



South Santa Clara County Fire District

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

AGENDA

South Santa Clara Fire Protection District Board of Commissioners Regular Meeting

Wednesday, September 11, 2024 – 6:00 p.m.

Masten Fire Station
10810 No Name Uno
Gilroy, CA 95021

1. Opening

- 1.1. CALL TO ORDER – Chairperson Ramon Lopez
- 1.2. ROLL CALL – Acting Clerk Carlos Alcantar
- 1.3. DECLARATION OF POSTING OF AGENDA
Per Government Code 54954.2 – Acting Clerk Carlos Alcantar
- 1.4. Introductions

2. Public Participation

Member of the public may comment on an agenda item before action is taken and after the Board has discussed the item. The Chairperson of the Board of Commissioners will invite your comments regarding any item listed on our open session agenda. The Chairperson may request that comments be limited to three (3) minutes for any item NOT listed on the agenda. The Brown Act prohibits the Fire Board from responding to a request or taking any action not listed on the agenda.

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 August 14, 2024, Regular Meeting minutes.

4(b) Expenditures Approval

Possible Action:

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

4(c) Staff Reports Approval

Possible Action:

- a. Approve Incident Statistical Report.
- b. Approve Fire Inspector Report.
- c. Approve Grant Writer Report.
- d. Approve Mitigation Fees Report.

Regular Agenda Items for Discussion

5. Old Business Info/Action

5.1. Masten Station Roof Repair – Information

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

5.2. Fire Apparatus Subcommittee – Information

Discuss the Board of Directors consideration of Item 111 on August 27, 2024, (Delegation of Authority to South County Fire Chief for Purchase of Rosenbauer Engines).

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.

5.4. General Business Manager Position – Information

Receive a report regarding District General Business Manager position.

5.5. Fire District Branding AD Hoc Subcommittee – Information

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

5.6. South Santa Clara County Volunteers Procedures and Bylaws – Information

Receive a report on the South Santa Clara County Fire District Volunteers policies.

5.7. Countywide Fire Services Review – Information

Discuss LAFCO recommendations and collect any questions to be answered by LAFCO at a future SSCCFD Board of Commissioners meeting.

6. New Business

6.1. District Vehicle & Apparatus Inventory – Information

Receive a report on the status of current District vehicles and apparatus.

6.2. Significant Operational Decisions Communications – Information

Provide direction to staff regarding coordination of communications with Board of Commissioners on significant operational decisions.

6.3. Procedures for Board Agenda and Minutes – Information

Discuss and provide direction to staff on expectations for draft and final agendas and meeting minutes.

7. Volunteer Firefighter Report – Brandon Winters

8. Battalion Chief Report – Chief Main

9. Chief's Report – Chief Carter

10. 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.

11. Commissioners' Comments

12. Next Meeting is October 9, 2024

13. Adjourn Meeting

Carlos Alcantar

Carlos Alcantar, Acting Clerk of the Board



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MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF August 14, 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, August 14, 2024, at the Masten Fire Station located at 10810 No Name Uno, Gilroy, CA 95021. Chairman Lopez 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: Acker, Johnson, Keesling, Lewis,
Lopez, Ludewig, Monaco

b. Fire District Staff: Fire Chief Carter,
Battalion Chief Main,
Volunteer Firefighter Winter,
Deputy County Counsel Narayan

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

- a. Item 5.6 Fire District Branding AD Hoc Subcommittee – Changed the item to an "Action" for discussion to approve up to \$2,000 to be spent for updating the District’s website for ADA compliance and priority fixes.
- b. Add Item 6.8 Starlink – "Action" to delegate authority to the Fire Chief, or designee, to purchase three (3) Starlink systems for installation on District vehicles at \$500 per vehicle and not to exceed \$1,500.
- c. Add Item 6.9 Engine 368 – "Action" to delegate authority to the Fire Chief, or designee, to approve an engine replacement and repair up to \$50,000 on Engine 368 for a blown engine after approximately nine (9) years of service.

4. Approve Consent Agenda

4(a) Minutes Approval

Possible Action:

- a. Approve the July 10, 2024, Regular Meeting minutes.

4(b) Expenditures Approval

Possible Action:

- b. Approve Expenditures from July 1, 2024 – July 31, 2024.

4(c) Staff Reports Approval

Possible Action:

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

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

Regular Agenda Items for Discussion

5. Old Business Info/Action

5.1. Masten Station Roof Repair – Information

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

Chief Main reported that he is working with the County and in-person bid training is planned for September 5th. The request for quotation will be posted and is expected to close within 20-30 days. The District will host bidders on site as needed. An action is planned for the October meeting agenda.

5.2. Fire Apparatus Subcommittee – Information

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

Commissioner Acker reported no 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 plan is still a work in progress.

5.4. Fee for Service Justification Study – Information

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

Clerk Lynch reported that the study is still a work in progress.

5.5. General Business Manager Position – Information

Receive a report regarding District General Business Manager position.

Commissioner Acker reported that conversations are in progress with the County and District commissioners.

5.6. Fire District Branding AD Hoc Subcommittee – Information

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

Update received.

5.7. Hybrid Meeting Policy – Information

Receive a report regarding hybrid meetings.

No updates at this time.

5.8. LifePak Monitors – Information

Receive a report regarding replacement of monitors.

Update received.

6. New Business

6.1. South Santa Clara County Volunteers Procedures and Bylaws – Information

Receive a report on the South Santa Clara County Fire District Volunteers policies.

Chief Main reported that the policies are a work in progress.

6.2. Agreement for Medical Director Services – Action

Possible Action:

- a. Approve Fifth Amendment to Agreement between Stanford Health Care and South Santa Clara County Fire District to provide Medical Director services and extend the agreement for a 12-month period through August 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 Stanford Health Care and South Santa Clara County Fire District for medical director services. Delegation of authority shall expire on August 31, 2025.

6.2 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Monaco
SECONDER:	Ludewig
AYES:	Acker, Johnson, Keesling, Lewis, Lopez, Ludewig, Monaco
ABSENT:	None

6.3. SCBA Cylinders – Action

Receive a report and quotes relating to SCBA Cylinders for South Santa Clara County Fire District.

Possible Action:

- a. Select model and vendor and approve the purchase of SCBA Cylinders equipment in amount not to exceed thirty-eight thousand dollars (\$38,000.00).

6.3 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lewis
SECONDER:	Keesling
AYES:	Acker, Johnson, Keesling, Lewis, Lopez, Ludewig, Monaco
ABSENT:	None

6.4. Countywide Fire Services Review – Information

Receive a report on the Countywide Fire Services Review.

Update received.

6.5. Emergency Medical Services Agreement – Action

Possible Action:

- a. Recommend approval of the Agreement between The County of Santa Clara and the South Santa Clara County Fire District for funding for the Emergency Medical Service data system support and active shooter supplies in an amount not to exceed sixty-five thousand four hundred eighty-two dollars and eighty-nine cents (\$65,482.89), to the Board of Directors subject to review and approval by County Counsel as to form and legality.

6.5 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Luedwig
SECONDER:	Keesling
AYES:	Acker, Johnson, Keesling, Lewis, Lopez, Ludewig, Monaco
ABSENT:	None

6.6. Annual Mitigation Report – Action

Possible Action:

- a. Accept annual Mitigation Report for period ending June 30, 2024.

6.6 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Monaco
SECONDER:	Lewis
AYES:	Acker, Johnson, Keesling, Lewis, Lopez, Ludewig, Monaco
ABSENT:	None

6.7. Fiscal Year 2023/2024 Independent Audit – Information

Receive report on Fiscal Year 2023/2024 end of year financial position and independent audit by Fechter & Company.

Clerk Lynch reported that the audit has started.

7. Volunteer Firefighter Report – Brandon Winters

8. Battalion Chief Report – Chief Main

9. Chief's Report – Chief Carter

10. Request for Future Agenda Items

- 1. Add a report on status of all District owned vehicles.

11. Commissioners' Comments

12. Next Meeting is September 11, 2024

13. Adjourn Meeting

There being no further business, the meeting was adjourned at 8:13 pm.

ATTEST _____
Ramon Lopez, Chairperson

Carlos Alcantar, Acting Clerk of the Board

**Item 4(b) – Expenditures Report
August 1, 2024 – August 31, 2024**

Date	Doc #	Object	Ven #	Vendor Name	Description	Amount
8/3/2024	41	5255500a	5003515	Verizon Wireless	07/17/2024 - 08/16/2024	\$1,468.76
8/6/2024	42	5205100	1038415	Frontier Communications	Station 3 7/22/2024 - 8/21/2024	\$380.74
8/6/2024	43	5350440	1015089	Crystal Springs Water Co.	Station 3 7/8/2024	\$43.75
8/6/2024	44	5350440	1015089	Crystal Springs Water Co.	Station 3 7/22/2024	\$15.50
8/6/2024	45	5350440	1015089	Crystal Springs Water Co.	Station 3 7/15/2024	\$15.50
8/6/2024	46	5350440	1015089	Crystal Springs Water Co.	Station 3 7/29/2024	\$15.50
8/6/2024	47	5350440	1015089	Crystal Springs Water Co.	Station 2 7/9/2024	\$43.75
8/6/2024	48	5350440	1015089	Crystal Springs Water Co.	Station 2 7/1/2024	\$20.50
8/6/2024	49	5350440	1015089	Crystal Springs Water Co.	Station 2 7/23/2024	\$15.50
8/6/2024	50	5350440	1015089	Crystal Springs Water Co.	Station 2 7/16/2024	\$15.50
8/6/2024	51	5350440	1015089	Crystal Springs Water Co.	Station 2 7/30/2024	\$15.50
8/7/2024	52	5350440	1003225	Dish Network	Stn 2 8/18/24 - 9/17/24	\$135.10
8/7/2024	53	5350440	1003225	Dish Network	Stn 3 8/18/24 - 9/17/24	\$120.92
8/8/2024	54	5230300	1023423	US Bank	Parts	\$6,592.34
8/8/2024	54	5230400	1023423	US Bank	Service Repairs	\$4,052.86
8/8/2024	54	5250100	1023423	US Bank	Stn 2. Repair	\$2,784.96
8/8/2024	54	5250800	1023423	US Bank	PC Software	\$64.00
8/8/2024	54	5275100	1023423	US Bank	Small Tool	\$16.36
8/8/2024	54	5350440	1023423	US Bank	Supplies	\$3,370.24
8/8/2024	55	5231000	1050205	Pest Tech Ready	Pest Control Services Stn 2	\$275.00
8/9/2024	56	5230100	1033535	Boyett Petroleum/Cruise America	7/31/2024	\$249.97
8/9/2024	57	5255500a	1005134	Life Assist	Medical Supplies	\$898.24
8/9/2024	58	52555000	1000874	Athey, Kathy	Consultant Service 7/16/2024 - 7/31/2024	\$1,067.50
8/9/2024	59	5255500	1046336	Black, Craig	Consultant Services 6/26/2024 - 7/31/2024	\$4,130.00
8/9/2024	60	5215700	5002477	Greenwaste	Station 3 8/1/2024 - 8/31/2024	\$144.44
8/9/2024	61	5215700	5002477	Greenwaste	Station 2 8/1/2024 - 8/31/2024	\$588.12
8/9/2024	62	5290100	1007754	PG & E	Station 2 6/24/2024 - 7/28/2024	\$637.35
8/13/2024	63	5350440	1046395	Charter Communications Holding Comp.	Cable Station 1 8/11/2023 - 9/10/2023	\$172.96
8/13/2024	64	5255500a	5004130	Stanford Health Care	EMS Medical Director - August 2024	\$1,625.00
8/13/2024	65	5350440	1014805	South Valley Internet	Station 1 Service 8/9/2024 - 9/9/2024	\$155.00
8/13/2024	66	5290100	5003891	Suburban Propane	Bulk Tank Rent	\$152.01
8/14/2024	67	5350440	1014805	South Valley Internet	Station 2: 9/9/2024 - 10/9/2024 Invoice 1174400	\$155.00
8/14/2024	68	5350440	1014805	South Valley Internet	Station 2: Domain Registration Invoice 1174517	\$15.00
8/15/2024	69	5205100	1038415	Frontier Communications	Station 1: 8/7/2024 - 9/6/2024 Invoice 408-842-7353-102788-5	\$120.21
8/21/2024	70	5255500	1000874	Athey, Kathy	Consultant Service 8/1/2024 - 8/15/2024	\$490.00
8/21/2024	71	5270100	1001439	Gilroy Gardens	Station 3 Rent - August 2024	\$1,819.67
8/21/2024	72	5255500	1033282	ImageTrend	CAD Integrations Support 6/26/2024 - 6/25/2025	\$940.00
8/21/2024	73	5255500a	5003515	Verizon Wireless	07/13/2024 - 08/12/2024	\$42.22
8/21/2024	74	5205100	5003436	AT&T	7/18/2024 -8/12/2024	\$42.71
8/28/2024	75	5255500	1046336	Black, Craig	Consultant Services 8/1/2024 - 8/22/2024	\$3,150.00
8/28/2024	JE	5255800	5001228	County Counsel	County Counsel Services July 2024	\$10,962.00
8/28/2024	JE	5282200	1120000	SVRIA	SVRIA Assessment Fee - FY 2025	\$17,722.00
8/28/2024	76	5255500a	5003515	Verizon Wireless	07/17/2024 - 08/16/2024	\$1,470.31
8/28/2024	77	5255500	5000716	Stryker	Medical device 5/10/2021	\$2,272.96
8/28/2024	78	5255500	5000716	Stryker	Medical device 5/19/2021 (1)	\$184.37
8/28/2024	79	5255500	5000716	Stryker	Medical device 5/19/2021 (2)	\$553.12
8/28/2024	80	5255500	5000716	Stryker	Medical device 4/30/2021	\$5,599.81
8/28/2024	81	5255500	5000716	Stryker	Medical device 4/16/2023	\$2,192.36
8/28/2024	82	5255500	5000716	Stryker	Medical device 9/30/2023	\$1,069.00
8/28/2024	83	5255500	5000716	Stryker	Medical device 9/29/2023	\$5,780.45
8/28/2024	84	5230100	1033535	Boyett Petroleum	Petroleum 7/31/2024	\$249.97
8/28/2024	85	5230100	1033535	Boyett Petroleum	Petroleum 8/16/2024	\$62.45
8/28/2024	86	5231000	1004379	Killroy Pest Control	Treehaven Fire Station Pest Control	\$83.00
8/28/2024	87	5270100	1047779	Vertical Bridge Real Estate	Rent 12/01/2023 - 12/30/2023	\$337.65
8/28/2024	87	5290100	1047779	Vertical Bridge Real Estate	Utilities 8/1/2023 - 8/31/2023	\$40.00
8/28/2024	88	5230100	1042897	Diesel Direct West	Station 2 Diesel - 8/15/2024	\$2,504.78

Total: \$87,141.91

Item 4(b) – Balance Sheet
August 31, 2024

REVENUE FUND 1574 COST CENTER 9118

GL ACCOUNT	DESCRIPTION	BUDGETED FY 2025	RECEIPTS TO DATE	BALANCE	FY 2024 ACTUAL	DIFFERENCE
4001100	Prop Taxes Curr Secured	\$ 6,177,000.00	\$ -	\$ 6,177,000.00	\$ -	\$ -
4001200	Prop Taxes Unitary	\$ 65,000.00	\$ -	\$ 65,000.00	\$ -	\$ -
4001210	Prop Taxes - Unitary Railroad	\$ 1,100.00	\$ -	\$ 1,100.00	\$ -	\$ -
4002100	Prop Taxes Curr Unsecured	\$ 321,000.00	\$ -	\$ 321,000.00	\$ 2,615.15	\$ (2,615.15)
4006100	Prop Taxes SB813	\$ -	\$ -	\$ -	\$ 15,007.39	\$ (15,007.39)
4301100	Interest-Deposits	\$ -	\$ -	\$ -	\$ -	\$ -
4419100	Homeowners Prop Tax	\$ 17,000.00	\$ -	\$ 17,000.00	\$ -	\$ -
4422300	State Grants & Aids	\$ 20,000.00	\$ -	\$ 20,000.00	\$ (153,255.00)	\$ 153,255.00
4580100	Other Grants & Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4580200	Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4727700	Misc. Fees	\$ -	\$ -	\$ -	\$ (235.00)	\$ 235.00
4813450	Misc Income - Charge	\$ -	\$ -	\$ -	\$ (22,037.03)	\$ 22,037.03
4920120	IC-Transfers In	\$ 1,500,000.00	\$ -	\$ 1,500,000.00	\$ -	\$ -
	TOTAL REVENUE	\$ 8,101,100.00	\$ -	\$ 8,101,100.00	\$ (157,904.49)	\$ 157,904.49

