

MINUTES

BOARD OF COMMISSIONERS MEETING JULY 20, 2010

HELD AT THE FIRE STATION 14380 SARATOGA AVENUE

0900 HOURS

The agenda for this meeting was posted in front of the Fire Station at 14380 Saratoga Avenue at 1200 hours on July 14, 2010, pursuant to Government Code Section 54954.2 (more commonly known as the Brown Act).

1. **Call to Order:**

The meeting was called to order by Commissioner Long at 0903 hours. In attendance were Commissioner Zambetti, Chief Jarvis, Retired Chief Kraule, and Attorney Hal Toppel.

2. **Approval of the minutes:**

The minutes were approved as presented.

3. **Communications:**

3.1 Oral communications or public comment.

Retired Chief Kraule presented a letter to the Board. The topic of the letter was the retirement of Rescue 17. The subject will be agendized at the next regular Board Meeting.

3.2 Correspondence.

3.2.1 Circular Letter from CalPERS describing changes to 2011 medical insurance premiums due to the Federal Early Retiree Reinsurance Program.

The letter was read and entered into the record.

3.2.2 Copy of an e-mail from Santa Clara County Fire Business Services Director Schulenburg describing the new process for transmitting receipts collected for Saratoga Fire District.

The e-mail was read and entered into the record.

3.2.3 Copy of an e-mail from Kimberly Forrester of the Office of the County Counsel. The e-mail discusses the biennial review of conflict of interest codes.

The e-mail was read and entered into the record. The item was discussed under New Business.

- 3.2.4 Memorandum from Acting County Counsel Marquez with requirements and deadlines for the biennial review of conflict of interest codes.

The item was read and entered into the record.

- 3.2.5 Copy of Resolution #2010-4, a Resolution of the Board of Fire Commissioners of the Saratoga Fire Protection District Adopting an updated Conflict of Interest Code for Designated Positions.

The resolution was read and entered into the record.

- 3.2.6 Copy of ballot information for the California Special Districts Association 2010 Board Elections.

The ballot information was read and entered into the record. The item was discussed under New Business.

- 3.2.7 Copy of a Lease Agreement with AMR for the use and occupancy of 680 square feet in the fire station to house an ambulance and its crew.

The agreement was read and entered into the record. The topic was discussed under New Business.

3.3 Additional Correspondence. A letter from Retired Chief Kraule discussing the retirement of Rescue 17 was received. The letter was read and entered into the record. The topic will be agendized at the next regular Board Meeting.

4. **Chief's Reports:**

- 4.1 Response Report for June. (The Response Report describes the time of each response for the previous month.) - None
- 4.2 Equipment Report for June. (The Equipment Report documents any repairs or maintenance necessary for the previous month.) – None.
- 4.3 Support Services Report for June. (The Support Services Report documents repairs or maintenance necessary for the building for the previous month.) - None.
- 4.4 Deputy Fire Marshal's Report for June. (The Deputy Fire Marshal's Report describes any significant building projects in the previous month.) – None.
- 4.5 Other projects/reports. – None.

5. **Reports:**

5.1 Commissioners Reports.

Commissioner Zambetti reported that a group of Boy Scouts were interested in creating an Explorer Scout Troop. Historically, the Fire District had an Explorer Troop and there is a desire to explore the possibility in the future. Chief Jarvis recommended contacting Emergency Services Coordinator Jim Yoke at County Fire. He is in charge of the CERT and CB radio programs. The report was accepted as presented.

5.2 Preliminary Financial Reports for June 2010.

The report was accepted as presented.

5.3 Other Reports. None.

6. **Old Business:**

6.1 Review designs for a historical plaque commemorating past fire commissioners.

The topic was moved to the end of the meeting after New Business. The Commissioners reviewed the preliminary design and requested a more detailed "to scale" presentation at the next Board Meeting.

7. **New Business:**

7.1 Discuss and consider Resolution #2010-4, a Resolution of the Board of Fire Commissioners of the Saratoga Fire Protection District Adopting an updated Conflict of Interest Code for Designated Positions.

The resolution was passed unanimously.

7.2 Discuss and consider ballot information for the California Special Districts Association 2010 Board Elections.

After discussion, the Board decided to vote for Kathryn Slater-Carter.

7.3 Discuss and consider the Lease Agreement with AMR for the use and occupancy of 680 square feet in the fire station to house an ambulance and its crew.

The Board approved the Lease Agreement.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 1000 hours. The minutes were transcribed and typed by Trina Whitley.