



South Santa Clara County Fire District

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

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF October 12, 2022

1. Opening

1.1 CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, October 12, 2022, remotely via Teleconference or Call In (Audio Only). Chairperson Monaco called the meeting to order at 6:00 p.m. A quorum was present via teleconference pursuant to Government Code Section 54953(e).

1.2 ROLL CALL

- A. Commissioners Present: Acker, Monaco, Lewis, Lopez,
Ludewig, Keesling, Johnson
- B. Fire District Staff: Deputy Chief Carter, Assistant Chief
Hernandez, Battalion Chief Main
- C. Absent: None

1.3 DECLARATION OF POSTING OF AGENDA

Per Government Code Section 54954.2 by District Clerk, Dylan Olson

1.4 INTRODUCTIONS

Dylan Olson introduced Chief Baraka Carter and Chief Marcus Hernandez; Chief Huang was unable to attend the Board of Commissioner Meeting on October 12, 2022. Deputy Chief Baraka Carter became the representative for Chief Huang. Chief Hernandez is the new District Assistant Chief.

2. Public Comment

None

3. Agenda Amendments and Changes

We have an Amendment to 4c(2), the South Santa Clara County Fire Inspector has been absent during this time, and the inspection report was unavailable. We will have the information next meeting. The Fire Marshal for Morgan Hill Fire Department will assist with the prevention program for the next meeting.

4(b) Expenditure Approval removed from consent by Commissioner Johnson for discussion

4. Approve Consent Agenda

4 RESULT: APPROVED AS AMENDED [UNANIMOUS]

MOVER: Acker

SECONDER: Lewis

AYES: Monaco, Keesling, Acker, Johnson, Lewis, Lopez, Ludewig

ABSENT:

4(a) Minutes Approval

Possible Action:

- a. Approve Minutes of the August 10, 2022, Regular Meeting.

4(a) RESULT: APPROVED [UNANIMOUS]

MOVER: Acker

SECONDER: Lewis

AYES: Monaco, Keesling, Acker, Johnson, Lewis, Lopez, Ludewig

ABSENT:

4(b) Expenditure Approval – removed from consent

Possible Action:

- a. Approve Expenditures from August 01, 2022 – September 30, 2022.

4(b) RESULT: APPROVED [UNANIMOUS]

MOVER: Acker

SECONDER: Lewis

AYES: Monaco, Keesling, Acker, Johnson, Lewis, Lopez, Ludewig

ABSENT:

4(c) Staff Reports Approval

Possible Actions:

- a. 4c(1) Approve Incident Statistical Report
- 4c(2) Approve Inspector Statistical Report – The Inspector Statistics report was removed.
- 4c(3) Approve Volunteer Firefighter Report.
- 4c(4) Approve Mitigation Fees Report.

4(c) RESULT: APPROVED [UNANIMOUS]

MOVER: Acker

SECONDER: Lewis

AYES: Monaco, Keesling, Acker, Johnson, Lewis, Lopez, Ludewig

ABSENT:

4(d) Resolution No. 22-05 – Making Findings Pursuant to Assembly Bill 361

Possible Action:

- a. Adopt Resolution No. 22-05 making required findings that (1) Circumstances of State of Emergency to Exist; and (2) Recommended Measures to Promote Social Distancing Continue to Exist that Require Continued Remote Meetings in Accordance with Government Code Section 54953 (e)(3).

4(d) RESULT: APPROVED [UNANIMOUS]

MOVER: Acker

SECONDER: Lewis

AYES: Monaco, Keesling, Acker, Johnson, Lewis, Lopez, Ludewig

ABSENT:

Regular Agenda Items for Discussion

5. Old Business Info/Action

5.1 Fiscal Year 2022 Financial Statements – Independent Audit – Information

Kathy Athey reported that staff has been working with Fechter & Company to complete the FY 2021/2022 independent audit. The draft report was presented to the Board for review. There will be slight changes due to new GASB reporting requirements, but the District had a net increase to the fund balance.

5.2 Silicon Valley Clean Energy Grant – Information

Chief Main and Clerk Olson discussed the current plans, delays, and timeline for completing the solar project at Masten Station. Commissioner Acker requested to be present for the meeting with Simmitri Solar.

