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## South Santa Clara County Fire District

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

### MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF June 14, 2023

#### 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, June 14, 2023, at the Masten Fire Station location at 10810 No Name Uno, Gilroy, CA 95021. Chairperson Monaco called the meeting to order at 6:00 p.m. A quorum was present via in-person pursuant to Government Code Section 54953(e).

##### 1.2 ROLL CALL

- |                           |  |
|---------------------------|--|
| A. Commissioners Present: | Monaco, Lewis, Lopez,<br>Acker, Johnson, Keesling<br>and Ludewig |
| B. Fire District Staff:   | Chief Huang, Assistant Chief<br>Alcantar                         |
| C. Absent:                | None   |

##### 1.3 DECLARATION OF POSTING OF AGENDA

Per Government Code Section 54954.2 by Acting Clerk, Battalion Chief Alcantar.

##### 1.4 INTRODUCTIONS

None.

**2. Public Comment**

None

**3. Agenda Amendments and Changes**

- Kathy Athey requested item 6.5 SCC Command Frequency Radio Purchase be changed from an action item to an information only.
- Commissioner Lewis requested item 4(a) Minutes be removed from consent for a correction.
- Commissioner Acker requested item 4(b) Expenditures be removed from consent for discussion.

<b>3. RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Acker
<b>SECONDER:</b>	Monaco
<b>AYES:</b>	Acker, Johnson, Monaco, Lewis, Keesling, Lopez, Ludewig
<b>ABSENT:</b>	None

**4. Approve Consent Agenda**

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

**4(a) Minutes Approval**

Item removed from consent by Commissioner Lewis to correct Item 1.2 to reflect that Commissioner Lopez was absent from the May 10, 2023 meeting.

Possible Action:

Approve minutes of the May 10, 2023, Regular Meeting.

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

**4(b) Expenditure Approval**

Item removed from consent by Commissioner Acker to discuss Document # 428 and 431 to U.S. Bank GL 5230300. Kathy Athey explained that these were the costs for maintenance and repairs on District vehicles for April and May. The board would like a report that shows annual maintenance/repair costs for each vehicle.

Possible Action:

Approve Expenditures from February 1, 2023 – March 31, 2023.

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

**4(c) Staff Reports Approval**

Possible Action:

Approve Staff Reports

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

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

Chief Alcantar reported that MG Contractors and Engineers, Inc have ordered the supplies and will begin installing the Z purlins once they arrive. There was some concern as to whether the permits had been received from the County; Chief Alcantar will follow-up and report back at the July meeting.

## 5.2 Fire District Rebranding AD Hoc Committee – Action

Receive proof of the South Santa Clara County Fire District’s trifold pamphlet and receive update on community outreach.

Possible Action:

- a. Approve South Santa Clara County Fire District Trifold Pamphlet proof for production and distribution.
- b. Direct Ad Hoc Committee to make additional changes to the South Santa Clara County Fire District pamphlet.

<b>5.2 (a) RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ludewig
<b>SECONDER:</b>	Acker
<b>AYES:</b>	Johnson, Keesling, Ludewig, Monaco, Acker, Lewis, Lopez
<b>ABSENT:</b>	None

## 6. New Business

### 6.1 Annual Inspection of Assets Report - Action

Possible Action:

- a. Accept annual Inspection of Assets Report.

<b>6.1 RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ludewig
<b>SECONDER:</b>	Lopez
<b>AYES:</b>	Johnson, Keesling, Ludewig, Monaco, Acker, Lewis, Lopez
<b>ABSENT:</b>	None

### 6.2 Grant Report - Information

Receive Grant Report for Fiscal Year 2022/2023.

**This item was deferred to the July meeting.**

### 6.3 Amend Agreement for Grant Writing Services – Action

Possible Action:

- a. Approve Third Amendment between Daniel Rabe and South Santa Clara County Fire District for grant administration and coordination services increasing the maximum amount of the contract to thirty thousand dollars (\$30,000) and extending the agreement for a 12-month period through June 30, 2024, 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 Daniel Rabe and South Santa Clara County Fire District for grant administration and coordination services. Delegation of authority shall expire on June 30, 2024.

**This item was deferred to the July meeting.**

**6.4 Amend Agreement for Financial Consultant Services – Action**

**Possible Action:**

- a. Approve Third Amendment between Kathy Athey and South Santa Clara County Fire District for financial analysis and administrative office services increasing the maximum amount of the contract to one hundred forty thousand dollars (\$140,000) and extending the agreement for a 12-month period through June 30, 2024, 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 Kathy Athey and South Santa Clara County Fire District for financial analysis and administrative office services. Delegation of authority shall expire on June 30, 2024.

