about CAL FIRE's new fleet of helicopters, the Sikorsky S70i. Where they will be located and in-service date.
- Commissioner Keesling commented that he was glad to finally join the teleconference meetings instead of just audio.
- No other Commissioner comments.

**10. Adjourn Meeting**

*On motion of Commissioner Lewis the meeting was adorned at 7:00 p. m.*

Next regular meeting: August 11, 2021.

ATTEST   
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Jim Acker, Chairperson

  
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Kathy Athey, Acting Secretary