



South Santa Clara County Fire District

15670 Monterey Street Morgan Hill, CA 95037 • (408) 779-2121 • www.sscfd.com

Baraka Carter, Fire Chief

MINUTES OF THE SOUTH SANTA CLARA COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING OF November 13, 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, November 13, 2024, at the Masten Fire Station located at 10810 No Name Uno, Gilroy, CA 95021. Chairman Lopez called the meeting to order at 6:00 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, Keesling, Lewis, Monaco, Acker, Ludewig
- b. Fire District Staff: Fire Chief Carter, Assistant Chief Alcantar
Battalion Chief Main,
Volunteer Firefighter 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

LaQueta Lynch mentioned that per county counsel there should be a change to remove the date from item 5.2, Masten Roof Repair.

Commissioner Johnson asked that a motion be made to add phase 2 for District website maintenance and compliance be added to the agenda as an emergency action item.

3 RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lewis
SECONDER:	Keesling
AYES:	Acker, Johnson, Keesling, Lewis, Lopez, Ludewig, Monaco
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 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 October 9, 2024, Regular Meeting minutes.

4(b) Expenditures Approval

Possible Action:

- a. Approve Expenditures from October 1, 2024 – October 31, 2024.

4(c) Staff Reports Approval

Possible Action:

- a. Approve Incident Statistical Report.
- b. Approve Grant Writer Report.
- c. Approve Mitigation Fees Report.

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

Regular Agenda Items for Discussion

5. Old Business Info/Action

5.1. Fee for Service Justification Study– Information

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

Chief Alcantar reported that new numbers from the CalFire contract for the first quarter has been sent to the consultant company for the Fee for Service Study. He stated that hopefully in the next week they will send over updated numbers and that the report maybe done by the next Board of Commissioners meeting.

5.2. Masten Station Roof Repair – Action

Possible Action:

- a. Approve Agreement between the South Santa Clara County Fire District and Stronger Building Services to repair roof for Masten Station not to

- exceed one hundred fifty thousand dollars (\$150,000.00), 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 the South Santa Clara County Fire District and Stronger Building Services.

5.2. RESULT: APPROVED [UNANIMOUS]

MOVER: Johnson
SECONDER: Acker
AYES: Acker, Johnson, Keesling, Lewis, Lopez, Ludewig, Monaco
ABSENT: None

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 reported there is nothing new to update.

5.4. General Business Manager – Information

Receive a report regarding District General Business Manager position.

Commissioner Acker reported there is nothing new to report.

5.5. Countywide Fire Services Review – Information

Receive a report on LAFCO recommendations and collect any questions.

Commissioner Lopez reported that community had a 7

5.6. Fire Apparatus Ad Hoc Committee – Information

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

Commissioner Acker reported that the Fire Apparatus Ad Hoc Committee recently met with the Santa Clara County Executive Office to discuss the fire apparatus. He mentioned that the Executive Office plans to explore creative financing options to purchase two fire apparatus for the district. The specifications for these apparatus will closely align with the proposals presented to the Board of Supervisors.

5.7. Inventory of SSCCFD owned office/computer equipment – Information

Receive a report on inventory of all computers, networking equipment, file storage, etc. purchased by and for the District.

Chief Alcantar reported that a list from the old inventory was included in the agenda packet. He noted that a new, updated list is currently being worked on, but it will take a few months to complete.

5.8. Fire District Branding AD Subcommittee – Action

Receive a report and quotes relating to District website maintenance.

Commissioner Johnson reported concerns about compliance with public record laws, specifically regarding the use of personal email to retain emails for a specified period. He noted that if an issue arises involving government matters, personal devices such as cell phones or computers could be confiscated. He emphasized that it is mandatory to set up an email account that is managed through the official website.

Commissioner Johnson put together a proposal to continue the ongoing services for the district website update.

Possible Action:

- a. Select monthly maintenance service not to exceed \$250.00 per month for a 6-month period.
- b. Select hourly maintenance service not to exceed \$150.00 per hour for a 6-month period.

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

6. New Business

6.1. District Vendors and Services – Information

Provide direction to staff regarding coordination of consolidation of various services for the District.

LaQueta Lynch reported that the current services for the district were set up before she began working here. She mentioned that she had explored the possibility of sharing some services with Morgan Hill and Gilroy but was unsuccessful. Commissioner Johnson expressed the desire to consolidate bills where possible to streamline payments and potentially save the district some

funds. He noted that further research and information are needed before any changes to services can be made.

6.2. Delegate Authority for Procurement Activities to District Fire Chief – Action

Possible Action:

- a. Recommend approval of a resolution by the Board of Directors of the South Santa Clara County Fire District, granting authority to the District Fire Chief to execute agreements for goods and services on behalf of the District, with a maximum value of \$25,000 per agreement, following approval by County Counsel as to form and legality. Delegation of authority shall expire on January 1, 2029.
- b. Direct District staff to submit to Board of Directors at their next regular meeting for approval.

6.2 RESULT: APPROVED [UNANIMOUS]

MOVER: Lopez

SECONDER: Lewis

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

ABSENT: None

7. Volunteer Firefighter Report – Brandon Winters

- Training
- Pancake Breakfast
- Toy Drive
- Future Events

8. Battalion Chief Report – Chief Main

- EMS Time 95.1%
- ALS Monitors
- SCB Cylinders
- Radio software updates
- ABH
- Incidents

9. Chief's Report – Chief Alcantar

- Fire Inspector
- Budget meeting
- Fuel

- Stryker refund

10. Events

11. 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. Fee for Service
2. Five-Year Plan
3. General Business Manager
4. South Santa Clara County Volunteers Procedures and Bylaws
5. Fire Apparatus
6. Regular Meeting Schedule

12. Commissioners' Comments

13. Next Meeting is December 11, 2024

14. Adjourn Meeting

There being no further business, the meeting was adjourned at 7:01 pm.

ATTEST



Ramon Lopez, Chairperson



LaQueta Lynch, Clerk of the Board