



## 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 DISTRICT BOARD OF COMMISSIONERS MEETING OF January 10, 2024

#### 1. Opening

1.1 CALL TO ORDER - Chairperson John Monaco

1.2 ROLL CALL - LaQueta Lynch

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

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

1.4 Introductions

#### 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 November 15, 2023, Special Meeting minutes.
- b. Approve the December 13, 2023, Regular Meeting minutes.

<b>4(a &amp; b) RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Lewis
<b>SECONDER:</b>	Keesling
<b>AYES:</b>	Lopez, Johnson, Monaco
<b>ABSENT:</b>	Acker, Ludewig

#### **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 at Masten Fire Station.

Assistant Chief Deocariza reported that the work was not completed yet because of the rainy weather.

###### **5.2 Prioritization of Masten Station Repairs – Action**

Chief Deocariza stated that the staff needs direction on the repairs for Masten Station. He mentioned that the roof, flooring, and updated appliances are needed for the station.

Chief Carter stated that one project should be done at a time. The Board of Commissioners agreed. They decided that the roof should be the top priority and get the other things done later.

Chief Main stated that someone did come out and give a general estimated of what it would cost to replace the roof.

Kathy Athey stated what the process is from formal and informal bidding.

Possible Action:

- a. Discuss the priority of Masten Station repairs and the possible diversion of

- funds to cover the procurement cost of a replacement engine.
- b. Provide direction to staff regarding the implementation of Masten Station repairs.

<b>5.2 RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Keesling
<b>SECONDER:</b>	Johnson
<b>AYES:</b>	Lopez, Lewis, Monaco
<b>ABSENT:</b>	Acker, Ludewig

### **5.3 Fire Apparatus Acquisition – Information**

Receive a report from the Ad-Hoc Fire Apparatus Subcommittee on the anticipated timeline and possible specifications for the replacement engine.

Chief Carter explained that the reserve engine is in the shop for repairs and that there really is no more backup engines in place. He explained that the County executive office is asking what the status of the purchase of the new engine for the district. He asked if the Fire Apparatus Specification Ad Hoc Committee had met to discuss what specification they would recommend for the new engine.

Commissioner Lopez explained that they have met up but still have not finalized the specifications for the new Fire Apparatus. He stated that they hope to meet up and have the recommendations by next Board of Commissioners meeting.

### **5.4 Fire District Branding Ad Hoc Subcommittee – Information.**

Receive a report from the Fire District Branding Ad-Hoc Subcommittee on updates on community outreach and trifold.

Commissioner Johnson stated that he and Board of Commissioners were happy how the trifold was updated. He stated that he would like to have 500 trifolds printed very soon.

### **5.5 Five - Year Plan Ad Hoc Subcommittee – Information.**

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

Commissioner Lopez stated that the committee has not meet yet but plans to meet up very soon.

Chief Carter stated that the current 5-year plan is still good but only a few things need to be updated.

### **5.6 Fire Inspector – Information**



Receive a report on the status of District efforts/staff efforts to identify a Fire Inspector.

Chief Deocariza stated that candidate who was chosen is having issues with meeting the insurance requirements for the county. He mentioned that county counsel is also re-reviewing the insurance requirements.

**5.7 E-68 Accident – Information**

Receive report on the November 6, 2023, accident involving Engine 68 and the status of the insurance claim for the Engine.

LaQueta Lynch stated what the amount of the settlement will be and what is the next step in the process.

**6. New Business Info/Action**

LaQueta Lynch stated that the contract has been reviewed and approved by county counsel.

**6.1 Agreement for Grant Writer – Action**

- a. Approve Agreement between the South Santa Clara County Fire District and Carla J. Ruigh to provide grant administration and coordination services in the amount not to exceed thirty - nine thousand dollars (\$39,000) for a 12-month period through January 31, 2025, that has been reviewed and approved by County Counsel as to form and legality.
- b. 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 Carla J. Ruigh for grant administration and coordination services. Delegation of authority shall expire on January 31, 2025.

<p><b>6.1 (a &amp; b) RESULT: APPROVED [UNANIMOUS]</b> <b>MOVER:</b> Keesling <b>SECONDER:</b> Lewis <b>AYES:</b> Lopez, Johnson, Monaco <b>ABSENT:</b> Acker, Ludewig</p>
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**6.2 Special Meeting for District Budget – Action**

Chairman Monaco explained the reason for action on items 6.2 and 6.3. The Board of commissioners decided to not form the Budget Workshop Ad-Hoc Subcommittee and to just have a special meeting to discuss the Budget for FY 24/25.

- a. Call a special meeting for the Board of Commissioners on January 16, 2023, to discuss and approve District budget and related items.

### **6.3 Budget Workshop Ad-Hoc Subcommittee – Action**

Chairman Monaco explained that the reason for action on items 6.2 and 6.3. The Board of commissioners decided to not form the Budget Workshop Ad-Hoc Subcommittee and to just have a special meeting to discuss the Budget for FY 24/25.

Possible Action:

- a. Discuss and establish an Ad-Hoc Budget Workshop Subcommittee to develop a draft budget for approval at the January 16, 2023 special meeting for of the Board.
- b. Appoint Commissioners to serve on the Ad-Hoc Budget Workshop Subcommittee.
- c. Approve an end date for the Ad-Hoc Budget Workshop Subcommittee.

### **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.

### **8. Volunteer Firefighter Report – Brandon Winters**

Brandon Winters reported that there is a total of 20 volunteers for Company 70. They have had 3 trainings so far and have been out on 2 fires. He also mentioned what the total number of toys that was collected for the toy drive which was 1100. They were also able to give Christmas trees with the toys.

### **9. Battalion Chief Report – Chief Main**

Chief Main reported that there was a structure fire on 12/30/2023 at 8:30 am. It was an attached garage that caught on fire and all content was lost but no injuries. He also mentioned that on 1/6/2024 there was a house fire. There was work being done on the house and not sure what the cause of the fire is yet. The house was lost but no injuries.

### **10. Chief's Report – Chief Carter**

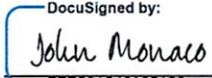
Chief Carter stated that budget meeting with County Executive office is on January 24, 2024. He asked the commissioners to choose at the budget workshop meeting a commissioner to go and speak at the meeting for the department. He also asked the commissioners to reach out to the Board of Supervisors for there area about the need for funding the district.

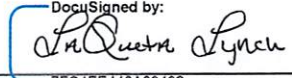
**11. Commissioners' Comments**

**12. Next regular is Meeting is February 14, 2023**

**13. Adjourn Meeting**

*There being no further business, the meeting was adjourned at 7:30 pm*

ATTEST   
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John Monaco, Chairperson

  
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LaQueta Lynch, Clerk of the Board