5.3 District Financial Situation – Five-Year Plan – Information

Commissioner Acker reported on Board of Supervisor's agenda Item 34 regarding the request of President Wasserman and Supervisor Lee, to direct Administration to include \$4.5 million in the FY 2023-2023 proposed county budget to fund capital assets for the District. It also directed Administration and County Counsel to report to Board of Supervisors on long term funding increase options for the District. Commissioner Johnson asked if the District could start ordering the assets now, since most have extensive fulfillment timelines. Commissioner Acker stated that was not feasible as the District does not have sufficient reserves available to cover those expenditures if the Board of Supervisors does not allocate the funds. Until the funds are allocated and approved there is a chance that the County can reallocate the recommended funds to another department.

6. New Business

6.1 Volunteer Fire Capacity Grant (VFC) - Action

Possible Action:

- a. Recommend approval to the Board of Directors ratifying the 2022 VFC Grant application submitted by Fire Chief, South Santa Clara County Fire District to the State of California, Department of Forestry and Fire Protection relating to grant funding for purchase of two (2) portable radios in the amount of \$20,000. This is a 50/50 grant. Fiscal Year 2022-23 approved budget allocation Revenue GL 4422300 \$10,000 Expenditure GL 5561300 \$20,000.
- b. Recommend approval to the Board of Directors accepting the VFC Grant award in the amount of \$10,000 for Fiscal Year 2022-2023.
- c. Recommend adoption of Resolution by the Board of Directors approving the Agreement with the California Department of Forestry and Fire Protection Agreement #7GF22113 and delegating authority to the District Fire Chief to sign and execute the Agreement and any amendments and related forms and documents on behalf of the District. Delegation of authority will expire on July 1, 2024.

d. Direct staff to place on the Board of Supervisors November 1, 2022 agenda

6.1 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Keesling
SECONDER:	Lewis
AYES:	Monaco, Keesling, Acker, Johnson, Lewis, Lopez, Ludewig
ABSENT:	

6.2 Fire District Branding AD Hoc Committee– Action

Possible Action:

a. Appoint an Ad Hoc Committee to find ways to better identify the South Santa Clara County Fire District in the community and make recommendations to the full Board at the December meeting for approval and implementation.

6.2 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Acker
SECONDER:	Ludewig
AYES:	Monaco, Keesling, Acker, Johnson, Lewis, Lopez, Ludewig
ABSENT:	

Commissioners Acker, Johnson and Ludewig were appointed to the Ad Hoc committee and will report to the full Board at the December meeting. Chief Carter fully supports the Ad Hoc committee and suggests that a member of the administrative staff be included on the committee to assist with any information the committee might need.

6.3 South Santa Clara County Fire District Staffing Report - Action

Possible Action:

a. Direct staff to create a report identifying overtime expenses, anticipated vacancies, if any and plans and timeline for filling vacancies.

6.3 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Johnson
SECONDER:	Monaco
AYES:	Monaco, Keesling, Acker, Johnson, Lewis, Lopez, Ludewig
ABSENT:	

6.4 Development Impact Fee Justification Study and Fire Capital Facilities Plan - Information

Receive report on year-end revenues, expenditure, and fund balance as of June 30, 2022.

Kathy Athey reported that the last Development Impact Fee Justification Study and Fire Capital Facilities Plan was completed in July 2015 by David Taussig and Associates. At the August 30, 2022, Board of Supervisors meeting under Item 34, the Board recommended a feasibility study related to increased development impact fees. Due to that, Kathy is recommending that the Commissioners consider placing an action item on December agenda to discuss the possibility of issuing a Request for Proposal (RFP) to conduct another Development Impact Fee Justification Study. Historically, the District has conducted this study every five (5) to ten (10) years. The Commissioners requested this be placed on the December agenda as an action item.

7. Request for Future Agenda Items

Note: in accordance with Government Code Section 54954.2(a), there shall be no discussion, debate and/or action taken on any request other than providing direction to staff to place the matter of business on a future agenda.

8. Chief Report

Chief Carter reported the following:

- Chief Carter stated that there is going to be more outreach for the South Santa Clara County Fire District via social media platform and community involvement.
- Chief Carter also stated, on behalf of Chief Huang, Chief Carter wanted to express Chief Huang's appreciation of the open and transparent communications with the commissioners and look forward to assisting with the branding of South Santa Clara County Fire District.
- Chief Carter stated that CAL FIRE is transitioning to winter staffing, and historically, October is a high fire danger month.
- Chief Carter would like to thank FC Anastasi, FC Rodriguez and Chief Main for their active participation.

Chief Hernandez reported the following

- Chief Hernandez stated that he was excited to be part of the team and looks forward to working with everyone.

Chief Main reported the following

- On September 28, 2022, South Santa Clara County Fire Protection District at 19:23, responding to vegetation fire. The structure fire was a small barn. Cause by a BBQ.