EXPENDITURES FUND 1574 COST CENTER 9118

GL ACCOUNT	DESCRIPTION	BUDGETED FY 2025	RECEIPTS TO DATE	BALANCE	FY 2024 ACTUAL	DIFFERENCE
5205100	Communications/Telephone	\$ 8,165.00	\$ 1,323.64	\$ 6,841.36	\$ 953.11	\$ 370.53
5205200	IC - Radio Maintenance Internal	\$ -	\$ -	\$ -	\$ -	\$ -
5215700	Garbage	\$ 8,490.00	\$ 2,039.64	\$ 6,450.36	\$ 1,363.10	\$ 676.54
5220100	Insurance Premiums	\$ 80,000.00	\$ 66,340.00	\$ 13,660.00	\$ 2,800.00	\$ 63,540.00
5225500	Commissioner Fee	\$ 4,200.00	\$ 350.00	\$ 3,850.00	\$ -	\$ 350.00
5230100	Lubes, Oils, & Fluids	\$ 57,200.00	\$ 8,594.99	\$ 48,605.01	\$ 9,343.85	\$ (748.86)
5230200	Tires	\$ 13,000.00	\$ -	\$ 13,000.00	\$ 3,535.62	\$ (3,535.62)
5230300	Vehicle Parts	\$ 104,000.00	\$ 6,592.34	\$ 97,407.66	\$ 5,242.96	\$ 1,349.38
5230400	Maint. - Equip. Other	\$ 41,500.00	\$ 4,052.86	\$ 37,447.14	\$ 823.00	\$ 3,229.86
5231000	Contract Maint.	\$ 3,600.00	\$ 488.89	\$ 3,111.11	\$ 320.11	\$ 168.78
5235110	Maint. Struc. -Grounds/Bldg	\$ 45,000.00	\$ -	\$ 45,000.00	\$ 472.50	\$ (472.50)
5235120	Maint. Grounds-Rd &Walk	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -
5245100	Membership Dues	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	\$ 297.55	\$ 1,702.45
5250100	Office Expenses	\$ 7,800.00	\$ 2,784.96	\$ 5,015.04	\$ 753.57	\$ 2,031.39
5250600	Education Materials	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -
5250700	Printing External	\$ 1,300.00	\$ -	\$ 1,300.00	\$ 206.69	\$ (206.69)
5250800	PC Software	\$ 800.00	\$ 64.00	\$ 736.00	\$ -	\$ 64.00
5250930	Prof. Devel. Seminars	\$ 1,400.00	\$ -	\$ 1,400.00	\$ -	\$ -
5251000	Workshop, Conf &Seminar	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -
5255100	Prof & Specialized Services	\$ 19,000.00	\$ -	\$ 19,000.00	\$ -	\$ -
5255500	Contract Services	\$ 90,000.00	\$ 27,428.32	\$ 62,571.68	\$ 8,864.60	\$ 18,563.72
5255510	Svc Other - Professional Svc	\$ 10,515,855.00	\$ 18,955.50	\$ 10,496,899.50	\$ (1,388,791.00)	\$ 1,407,746.50
5255800	Legal Expenses	\$ 20,000.00	\$ 23,591.00	\$ (3,591.00)	\$ 1,398.80	\$ 22,192.20
5255900	Investigation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
5257200	Training Services	\$ 800.00	\$ -	\$ 800.00	\$ 1,705.00	\$ (1,705.00)
5257400	Medical Prof. Fees	\$ 800.00	\$ -	\$ 800.00	\$ 74.00	\$ (74.00)
5258200	Prof Svc - Internal	\$ -	\$ -	\$ -	\$ -	\$ -
5259200	Property Tax Admin Fee	\$ -	\$ -	\$ -	\$ -	\$ -
5265100	Equipment - Other- Rents/Leases	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -
5270100	Rents & Leases- Bldg & Improv.	\$ 29,120.00	\$ 4,692.29	\$ 24,427.71	\$ 954.81	\$ 3,737.48
5275100	Small Tools	\$ 5,000.00	\$ 16.36	\$ 4,983.64	\$ 53.74	\$ (37.38)
5275200	PC Hardware	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -
5275500	Non Capitalized Equip.	\$ 70,000.00	\$ 10,173.00	\$ 59,827.00	\$ 1,674.57	\$ 8,498.43
5280000	Special Dept. Expense	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -
5281610	IC - Cost Allocation Plan	\$ 12,572.00	\$ -	\$ 12,572.00	\$ -	\$ -
5282200	Projects / Programs	\$ 20,000.00	\$ 17,722.00	\$ 2,278.00	\$ 19,514.00	\$ (1,792.00)
5285200	Automobile Services/Travel	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -
5285800	Business Travel	\$ 6,500.00	\$ -	\$ 6,500.00	\$ -	\$ -
5290100	Utilities	\$ 17,000.00	\$ 1,320.70	\$ 15,679.30	\$ 2,961.16	\$ (1,640.46)
5350300	Operating Expense - Other	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -
5350440	Ser./Supplies	\$ 58,000.00	\$ 5,278.78	\$ 52,721.22	\$ 3,272.73	\$ 2,006.05
5400200	Debt Svcs - Principal	\$ 63,922.00	\$ -	\$ 63,922.00	\$ -	\$ -
5420100	Interest Expense	\$ 6,600.00	\$ -	\$ 6,600.00	\$ -	\$ -
5561300	Special District Equip. Acquisition	\$ 1,333,050.00	\$ -	\$ 1,333,050.00	\$ (153,255.00)	\$ 153,255.00
	TOTAL SERVICES & SUPPLIES	\$ 12,658,774.00	\$ 203,809.27	\$ 12,454,964.73	\$ (1,475,460.53)	\$ 1,679,269.80

REVENUE FUND 1574 COST CENTER 9120

GL ACCOUNT	DESCRIPTION	BUDGETED FY 2025	RECEIPTS TO DATE	BALANCE	FY 2024 ACTUAL	DIFFERENCE
4727725	First Responder	\$ 223,485.00	\$ -	\$ 223,485.00	\$ (57,381.55)	\$ 57,381.55
	TOTAL REVENUE	\$ 223,485.00	\$ -	\$ 223,485.00	\$ (57,381.55)	\$ 57,381.55

Item 4(b) – Balance Sheet
August 31, 2024

EXPENDITURES FUND 1574 COST CENTER 9120

GL ACCOUNT	DESCRIPTION	BUDGETED FY 2025	RECEIPTS TO DATE	BALANCE	FY 2024 ACTUAL	DIFFERENCE
5255500	Contract Services	\$ 123,485.00	\$ 8,309.66	\$ 115,175.34	\$ 46,453.36	\$ (38,143.70)
5255510	Svc Other - Professional Svc	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ -
5561300	Special District Equip. Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -
5400200	Debt. Svcs - Principal	\$ -	\$ -	\$ -	\$ -	\$ -
5420100	Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL SERVICES & SUPPLIES	\$ 223,485.00	\$ 8,309.66	\$ 215,175.34	\$ 46,453.36	\$ (38,143.70)

2280050	ADVANCES FROM OTHER FUNDS	\$ 447,450.34	\$ -	\$ 447,450.34	\$ 511,371.82	\$ (63,921.48)
3400000	FUND BALANCE/RETAINED EARNINGS	\$ (89,275.95)	\$ -	\$ (89,275.95)	\$ 252,121.48	\$ (341,397.43)
3400250	FUND BALANCE/ASSIGNED	\$ 3,799,900.13	\$ -	\$ 3,799,900.13	\$ 3,547,778.65	\$ 252,121.48
	TOTAL FUND BALANCE	\$ 4,158,074.52	\$ -	\$ 4,158,074.52	\$ 4,311,271.95	\$ (153,197.43)

REVENUE FUND 1575 COST CENTER 9121

GL ACCOUNT	DESCRIPTION	BUDGETED FY 2025	RECEIPTS TO DATE	BALANCE	FY 2024 ACTUAL	DIFFERENCE
4727670	FP Svcs-Assem Permit	\$ 95,000.00	\$ 4,313.92	\$ 90,686.08	\$ 35,500.59	\$ (31,186.67)
4301100	Interest-Deposits	\$ 8,000.00	\$ 0.01	\$ 7,999.99	\$ -	\$ 0.01
	TOTAL REVENUE	\$ 103,000.00	\$ 4,313.93	\$ 98,686.07	\$ 35,500.59	\$ (31,186.66)

EXPENDITURES FUND 1575 COST CENTER 9121

GL ACCOUNT	DESCRIPTION	BUDGETED FY 2025	RECEIPTS TO DATE	BALANCE	FY 2024 ACTUAL	DIFFERENCE
5400200	Debt Svcs - Principal	\$ -	\$ -	\$ -	\$ -	\$ -
5420100	Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
5255100	Professional and Specialized Services	\$ -	\$ -	\$ -	\$ -	\$ -
5561000	Special District. Equip. Acq.	\$ 166,950.00	\$ -	\$ 166,950.00	\$ -	\$ -
	TOTAL NET EXPENDITURES	\$ 166,950.00	\$ -	\$ 166,950.00	\$ -	\$ -

3400000	FUND BALANCE/RETAINED EARNINGS	\$ 115,362.95	\$ -	\$ 115,362.95	\$ 83,704.39	\$ 31,658.56
3400100	FUND BALANCE/NONSPENDABLE	\$ -	\$ -	\$ -	\$ -	\$ -
3400250	FUND BALANCE/ASSIGNED	\$ 441,787.57	\$ -	\$ 441,787.57	\$ 358,083.18	\$ 83,704.39
	TOTAL FUND BALANCE	\$ 557,150.52	\$ -	\$ 557,150.52	\$ 441,787.57	\$ 115,362.95

Item 4(b) – August Purchase Card Report

Card Holder	GL Code	Amount	FY	Justification
J. Lopez	5230300	\$ 2,135.06	24/25	Shop Stock
K. Murray	5230300	\$ 1,695.46	24/25	R1637 Parts
K. Murray	5230300	\$ 2,689.63	24/25	E168 Parts
K. Murray	5230300	\$ 114.02	24/25	E169 Parts
K. Murray	5230300	\$ 375.02	24/25	E69 Parts
K. Murray	5230300	\$ 36.47	24/25	E69 Parts
K. Murray	5230300	\$ 982.20	24/25	E168 Parts
K. Murray	5230300	\$ (1,013.84)	24/25	R1637 Credit
S. Rodberg	5230300	\$ 34.91	24/25	Vehicle Parts
T. Black	5230300	\$ 22.95	24/25	E368 Parts
T. Black	5230300	\$ 53.83	24/25	E168 Parts
T. Main	5230300	\$ 73.39	24/25	B67 Vehicles Parts
T. Main	5230300	\$ 42.93	24/25	B67 Vehicles Parts
	5230300 Total	\$ 7,242.03		
J. Lopez	5230400	\$ 400.00	24/25	E67 DPF Cleaning
J. Lopez	5230400	\$ 716.10	24/25	E169 Graphics Repair
K. Murray	5230400	\$ 8,968.14	24/25	R1637 Service
S. Rodberg	5230400	\$ 3,270.18	24/25	Air Compressor Service
T. Main	5230400	\$ 359.15	24/25	WT68 Ladder Testing
	5230400 Total	\$ 13,713.57		
A. Murray	5235110	\$ 14.99	24/25	Sprinker Repair
E. Limones	5235110	\$ 121.21	24/25	Sprinker Repair
	5235110 Total	\$ 136.20		
D. Riley	5250100	\$ 150.00	24/25	FC EMS Certification
	5250100 Total	\$ 150.00		
T. Main	5275100	\$ 2,312.84	24/25	WT68 Ladder
T. Main	5275100	\$ 1,370.42	24/25	WT68 Ladder
	5275100 Total	\$ 3,683.26		
A. Murray	5350440	\$ 142.02	24/25	Station 2 Supplies
A. Murray	5350440	\$ 239.81	24/25	Station 2 Supplies
D. Riley	5350440	\$ 49.61	24/25	B69 Supplies
D. Riley	5350440	\$ 70.02	24/25	B69 Supplies
D. Riley	5350440	\$ 35.00	24/25	B69 iPad Repair
D. Riley	5350440	\$ 134.99	24/25	B69 iPad Repair
S. Rodberg	5350440	\$ 51.14	24/25	Station 2 Supplies
S. Rodberg	5350440	\$ 1,222.11	24/25	EMS Bags
S. Rodberg	5350440	\$ 87.28	24/25	Station 2 Supplies
S. Rodberg	5350440	\$ 66.58	24/25	Station 2 Supplies
S. Rodberg	5350440	\$ 21.25	24/25	Station 2 Supplies
S. Rodberg	5350440	\$ 45.82	24/25	Station 2 Supplies
S. Rodberg	5350440	\$ 40.78	24/25	Station 2 Supplies
S. Rodberg	5350440	\$ 193.04	24/25	Station 2 Supplies
T. Main	5350440	\$ 675.49	24/25	B67 Starlink
T. Main	5350440	\$ 1,107.04	24/25	B67, R1637, B69 Starlink
T. Main	5350440	\$ 1,350.98	24/25	R1637, B69 Starlink
T. Main	5350440	\$ 35.54	24/25	Knox Keys
T. Main	5350440	\$ 201.85	24/25	B67 Supplies
T. Main	5350440	\$ 53.16	24/25	Co70 Tags
T. Main	5350440	\$ 898.24	24/25	E67 Suction Kit
	5350440 Total	\$ 6,721.75		
	Grand Total	\$ 31,646.81		



P.O. BOX 6343
FARGO ND 58125-6343



000001188 01 SP 106481116108351 P
SO SANTA CLARA CO FIRE
ATTN SSA
15670 MONTEREY STREET
MORGAN HILL, CA 95037-5431

Approved for Payment

By: _____

Date: _____

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 08-22-2024
AMOUNT DUE \$31,646.81
NEW BALANCE \$31,646.81
PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428



Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SO SANTA CLARA CO FIRE	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance	
Company Total	\$16,880.76	\$32,660.65	\$0.00	\$0.00	\$0.00	\$1,013.84	\$16,880.76	\$31,646.81	

MARKETING MESSAGES

Cardholder _____ Date _____ Approver _____ Date _____

CORPORATE ACCOUNT ACTIVITY				
SO SANTA CLARA CO FIRE				TOTAL CORPORATE ACTIVITY
[REDACTED]				\$16,880.76 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-12	08-12	7479826422500000000010	PAYMENT - 0001023423 00000 A	16,880.76 PY

NEW ACTIVITY				
KEVIN MURRAY	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]	\$1,013.84	\$14,860.94	\$0.00	\$13,847.10

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696	[REDACTED]	PREVIOUS BALANCE	16,880.76
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	32,660.65
	08/22/24	.00	CASH ADVANCES	.00
AMOUNT DUE		CASH ADVANCE FEES		.00
		LATE PAYMENT CHARGES		.00
31,646.81		CREDITS		1,013.84
		PAYMENTS		16,880.76
		ACCOUNT BALANCE		31,646.81



Company Name: SO SANTA CLARA CO FIRE
Corporate Account Number: [REDACTED]
Statement Date: 08-22-2024

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-29	07-26	24431054209017717632896	HOLLISTER AUTO 0024822 HOLLISTER CA	1,695.46
07-29	07-26	24492164209000017576735	GOLDEN STATE EVS GOLDENSTATEFI CA	2,689.63
08-05	08-03	24431054217021154374558	NAPA STORE 4574068 MORGAN HILL CA	114.02
08-06	08-02	24377354219000000000102	DAVIS AUTO CARE GILROY CA	8,968.14
08-09	08-08	24492164221000038087153	GOLDEN STATE EVS GOLDENSTATEFI CA	375.02
08-09	08-08	24492164222000008658776	GOLDEN STATE EVS GOLDENSTATEFI CA	36.47
08-15	08-14	24492164227000027856042	GOLDEN STATE EVS GOLDENSTATEFI CA	982.20
08-16	08-14	74431054228025833553633	HOLLISTER AUTO 0024822 HOLLISTER CA	1,013.84 CR

