

**MINUTES**

**BOARD OF COMMISSIONERS MEETING**

**DECEMBER 19, 2017**

**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 13, 2017, 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 0900 hours. In attendance were Commissioners Zambetti and Kraule, Deputy Chief Pisciotta, and Attorney Hynes.

**2. Approval of the minutes.**

**2.1** Approval of the minutes of the Regular Board Meeting on November 14, 2017.

The minutes of the November 14, 2017 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 November.

The report was read and entered into the record.

3.2.2 Copy of the Response Report for November.

The report was read and entered into the record.

3.2.3 Copy of the Baywell IT contract for 2018. The contract is agendized under New Business.

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

- 3.2.4 Copy of Resolution 2017-2, a resolution declaring that governing body members and volunteers are deemed to be employees for the purpose of Workers' Compensation coverage. The Resolution is agendized under New Business.

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

- 3.2.5 Copy of a newsletter from Meyers Nave describing changes in the ability of the State Controller to audit local government agencies.

The newsletter was read and entered into the record.

- 3.2.6 Draft letter from the district addressing problems with the maintenance of the areas around hydrants which are owned by the Mutual Heights Water Company. The topic is agendized under New Business.

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

- 3.2.7 Copy of resolution 2017-3, a resolution confirming the destruction of obsolete records. The topic is agendized under Old Business. Tabled.

### 3.3 Additional Correspondence.

- 3.3.1 An email from Attorney Hynes requesting access to the Uniform Fire Code.

The email was read and entered into the record.

- 3.3.2 A letter from Judith de Booy Wentzien that was left under the front door mat.

The letter was read and after discussion, a copy was given to Chief Pisciotta to bring to Chief Kehmna's attention. The letter was entered into the record.

## 4. **Chief's Reports:**

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

Chief Pisciotta presented the Response Report for November. Response times for E73 and R73 were 5.5 and 5 minutes respectively for Code 3 calls. Fire loss for the month was \$5,000.00. The report was approved as presented.

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

The Fire Marshal's Report was approved as presented.

- 4.3 Other projects/reports.

- 4.3.1 Chief Pisciotta reported that there were 3 to 4 strike teams out in Southern California. The report was accepted as presented.

## 5. **Reports:**

- 5.1 Commissioners Reports.

- 5.1.1 Report on the FireSafe Council. None.

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

Commissioner Long reported that he had attended the December meeting. The speaker had been from the Cities Association of Santa Clara County. The report was accepted as presented.

- 5.1.3 Other Commissioner Reports. None.

- 5.2 Financial reports.

- 5.2.1 Financial Report for November 2017.

The report was accepted as presented.

- 5.3 Other Reports. None.

## 6. **Old Business:**

- 6.1 Discuss and consider progress on the front landscaping project including bollards and lighting.

After discussion, the board approved the purchase of 7 bollards with a limit of \$6,000.00. Brian's Welding will be installing the bollards. His contract for the installation of \$9,900.00 was approved. Commissioner Kraule reported that he was working with Sorenson Construction on the lighting.

- 6.2 Discuss and consider possible parking lot changes.

A general discussion of the parking problems including the public parking was held. After the discussion, the board decided that Commissioner Kraule, Attorney Hynes and Chief Pisciotta would meet before the next board meeting to determine the number of secured parking places needed by the district. They will report back at the next meeting. No other decisions were made.

- 6.3 Discuss and consider Resolution 2017-3, a resolution confirming the destruction of obsolete records. Tabled.

7. **New Business:**

- 7.1 Discuss and consider approving the contract from Baywell for 2018.

After discussion, the board approved the Baywell contract for 2018.

- 7.2 Discuss and consider Resolution 2017-2, a resolution declaring that governing body members and volunteers are deemed to be employees for the purpose of Workers' Compensation coverage.

The board unanimously approved Resolution 2017-2, a resolution declaring that governing body members and volunteers are deemed to be employees for the purpose of Workers' Compensation coverage.

- 7.3 Discuss and consider the draft letter concerning the condition of the area around the fire hydrants owned by the Mutual Heights Water Company.

The board approved the draft letter and authorized Attorney Hynes to send it to the Mutual Heights Water Company.

8. **Board Signatures:**

9. **Adjournment:**

The board scheduled the following dates for future board meetings, January 16, 2018, February 20, 2018, March 20, 2018, April 17, 2018, May 15, 2018 and June 19, 2018.

The meeting adjourned at 1015 hours. The minutes were transcribed and typed by Trina Whitley.