



South Santa Clara County Fire District

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

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE PROTECTION 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 Monaco 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: Lopez, Johnson, Monaco, Keesling, Acker, Lewis, Ludewig
- b. Fire District Staff: Fire Chief Baraka Carter, Battalion Chief Tim Main, Chief Carlos Alcantar, Volunteer Brandon Winter
- c. Absent: None

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

1.4. Introductions: Deputy County Counsel Rajiv Narayan

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

- a. Commissioner Acker made a motion to add Startlink Mobile to the agenda under old Agenda item as item 5.9.

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

- b. Commissioner Johnson asked that Item 5.6 Fire District Branding AD Hoc Subcommittee be changed to an Action item for discussion and approve a budget spent amount of \$2,000.00 to update the Districts website for ADA compliance and priority fixes.

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

- c. Commissioner Johnson asked that an emergency Action item 6.8 be added under new business for the purchase of a new engine replacement and repair for Engine 368.

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

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 address 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 July 10,2024, Regular Meeting minutes.

4(b) Expenditures Approval

Possible Action:

- a. 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:	Ludewig
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 and LaQueta Lynch have been working with Teresa Cox closely on learning the process for procurement through the county. Chief Main stated he is reviewing the 147-page invitation to bid proposal and will get it to Teresa for review and changes. He also stated that there is an in-person meeting will be schedule to finalize proposal in the near future.

5.2. Fire Apparatus Subcommittee – Information

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

Commissioner Acker reported there are rumors but nothing new to report.

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 report there is nothing new to update.

5.4. Fee for Service Justification Study – Information

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

LaQueta Lynch reported that study is moving along, and that information has been given to DTA for the study.

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 – Action

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

Commissioner Johnson reported that he had worked with LaQueta Lynch and Hubert Duong on what exactly are the issues with the website. He stated that he had, and IT person take a look at the district website and run a few scans to identify and ADA compliance issues. He stated that Rob Moser an IT professional has put together a proposal on what needs to be done to bring the website up to ADA compliance. The quote he was given was around \$2,000.00 for the work to be done.

Possible Action:

- a. Approve a spending limit not to exceed \$2,000.00 and have Rober Moser update the district website.

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

5.7. Hybrid Meeting Policy – Information

Receive a report regarding hybrid meetings.

LaQueta Lynch reported there was nothing new.

5.8. LifePak Monitors – Information

Receive a report regarding replacement of monitors.

LaQueta Lynch reported that the reason why this was put back on the agenda was just to give one last updated on the purchase for the LifePak Monitors. She states that the agreement is with Stryker’s legal team is close to be signed and then the monitors will be purchased.

5.9 Starlink mobile – Action

Possible Action:

- a. Approve the purchase for 3 Starlink System units for with mounts not to exceed \$4,500.00 for installation.
- b. Approve the monthly service charge of \$450.00 for 3 units

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

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 Carter reported he received the bylaws and will review them and meet with Chief Main and Brandon Winter.

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.

Chief Main reported that the approval cost would cover 30 mask and 4 tanks.

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).
- b. Approve delegation of authority to the Fire Chief, or designee, to negotiate, execute, amend, or terminate Purchase SCBA Cylinders. Delegation of authority shall expire on August 31, 2025.

6.3 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Acker
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.

Chief Carter reported that in the LAFCO report there is some mention of annexing some land that does not have any coverage for services. Commissioner Acker asked it was the same areas that was previously mentioned in the report from 2023? Commissioner Lopez reported that according to the map it looked like it was the same areas. He stated that he just wanted to make the board aware and maybe make some recommendations very soon.

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:	Acker
SECONDER:	Keesling
AYES:	Acker, Johnson, Keesling, Lewis, Lopez, Ludwig, 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, Ludwig, 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.

LaQueta Lynch reported what the final totals for fiscal year 2023/2024 were and that she has been in contact with Auditor for the Audit to be conducted.

6.8. Emergency new engine replacement and/or repair for Engine 368 – Action

Received a report on emergency purchase for an engine replacement.

Chief Main reported that the blown engine is approximately 9 years old. He stated that a new engine would be beneficial.

- a. Approve and engine replacement and/or repair not to exceed \$50,000.00.

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

7. Volunteer Firefighter Report – Brandon Winter

- Paged out for 14 incidents
- National Night out
- Flag Ceremony for Rodeo

8. Battalion Chief Report – Chief Main

- Gave details about incidents in the areas
- Grant writer report
- Equipment

9. Chief's Report – Chief Carter

- Fee for Service
- MOU in the process for Approval for 66-hour work week
- Interviews
- Raise Revenue
- Letters of Support for funding of the District.

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.

1. Fire Apparatus Ad Hoc Committee
2. Five-Year Plan Ad Hoc Committee

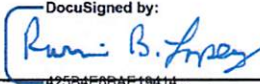
3. Fees for Service Study
4. General Business Manager
5. Masten Roof Repair
6. District Website
7. Company 70 procedures
8. LAFCO
9. Cost comparison for Fuel

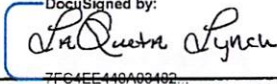
11. Commissioners' Comments

12. Next Meeting is September 11, 2024

13. Adjourn Meeting

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

ATTEST 
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Ramon Lopez, Chairperson


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LaQueta Lynch, Clerk of the Board