JAMES LOPEZ	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]	\$0.00	\$3,251.16	\$0.00	\$3,251.16

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-01	07-31	24489934214001143775187	PETERSON TRUCKS 510-618-5550 CA	400.00
08-14	08-12	24137464226200199176486	HUNT AND SONS, INC 916-383-4868 CA	2,135.06
08-14	08-13	24717054226272260822972	CHAPARRAL SIGNS AUTO GRAP MORGAN HILL CA	716.10

TIFFANY BLACK	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]	\$0.00	\$76.78	\$0.00	\$76.78

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-15	08-13	24431054227025384538518	HOLLISTER AUTO 0024822 HOLLISTER CA	22.95
08-15	08-13	24431054227025384538526	HOLLISTER AUTO 0024822 HOLLISTER CA	53.83

TIM MAIN	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]	\$0.00	\$8,481.03	\$0.00	\$8,481.03

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-24	07-23	24692164205109091528041	AMAZON MKTPL*RJ1R17DE0 AMZN.COM/BILL WA	35.54
07-29	07-26	24692164209102741023170	THEFORDSTOREMORGANHILL MORGAN HILL CA	73.39
07-29	07-26	24692164209102741023188	THEFORDSTOREMORGANHILL MORGAN HILL CA	42.93
08-02	07-31	24164074214105442201287	STAPLES 00107714 GILROY CA	201.85
08-06	08-05	24755424219732193901463	CURTIS 877-4880469 CA	2,312.84
08-07	08-06	24692164219101717106082	IN *ROSS LADDER SERVICE 831-2060047 CA	359.15
08-07	08-06	24755424220732205843528	CURTIS 877-4880469 CA	1,370.42
08-19	08-17	24000974231173105344438	STARLINK INTERNET 310-6828100 CA	675.49
08-19	08-17	24011344231000028264265	STAR MOUNT SYSTEMS HTTPSSTARMOUN CA	1,107.04
08-19	08-17	24121574231000230170028	TACTRON, INC. 999-9999999 OR	53.16
08-19	08-17	24204294230002321608029	STARLINK INTERNET 310-6829683 CA	1,350.98
08-19	08-16	24332394230000013716566	LIFE ASSIST INC 916-6353822 CA	898.24

ANDREW MURRAY	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]	\$0.00	\$396.82	\$0.00	\$396.82



Company Name: SO SANTA CLARA CO FIRE
Corporate Account Number: [REDACTED]
Statement Date: 08-22-2024

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-25	07-24	24231684207038759790788	SMART AND FINAL 589 GILROY CA	142.02
07-26	07-24	24692164207101145229724	THE HOME DEPOT 6677 GILROY CA	239.81
07-26	07-24	24943014207010185118891	THE HOME DEPOT #6677 GILROY CA	14.99

STEVEN RODBERG [REDACTED]	CREDITS \$0.00	PURCHASES \$5,033.09	CASH ADV \$0.00	TOTAL ACTIVITY \$5,033.09
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-24	07-22	24943014205010185213744	THE HOME DEPOT #6677 GILROY CA	51.14
07-25	07-24	24492164207000010383875	MERET USA LLC HTTPSMERETUSA CA	1,222.11
07-26	07-24	24692164207101145229823	THE HOME DEPOT 6677 GILROY CA	87.28
07-29	07-25	24943014208010188094908	HOMEDEPOT.COM 800-430-3376 GA	66.58
08-02	07-24	24755424215152151296588	LN CURTIS SALT LAKE CITY 801-4867285 UT	3,270.18
08-07	08-05	24164074219105441828994	STAPLES 00107714 GILROY CA	21.25
08-15	08-13	24164074227105442164423	STAPLES 00107714 GILROY CA	45.82
08-15	08-13	24943014227010186427842	THE HOME DEPOT #6677 GILROY CA	40.78
08-16	08-15	24431054229026202236036	O'REILLY 2987 GILROY CA	34.91
08-22	08-21	24943004235041100665374	COSTCO WHSE #0760 GILROY CA	193.04

ERIC LIMONES [REDACTED]	CREDITS \$0.00	PURCHASES \$121.21	CASH ADV \$0.00	TOTAL ACTIVITY \$121.21
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-19	08-18	24431064232039319921212	ACE HDWE OF GILROY GILROY CA	121.21

DAVID BILEY [REDACTED]	CREDITS \$0.00	PURCHASES \$439.62	CASH ADV \$0.00	TOTAL ACTIVITY \$439.62
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-29	07-26	24164074209105442139096	STAPLES 00107714 GILROY CA	49.61
07-29	07-26	24943014209010184689874	THE HOME DEPOT #6677 GILROY CA	70.02
08-01	07-31	24692164214106527802924	SQ *CPR CELL PHONE REPAIR GILROY CA	35.00
08-19	08-16	24692164230100461271980	SQ *CPR CELL PHONE REPAIR GILROY CA	134.99
08-21	08-19	24121574233000232190055	COUNTY OF SANTA CLARA 408-7940600 CA	150.00

Department: 00000 Total:	\$31,646.81
Division: 00000 Total:	\$31,646.81

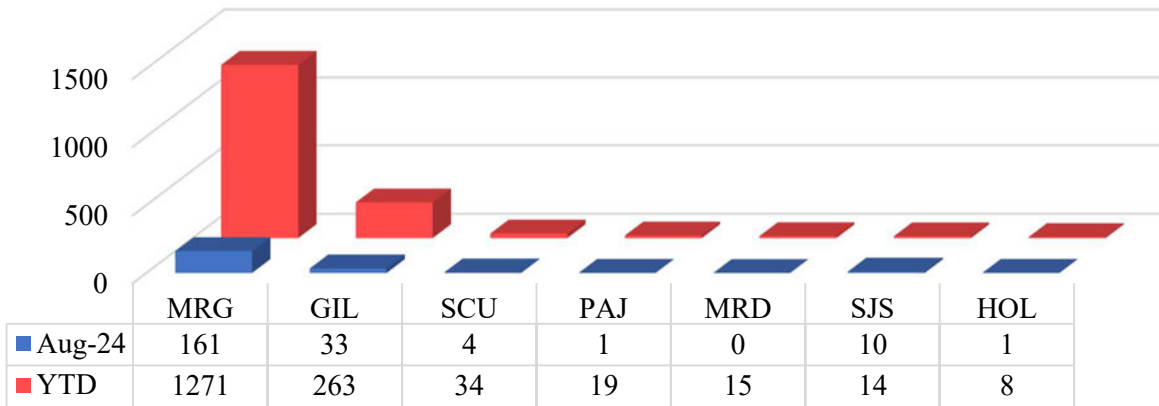


South Santa Clara County Fire District

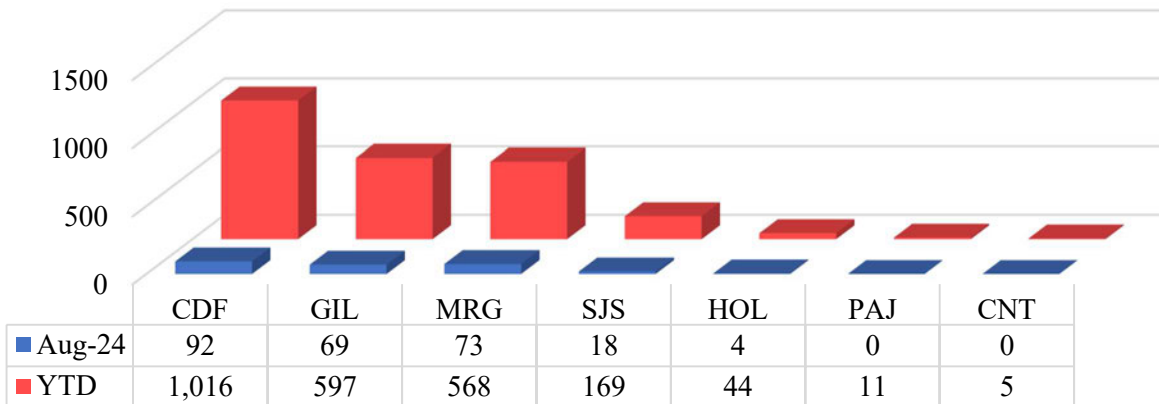
15670 Monterey Street, Morgan Hill, CA 95037 • (408) 779-2121 • www.sscbfd.com
Baraka Carter, Fire Chief

Item 4(c)a – Incident Statistical Report August 1, 2024 – August 31, 2024

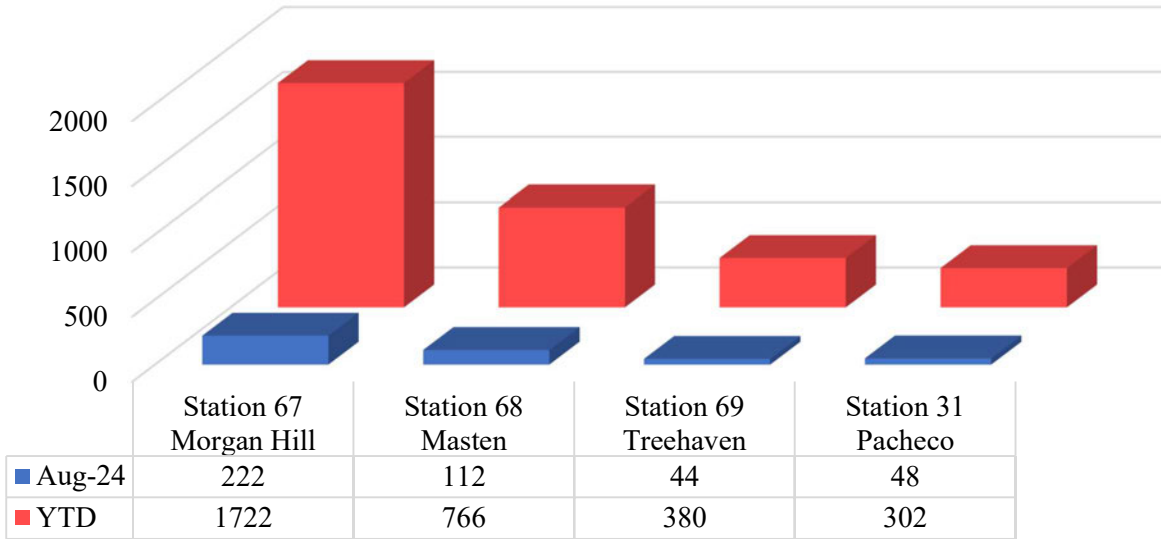
Aid Responses Provided By Jurisdiction



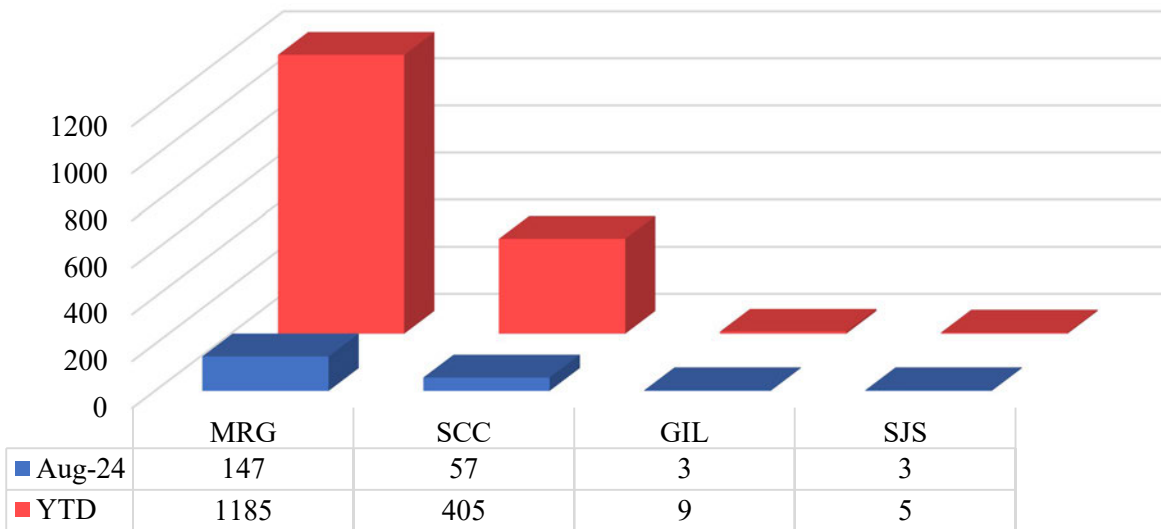
Aid Responses Received By Agency



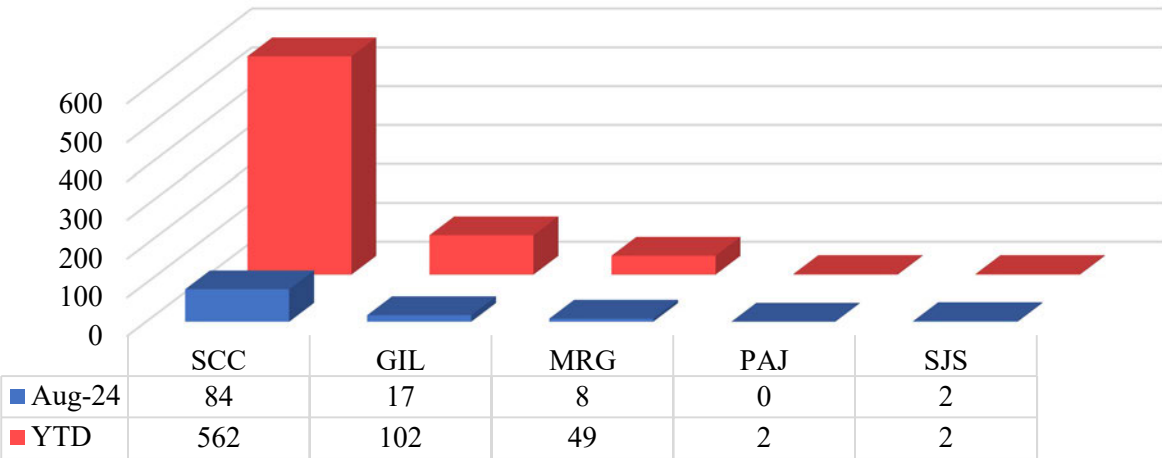
Call Volume By Station



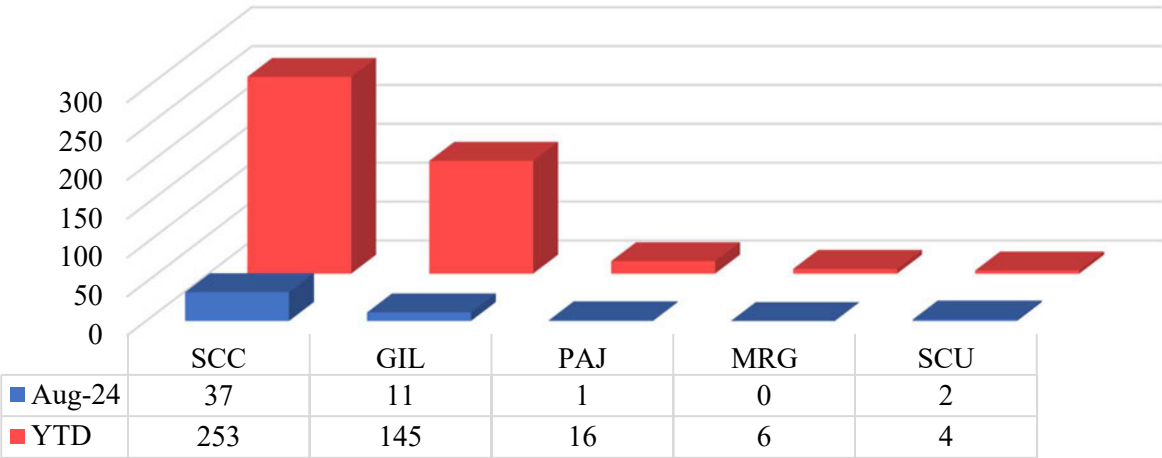
Engine 67's Call Volume By Jurisdiction



Engine 169's Call Volume By Jurisdiction



Engine 69's Call Volume By Jurisdiction



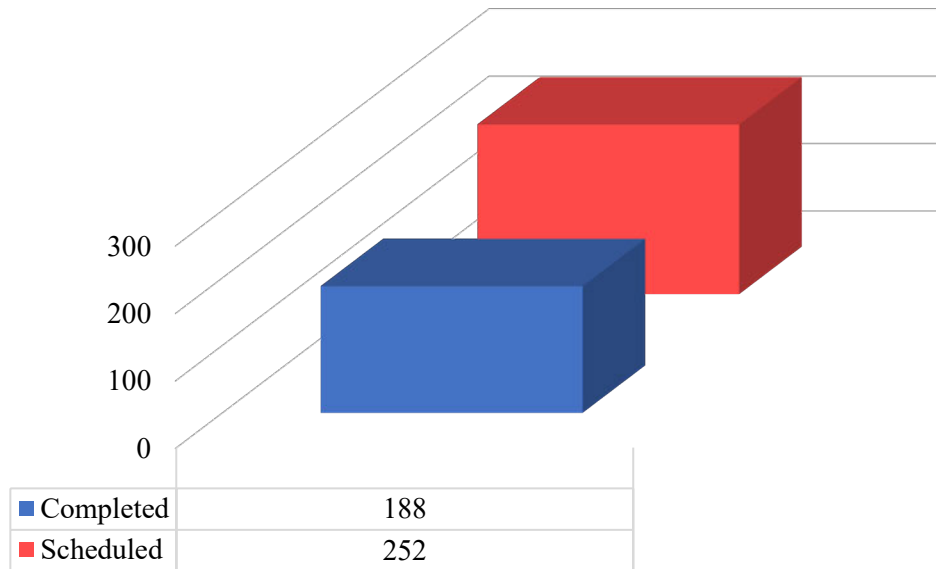


South Santa Clara County Fire District

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Baraka Carter, Fire Chief

Item 4(c)b – Fire Inspector Report August 1, 2024 – August 31, 2024

Annual Life Safety Inspections



Engine companies and the fire inspector completed a total of **26** inspections in month of August.



