



South Santa Clara County Fire District

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

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS SPECIAL MEETING OF August 18, 2021

1. CALL TO ORDER

The regular meeting of the Board of Commissioners of the South Santa Clara County Fire District was held on Wednesday, August 18, 2021, remotely via Teleconference or Call In (Audio Only). Chairperson Acker called the meeting to order at 6:03 p.m.

1.1 ROLL CALL

- | | | |
|----|------------------------|--|
| A. | Commissioners Present: | Acker, Monaco, Lewis, Carlson
Lopez, and Keesling |
| B. | Fire District Staff: | Chief Hess, Chief Good,
FC Anastasi and FC Connolly |
| C. | Absent: | Ludewig |

1.2 INTRODUCTIONS

None

1.3 DECLARATION OF POSTING OF AGENDA

District Clerk Athey certified that the meeting's agenda was duly noticed and posted in accordance with Government Code 54954.2.

2. PUBLIC PARTICIPATION

None

3. AGENDA AMENDMENTS

- At request of Commissioner Lewis Item 6.2 moved for discussion before Item 4.1.
- Item 7.4 possible action changed to: Recommend approval of retroactive agreement with Vertical Bridge Real Estate, LLL, relating to the lease of space on tower located at 11000 San Juan Canyon Road, Salinas, California for a five-year period beginning July 1, 2020 through June 30, 2025, in the amount of three hundred dollars (\$300) per month, that was approved by County Counsel as to form and legality to Board of Directors.

4. Minutes and Expenditures

4.1 Approve Board Meeting Minutes of June 09, 2021

On motion of Commissioner Keesling and seconded by Commissioner Lopez the June 09, 2021 minutes were approved by the following vote:

AYES: Acker, Monaco, Carlson, Lopez, and Keesling
NOES: None
ABSENT: Lewis and Ludewig

4.2 Approve Expenditures of June/July 2021

On motion of Commissioner Monaco and seconded by Commissioner Lopez the June 1, 2021 – July 31, 2021 expenditures were approved by the following vote:

AYES: Acker, Monaco, Carlson, Lopez, and Keesling
NOES: None
ABSENT: Lewis and Ludewig

5. Board, Staff and Committee Reports

5.1 Statistical Report of Incidents

- Chief Good reported that there were 386 calls within the District in May/June. The District responded to 284 calls to other agencies. There were 250 calls where other agencies responded to the District.
- The District responded into Gilroy Fire 11 times and 265 times to Morgan Hill. Gilroy responded into the District 96 times and Morgan Hill responded into the District 116 times.

5.2 Inspector Statistical Report

- Chief Good reported that Shawn worked 77 hours in June/July. He performed 12 new inspections and 7 follow-up inspections. He handled 8 complaints/referrals, attended 2 hours of training and no meetings, he performed 17 plan reviews, 3 hydrant tests and no Knox Box inspections. He also reported that 2 businesses have closed due to Covid 19.

5.3 Volunteer Firefighters Report

- Chief Good reported Company 70 has resumed their normal training schedule consisting of two trainings per month. The trainings included a wildland drill day on a ranch located in Gilroy. Other training topics included: hose lays, mobile attack, and practice structure protection.
- Company 70 responded to multiple calls from June 1, 2021 through July 31, 2021 where multiple members arrived on scene to assist each call
- Company 70 had three members resign and is looking to recruit replacements in the near future.

5.4 Mitigation Fees Report

- During the June 1, 2021, through July 31, 2021 reporting period total fees collected were \$7,333.50. Fees collected reflect fees from 3 prefab/ADU single residences, 2 patios, 2 garages, 1 carport and 1 covered deck. There were no expenditures for the reporting period.

5.5 Correspondence

None

5.6 District Awareness Campaign

Chief Good reported that due to preparing for the audit, finalizing the Five-Year Plan and fire activity there is no progress to report on the Awareness Campaign.

6. Old Business

6.1 Management Audit Report - Information

Chief Good reported that all recommended items have been addressed. Finalizing Five-Year Report and adopting Debt Management Policy are last two items needed to complete recommendations.

6.2 Management Audit Report – Section 2.1 – 5-Year Plan – Action

This item was moved to beginning of meeting immediately following Item 3 to accommodate Commissioner Lewis who was on the ad hoc committee for the Five-Year Plan and had another commitment.

Actions:

- a. Approve Five-Year Plan for presentation to Board of Directors.

On motion of Commissioner Lewis and seconded by Commissioner Monaco the Five-Year Plan is approved and recommended presentation to the Board of Directors was approved by the following vote:

AYES: Acker, Monaco, Carlson, Lewis, Lopez, and Keesling
NOES: None
ABSENT: Ludewig

- b. Approve Letter to Board of Directors with minor editorial changes and direct Jim Acker, Chairperson to meet with Supervisor Wasserman, District 1, to discuss next steps.

On motion of Commissioner Monaco and seconded by Commissioner Carlson the letter to the Board of Directors and recommendation for Jim Acker, Chairperson to meet with Supervisor Wasserman, District 1 to discuss next steps was approved by the following vote:

AYES: Acker, Monaco, Carlson, Lewis, Lopez, and Keesling
NOES: None
ABSENT: Ludewig

Commissioner Lewis left the meeting after the votes.

