

MINUTES
BOARD OF COMMISSIONERS MEETING
NOVEMBER 15, 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 November 9, 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 at 904 hours by Commissioner Long. In attendance were Commissioners Zambetti and Kraule, Deputy Chief Pisciotta, and Attorney Marc Hynes. Chief Kehmna arrived after the meeting had started.

2. Approval of the minutes.

2.1 Approval of the minutes of the Regular Board Meeting October 18, 2016.

The minutes of the October 18, 2016 Board 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 reports for October.

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

3.2.2 Copy of the Response Report for October.

The Response Report was read and entered into the record.

3.2.3 Bids from Blackhawk Painting, Bay Cal Painting and Ekim Painting for painting the exterior of the fire station. The topic is agendized under "Old Business."

The bids were entered into the record.

- 3.2.4 Letter from Shannon Bushey, the Registrar of Voters, stating that the Board of Supervisors approved the appointments of Commissioner Zambetti and Commissioner Kraule at their September 27, 2016 meeting.

The letter was read and entered into the record.

- 3.2.5 Notice of next Special District Association meeting on December 5, 2016.

The notice was read and entered into the record. Commissioner Long will attend the meeting.

- 3.2.6 Santa Clara County Fire press release announcing the appointment of Tony Bowden as the new Assistant Fire Chief.

The release was read and entered into the record.

- 3.2.7 Invitation to the official opening of the Our Lady of Fatima parking lot on December 8, 2016.

The invitation was read and entered into the record.

- 3.2.8 Bid from Golden State Landscape for monthly landscape services. The item is agendized under "New Business."

The bid was read and entered into the record.

- 3.3 Additional Correspondence. A request for the presence of the antique Model AA engine at an event outside the Saratoga Fire District was read and entered into the record.

4. **Chief's Reports:**

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

Average response times for E73 and R73 were 4:24 and 4:26 minutes respectively. There was no fire loss during the month. After a review of the report, staff was directed to print future reports in color. Some of the detail on the map was lost in the black and white copy. The report was accepted as presented.

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

The report was accepted as presented.

4.3 Other projects/reports.

4.3.1 Report on changes in ambulance response times.

Chief Kehmna reported that the average response time for the fire department engines is between 4 to 5 minutes. The Rural Metro ambulance response times average between 10 and 11 minutes. It is difficult to obtain specific response times for the ambulance in Saratoga. The report was accepted as presented.

5. **Reports:**

5.1 Commissioners Reports.

5.1.1 Report on the FireSafe Council.

Commissioner Zambetti reported that the FireSafe Council would begin work on the fuel break project on Highway 9 with the grant from PG&E. The report was accepted as presented.

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

5.1.3 Report on Caltrans position on raising the height of the fire bell.

Commissioner Kraule reported that they were having trouble coordinating times to have Caltrans staff meet at the fire station to review the position of the bell in relationship to the corner. He stated that the meeting should be held before the next board meeting. The report was accepted as presented.

5.1.4 Report on possible changes to WUI designation. None.

5.1.5 Report on meeting with the Federated Church regarding parking signs.

The meeting was attended by Commissioner Long and Commissioner Kraule. Commissioner Long reported that the meeting went well. County Fire will remove the posts and repaint the wall for the original 6 parking spaces. The report was accepted as presented.

5.1.5 Other Commissioner Reports. None.

5.2 Financial reports.

5.2.1 Financial Report for October 2016.

The financial report for October was accepted as presented.

- 5.3 Other Reports. Marc Hynes reported that he would not be able to attend the next board meeting due to a trial. Steve Baird will be attending in his place.

6. **Old Business:**

- 6.1 Discuss and consider painting the exterior of the building.

After discussion, it was decided to give the bid to EKIM painting. The option for two coats was chosen. The color will be the same as currently.

- 6.2 Discuss and consider changes to the landscaping.

After discussion, the board decided to have a study session after the next board meeting to discuss possible changes with a landscape architect. The topic was tabled.

- 6.3 Discuss and consider changes to the hardscaping at the front of the station.

The topic was tabled until a Caltrans decision on the location/height of the bell.

7. **New Business:**

- 7.1 Discuss and consider the landscape maintenance bid from Golden State Landscaping.

The bid was accepted as presented.

- 7.2 Administer Oaths of Office for Commissioners Zambetti and Kraule.

Commissioner Long administered the Oaths of Office to Commissioners Zambetti and Kraule.

8. **Board Signatures:**

9. **Adjournment:**

The board moved the January meeting to January 24, 2017. All other meetings through June 2017 will be on the 3rd Tuesday of the month. The meeting adjourned at 1030 hours. The minutes were transcribed and typed by Trina Whitley.