South Santa Clara County Fire District

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Baraka Carter, Fire Chief

Item 4(c)c – Grant Writer Report August 1, 2024 – August 31, 2024

August Payment: \$337.50

YTD Payment: \$2,906.25

The grant writer is continuing to work with Chief Main on identifying grants that can be used for the purchase of firefighting equipment. There are currently no grant opportunities available. She is continuing to prepare for next year's FEMA Assistance to Firefighters Grant.

On September 3, 2024, the District was awarded \$9,835.76 as part of the CAL FIRE Volunteer Fire Capacity (VFC) grant. The grant funding will be used to acquire 22 pagers.



South Santa Clara County Fire District

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Baraka Carter, Fire Chief

Item 4(c)d – Mitigation Fees Report August 1, 2024 – August 31, 2024

Monthly Reports

The South Santa Clara County Fire District Board of Commissioners requires reports of mitigation activity to include collections and expenditures to be submitted to the Board monthly.

Background

On September 28, 2004, Board of Supervisors of Santa Clara County adopted Ordinance No. NS-1104 establishing authority for imposing on and charging to development in the County of Santa Clara impact fees to pay for such developments equitable share of the cost of public improvements needed to mitigate the impacts of new development.

Section C19-2 of the Santa Clara County Ordinance Code authorizes imposition of development fees necessary to fund fire protection facilities and equipment.

On January 11, 2005, the Board of Directors of the South Santa Clara County Fire District adopted a resolution establishing fire protection mitigation fees.

On July 8, 2015, David Taussig and Associates completed a Development Impact Fee Justification Study for the South Santa Clara County Fire District. The study included an updated Fire Capital Facilities Plan and recommendations for increases to the current Impact Fee rates.

On August 25, 2015, the Board of Directors of the South Santa Clara County Fire District adopted Resolution No. SCCFD – 2015 – 01 adopting the District's Development Impact Fee Justification Study and Plan and intent to update the District's Development Impact Fees.

On October 6, 2015, the Board of Supervisors of Santa Clara County adopted Resolution No. BOS – 2015 – 137 modifying the District's Development Impact Mitigation Fees and accepting the Capital Facilities and Equipment Plan.

On December 15, 2015, the Board of Directors of the South Santa Clara County Fire Protection District adopted Resolution No. SCFD – 2015 – 03 accepting the five-year findings related to the unexpended fund balance for Development Impact/Mitigation Fees.

On June 18, 2019, the Board of Directors of the South Santa Clara County Fire Protection District adopted Resolution No. BOS – 2019 – 96 modifying the District’s Development Impact Mitigation Fees.

On October 20, 2020, the Board of Directors of the South Santa Clara County Fire Protection District adopted Resolution No. SCFD – 2020 – 1 accepting the five-year findings related to the unexpended fund balance for Development Impact/Mitigation Fees.

On July 1, 2021, fees were increased on accordance with Resolution No. SCFD – 2019 – 96 passed by the Board of Directors on June 18, 2019. This Resolution states that the Districts’ mitigation fees shall be indexed annually to the average of the San Francisco-Oakland-San Jose, CA Consumer Price Index, as published by the Bureau of Labor Statistics, for the twelve-month period ending May of the previous fiscal year, and not to exceed three percent in any given year to ensure that the fee continues to reflect actual cost.

On July 1, 2022, fees were increased by 3% in accordance with Resolution No. SCFD – 2019 – 96 passed by the Board of Directors on June 18, 2019. The Resolution states that the Districts’ mitigation fees shall be indexed annually to average of the San Francisco-Oakland-San Jose, CA Consumer Price Index, as published by the Bureau of Labor Statistics, for the twelve-month ending May of the previous fiscal year, and not to exceed three percent in any given year to ensure that the fee continues to reflect actual cost.

Committed Funds

The South Santa Clara County Fire District has committed mitigation funds collected through FY 2023-24 which are currently held in reserve for capital improvements at Masten Station located at 10810 No Name Uno, Gilroy, CA and Treehaven Station located at 3050 Hecker Pass, Gilroy, CA. The SSCCFD will expand the stations to accommodate additional staffing added to engines. The additional staffing was needed to protect new development within the District boundaries.

Cash Receipts

During the reporting period, August 1, 2024, to August 31, 2024, \$15,766.12 in fees were collected. The fees collected reflects 3 residential structures, 2 moderate commercial/industrial structures, and 2 non-residential accessories without sprinklers.

Construction Type	Square Footage	Rate	Fee Amount
Residential	4,203	\$ 0.52	\$ 2185.56
Non-Res Moderate Commercial/Industrial	10,720	\$ 1.07	\$ 11470.4
Non-Res Heavy Commercial/Industrial	–	\$ 1.59	\$ 0.00
Non-Res Accessory with Sprinklers	–	\$ 0.27	\$ 0.00
Non-Res Accessory without Sprinklers	4,058	\$ 0.52	\$ 2110.16
TOTAL	18,981	–	\$ 15,766.12

Month	Beginning Balance	Mitigation Collected	Investment Interest	Mitigation Expended	Ending Balance
July	\$ 718,325.26	\$ 2,829.32	\$	\$	\$ 721,154.58
August	\$ 721,154.58	\$ 15,766.12	\$	\$	\$ 736,920.70
September	\$	\$	\$	\$	\$
October	\$	\$	\$	\$	\$
November	\$	\$	\$	\$	\$
December	\$	\$	\$	\$	\$
January	\$	\$	\$	\$	\$
February	\$	\$	\$	\$	\$
March	\$	\$	\$	\$	\$
April	\$	\$	\$	\$	\$
May	\$	\$	\$	\$	\$
June	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$



SOUTH COUNTY VOLUNTEER POLICY AND PROCEDURE

Brandon Winter

Introduction

PURPOSE

The intention of this Handbook is to provide a set of guidelines for South County Volunteer Firefighters (SCV).

South County Volunteers

Mission

“The South County Volunteers will aggressively work to protect lives, the environment, and property through fire protection, suppression, emergency medical services, rescue actions, and public education.”

Organization:

Establishment

South County Volunteers was established by the authority of the South Santa Clara County Fire District Board of Fire Commissioners and is under the direction of the Chief of the Department

Governing Body

The SSCCFD Board of Commissioners is the governing body of South County Volunteers.

Regulations and Policy

South County Volunteers is governed by the rules, regulations and applicable policies of the County of Santa Clara, South Santa Clara County Fire District, the California Department of Forestry and Fire Protection (CAL FIRE), and by this document.

Knowledge of Rules

Every volunteer will be issued a complete copy of the Policies and Procedures of South County Volunteers and is responsible for adhering to direction herein. Questions are to be routed through the chain of command.

Organization & Authority

Board of Commissioners

The South Santa Clara County Fire District Board of Commissioners are appointed by the Santa Clara County Board of Supervisors. The Board of Commissioners provides community input, oversight, and budget management. Santa Clara County Mission Statement

The Commissioners mission is to provide quality public services with measurable outcomes for the residents of the County of Santa Clara, in order to meet their needs for a healthy, safe, and prosperous environment and help them develop a community rich in both natural beauty and economic opportunity where diverse people come together to celebrate a higher quality of life.

CAL FIRE:

- Unit Chief
- Deputy Chief
- Division Chief (Battalion 7)
- Battalion Chief (Battalion 7)
- Masten Station Captain (Operational Oversight of South County Volunteers)
- Masten Station Engineer (Operational Oversight of South County Volunteers)
- South County Volunteer Admin Chief. (Day to Day oversight of South County Volunteers)

South County Volunteer Firefighter Position Descriptions

The South County Volunteers (SCV) are comprised of individuals who fill the following operational positions:

- **SCV Admin Chief:** providing direction on major projects or problem areas. providing policy guidance. This position will also be able to sign off volunteer driver endorsement and additional training with California State Fire Association programs. This position is an admin position only.
 - **SCV Assistant Chief:** Day to Day Operations and has the responsibility to effectively recommend hiring, suspension, promotion, discharge, discipline, community outreach etc. This position is an admin position only.
 - **SCV Training Chief:** This position will regulate training and make sure that all South County volunteers are following the training set forth by Cal Fire. They will schedule and coordinate training. This is a Non-Operational Field position
 - **SCV Captain:** In coordination with the CAL FIRE IC, performs duties of a company officer. Directs suppression/rescue activities assigned to Volunteer Companies while on scene. Acts as qualified apparatus operator. Maintains supervisory responsibilities of subordinate South County Volunteer members assigned to him/her.
 - **SCV Apparatus Operator /Engineer:** Drives and operates all pumping, aerial, and utility apparatus in the South County Volunteer inventory, as authorized. Has sufficient ability to pump basic attack and supply evolutions. Holds all necessary licenses to drive SSCCFD apparatus. Is responsible for assuring operability and safety of a vehicle before operating. Assures that all occupants of their vehicle are seated and wearing a seat belt before moving said vehicle.
 - **SCV Firefighter:** Performs basic firefighting, rescue, hazmat, and emergency medical service under direction from a company officer. Fully trained in SCBA use and structural and wildland firefighting operations. Direct supervision in accomplishing tasks is not required.
 - **SCV Probationary Firefighter:** Has completed initial academy training yet lacks sufficient experience/knowledge to complete assignments independently.
- Appointed Positions:

Squad Leaders

Squad Leaders will be appointed by the South County Volunteer Officers. The Squad Leaders must be active members, willing to take the assignment and not be on probation. Squad Leaders will be responsible for the accountability and welfare of their assigned personnel as well as the given tasks.

Field Training Officer (FTO)

One South County Volunteer Officers will be assigned with the task as a FTO and will be responsible for coordinating the volunteer training program with CAL FIRE, to maintain a highly proficient firefighting team.

Equipment Assistant (EA)

The EA is Responsible to organize all safety equipment required by South County Volunteers: including inventory, standard of inspection, care, maintenance, and replacement of safety equipment. This assistant will work in coordination with the district assigned South County Volunteer Officers. All identified deficiencies will be communicated to the South County Volunteer Captain,

-Public information Assistant (IA) - The IA will have the responsibility of notifying the news media and other agencies of South County Volunteer activities and upcoming events as well as maintain the www.SSCCFD.org website. Facebook page and other established social media sites. The Fire Chief or designee will approve the establishment of all social media sites and the release of all media prior to posting or disseminating for public consumption to assure compliance to the applicable Information and social media policies.

Note: These positions will not carry the rank of an officer.

Active-Duty Member Minimum Requirements

The following are qualifications for prospective and active-duty members of the South County Volunteer.

Applicants Qualifications

All applicants must meet the following criteria at the time of application:

- o Must be (18) eighteen years of age or older,
- o Must reside within the boundaries of the South Santa Clara County Fire District at time of acceptance. The boundaries are the east and west boundaries of Santa Clara County and between Metcalf Road, to the north and Highway 25 to the south,
- o No post office boxes will be accepted as an address for any applicant,
- o Must possess a valid California motor vehicle driver's license with all applicable endorsement, including a DOT Medical card as appropriate,
- o Current DMV printout must be submitted at time of application,
- o Must possess a valid Infant, Child, Adult CPR card, and PSFA
- o Must possess a valid Basic First Aid card,
- o Must be able to satisfy USCIS 1-9 requirements.
- o Cannot be a convicted felon, have a lengthy misdemeanor record or have any DDI conviction. Final review of this item will be at the discretion of the SCV Admin Chief,
- o Must pass a physical examination within (30) thirty days of acceptance in South County or have proof of passing a physical examination within (3) three months prior to acceptance.
- o Must continually be physically and mentally able to perform all the functions and duties of a fire fighter as required by the South Santa Clara County Fire District,

Membership:

Age

Applicants in South County must be at least (18) eighteen years of age at the time of Interview process.

Physical Exams

All members will be required to pass a physical examination corresponding to the CAL FIRE Respiratory Program (RPP) physical exam for acceptance into the program.

Member Background and References

All member history will be reviewed through a background check using the CA Live scan system and references checked (CalHR PO-31 1 process) as part of new membership.

Conflict of Interest

A conflict of interest is defined as any activity, other than family or employment, that restricts a member's ability to comply with the attendance requirements.

Discrimination

South County members will adhere to the non-discrimination policy as stated by the County of Santa Clara and to any future changes of that policy.

<https://www.sccuov.org/sites/eod/Documents/policv-against-discrimination>
harassment retaliation.

Responsibilities

It is the duty of South County members to:

"> Follow the legitimate commands of department Chiefs. Officers, Supervisors and ECC personnel. See NWCG Incident Response Pocket Guide (IRPG) for assignment safety refusal guidelines.

> Obey all Federal, State, County, and local laws, and ordinances while on duty.

Application and Hiring Procedures

Applications

During non-hiring periods, interest cards will be available online at www.sccfd.org. The interest cards will be maintained on file for a period not to exceed (2) two years. When a hiring period occurs, potential applicants will receive a cover letter, an application, and a copy of the Policies and Procedures. New applicants will be reviewed by the officers of South County Volunteer for compliance with Applicants Qualifications. Those who meet all said requirements will then receive a letter inviting them to continue with the hiring process. Those who do not meet the requirements will be notified in writing that their application has been denied and what deficiencies were identified. An applicant can submit additional credible documentation and will be reconsidered in the process.

Applicants Qualifications

All applicants must meet the following criteria at the time of application:

- o Must reside within the boundaries of the South Santa Clara County Fire District at time of acceptance. The boundaries are the east and west boundaries of Santa Clara County and between Metcalf Road, to the north and Highway 25 to the south,
- o No post office boxes will be accepted as an address for any applicant,
- o Must possess a valid California motor vehicle driver's license with all applicable endorsement, including a DOT Medical card as appropriate,
- o Current DMV printout must be submitted at time of application,
- o Must possess a valid Infant, Child and Adult CPR card,
- o Must possess a valid Basic First Aid card,
- o Must be (18) eighteen years of age or older,
- o Must be able to satisfy USCIS 1-9 requirements.
- o Cannot be a convicted felon, have a lengthy misdemeanor record or have any DDI conviction. Final review of this item will be at the discretion of the Fire Chief,
- o Must pass a physical examination within (30) thirty days of acceptance in COMPANY 70 or have proof of passing a physical examination within (3) three months prior to acceptance.
- o Must continually be physically and mentally able to perform all the functions and duties of a fire fighter as required by the South Santa Clara County Fire District,
 - o Must show proof of successfully passing the Candidate Physical Ability Test (CPAT) w within the past twelve (12) months from the date of a contingent offer of membership, or within sixty (60) days of receiving said offer. The cost for the CPAT will be at the

Candidate Qualifications & Admission Process

Individuals interested in joining the South County Volunteers must complete a written application, which may be obtained at the district's administrative office and online website. Completed applications will be held on file until the recruitment process is initiated for an upcoming training academy class. At that time, people with applications on file shall be notified of the upcoming recruitment effort and the timeline for hiring.