<b>6.4 RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Johnson
<b>SECONDER:</b>	Ludewig
<b>AYES:</b>	Acker, Lewis, Monaco, Lopez, Johnson, Keesling, Ludewig
<b>ABSENT:</b>	None

**6.5 SCC Command Frequency Radio Purchase – Action**

Receive report regarding the status of SCC Command Frequency Radio and receive quotes for possible replacements.

**Possible Action:**

- a. Select vendor and approve purchase of GTR 8000 Base Radio and installation not to exceed thirty thousand dollars (\$30,000).

**This item was changed to information only.**

Kathy Athey reported that as reported at the May meeting the District needs to replace two SCC Command radios that are inoperable and not repairable. After further discussion with County Counsel this item will be deferred for action to the July meeting since both bids were from Motorola Solutions and more information was needed to determine if this is a "piggyback" bid or if other bids are required. Staff also needs to confirm that the SLR8000 model would be sufficient for the District's needs as the email stated, "it may" not "it would". The District is currently utilizing two loaner radios from County Communications.

**6.6 Fiscal Year 2022/2023 Independent Audit – Information**

Receive report on Fiscal Year 2022/2023 independent audit by Fechter & Company.

Kathy Athey reported that Michael Fink, CPA from Fechter & Company has scheduled the audit to begin August 8, 2023. They will be sending the Letter of Engagement for signatures next week.

**6.7 Nominate and Elect Chairperson South Santa Clara County Fire District Board of Commissioners – Action**

Possible Action:

- a. Nominate and elect chairperson to serve from July 1, 2023, through June 30, 2024.

Commissioner Monaco was nominated to be chairperson and accepted the nomination.

<b>6.7 RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Lewis
<b>SECONDER:</b>	Keesling
<b>AYES:</b>	Johnson, Keesling, Ludewig, Monaco, Acker, Lewis, Lopez
<b>ABSENT:</b>	None

**6.8 Nominate and Elect Vice Chairperson South Santa Clara County Fire District Board of Commissioners - Action**

Possible Action:

- a. Nominate and elect vice chairperson to serve from July 1, 2023, to June 30, 2024.

Commissioner Keesling was nominated to be vice chairperson and accepted the nomination.

<b>6.8 RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Lewis
<b>SECONDER:</b>	Ludewig
<b>AYES:</b>	Johnson, Keesling, Ludewig, Monaco, Acker, Lewis, Lopez
<b>ABSENT:</b>	None

## 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 staff to place the matter of business on a future agenda.  
Direction.

- Grant Report
- Grant Third Amendment
- SCC Command Radio
- Board Meeting Schedule

## 8. Battalion Chief's Report

Chief Alcantar reported the following:

### Engine 69 Incidents - May

- May 1, 2023, assisted a hiker a mile up the trail from Sprig Lake. Due to the tree canopy the helicopter could not do an air rescue and crews had to hike into the patient.
- May 5, 2023, responded to a vehicle accident with rescue on Uvas Road. The Hurst E Tools were utilized. Vehicle into tree.
- May 22, 2023, responded to a vegetation fire at Christmas Hill Park. It turned out to be a large Homeless Encampment Fire.
- E69 had several move up and covers to the City of Gilroy. Running calls out of the Las Animas Fire Station. At times E69 was covering the entire City of Gilroy while their resources were on incidents.

### Engine 68 Incidents – May

- May 1, 2023, responded to a fatal vehicle accident Hwy 152/Bloomfield.
- June 8, 2023, responded to a vegetation fire on Moreno Lane. The crew did an excellent job containing it to less than a quarter acre.

## 9. Chief's Report – George Huang

Chief Huang reported the following:

- Fire District and City personnel have been quite busy with structure fires in both jurisdictions.

- Fatal vehicle accident on Hwy 152 near Dinosaur Point.
- Budget workshop complete and funding will be a priority for Supervisor 1 Sylvia Arenas.
- Level 4 staffing for CAL FIRE – all 16 engines staffed on 6/23/2023.
- Suspension of Burn Permits in Santa Clara County effective 6/30/2023.
- Expect delays in the future when San Luis Reservoir initiates their dam project which may impact the Eastbound 152 on the Merced Co side. Unsure of dates.

**10. Commissioner Comments**

- None

**11. Next Meeting is July 12, 2023**

**12. Adjourn Meeting**

*There being no further business, the meeting adjourned at 7:25 p. m.*

ATTEST   
John Monaco, Chairperson

  
Chief Alcantar, Acting Secretary