

MINUTES

BOARD OF COMMISSIONERS MEETING

AUGUST 16, 2016

**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 August 10, 2016, 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 Zambetti at 0905 hours. In attendance were Commissioner Kraule, Deputy Chief Parker, Attorney Mark Hynes, and Mark Norman of the FireSafe Council. Commissioner Long was absent due to illness.

2. Approval of the minutes.

2.1 Approval of the minutes of the Regular Board Meeting July 19, 2016.

The minutes of the July 19, 2016 meeting were approved as presented.

3. Communications:

3.1 Oral communications or public comment. None.

3.2 Correspondence.

3.2.1 Copy of the Deputy Fire Marshal's report for July.

The Fire Marshal's report was read and entered into the record.

3.2.2 Copy of the Response Report for July.

The Response Report was read and entered into the record.

- 3.2.3 Memo from CSDA requesting committee and feedback participation.

The memo was read and entered into the record.

- 3.2.4 Report services request from Ryan Cronin to Steve Jacobson concerning station security. The topic is agendaized under “New Business.”

The subject was discussed under “New Business.” The report was entered into the record.

- 3.2.5 Proposal from Concept Inc. for providing public information assistance.

The proposal was read and entered into the record. The proposal was discussed under “Old Business.”

- 3.3 Additional Correspondence. None.

4. **Chief’s Reports:**

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

Average response times for E73 and R73 were 5:23 and 4:47 minutes respectively. There was no fire loss during the month. The project was accepted as presented.

- 4.2 Deputy Fire Marshal’s Report for July. (The Deputy Fire Marshal’s Report describes any significant building projects in the previous month.)

There were 12 more plan checks completed in July 2016 compared to July 2015. This number included five more commercial tenant improvement projects. The report was accepted as presented.

- 4.3 Other projects/reports. None.

5. **Reports:**

- 5.1 Commissioners Reports.

- 5.1.1 Report on the FireSafe Council.

Mark Norman reported that the Santa Clara County draft Community Wildfire Protection Plan (CWPP) was available on the FireSafe Council's website. The report was accepted as presented.

5.1.2 Report on the Santa Clara County Special Districts Association.
None.

5.1.4 Other Commissioner Reports. None.

5.2 Financial reports.

5.2.1 Financial Report for June 2016.

5.2.2 Financial Report for July 2016.

The financial reports for June and July 2016 were accepted as presented.

5.3 Other Reports. None.

6. Old Business:

6.1 Discuss and consider Model AA housing. Tabled.

6.2 Discuss and consider Concept proposal.

After discussion, the Board decided that a contract was not necessary.

7. New Business:

7.1 Discuss and consider station security. Tabled.

7.2 A motion was passed to authorize Commissioner Kraule to contact Caltrans concerning changing the height of the bell in front of the station.

8. Board Signatures:

9. Adjournment:

The meeting adjourned at 0945 hours. The minutes were transcribed and typed by Trina Whitley.