Applications

During non-hiring periods, applicants will be available online at www.sccfd.org. The interest cards will be maintained on file for no longer than (2) two years. When a hiring period occurs, potential applicants will receive a cover letter to attend an oral board interview.

Policies and Procedures.

New applicants will be reviewed by the officers of South County Volunteers for compliance with Applicant's Qualifications. Those who meet all the requirements will then receive a letter inviting them to continue with the hiring process. Those who do not meet the requirements will be notified in writing, why their application was denied. An applicant that was denied can submit additional credible documentation and will be reconsidered in the process.

Oral Boards

The oral board will consist of (2) two to (4) four members from South County Volunteer and at least (1) one Station career employee. The oral board will set the standards for the candidates, number of questions, scoring criteria, and the date and time for the candidates interview. All candidates will be notified by mail or email of their appointment interview. All candidates are expected to be prompt and respond as soon as possible. Any candidate who misses their scheduled interview will not be allowed to continue in the hiring process and will need to submit another application. After candidates have met with the oral board, the members of that board will evaluate all the candidates according to the set criteria and place those candidates on a ranking list for membership. Candidates will be granted a spot on a probationary basis, per their rank on the list. This list will be valid for (1) year from the date of the last oral board and be utilized for current and future openings. All candidates will be notified of their status, in writing or by email, within (30) thirty days of their oral board dates. The newly established probationary member will then make an appointment with the Equipment Assistant and will be issued their protective firefighting equipment and shoulder patches.

Orientation

Prior to the interview process, all prospective applicants must attend a mandatory orientation session conducted by South County Volunteer. Prospective recruits will be briefed on the South County Volunteer, SSCCFD and CalFire organizational structure, program commitment requirements and membership expectations. Following the orientation, prospective candidates are instructed to complete the new hire packet.

The medical examination includes the following tests (as a minimum):

- Complete medical history questionnaire
- Comprehensive physical examination
- Vision acuity and peripheral vision testing including color perception
- Pulmonary function testing
- Audiometry testing
- Comprehensive blood panel (metabolic chemistry panel, hemogram & hemocrit, lipid panel)
- Urinalysis
- TB skin test
- DIP/TET test
- Basic EKG or if required Stress EKG
- Coronary risk panel
- Any additional test(s) as deemed necessary by the examining physician in agreement with the SCV.

Acceptance Process

After completion of the orientation, interview, and medical review, all successful applicants will be contacted by telephone, electronic correspondence, or any other suitable means, and invited to attend the upcoming training academy.

Medical Standards

Medical Examinations

Firefighting, by its very nature, is a strenuous, demanding, and dangerous task. The purpose of each medical examination (both pre-employment and during employment) is to detect preexisting or evolving medical conditions within a South County Volunteer member that may be exacerbated by training and/or activities within the scope of firefighting duties.

Respiratory Protection Program

To comply with Cal-OSHA requirements regarding the use of self-contained breathing apparatus (SCBA) and to improve safety for all personnel, the South County Volunteer requires all members to complete the Respiratory Protection Program (RPP). The RPP process ensures all active-duty South County Volunteer members are medically qualified to use an SCBA and to determine the proper size of mask for each individual, (Fit Test).

1. An RPP Medical Questionnaire (EMQ) will be sent out to each South County Volunteer member annually. The EMQ must be filled out completely and any responses requiring clarification should be explained as requested by the SCV designated physician.

2. Each South County Volunteer member is required to complete a health questionnaire annually. The reviewing physician will determine from the medical questionnaire if a further physical examination is required. Some personnel may also have to complete a treadmill test as determined by the examining physician. If a physical exam and/or treadmill test are required, South County Volunteer administrative staff will decide for the test. The cost of any required tests will be taken care of by the SSCCFD.

*****Physical examinations will be required at least once every three years for volunteers under the age of thirty and once every two years for volunteers aged thirty and over.***

3. During the initial training academy, trainees will be given their initial Fit Test which will be valid for twelve (12) months.

4. After initial Fit Testing volunteers are required to undergo annual Fit Testing, in accordance with CALFIRE employee policy.

5. Present South County Volunteer policy mirrors CALFIRE policy prohibiting beards or any facial hair which may interfere with SCBA mask seal. The cost of all medical examinations required by the South County Volunteer to initiate or maintain membership in the South County Volunteer program, or as deemed necessary due to participation in the South County Volunteer, shall be taken care of by the SSCCFD.

Academy

Training for South County Volunteer members is provided by South County Volunteer company officers, outside training vendors, CALFIRE career firefighters, and training division.

Probationary Volunteer Firefighter Operations Training (“Fire Academy”)

Uniforms / Personal Protective Equipment (PPE)

During the initial phase of the training academy, each trainee shall be supplied the following:

- One (1) “South Santa Clara Fire District Volunteer Academy” t-shirts (provided by South County Volunteer)
 - Trainees will be issued a set of district patches for their class B uniform.
 - Trainees will need to purchase 1 class B dress top and a name tag.

The above items constitute the Academy uniform and should be worn during all academy functions. In addition to the above stated uniform items, each Candidate shall be issued a full set, of both structural and wildland firefighting Personal Protective Equipment (PPE) for use during the training academy. A loan slip will be filled out for all gear issued.

The academy structural PPE shall consist of:

- Firefighter helmet
- Nomex hood
- Turnout coat
- Turnout pants
- Suspenders
- Bunker boots
- Firefighting gloves
- SCBA mask

The academy wildland firefighting PPE shall consist of:

- Wildland fire helmet with attached goggles and Nomex shroud.
- Wildland firefighting Nomex top
- Wildland firefighting pants
- Wildland firefighting web gear with emergency fire shelter
- Wildland firefighting gloves

These items of PPE will be NFPA compliant and may be supplied from South County Volunteer and or CalFire surplus stock.

Note: *Trainees will not be issued wild land firefighting boots during the academy.*

Each trainee will be responsible for their own proper wild land firefighting footwear prior to the commencement of wild land firefighter training or project work. These boots will be black hiker logger style boots, which are third party certified to NFPA 1977.

After the successful completion of the training academy, a new probationary firefighter will be issued all the PPE.

- One (1) South County Fire District Volunteer t-shirt. (Supplied by South County Volunteer)
- Badge (Supplied by South County Volunteer)

Once issued the above items, the probationary firefighter will cease wearing the academy uniform and will begin reporting to training wearing the South County Volunteer issued t-shirt.

The initial training program consists of a formal training academy comprising approximately 144 hours of classroom and field training. Subjects covered in the academy include:

- Safety and orientation
- Public Safety-First Aid
- CPR training and certification
- SCBA operation
- Ropes and knots
- Hydrant operation
- Building construction
- Tool safety
- Wildland fire fighting
- Structure fire fighting
- Fire hose manipulation
- Ladders
- Hazardous Materials First Responder – Operational (HAZMAT-FRO)
- Property conservation and overhaul
- Firefighter survival
- Incident Command Systems (ICS 100/200)
- National Incident System (NIMS 700/800)
- S130 Firefighter training /Firefighter Behavior
- S190 Introduction to Wildland Fire Behavior
- Firefighter Safety and Survival
- Confined Space Awareness
- L180 Human Factors in the Wildland Fire Service

The duration of the training academy is approximately 4 months with training sessions conducted primarily on a weeknight. Candidates are required to attend all academy training sessions. In the event of unavoidable absence(s), make-up training sessions *may* be made available at the discretion of the designated training staff.

Excessive or unexcused absences may result in disqualification from the South County Volunteer training academy.

Several practical skill tests are administered during the training academy. The tests are essentially identical and designed to assess the trainee's physical and cognitive abilities through practical application of subjects presented in the academy. These exams are comprised of various skill "stations" that must be completed with speed and accuracy.

These stations include but not limit to:

- Don/Doff Bunker gear
- Don/Doff SCBA
- Don/Doff Wildland gear
- Airdrops
- Shelter
- Chalking/backing
- Progressive Hose lays
- Mobile attack
- Forward Pulls
- 24' ladders

Each skill station must be performed in consecutive order with no breaks. Applicants are allotted a maximum time for each station, as well as an overall total time standard. Should a candidate fail to complete the task within the allotted time for that station, or fail to perform the task to required standards, then that station will be deemed a fail. A failed station may be re-attempted a maximum of two chances after the completion of the complete test evolution.

Successful completion of the training academy will be dependent upon the candidate's satisfactory performance, as well as the validation of the academy trainee's skill set by the designated 4064 annual rehire standards.

After completion of the training academy and a successful completion of the final performance exam, the trainee transitions from trainee to probationary firefighter.

Upon designation of an individual as a probationary volunteer firefighter, they will be issued a South County Volunteer pager and expected to attend all general alarms, as per the general alarm policy outlined later in this document. In addition, probationary South County Volunteer firefighters will be authorized to “ride along” with SSCCFD paid station personnel and allowed to participate to the extent permitted by the respective SSCCFD paid station company officer for that shift, in accordance with the following statement:

Per the direction of the Volunteer Admin Chief: a probationary volunteer firefighter is prohibited from making interior fire attack and is prohibited from engaging in roof operations during any fire event without direct supervision of qualified South County Volunteer Officer or career personnel.

Note: Academy recruits are prohibited to respond to any emergency calls in their Personally owned Vehicle (POV). Any act will result in immediate termination from the program.

These restrictions are absolute and shall be re-iterated by the probationary volunteer firefighter to any individual issuing an instruction to the contrary.

Probation:

All appointed members to South County Volunteer will have a probationary period of (1) one year from their date of established membership. All probationary members will complete a mandatory training task book, and 4064 annual testing process before any ride along or call responses are permitted. All Probationary Members will also be required to complete a minimum of (2) two (10) ten-hour Station ride-along per month for the First (3) three months following the minimum volunteer firefighter training. During the first year, the Probationary Member's status will be reviewed by the Officers of South County Volunteer on the 3rd, 6th, 9th, and 12th month. Probationary Members can be discharged from South County Volunteer for any of the following reasons:

- Falsification of any Fire District documents
- Any criminal offenses while on probation
- Conduct that reflects negatively on South County Volunteer or the Fire District

- Disobeying the rules and regulations of the of the South County Volunteer, SSCCFD Policies and Procedures
- Insubordination
- inactivity in South County Volunteer. including drills/training, meetings, and functions.
- inability to perform required duties.
- inability to function in a safe manner.
- Under the influence of drugs or alcohol on duty

*At the end of (1) one year from the date of membership, the Probationary Member's status will be evaluated by the Officers of SCV. If the reviewing committee feels that the candidate has performed up to the standards of SCV, and is willing to continue, they will be removed from probationary status and become a full member of SCV.

Promoting from Probationary Volunteer Firefighter Status to Active-Duty Volunteer

Firefighter Status

Probationary Volunteer firefighter status will last a minimum of twelve months starting from the time they are hired. After completion of this specified time, the candidate may be promoted to the rank of volunteer firefighter. The decision to promote an individual will be made by the South County Volunteer officers. Factors influencing the decision to promote the probationary firefighter will include physical ability, cognitive ability, professional attitude, skill proficiency, training participation, and the confidence of South County Volunteer Company Officers that the individual can perform safely and effectively without constant oversight.

If a probationary volunteer firefighter fails to demonstrate the necessary attributes for promotion within the allotted time, then the probationary volunteer firefighter's case shall be reviewed on an individual basis. This review shall be conducted by the South County Volunteer Admin Chief, South County Volunteer Company officers, CalFire training division, and the Probationary Volunteer Firefighter's Training officer.

After completion of this review, one of the following outcomes will occur:

1. Probation shall be extended for a defined time concluding with a second review by the above-named officers. Failure to pass the second review will result in dismissal.
2. An additional individual training plan may be formed and implemented by the South County Volunteer Admin Chief, South County Volunteer Company officers, CalFire training division, and the Probationary Volunteer Firefighter's Training officer, upon completion, shall conclude with a second review by the above-named officers. Failure to pass the second review will result in dismissal.
3. The probationary volunteer firefighter shall be asked to resign from the South County Volunteer in advance of involuntary dismissal. *

**Probationary volunteer firefighters asked to resign shall be eligible to reapply to the South County Volunteers during the next hiring cycle, however, no credit shall be given for previous training academy completion.*

Continuing Training

The typical annual training calendar revolves around subjects that are necessary to maintain competency in those subjects taught during the initial training academy. In addition, new skills will be taught, and updates to existing skill sets will be presented as changes/updates occur within the profession.

SCV Issued Personal Equipment

After completion of the training academy, the South County Volunteer and CalFire shall equip each South County Volunteer member with NFPA compliant personal protective equipment (PPE) and all other items necessary for participation as South County Volunteer.

These items include:

1. Structural firefighting helmet
2. Structural firefighting pants + suspenders
3. Structural firefighting coat
4. Nomex hood
5. Structural firefighting gloves
6. Wildland firefighting helmet
7. Wildland web gear + protective shelter
8. Wildland firefighting pants
9. Wildland firefighting coat
10. Wildland firefighting gloves
11. Pager + charger

All South County Volunteer and CalFire supplied equipment will be maintained/repared/replaced at the expense of the issuing entity.

Attendance & Participation Requirements

While physically present within the South Santa Clara County Fire District service area, each South County Volunteer member shall wear or be within immediate reach of his/her pager and be able to respond to any general alarm*.

**Exception to this rule is provided under Title 14 – “Rules of Conduct” regarding prohibition of engaging in South County Volunteer activities while under the influence of alcohol, narcotics, or impairing pharmacological agents.*

Regular Training / Drills:

*There will be a minimum of two drills per month, one on a weekend (7 hours) and one on a weeknight (3 hours), unless circumstances dictate otherwise per a South County Volunteer Training Officer.

Due to liability issues, non-members will not be allowed to participate in the drills.

Attendance:

Members of South County Volunteer are expected to attend all meetings, special meetings, drill/training, and functions. Any member who is absent from two consecutive business meetings, or drills/trainings within (1) one calendar year without specific authorization can be placed on inactive reserve status.

A minimum of (90) ninety hours of training in a calendar year is required. If a member is unable to attend a meeting or drill, they must inform an officer with the reason for their absence prior to the activity. Members are also required to respond to 25 % of all page-out calls within a (6) six-month period. Failure to respond to the minimum number of page-out calls and minimum training hours may result in the South County Volunteer firefighter being placed on Inactive Reserve Status and/or dismissed from the program.

If the South County Volunteer member is a full-time paid firefighter with another department and is working a scheduled shift the day of scheduled training, or if a South County Volunteer member is attending a Fire Academy, the requirement for attending training is excused. Leave of Absence: Members who are not able to respond to page-outs due to vacations, illness, work requirements, etc., may request a Leave of Absence by submitting an explanation of why they need a leave of absence request to any Officer. If approved by the South County Volunteer Admin Chief and/ or Officers, the member's position will be available to them upon their return. (Not to exceed (1) year from date of request)

Leave of Absence:

Members who are not able to respond to page-outs due to vacations, illness, work requirements, etc., may request a Leave of Absence by submitting a written request to any Officer. If approved by the Officers and the Chief of the Department or designee, the member's position will be available to them upon their return. (Not to exceed (1) year from date of request)

When a member cannot attend a scheduled weekly training meeting, he/she is required to personally notify their respective South County Volunteer Company officer at the earliest convenient opportunity. If a member fails to notify their Volunteer Company officer, the member's absence shall be documented as an "unexcused absence." After a member accrues two consecutive *unexcused* absences within a quarter, they may be placed on suspension at the discretion of the Volunteer Admin Chief or his/her designee. This suspension will continue until the root cause of absenteeism can be determined, and a plan for improved attendance can be implemented.