6.3 Management Audit Report – Item 3.3 Debt Management Policy – Information

Chief Good presented a draft of the District's Debt Management Policy for review. Policy is currently being reviewed by County Counsel and will be presented at future meeting for approval.

7. New Business

7.1 FAIRA Insurance - Information

Chief Good report an increase to FAIRA Insurance premiums to \$41,928. This is an 87% increase 87% over last fiscal year's amount of \$22,443. Chief Good and staff attempted to find another insurer that could provide the same or better coverage with a lower cost but was not successful.

7.2 Amend Agreement for Grant Administration and Coordination Services - Action

On motion of Commissioner Carlson and seconded by Commissioner Keesling the first amendment to agreement with Dan Rabe, relating to providing grant administration and coordination services, increasing rate to \$36.00 per hour with maximum amount of contract to fourteen thousand four hundred dollars (\$14,400) and extending the agreement retroactively from May 1, 2020 through June 30, 2022, that has been reviewed and approved by County Counsel as to form and legality was approved by the following vote:

AYES: Acker, Monaco, Carlson, Lopez, and Keesling
NOES: None
ABSENT: Lewis and Ludewig

7.3 Amend Agreement for Medical Director Services – Action

On motion of Commissioner Keesling and seconded by Commissioner Carlson the second amendment to agreement with Stanford Health Care DBA Stanford Hospital and Clinics, relating to providing Medical Director services with a maximum amount of contract to eighteen thousand per year (\$18,000) and extending the agreement for a 12-month period through August 30, 2022, that has been reviewed and approved by County Counsel as to form and legality was approved by the following vote:

AYES: Acker, Monaco, Carlson, Lopez, and Keesling
NOES: None
ABSENT: Lewis and Ludewig

7.4 Agreement with Vertical Bridge Real Estate, LLC for Tower Site Lease - Action

On motion of Commissioner Monaco and seconded by Commissioner Keesling to recommend approval of retroactive agreement with Vertical Bridge Real Estate, LLL, relating to the lease of space on tower located at 11000 San Juan Canyon Road, Salinas, California for a five-year period beginning July 1, 2020 through June 30, 2025, in the amount of three hundred dollars (\$300) per month, that was approved by County Counsel as to form and legality to Board of Directors was approved by the following vote:

AYES: Acker, Monaco, Carlson, Lopez, and Keesling
NOES: None
ABSENT: Lewis and Ludewig

7.5 Engagement Letter with Fechter & Company– Action

On motion of Commissioner Carlson and seconded by Commissioner Lopez the engagement letter with Fechter & Company to provide audit of financial statements for the District for fiscal year ending June 30, 2021 was approved by the following vote:

AYES: Acker, Monaco, Carlson, Lopez, and Keesling
NOES: None

ABSENT: Lewis and Ludewig

8. Request for Future Agenda Items

None

9. Chief's Report

Chief Hess reported on the following:

Year to Date Totals

- 1.3 M acres burned
- 6,574 wildland fires
- 88 arson arrests
- 11 counties with State of Emergency Proclamations
- 10K personnel assigned to fires
- CAL FIRE Incident Management Team 6 assigned to Caldor Fire; Team 3 assigned to Dixie Fire

Current Fires

- Monument Fire (Trinity) 119,364 acres
- Dixie Fire (Butte/Plumas/Lassen/Tehama) 635,728 acres
- Lava Fire (Siskiyou) 26,409 acres
- McFarland Fire (Shasta) 107,100 acres
- McCash (Siskiyou) 3,233 acres
- Beckwourth Complex (Lassen/Plumas)
- River Complex (Siskiyou) 48,214 acres
- Antelope Fire (Siskiyou) 57,664 acres
- Tamarack Fire (Alpine) 68,637 acres
- Glen Fire (Yuba) 184,905 acres
- Caldor Fire (El Dorado) 53,772 acres
- Walkers Fire (Tulare) 1,400 acres

Morgan Hill Fire

- The ALS Squad Unit will be put in place January 2022 at El Torro Station
- City Council will be reviewing a recommendation to use ARPA funds to fund their 3rd Fire Station at their meeting this evening.

LAFCO

- LAFCO Fire Service Review is underway with CPSM.
- The first community meeting happened last night with participation from public in South County.

COVID

- The Santa Clara County Public Health Officer has mandated masking indoors.

Commissioner's Comments

- Commissioner Acker thanked everyone that contributed to the 5-Year Plan for their hard work. He also thanked all the District staff for their time and commitment away from home and family while on state wildland fires and earning the District considerable funds through the Assistance By Hire Agreement. He would like some of the funds earned through ABH earmarked for items that would benefit District employees. It was suggested that each station have a Station Budget for use, but not tie it to ABH Funds.
- Commissioner Monaco appreciated everyone's hard work on the 5-Year Plan.
- Commissioner Lopez commented that it was a good meeting.
- Commissioner Carlson appreciated everyone's hard work on the 5-Year Plan.
- Commissioner Keesling appreciated everyone's hard work on the 5- Year Plan.

10. Adjourn Meeting

On motion of Commissioner Monaco and seconded by Commissioner Carlson the meeting was adorned at 7:06 p. m.

DocuSigned by:
Jim Acker
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ATTEST _____
Jim Acker, Chairperson

DocuSigned by:
Kathy Athey
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Kathy Athey, Acting Secretary