



South Santa Clara County Fire District

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

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS SPECIAL MEETING OF February 14, 2024

1. Opening

- 1.1. CALL TO ORDER - Chairperson John Monaco
- 1.2. ROLL CALL - LaQueta Lynch

- a. Commissioners Present: Monaco, Keesling, Lewis, Lopez, Johnson, Ludewig, and Acker
- b. Fire District Staff: Unit Chief Baraka Carter, Assistant Chief Venmer Deocariza, Fleet Equipment Manager James Lopez, Volunteer Firefighter Brandon Winter
- c. Absent: None

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

2. Public Participation

None

3. Agenda Amendments and Changes

Item 1.2 roll call – updated adding Commissioner Acker to Special Budget workshop meeting January 16, 2024, agenda.

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 January 10, 2024, Regular Meeting minutes.
- b. Approve the January 16, 2024, Special Budget Workshop Meeting minutes.

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

4(b) Expenditures Approval

Possible Action:

- a. Approve Expenditures from December 01, 2023 – January 31, 2024.

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

4(c) Staff Reports Approval

Possible Action:

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

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

Regular Agenda Items for Discussion

5. Old Business Info/Action

5.1. Masten Station Solar Engineering Report – Information

Receive a report on the status of the solar project at Masten Station.

LaQueta Lynch reported that there was a leak from one of the Purlins and that the contractor would be coming out to inspect.

5.2. Masten Station Roof Repair – Action

The Board deferred this item to the March meeting. They requested more information from SC Builders Construction Company Regarding what is included in the scope of work for the roof repair.

Possible action:

- a. Receive a report and approve bid from SC Builders construction company for new roof for Masten Station.

5.3. Fire Apparatus Acquisition – Information/Action

The Fire Apparatus committee reported on their research into the selection of a type-1 fire engine. The committee considered several manufacturers and recommended that the engine be purchased from HiTech Emergency Vehicles of Oakdale, CA using a piggy-back bid on an earlier RFP solicited by the City of San Jose.

Chief Carter stated that he will support any manufacturer that his team of engineers and mechanics recommends.

Action Approved:

Commissioner Acker made a motion that the commission forward a recommendation to the Board of Directors to enter a 7-year, non-binding agreement with HiTech Emergency Vehicles, of Oakdale CA for the acquisition of one or more Type-1 fire

engines using the specification found in the document titled "Type-1 Engine Specification with 190" wheelbase or approved equal. Cost not to exceed one million two hundred thousand (1,200,000.00).

The Fire Apparatus subcommittee stated that until more information is received about the Support vehicle, discussion will at the next Board of Commissioners meeting.

Received a report from the Ad-Hoc Fire Apparatus Subcommittee and provide direction to staff regarding the anticipated timeline and possible specifications for the replacement engine and support vehicle.

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

5.4. 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 stated that the subcommittee is in the process of meeting up very soon.

5.5. Fire Inspector – Information

Receive a report on staff and District efforts to identify a Fire Inspector.

Chief Deocariza stated that he is waiting for County Counsel is still reviewing the insurance requirements.

5.6. E-68 Accident – Information / Action

LaQueta Lynch stated that the Board of Commissioners need to give approval to Chief Carter to sign the title for the transfer of title to the insurance company.

Receive a report on the status of the November 6, 2023, accident.

Possible Action:

- a. Authorize Fire Chief to accept claim and execute transfer of title for Engine 68 to automobile insurer.

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

6. New Business

6.1. Fees for Services Justification Study – Action

LaQueta Lynch stated that she has been in contact with a few consultant companies that can do the Fee for Service study. The cost is anywhere from \$15,000 to \$50,000.

Receive a report and provide direction to staff regarding the process for a Fee for Services Justification Study.

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

6.2. General Business Manager Position – Information

Receive a report on the possibility of creating a new District General Business Manager position.

Commissioner Acker stated the need to create a General Business Manager position for the district.

7. Request for Future Agenda Items

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

8. Volunteer Firefighter Report – Brandon Winter

Brandon Winters stated that annual training for the volunteer should be completed by May 2024.

9. Battalion Chief Report – Chief Main

Chief Deocariza reported that there was a small vegetation fire and that no one was hurt.

10. Chief's Report – Chief Carter

Chief Carter stated that there were a few changes to the LAFCO report. A reply to the report was written and reviewed by County Executives Offices and just needed Commissioner Monaco to review and sign.

Commissioner Monaco stated that there were a few corrections but was ok with the reply that was written to the report.

11. Commissioners' Comments

None

12. Next Meeting is March 13, 2024

13. Adjourn Meeting

There being no further business, the meeting was adjourned at 8:00 pm.

ATTEST

DocuSigned by:
John Monaco
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John Monaco, Chairperson

DocuSigned by:
LaQueta Lynch
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LaQueta Lynch, Clerk of the Board