Certifications/Licenses

South County Volunteer members are required to maintain numerous certifications and licenses to maintain active status with the South County Volunteer. Among these are:

- CPR
- EMR, EMT, PSFA
- CA Driver License
- RPP fit testing every 2 years
- Defensive Driving

Should a member fail to renew any of the required certifications and/or licenses within the prescribed limits as set forth by governing body issuing the certification/license, then that volunteer members will be immediately suspended from participating in South County Volunteer emergency response activities. The member shall not respond to any General Alarms, may not participate in the South County Volunteer ride-along program, and will not act in any official capacity providing service to the general public until such time as the member renews the required license/certification and provides formal documentation to the designated South County Volunteer Admin Chief, South County Volunteer Company officers, and the Probationary Volunteer Firefighter's Training officer.

General Alarm Response

Volunteers are required to respond to a minimum of 25% of general alarms during non-work hours. Responses are monitored annually, and if a member's response report percentage falls below standard then the individual will be interviewed to determine the causal factor(s) for their lack of attendance. Extenuating circumstances shall be considered. However, if an individual's below-average general alarm attendance continues for an extended period (as determined by the South County Volunteer Admin Chief or his/her designee), then the individual may be asked to request a leave of absence or resign from the South County Volunteer.

Ride-Along Program

South County Volunteer Members have the *privilege* to ride along for shifts of an indeterminate length at any station within the district and city. South County Volunteer members are highly encouraged to utilize this opportunity to reinforce skills, acquire actual on-scene experience, and to build team cohesion with the career firefighter staff.

Prior to reporting to the respective station for the ride along, South County Volunteer members will coordinate with the South County Volunteer Admin Chief or his/her designee a minimum of 24 hours in advance. They will forward the South County Volunteer member's ride along request to the duty station Captains for acceptance.

Ride along shifts generally begin at 08:00 with early arrival necessary to check in with the station's duty company officer. Other start times may be approved, but care should be taken to avoid interrupting the normal daily routine of the fire house. Upon check in, the South County volunteer member will still request permission from the station duty Company Officer to ride along for that day and will only place their bunker gear on the engine/truck/rescue after receiving permission to ride along.

Standards of Conduct

The South County Volunteer prides itself on cooperation and a team-oriented approach to all facets of its operations both during routine matters and emergency operations. Every South County Volunteer member must put aside all personal preferences and work toward the same common goal to be the greatest benefit to the community we serve, to our department, and to our fellow members in the public service community.

Harassment Policy

The South Santa Clara County Fire District complies with Santa Clara County policy as well as CA, State, CalFire and Federal law with regards to Equal Employment Opportunity (EEO), nondiscrimination, and sexual harassment.

Rules of Conduct

The following rules are designed to help promote a positive team attitude and an efficient, effective working environment. Compliance is mandatory, and necessary for continued employment by the South County Volunteer.

1. No South County Volunteer member shall commit any act that might in any way bring discredit to the South Santa Clara County Fire District, CALFIRE, Santa Clara County, or the State of California.
2. No South County Volunteer member shall be present at an incident, nor may any South County Volunteer
Volunteer members depart from an incident unless they have complied with the incident check in/check out policies and procedures as set forth in this manual.
3. No South County Volunteer member shall use any language deemed offensive in the presence of the public at the scene of an incident, at the fire station, or while acting in an official capacity for the South County Volunteer.
4. No South County Volunteer member shall use/consume/purchase any alcoholic beverage, recreational drug, or controlled substance nor be under the influence of any of the aforementioned substances, while in uniform or acting on behalf of the SSCCFD. This includes responding to alarms on SSCCFD apparatus or in a personal vehicle.
5. No member may be under the influence of a pharmacological agent which may interfere with their ability to drive a vehicle and/or operate machinery while acting on behalf of the SSCCFD.
6. Only South County Volunteer members and other people authorized by the Volunteer Admin, or his/her designee may ride on any SSCCFD apparatus.

7. All South County Volunteer members shall always be in physical possession of a valid California State Driver license while acting in an official capacity.

8. All South County Volunteer members shall comply with all applicable State motor vehicle laws and regulations when operating Department vehicles **and personal vehicles** when in service as a member of the SSCCFD.

**Emergency Response: District Volunteers' private vehicles are prohibited by law from having emergency type warning lights and/or sirens. The flashing of vehicle headlights while on route to an incident is also prohibited. The use of four-way flashers is only permitted when parked. No volunteer firefighter shall exceed the posted speed limit while on route to any call. Personal vehicles will be driven safely, and all California State Vehicle Code laws must be followed.*

9. All members shall always use good judgment and common sense while at incident scenes and while conducting district business.

10. All South County Volunteer members, while acting in an official capacity for the SSCCFD, shall do so in a professional, courteous, and respectful manner always.

11. Gambling, alcoholic beverages, recreational drugs, controlled substances, and firearms are not permitted in any fire station or on grounds of same, nor are they permitted in any SSCCFD vehicle.

12. No South County Volunteer member shall use the name of the SSCCFD for personal gain. No member shall use his/her badge, ID card, etc., in any commercial or private enterprise for any personal gain.

13. No South County Volunteer member shall accept any reward, gift, gratuity, tip, fee, or personal compensation from any source for services rendered in the performance of duty.

14. No South County Volunteer member shall be discourteous, disrespectful, or insubordinate to any member of the public, any member of the South County Volunteer, CAL FIRE employee, or SSCCD staff.

15. No South County Volunteer member shall change, alter, add, remove, or modify any equipment from any station or apparatus without first receiving proper authorization from the SSCCFD.

16. Every South County Volunteer member shall always exercise proper precautionary safety measures to avoid injury to themselves and/or others.

17. Every Volunteer member shall comply with all South Santa Clara Fire District policies, rules, and regulations and all County, State and Federal laws. Failure to do so may result in disciplinary action up to and including dismissal from the South County Volunteer.

Public Representation

At no time is a member of the South County Volunteer allowed to speak in any official capacity with members of the media.

The above policy is designed to safeguard the privacy of individual South County Volunteer members, maintain patient confidentiality and protect the integrity of the citizens served by the South County Volunteer. This statement does not prohibit a South County Volunteer member from providing *general* information about the South County Volunteer to their neighbors or other concerned citizens. Furthermore, South County Volunteer members are obligated to always maintain patient confidentiality. Patient information will only be divulged to relevant outside parties when required by law or for the continuity of medical care, as dictated by HIPPA law.

South County Volunteer Company Composition

The Volunteers will be divided into three companies: At the beginning of every month, one of the Squads will be designated as the “In-House Company” on an alternating basis. During General Alarms the In-House Company will respond to Masten Station with the intent of mobilizing the reserve engine to respond to the alarm. The remaining volunteer fire company members will respond to the incident scene via personal vehicle and immediately report to the Incident Commander (IC.)

Once checked in with the IC, South County Volunteer personnel will hand the IC their PAR Tag before being assigned to a function- or geographically based assignment. South County Volunteer members will work at the incident until it is terminated, or the volunteer is permitted to leave by direct authorization of the Incident Commander.

Note: The above policy regarding members of the In-House Company and their obligation to respond to Masten Station to staff the reserve engine in the event of a general alarm is not intended to be exclusively binding. Each volunteer shall use good judgment to determine the most effective selection for their location in which to report (station vs. incident location) during a General Alarm. Factors such as a volunteer’s present location, nature of the incident, traffic, road conditions, etc. shall be taken into consideration.

Under direct supervision may perform, rescue operations, interior structural firefighting, and wildland suppression activities. Must always be directly supervised by qualified personnel during an incident.

*Probationary Firefighters **do not** count towards minimum emergency personnel staffing levels on SCV responding apparatus.*

Arrival on Scene/Check in Policy

Upon arrival via personal vehicle to any general alarm scene or other incident scene:

The South County Volunteer member's initial responsibility will be to park their vehicle in a location that is not to interfere with the operation of any apparatus already on scene nor interfere with the arrival and/or operation of any apparatus arriving subsequently.

After parking and securing their vehicle in accordance with the above policy, the South County Volunteer member will don the appropriate PPE (as dictated by the nature of the general alarm) and proceed directly to the Incident Command post (ICP) to check in and await a duty assignment.

In the event that the South County Volunteer member is intercepted beforehand by a South County Volunteer Company Officer or other paid firefighter and instructed to assume a task, the South County Volunteer member shall inform the person assigning the task that they have not checked in with the IC and are not officially accounted for on the incident grounds. If the person assigning the task still insists upon the South County Volunteer member performing the assigned task, then the South County Volunteer member shall accept the assignment. However, the South County Volunteer member must either delegate check in with the IC to another responsible person or check in personally at the first available opportunity.

On Scene

For purposes of accountability the South County Volunteer member shall always remain in contact with their assigned supervisor. Tasks on the incident ground will only be accomplished under the order of this assigned supervisor. "Freelancing" will not be tolerated. The performance of tasks on the incident grounds outside the scope of assigned duty may result in disciplinary action up to and including dismissal from the South County Volunteer.

Departure/Check Out Policy

The South County Volunteer member shall remain at the incident scene until completion of the incident and/or until formally relieved of duty by their appropriate supervising Company Officer.

In addition, the South County Volunteer member shall personally check out with the IC prior to departing the incident grounds, unless the notification can be delegated to another responsible person who shall make sure that the South County Volunteer member's departure has been noted. Strict adherence to the above-mentioned policy is mandatory to ensure that South County Volunteer be lost or in peril at the incident scene. In the event a South County Volunteer member delegates the notification of their departure to another responsible person, and that responsible person fails to notify the IC, then the departing South County Volunteer member will still be held personally accountable for the violation of Check Out Policy.

South County Volunteer Activity Sheets must be completed and signed by a South County Volunteer officer at the time the activity was performed. If cancelled enroute. The South County Volunteer firefighter will continue to the nearest station and fill out an Activity Sheet to show proof of response. If the South County Volunteer officer staff is not at the fire station, the South County Volunteer Captain will sign the activity sheet at their earliest convenience. Activity sheets need to be placed in the South County Volunteer Captain's box at their regular duty station. DO NOT place in the box if the crew at said station is in quarters after 2100 hours and will do so when reasonably practical during the hours of 0800 hours and 2100 hours.

Activity sheets need to be placed in the South County Volunteer Captain's box at their regular duty station. DO NOT place it in the box if the crew at said station is in quarters after 2100 hours and will do so when reasonably practical during the hours of 0800 hours and 2100 hours.

Performance Reviews

Competency Testing

Each volunteer is tested annually on the knowledge and skills required to demonstrate competency for the cumulative rank in which that member holds (Firefighter/Apparatus Operator/Captain.) Each individual rank requires a separate competency test to maintain that respective rank. It is important to note that persons holding higher ranks are required to successfully complete the required competency testing for all lower ranks in addition to the competency tests required for the rank in which they currently hold.

In the event a SCV member fails to demonstrate competency at a particular level, that member will be demoted to the lower rank for which they display competency in. This person will be assigned that lower rank for the entirety of the calendar year and will have the opportunity to re-test for reinstatement to the previously held higher rank the following year.

Training

In-Service Training Plan

The South County Volunteer In-Service Training Plan, in conjunction with the office of the designated CALFIRE Training Division provides training to maintain minimum competency levels for all South County Volunteer members. The target value is 144 hours per year but may be subject to change depending upon subject matter variability and realistic drill times. The training blocks within a calendar year will follow a general theme. These themes shall be:

- EMS + CPR
- Wildland Fire Control
- Technical Rescue + HAZMAT
- Structure Fire Control
- Other topics as deemed necessary

The designated Training Officer shall be responsible for coordinating and conducting the primary training drills with the South County Volunteer companies. The Training Officer has the authority to change the topic of the weekly drill, if necessary, as well as introduce new topics or remediate previous topics if deemed in the interest of the South County Volunteer.

Computer Based Training

All members of the South County Volunteer (including candidates) are provided with personal accounts to access *VectorSolutions.com*. Vector Solutions is an outside vendor used by the district to provide all firefighters with a portal to access on-line training tools necessary for South County Volunteer operations. Web site content includes both mandatory and voluntary on-line training assignments, dissemination of District policies, District policy updates, training modules to maintain EMS certifications, District event calendars, tracking of job-based credentials, and numerous other functions. All South County Volunteer members are required to log on to Vector Solutions with sufficient frequency so that they may complete all computer-based training assignments prior to that assignment's due date. Repetitive failure to complete assignments within the prescribed time may be grounds for disciplinary action.

Special Training Opportunities

South County Volunteer members are encouraged to attend training on specialized topics offered by CALFIRE or by outside agencies. These topics may include auto extrication, low- and high-angle rescue, EMT certification, water rescue...etc. Full or partial reimbursement for outside training may be provided from a limited amount of funds dedicated from within the South County Volunteer budget. In addition, special training courses for career progression within the South County Volunteer (Apparatus Driver/Operator, Company Officer, etc.) will be offered periodically and are arranged by the designated Training officer or CalFire training division.

Any South County Volunteer member wishing to self-fund a training event may enroll and attend without limitation. However, if a South County Volunteer member wishes to receive reimbursement for a training event, then the member must submit a written request to the designated Training Officer and receive authorization to attend prior to course enrollment.

Accident/Injury Reporting

Job Related Personal Injury/Illness Reporting

All injuries/illnesses that a South County Volunteer member believes to be job related shall be reported to a South County Volunteer Company Officer or CAL FIRE Company Officer as soon as possible. In addition, the illness/injury should be followed up with a Report of Injury form within 24 hours of the occurrence whenever possible.

All cases of possible exposure to a potential health threat will be recorded on an exposure report within 24 hours of the exposure or within 24 hours of the knowledge of possible exposure. The South County Volunteer will arrange medical treatment and file all necessary reports. Prompt reporting is crucial. The on-duty Battalion Chief will coordinate treatment and report processing.

For urgent conditions, the first priority shall be to seek appropriate medical care. As soon as practicable, proper reporting shall be initiated. However, in non-urgent situations, any ill or Injured South County Volunteer personnel should notify their Company Officer and follow South County Volunteer policy before initiating medical treatment.

If non-emergency medical attention is required, it will be scheduled as necessary by the South County Volunteer administrative staff. The Volunteer Firefighter may be sent to a SSCCFD sanctioned physician who may be other than the South County Volunteer member's primary care physician. If a volunteer firefighter wishes to change to a different physician for any reason, he/she shall ask the South County Volunteer representative, or health insurance agency claims representative. The South County Volunteer representative and the insurance company claims representative shall seek to comply with the injured firefighter's request whenever practicable.

The South County Volunteer firefighter is entitled to be treated by their personal physician if the volunteer firefighter has notified the South Santa Clara County Fire District of the doctor's name and address in writing prior to the occurrence of any injury/illness.

Returning to active duty after an injury

A physician signed physical/mental fitness report acknowledging that the South County Volunteer member can return to duty may be required prior to returning to active duty following a lost time injury (whether incurred on- or off-duty) if so, required by the South County Volunteer Admin Chief.

The designated Training officer shall notify the South County Volunteer member of the need for this report, and the designated Training Officer will collect this report upon submission and will notify the South County Volunteer member of their official RETURNED TO DUTY status.

Vehicle Accident/Incident Reporting Procedures

When acting as a member of the South County Volunteer all vehicle accidents/incidents involving the SCV member shall be reported as soon as circumstances allow to the South County Volunteer Admin Chief, SSCCFD, on-duty Battalion Chief.

All necessary vehicle accident/incident forms will be completed online as soon as practicable (Not to exceed 24 hours from time of occurrence unless the involved individual is unable due to illness/injury.) The on-duty Battalion Chief will be responsible for investigating the incident and ensuring that it is reported to District Risk Management within 48 hours of the initial report.

District Equipment

Care and Maintenance

To ensure that all SSCCFD owned apparatus and equipment is in safe operating condition and ready to respond, a regular equipment inspection program shall be established and maintained by the SSCCFD. This equipment inspection shall be accomplished on a weekly basis (at minimum) in conjunction with the Volunteer weekly drill meetings. Standard policy shall be for the personnel of the In-House Company to report to the District station approximately 30 minutes before the scheduled drill to perform all necessary inspections.

Equipment:

All members are required to care for all issued equipment and keep them in a clean and serviceable state. Equipment damaged must be turned into the Equipment Assistant for replacement. Equipment damaged due to negligence, misuse or improper care could result in the member being responsible for replacement costs or dismissal from the program. A pager and charger will be issued after members complete the minimum required Volunteer Firefighter Training. All members are required to obtain a uniform in accordance with the standards described under "Responsibilities" within (30) thirty days.

