

MINUTES
BOARD OF COMMISSIONERS MEETING
DECEMBER 15, 2015
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 December 9, 2015, 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 0910 hours. In attendance were Commissioners Moyles and Zambetti; Chief Kehmna; Attorney Marc Hynes; and Saratoga resident Linda Rodgers.

2. Approval of the minutes.

- 2.1 Approval of the minutes of the Regular Board Meeting held on November 17, 2015

The minutes of the November 17, 2015 Board Meeting were approved as presented.

3. Communications:

- 3.1 Oral communications or public comment.

Commissioner Moyles presented a letter a letter of resignation effective as of the end of the board meeting. He is retiring after 10 years as a commissioner. After expressing regret, the board accepted his letter.

- 3.2 Correspondence.

- 3.2.1 E-News from the California Special Districts Association concerning the new procedures associated with the passage of SB 239.

The newsletter was read and entered into the record.

3.2.2 Copy of the Deputy Fire Marshal's report for November.

The report was read and entered into the record.

3.2.3 Valley Incident progression map.

The map was reviewed discussed under Commissioner's reports.

3.2.4 Memorandum from Helge Eng a Deputy Director of Cal Fire concerning areas impacted by elevated tree mortality creating high hazard zones.

The memo was read and entered into the record.

3.2.5 Note from the FireSafe Council announcing Kim Gardner's resignation from the Board of Directors as Area Manager of the Lexington Hills program.

The note was read and entered into the record.

3.2.6 Memo from Attorney Hynes describing the process for filling vacancies in elective office on governing boards of special districts.

The memo was read and entered into the record.

3.2.7 Draft of an announcement for an interim fire commissioner. The item is agendized under "New Business."

The draft was read and entered into the record. It was discussed under "New Business."

3.3 Additional Correspondence.

3.3.1 Drafts of announcements for changes to the EWAS ordinance. The drafts were read and entered into the record.

3.3.2 CSDA E-News dated December 15, 2015 with an article discussing changes to the State Controller Reports. The article was read and entered into the record.

4. **Chief's Reports:**

4.1 Response Reports for November. (The Response Report describes the time of each response for the previous month.)

Chief Kehmna presented the Response Report. Response times for E73 and R73 was 7 minutes for 90.2% and 81.8% of code 3 calls respectively. There was no fire loss for the month.

- 4.2 Equipment Report for November. (The Equipment Report documents any repairs or maintenance necessary for the previous month.) None.
- 4.3 Support Services Report for November. (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 November. (The Deputy Fire Marshal's Report describes any significant building projects in the previous month.)

The report was accepted as presented.

- 4.5 Other projects/reports.

Chief Kehma reported that some ex-employees of the Saratoga Fire District had been promoted. Matt Meadors is now a Captain and Ron Vega has been promoted to Deputy Chief in charge of training. Chief Vega will be in charge of the driver-operator program. The report was accepted as presented.

5. **Reports:**

- 5.1 Commissioners Reports.

- 5.1.1 Report on the FireSafe Council.

Commissioner Zambetti reported that he had gone to the area of the Lake County Fire with a group from the FireSafe Council. They toured the area and spoke to people about the effects of the fire and the work necessary after the fire was extinguished. The report was accepted as presented.

- 5.1.2 Report on the Santa Clara County Special Districts Association.

Commissioner Long reported that he had brought up the subject of SB 239 at the December meeting. The topic will be added to the Association's March 7th agenda. He also stated that County Fire had joined the group. The report was accepted as presented.

- 5.1.4 Other Commissioner Reports. None.

- 5.2 Financial reports.

5.2.1 Financial report for November 2015.

The report was accepted as presented.

5.3 Other Reports.

5.3.1 Report on Dead Tree Program.

The program is progressing. Several rebate checks are ready to be signed. The report was accepted as presented.

5.3.2 Report on EWAS updates.

The draft announcements were emailed to the City and are awaiting their approval.

6. **Old Business:**

7. **New Business:**

7.1 Discuss and consider announcement and dates necessary for the appointment of an interim fire commissioner.

After discussion the Board directed staff to place a legal ad announcing an interim fire commissioner position in the Saratoga News the first week after the holidays. The announcement will also be placed on the Saratoga Fire website and on the board in front of the fire station. An application will also be available on the website. Resumes and applications will be due on the 15th of January. Interviews will be held on the 26th of January. The February board meeting will be moved to the 9th to insure that the appointment will be made within the required time period.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 1035 hours. The minutes were transcribed and typed by Trina Whitley.