



South Santa Clara County Fire District

15670 Monterey Street Morgan Hill, CA 95037 • (408) 779-2121 • www.sscbfd.com
Baraka Carter, Fire Chief

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF July 10, 2024

1. Opening

1.1. CALL TO ORDER - Chairperson Ramon Lopez

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire Protection District was held on Wednesday, July 10, 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: Lopez, Johnson, Monaco, Keesling, Acker, Lewis, Ludewig
- b. Fire District Staff: Deputy Chief Chuck Carroll, Volunteer Brandon Winter
- c. Absent: None

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.

Item 4b was removed from Consent

4(a) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Johnson
SECONDER:	Lewis
AYES:	Lopez, Johnson, Monaco, Acker, Keesling, Lewis, Ludewig
ABSENT:	None

4(a) Minutes Approval

Possible Action:

- a. Approve the June 12, 2024, Regular Meeting minutes.

4(a) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Monaco
SECONDER:	Lewis
AYES:	Lopez, Johnson, Monaco, Acker, Keesling, Lewis, Ludewig
ABSENT:	None

4(b) Expenditures Approval

Possible Action:

- a. Approve Expenditures from June 1, 2024 – June 30, 2024.

Commissioner Johnson reported that Staff Service Analyst LaQueta Lynch expressed concerns about not receiving invoices in a timely manner from Diesel Direct. LaQueta Lynch stated that they sent in invoices from various months demanding payment. She also stated that maybe we can switch from Diesel Direct to Hunt and Sons. The State of California has a contract with Hunt and Sons. The commissioners stated they would like a cost comparison.

4(a) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lewis
SECONDER:	Keesling
AYES:	Lopez, Johnson, Monaco, Acker, Keesling, Lewis, Ludewig
ABSENT:	None

4(c) Staff Reports Approval

Possible Action:

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

4(a) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Monaco
SECONDER:	Lewis
AYES:	Lopez, Johnson, Monaco, Acker, Keesling, Lewis, Ludewig
ABSENT:	None

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.

Chief Main reported that they were able to login to the solar program application. The application is used to monitor the energy usage. He stated that a user account can be created for any staff or board member that would like to access the application.

5.2. Fire Apparatus Subcommittee – Information

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

Commissioner Acker reported that he tried to talk to someone at the county but has not been able to speak to anyone for an update.

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 Deputy Chief Chuck Carroll.

5.4. Fee for Service Justification Study – Information

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

LaQueta Lynch reported that the agreement has been executed. She also stated that a meet and greet virtual meeting was held on July 1, 2024. She stated that Chief Carter let DTA know that the Fee for Service study should be done first. Commissioner Lopez asked how long is the timeline? LaQueta Lynch stated that they are trying to have the study done in 4-6 weeks.

5.5. General Business Manager Position – Information

Receive a report regarding District General Business Manager position.

Commissioner Acker reported that the topic has been escalated to the Office of the Borad of Executive. He stated that they are reviewing the request and looking at other alternatives for management oversite over the District.

5.6. Masten Station Roof repair – Information

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

Chief Main reported that County Counsel had reached out to him for status. He stated that he will be more involved in the process, but he is still learning how bid process works for public entities.

5.7. Grant Writer – Information

Receive a report regarding the activities of the Grant Writer.

Chief Main reported that he is having a list of grants put together that the District should try to apply for in the future. Commissioner Acker asked if a report can be done on how much is paid to the grant writer versus what grants the District has received. Commissioner Lewis asked if the Grant Writer could do a monthly report.

5.8 Fire District Branding AD Hoc Subcommittee - Information

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

LaQueta Lynch reported that the website is still having issues. She stated that she would like to meet with the committee and discuss. Commissioner Johnson reported that he did receive the list of requirements that was sent to him. He pointed out that some things may not apply to the District because it is a Dependent Special District. He would like to meet with staff to discuss further.

5.9 Hybrid meeting policy - Action

Receive a report regarding public participation via teleconference.

LaQueta Lynch reported that she was still working with IT regarding using MS Teams for the public participation. Commissioner Johnson reported that he did research and thought that YouTube would be the best alternative for streaming the meetings.

Possible action:

- a. Approve YouTube as the steaming platform for the District for hybrid meetings.

4(a) RESULT:	APPROVED [UNANIMOUS]
MOVER:	Johnson
SECONDER:	Ludewig
AYES:	Lopez, Johnson, Monaco, Acker, Keesling, Lewis, Ludewig
ABSENT:	None

5.10 Community Wildlife Protection Plan – Information

Receive a report on the Santa Clara County Community Wildlife Protection Plan and its annexes.

Chief Reynolds reported that the goal is to have the plan completed by the end of 2024. He has met with other officials from the cities of Morgan Hill and Gilroy to discuss the boundaries. The plan will entail the concerns and actions needed and submitted to the Board of Supervisors.

6. New Business

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 report
8. District Website
9. Hybrid Meeting Policy
10. Company 70 procedures
11. Stanford Agreement
12. SCBA Cylinders
13. LAFCO

8. Volunteer Firefighter Report – Brandon Winter

- Have been paged out to 33 Fire incidents
- 61-man hours
- 7 volunteers were sent to the Boots and Brews
- 3 volunteers at the fourth of July event.
- Group one is riding with station crews

9. Battalion Chief Report – Chief Main

- Gave details about the big fires in the areas
- Software update for Radios
- SCBA Cylinders
- Starlink System
- LP15 Cardiac Monitors
- Standford Agreement

10. Chief's Report – Chief Carroll

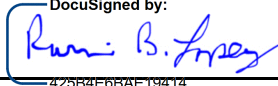
- Prevention on NextDoor
- 2 Paramedics Pass the written exam and are now permanent
- E1677 out of service
- 66-hour work week will be active in November or December
- Solar Project for Heat Pump

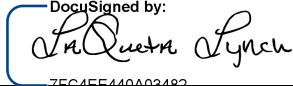
11. Commissioners' Comments

12. Next Meeting is August 14, 2024

13. Adjourn Meeting

There being no further business, the meeting was adjourned at 7:55 pm.

ATTEST 
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Ramon Lopez, Chairperson


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LaQueta Lynch, Clerk of the Board