These inspections shall include at minimum all the following:

- SCBA Inspections: Removal of each individual SCBA from the apparatus and inspected for proper bottle pressure (≥ 4000 psi), condition of straps and harness, and a complete functionality check of the PASS device. Completion of the inspection, along with any defects noted, will be recorded in the SCBA log located in the passenger compartment of the apparatus.
- Spare SCBA Bottle Check: All spare bottles located on the apparatus will be inspected for proper pressure (≥ 4000 psi) and replaced as necessary.
- Small motor Device Check: Each piece of equipment operated by a gasoline engine (Eg: smoke ejector, chain saw, portable hydraulic pump, etc.) shall be removed from the apparatus, tested for functionality and ease of starting, and filled with the proper fuel and any additional operating fluids.
- Defibrillator Check: The automated external defibrillator ("Lifepak") will be turned ON to check for battery status. Any battery indicating less than a full charge will be replaced. The defibrillator will be tested via the "USER TEST" function. Upon completion of the user test, the paper strip indicating the completion of the test will be printed and placed in a conspicuous and secure location on the unit. In addition, all packaged ECG and defibrillation adhesive electrodes will be checked to ensure that they have not exceeded their expiration date.

- **Airway Bag and O₂ Bottle Check:** The O₂ bottle in the Airway Management Bag will be inspected for adequate pressure and replaced if the O₂ bottle is under 500 psi. In addition, supplies within the bag will be inspected to ensure an adequate supply and that no contents have exceeded their expiration date.
- **Medical Bag Inventory/Inspection:** The medical bag shall be inventoried to assure appropriate quantities of all necessary supplies. In addition, all shelf-life limited supplies are to be inspected to assure that no contents have exceeded their expiration date.
- **Spare Fluids:** The quantity of 1) spare gasoline, 2) spare fuel/oil mix and 3) spare chain bar oil shall be verified to be adequate and replenished as necessary.
- **Portable Fire Extinguishers:** the portable fire extinguishers on the apparatus shall be verified to be within their appropriate operating pressures and not past their date of inspection.
- All compartments are to be opened and checked to verify that they contain the appropriate equipment, and that said equipment is secured in a proper fashion.
- Overall condition of the apparatus.
- Apparatus Operator ranked personnel shall conduct a *thorough* vehicle pre-trip inspection to include emergency lights, service lights, pump operation, and all necessary fluids (fuel, oil, transmission fluid, power steering fluid, pump lubricating fluid, pump primer fluid...etc.)

Any defects/deficiencies observed during the weekly inspection will be recorded in the vehicle log and verbal notification will be made to a South County Volunteer Company Officer.

Apparatus Maintenance

All scheduled maintenance and regulatory required inspections of the firefighting apparatus shall be conducted by qualified technicians designated by the South Santa Clara County Fire District. No unauthorized person may make modifications to the apparatus, nor may they conduct maintenance, unless under the direct supervision of qualified personnel.

Tool/Equipment ID Markings:

All tools and equipment issued by the District to the South County Volunteer company shall be identified by a small piece of tape affixed to the equipment to indicate that it is assigned to the volunteer apparatus inventory. This allows for easier recognition of volunteer company equipment at an incident scene when co-mingling of firefighting tools are in a common place.

Business Practices

Meetings:

General Business Meetings

General Business Meetings are to be held quarterly. Members will be notified of the meetings by an Officer, either at a previous meeting, or by email.

Special Meetings

A special meeting can be called at any time by an Officer, Chief of the Fire Department (or designee) or (3) three or more South County Volunteers members.

Business Meetings

Applicants continuing in the hiring process will be notified that they are invited to attend business meetings and the dates and times of those meetings. The applicant will not be allowed to participate in any South County Volunteers drills during this time. Should any applicant participate at any South County Volunteers drill, incident, or other activity uninvited, their application can be immediately terminated.

Complaint Procedures

General concerns or complaints that pertain to an individual South County Volunteer or South County Volunteer Company must be brought to the attention of the responsible Company Officer (preservation of chain of command.)

Unresolved issues that affect the operation of the South County Volunteer shall be brought before the South County Volunteer Admin Chief or his/her designee. These concerns might include but are not limited to.

limited to:

- Training issues
- Equipment/ Apparatus maintenance
- Small tools
- Medical supplies
- Personal Protective Equipment (PPE)

*Any matter prompting a complaint shall first be directed to the appropriate South County Volunteer Officers and Admin Volunteer Chief. The South County Volunteer or their designee must then contact the Fire Chief or his /her designee with the details of the matter. It is incumbent that the South County Volunteer Admin Chief or his /her designee adequately research and address all legitimate concerns. Items for discussion will be brought to the Cal Fire Battalion Chief for consideration and appropriate action.

Complaint Procedures - Informal

Volunteer firefighters are encouraged to act promptly through an informal meeting with their Company Officer to attempt to resolve a disputed matter before it becomes the basis for a formal grievance. Should a complaint not be rectified at the informal level, then it shall be upgraded to the status of a formal complaint.

Complaint Procedures - Formal

If the complaint cannot be satisfactorily resolved at the informal level, then within thirty (30) calendar days of the occurrence (or discovery of the occurrence) the event shall be *formally* presented to the respective offending South County Volunteer member's Company Officer.

The Company Officer shall then present the complaint to the South County Volunteer Admin Chief assuming responsibility. This Admin Chief shall then respond to the appropriate Company Officer within 10 calendar days to resolve the grievance.

If the complaint is not resolved or the South County Volunteer Company officer fails to respond to the offending South County Volunteer member's Company Officer within the allotted time, the South County Volunteer Company Officer may, on behalf of the complainant, appeal to South County Volunteer Admin Chief or his/her designee. The Admin Chief or his /her designee shall have 10 calendar days to resolve the issue with the Company Officer.

SCV Operations Policy and Volunteer Disciplinary Process

South County Volunteer members, other than probationary Volunteer Firefighters, shall not be removed from membership except for gross incompetence, misconduct, or failure to comply with the rules and regulations set forth by the South County Volunteer. The removal or suspension of a volunteer firefighter shall only be made after compliance with the following procedures listed above.

Informal Discipline: Corrective Interview

In the event of a minor infraction that requires a simple change in the volunteer's behavior, an informal consultation with the volunteer will be conducted by the supervisor who witnessed the infraction. Written notification will be made to the South County Volunteer member's Company Officer, South County Volunteer Admin Chief and CalFire Battalion Chief in a timely manner. If this informal consultation is not sufficient to remedy the situation, then a corrective interview will be held with the volunteer by the South County Volunteer Admin Chief, Cal Fire Battalion Chief, and respective Company Officer.

The purpose of this interview will be to communicate standards of performance and behavior, point out deviations or errors, indicate remedies, and detail a plan for follow-up, including a review date to assess progress, if necessary.

A written summary of the interview will be prepared, and copies will be provided to the South County Volunteer member, the South County Volunteer member's Company Officer, South County Volunteer Admin Chief and the Battalion Chief. If, during the progress review, it is determined that the problem(s) identified during the Corrective Interview have been remedied, a note will be added to the written summary indicating that the issue(s) has/have been resolved. If the problems have not been corrected, then this will be documented, and further disciplinary action may be taken. The South County Volunteer Admin Chief or his/her designee will retain all documentation created during the disciplinary process and place it in the South County Volunteer personnel file.

Formal Discipline; Letter of Warning

For moderately serious misconduct, repeated minor infractions and/or failure to meet requirements for behavioral change detailed in a corrective interview, a letter of warning will be issued by the South County Volunteer Admin Chief and or his/her designee in consultation with the respective South County Volunteer member's Company Officer. This letter will be retained in a secure confidential file in the South County Volunteer filing.

The Letter of Warning shall contain the following information:

1. Nature of the misconduct, offense, or deficiency.
2. Date(s) and time(s) of offense or misconduct occurred.
3. A statement of expected behavior.
4. A statement regarding future action should the misconduct or deficiency continue
5. Set a date and time to evaluate compliance
6. Advice on the process for submitting a letter of rebuttal.

“Serious” or Recurring Offenses

For offenses deemed “Serious” (actions which endanger the life/health of the public or other persons on an emergency scene, actions committed with malintent, insubordination, gross incompetence, gross negligence, actions *willfully* committed in conflict with standards set forth in this document, or any other actions deemed to be “Serious” by South County Volunteer or CALFIRE personnel at the level of Company Officer or above) or for multiple/repeated actions of misconduct, a suspension and/or dismissal from the South County Volunteer may be implemented. Policy for serious/recurring offenses is as follows:

Purging of Files

South County Volunteer personnel files will be purged of any adverse action three years after the date of issue upon request from the file’s namesake. The exception to the section will be dismissal. Files pertaining to personnel dismissal shall be retained for a period of no less than 7 years. Dismissed South County Volunteer members may re-apply to the South County Volunteer after three years if approved by the South County Volunteer Admin Chief.

Confidentiality of Files

All personnel files shall be held in the strictest confidence as per Federal and State law. All requests for verification of membership from an outside entity will be answered “Yes” or “No.” No further information will be provided unless expressly authorized by the concerned member. Inquiries regarding reference for employment will be through the South Santa Clara County Fire District. In the case of a dismissed member, the details that the individual was dismissed may be issued; however, the circumstances surrounding the dismissal will not be issued except through subpoena.

End of Service

Membership within the South County Volunteer is purely at will and may be terminated by the member at any time and for any reason. Voluntary End of service falls into two categories:

Category: Length:

- 1) Voluntary temporary suspension of membership: Period of a defined time.
- 2) Permanent voluntary termination of membership: Indefinite.

For a member wishing to suspend their membership in the SCV for an indefinite amount of time, A written request for temporary suspension of membership must be submitted to the South County Volunteer Admin Chief. The South County Volunteer Admin Chief will notify the Board of Commissioners at next stated meeting or his/her designee as soon as practicable. This request must include the reason for the request, the intended start date for the suspension of membership, the duration, and the approximate return date.

The South County Volunteer Admin Chief will consider the request as to the approval /denial of said request. If it is determined by the Fire Chief that a temporary suspension cannot be granted, then the request must be converted into a request for permanent membership termination.

If a South County Volunteer member is granted a temporary suspension of membership, they may be allowed to retain possession of all issued PPE and equipment, or they may be required to return all issued gear. This decision will be made at the discretion of the Volunteer Admin Chief or his/her designee.

People who voluntarily permanently terminate their membership in the South County Volunteer may be granted the opportunity to rejoin at a later date dependent upon evaluation by the Volunteer Admin Chief or his/her designee.

Former South County Volunteer members wishing to rejoin should submit a written request to the Volunteer Admin Fire Chief for evaluation. These individuals may be required to appear before a panel for an abbreviated interview. As a condition of a return to active duty in the South County Volunteers, these individuals may be required to attend individual training sessions over and above the weekly training drills in order to refresh previous skills and/or to be brought up to date on new skills. This supplementary training regimen will be at the discretion of the South County Volunteer Admin Chief and held to the CAL FIRE seasonal rehire standards.

Return of Equipment

Items to be returned shall fall under the guideline of: The South County Volunteer member will return all issued PPE, equipment, supplies, and miscellaneous items when instructed to do so for reasons of voluntary/ involuntary. "If we gave it to you then you have to give it back."

*A member instructed to return their equipment shall do so within **Seven days**.* The member returning their equipment must do so by personally returning it to their Company Officer, the South County Volunteer Admin Chief or any other South County Volunteer member to whom authorization to receive the equipment was given by previous coordination with any of the above-mentioned individuals.

Member Acknowledgement :

The Board of Supervisors for the County of Santa Clara is committed to providing equal opportunity in employment and equal access to programs, services, and contracting opportunities. Therefore, it is the policy of the Board of Supervisors that: - no person shall be subject to discrimination or harassment with regard to any aspect of recruitment or employment with the County: and. - no person shall be denied, or provided unequal access to, programs, services or contracting opportunities on the basis of race, religious belief, color, national origin, culture, ancestry, age, gender, sexual orientation, gender identity, pregnancy, marital status, disability, medical condition, political belief, veteran status, organizational affiliation or association with any individual in any of these groups. A person who speaks up about discrimination or harassment, or files a complaint or participates in the complaint process, is participating in a "protected activity". Retaliation against any person who participates in a protected activity is prohibited. The County does not tolerate discrimination, harassment, or retaliation in any form: therefore, any violation of this policy will generate prompt and appropriate action. Those who commit acts of discrimination, harassment, or retaliation will be subject to discipline up to and including dismissal. The Board recognizes that continuing efforts must be taken to prevent discriminatory practices and that merely prohibiting discriminatory practices will not ensure equal opportunity. Therefore, the Board assigns responsibilities pursuant to this Policy to all County employees. The County Executive will ensure that this Policy is made known to all County employees and that procedures necessary to ensure compliance are implemented. Agency/department heads, managers, supervisors, and leads are responsible for preventing discrimination, harassment, and retaliation. In addition, agency/department directors, managers, supervisors, and leads are responsible for upholding this Policy by: - Avoiding participation in any form of discrimination, harassment, or retaliation. Monitoring to ensure the elimination of non-job-related barriers to employment and promotions in accordance with Department of Justice, Office of Civil Rights, regulations, and guidelines governing Equal Employment Opportunity. - Providing employees with information on procedures for submitting complaints of alleged violations of this policy. - Reviewing practices to remove barriers to equitable access to programs, services, and contracting opportunities. - Ensuring that the workforce is trained to recognize discrimination, harassment, and retaliation. - Addressing and correcting issues of discrimination, harassment, or retaliation in a timely manner. - Attaining objectives in the County's Equal Employment Opportunity Plan.

The Equal Opportunity Division is responsible for accepting, investigating, and processing complaints involving potential violations of this policy. People who believe they have been subject to discrimination, harassment, or retaliation should contact the Equal Opportunity Division. Employees and applicants for employment may also contact a manager, supervisor, the agency or departmental Equal Opportunity Officer or advisor, a union representative, an outside enforcement agency, or a private attorney.

I _____ have read and do fully understand the South County Firefighter Policies and Procedures.

