

MINUTES

BOARD OF COMMISSIONERS MEETING

JANUARY 19, 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 January 13, 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 Long at 0905 hours. In attendance were Commissioner Zambetti, Chief Kehmna, and Attorney Hynes.

2. Approval of the minutes.

- 2.1 Approval of the minutes of the Regular Board Meeting held on December 15, 2015.

The minutes the Regular Board Meeting held on December 15, 2015 were approved as presented.

3. Communications:

- 3.1 Oral communications or public comment. None.

- 3.2 Correspondence.

- 3.2.1 E-News from the California Special Districts Association concerning the new procedures associated with the passage of SB 272 which requires public agencies to list detailed information about the information systems they use to store various kinds of public data.

The article was read and entered into the record. More information is needed about the requirement.

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

The report was read and entered into the record.

3.2.3 Memo from Chief Kehmna informing the Commissioners that County Fire has maintained its Insurance Service Office Public Protection Classification rating of 2/2Y.

The memo was read and entered into the record.

3.2.4 Copy of a legal ad in the Saratoga News announcing the opening of an interim fire commissioner's position.

The ad was read and entered into the record.

3.3 Additional Correspondence. A notice was received from the Director of the U.S. Census Bureau announcing the 2016 Government Units Survey. The notice was read and entered into the record.

4. Chief's Reports:

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

Chief Kehmna presented the Response Report for December. Average arrival times for E73 and R73 were 7 minutes for 81% and 100% of code 3 calls respectively. The fire loss for the month was \$3000.00. The report was accepted as presented.

4.2 Equipment Report for December. (The Equipment Report documents any repairs or maintenance necessary for the previous month.) None.

4.3 Support Services Report for December. (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 December. (The Deputy Fire Marshal's Report describes any significant building projects in the previous month.)

The Deputy Fire Marshal's Report was accepted as presented.

4.5 Other projects/reports. None.

5. **Reports:**

5.1 Commissioners Reports.

5.1.1 Report on the FireSafe Council.

Commissioner Zambetti reported that they have been working on the CWPP. The group continues to expand. 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.

Commissioner Long report that he had spoken with Tyler Mortenson and Don Carlson about the Model AA and the possibility of establishing a Saratoga Fire Museum. He suggested a review of the RuralMetro contract in March. The report was accepted as presented.

5.2 Financial reports.

5.2.1 Financial report for December 2015.

The report was accepted as presented.

5.3 Other Reports.

5.3.1 Report on Dead Tree Program.

Another rebate is being funded today. There are two more in process. The report was accepted as presented.

5.3.2 Report on EWAS updates.

The updates are scheduled to be mailed next week. The report was accepted as presented.

6. **Old Business:**

6.1 Discuss and consider interim fire commissioner position opening.

Interviews will be scheduled for January 26th beginning at 1000 hours.

7. **New Business:**

8. Board Signatures:

9. Adjournment:

The meeting adjourned at 1010 hours. The minutes were transcribed and typed by Trina Whitley.