Signature _____

Date

This copy will remain in the members file and updated annually or as needed.
2018 COUNTY OF SANTA CLARA POLICY AGAINST DISCRIMINATION,
HARASSMENT. AND RETALIATION

2024 South County Volunteer policy and procedures revision approved by:

President:

Vice President:

Chief:

Board of Commissioners Chair:

Date:

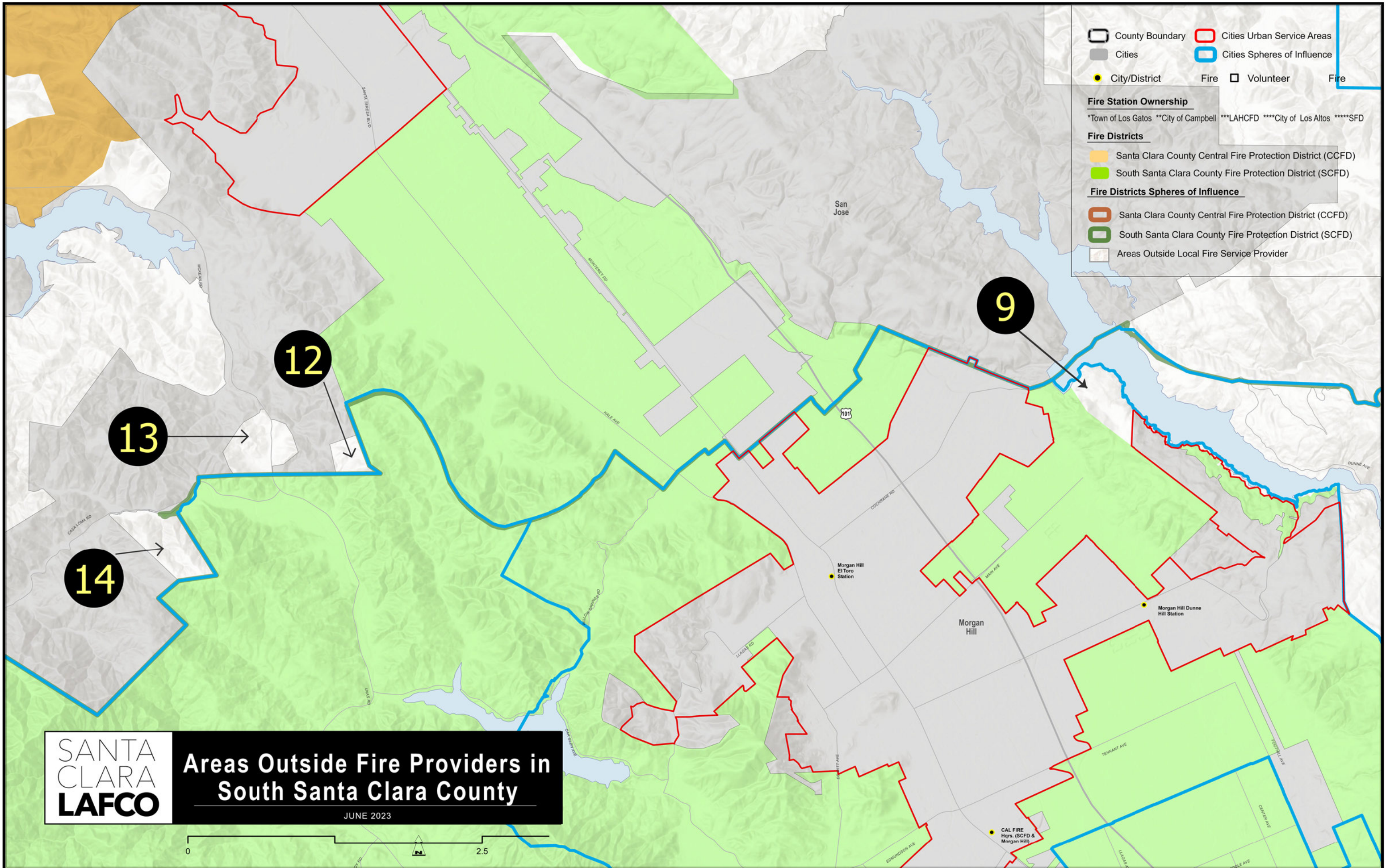


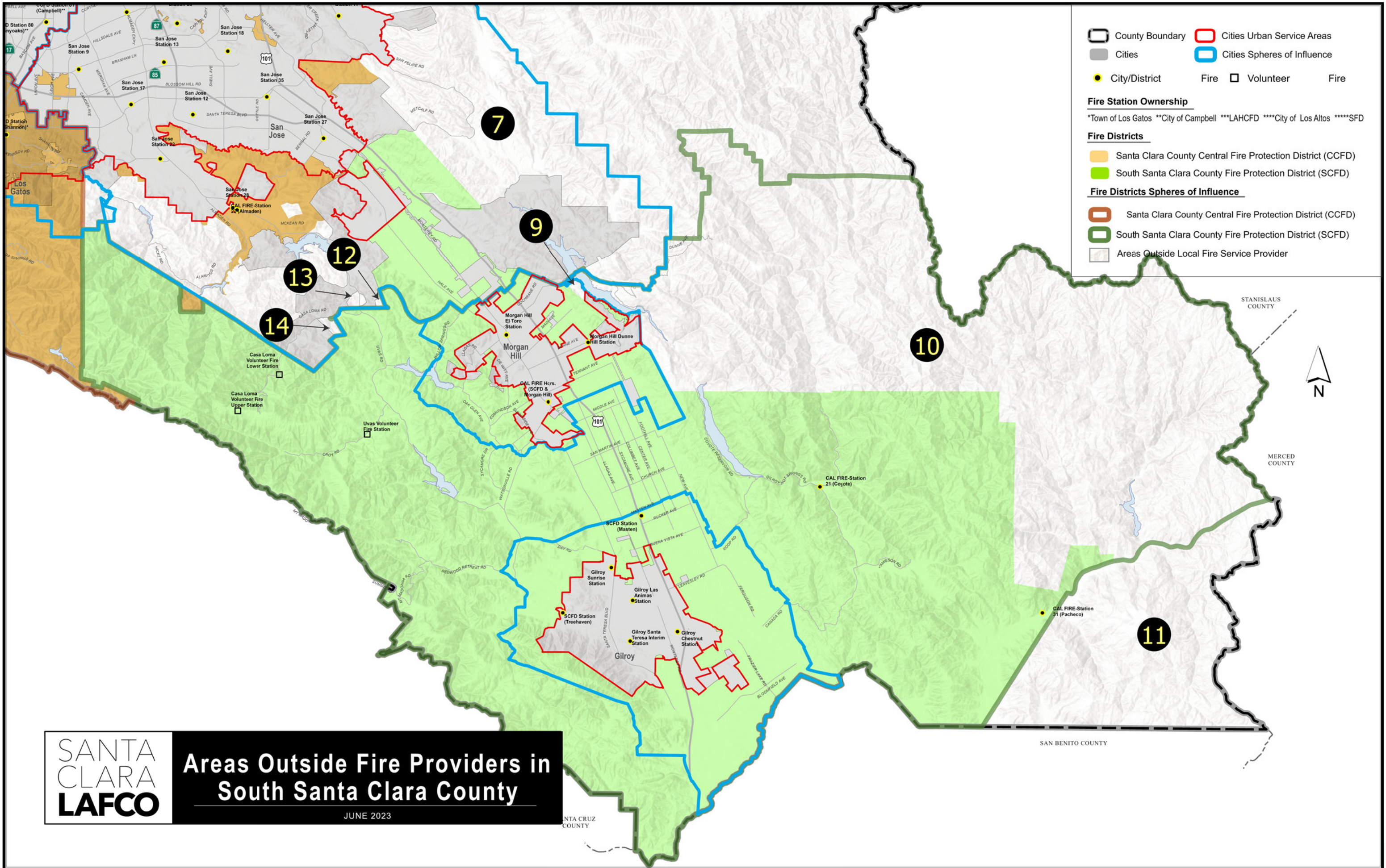
South Santa Clara County Fire District

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

Item 6.1 – District Vehicle & Apparatus Inventory

Unit ID	Location	Year	Make	Model	Mileage	Status
D1605	MORGAN HILL	-	-	-	-	Replacement Pending
B67	MORGAN HILL	2020	FORD	F250	25,749	In Service
B69	MORGAN HILL	2020	FORD	F250	31,818	In Service
E67	MORGAN HILL	2021	ROSEN	COMMANDER	40,109	In Service
E68	MASTEN	-	-	-	-	Replacement Pending
E69	TREEHAVEN	2015	PIERCE	ARROW	135,363	In Service
E168	MASTEN	1998	PIERCE	DASH	229,054	Reserve
E169	MORGAN HILL	2008	PIERCE	DASH	170,799	In Service
E368	MASTEN	2015	HME	7400IH 34	Not aval.	Out Of Service - Repair
WT67	MORGAN HILL	2000	INTL	2674 6X4	63,268	In Service
WT68	MASTEN	2002	INTL	2674 6X4	60,584	In Service
R1637	MORGAN HILL	2009	DODG	5500	284,476	In Service
U68	MASTEN	2003	FORD	F250	153,339	In Service
U69	TREEHAVEN	2008	FORD	F 550 4 DR	45,683	In Service
U70	MASTEN	2004	CHEV	2500	164,321	In Service
U769	TREEHAVEN	2005	H7H	USAR	-	In Service
UTV 68	MASTEN	2019	KUBOTA	RTV-X1140	103 hrs.	In Service
UTV 68 TRAILER	MASTEN	2019	IPT, INC	CH528 6X14	-	In Service
T1653	MORGAN HILL	2013	FORD	F250	236,100	In Service
A67	MORGAN HILL	2010	FORD	ESCAPE	76,850	In Service





County Boundary	Cities Urban Service Areas
Cities	Cities Spheres of Influence
City/District	Volunteer Fire

Fire Station Ownership
 *Town of Los Gatos **City of Campbell ***LAHCFD ****City of Los Altos *****SFD

Fire Districts
 Santa Clara County Central Fire Protection District (CCFD)
 South Santa Clara County Fire Protection District (SCFD)

Fire Districts Spheres of Influence
 Santa Clara County Central Fire Protection District (CCFD)
 South Santa Clara County Fire Protection District (SCFD)
 Areas Outside Local Fire Service Provider

SANTA CLARA
LAFCO

Areas Outside Fire Providers in South Santa Clara County
 JUNE 2023



STANISLAUS COUNTY
 MERCED COUNTY

SAN BENITO COUNTY

SANTA CRUZ COUNTY

SCFD: RECOMMENDATIONS FOR ADDRESSING AREAS OUTSIDE OF IDENTIFIED LOCAL FIRE SERVICE PROVIDERS

#	AREA DESCRIPTION	PAGE ON REPORT	RECOMMENDATIONS	IMPLEMENTOR(S)	AGENCY RESPONSES
	<p>Area # on Map: 7</p> <p>Area: 38.9 sq. mi.</p> <p>Land Use: Agricultural ranchlands and Hillside, United Technologies Corp.</p> <p>Location: Inside San José SOI, outside San José USA, adjacent to CCFD and SCFD boundaries and San José city limit</p> <p>Current Initial Responder: San José FD/CAL FIRE and contracts</p> <p>Nearest Station: San José Station 11, CAL FIRE Station 12</p> <p>Necessity/Fire Hazard: SRA—few structures</p> <p>Wildland Urban Interface: Yes</p>	<p>Pages 82-83, 86, 90, 538, 598</p>	<p>Annexation by CCFD of the northern half and annexation by SCFD of southern half with SOI expansions and contract service by San José or CAL FIRE.</p>	<p>CCFD, SCFD, San Jose, and CAL FIRE</p>	<p>San Jose: See San Jose’s response under Item #2 above.</p> <p>CAL FIRE: Local government agencies hold the responsibility for fire, rescue and EMS response within the LRA. CAL FIRE does not have authority regarding annexation of sphere of influence determination on a local government agency. Entering into a Cooperation Fire Service Agreement including an Amador Agreement would require a request for proposal from the local government agency.</p> <p>CCFD: See CCFD’s response under Item #1 above.</p> <p>SCFD: SCFD feels that rather than split the responsibility of Area 7, the entirety of Area 7 should be included in the SCFD’s SOI for three reasons:</p> <ol style="list-style-type: none"> 1. Continuity of existing district boundaries 2. Continuity of existing district service area 3. Geographic proximity of existing SCFD resources <p>CCFD’s existing SOI on the east side of San Jose (near Area 7) have been contracted out to other agencies for over 30 years. There are no staffed CCFD resources on the east side of San Jose. (per SCFD’s comment letter dated August 1, 2023).</p>
	<p>Area # on Map: 9</p> <p>Area: 0.2 sq. mi.</p> <p>Land Use: Hillside, Rosendin Park Area of Anderson County Park</p> <p>Location: Inside Morgan Hill SOI, outside USA, inside SCFD SOI, adjacent to Morgan Hill city limits, adjacent to SCFD</p> <p>Current Initial Responder: Morgan Hill FD</p>	<p>Pages 82-83, 86, 90-91</p>	<p>Annexation into SCFD, as area is already located within its SOI. Identify funding structure for emergency services in County parks.</p>	<p>SCFD and County of Santa Clara (County Executive's Office or other dept.)</p>	<p>SCFD: No response received. Awaiting an official affirmative response from District.</p> <p>County of Santa Clara, Office of the County Executive: Since County Parks are property tax-exempt, there is no revenue generated for fire and emergency services for facility users.</p>

SCFD: RECOMMENDATIONS FOR ADDRESSING AREAS OUTSIDE OF IDENTIFIED LOCAL FIRE SERVICE PROVIDERS

#	AREA DESCRIPTION	PAGE ON REPORT	RECOMMENDATIONS	IMPLEMENTOR(S)	AGENCY RESPONSES
	<p>Nearest Station: Morgan Hill Station 58 (Dunne Hill)</p> <p>Necessity/Fire Hazard: SRA, no structures, State park</p> <p>Wildland Urban Interface: Yes</p>				
	<p>Area # on Map: 10</p> <p>Area: 138.5 sq. mi.</p> <p>Land Use: Agricultural Ranchlands/ Henry W. Coe State Park</p> <p>Location: Outside SCFD boundaries, inside SOI</p> <p>Current Initial Responder: CAL FIRE</p> <p>Nearest Station: CAL FIRE Station 21 and 31</p> <p>Necessity/Fire Hazard: Entirely SRA, few to no structures</p> <p>Wildland Urban Interface: Yes</p>	<p>Pages 82-83, 86, 90-91</p>	<p>Annexation into SCFD, as area is already located within its SOI.</p>	<p>SCFD</p>	<p>SCFD: No response received. Awaiting an official affirmative response from District.</p>
	<p>Area # on Map: 11</p> <p>Area: 37.6 sq. mi.</p> <p>Land Use: Agricultural ranchlands</p> <p>Location: Outside SCFD boundaries and SOI</p> <p>Current Initial Responder: CAL FIRE</p> <p>Nearest Station: CAL FIRE Station 31</p> <p>Necessity/Fire Hazard: Entirely SRA, few to no structures</p> <p>Wildland Urban Interface: Yes</p>	<p>Pages 82-83, 86, 90-91, 598-599</p>	<p>Annexation by SCFD (SOI expansion needed) including entirety of highway, with contract services provided by CAL FIRE.</p>	<p>SCFD and CAL FIRE</p>	<p>CAL FIRE: See CAL FIRE’s response under Item #5 above.</p> <p>SCFD: Agrees with recommendation (per SCFD’s comment letter dated August 1, 2023).</p>

SCFD: RECOMMENDATIONS FOR ADDRESSING AREAS OUTSIDE OF IDENTIFIED LOCAL FIRE SERVICE PROVIDERS

#	AREA DESCRIPTION	PAGE ON REPORT	RECOMMENDATIONS	IMPLEMENTOR(S)	AGENCY RESPONSES
	<p>Area # on Map: 12 Area: 0.08 sq. mi. Land Use: Ranchlands, no structures (1 parcel) Location: Inside San José SOI, outside San José USA, adjacent to San José city limits and SCFD boundaries Current Initial Responder: Unknown Nearest Station: Casa Loma VFA Station Necessity/Fire Hazard: SRA, no structures Wildland Urban Interface: Yes</p>	<p>Pages 82-83, 86, 90-91, 598-599</p>	<p>Annexation by SCFD with SOI expansion with contract for services if necessary.</p>	<p>SCFD</p>	<p><i>SCFD:</i> Agrees with recommendation (per SCFD’s comment letter dated August 1, 2023).</p>
	<p>Area # on Map: 13 Area: 0.24 sq. mi. Land Use: Hillside, about 8 residential structures with some ag (10 parcels) Location: Inside San José SOI, outside San José USA, adjacent to San José city limits and SCFD boundaries Current Initial Responder: Unknown Nearest Station: Casa Loma VFA Station Necessity/Fire Hazard: SRA Wildland Urban Interface: Yes</p>	<p>Pages 82-83, 86, 90-91, 598-599</p>	<p>Annexation by SCFD with SOI expansion with contract for services if necessary.</p>	<p>SCFD</p>	<p><i>SCFD:</i> Agrees with recommendation (per SCFD’s comment letter dated August 1, 2023).</p>
	<p>Area # on Map: 14 Area: 0.28 sq. mi. Land Use: Hillside with ag, some residential structures (2 parcels)</p>	<p>Pages 82-83, 86, 90-91, 598-599</p>	<p>Annexation by SCFD with SOI expansion with contract for services if necessary.</p>	<p>SCFD</p>	<p><i>SCFD:</i> Agrees with recommendation (per SCFD’s comment letter dated August 1, 2023).</p>

SCFD: RECOMMENDATIONS FOR ADDRESSING AREAS OUTSIDE OF IDENTIFIED LOCAL FIRE SERVICE PROVIDERS

#	AREA DESCRIPTION	PAGE ON REPORT	RECOMMENDATIONS	IMPLEMENTOR(S)	AGENCY RESPONSES
	<p>Location: Inside San José SOI, outside San José USA, adjacent to San José city limits and SCFD boundaries</p> <p>Current Initial Responder: Unknown</p> <p>Nearest Station: Casa Loma VFA Station</p> <p>Necessity/Fire Hazard: SRA</p> <p>Wildland Urban Interface: Yes</p>				