

MINUTES

BOARD OF COMMISSIONERS MEETING

NOVEMBER 14, 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 November 8, 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 Kraule and Zambetti, Deputy Chief Pisciotta, J.R. Call from the FireSafe Council and Attorney Hynes.

2. Approval of the minutes.

2.1 Approval of the minutes of the Regular Board Meeting on October 24, 2017.

The minutes of the October 24, 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 October.

The report 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 Copy of a California Special District Association (CSDA) e-News report on the State Representatives Tour of Special Districts.

The e-News report was read and entered into the record.

- 3.2.4 Announcement of a Santa Clara County Special Districts meeting on December 4, 2017.

The Announcement was read and entered into the record. Commissioner Long will be attending.

- 3.2.5 CSDA e-News alert of changes to the State Controller's mandatory financial report and training available in December.

The e-News alert was read and entered into the record.

- 3.2.6 Report from Jay R. Call of the Santa Clara FireSafe Council on the Quarry Road Project.

The report was read and entered into the record.

- 3.2.7 Email from Commissioner Kraule to Chief Justice regarding hydrants in the Mutual Heights Water Company.

The email was read and entered into the records.

- 3.2.8 Records destruction request for obsolete records. The topic is agendized under New Business.

The request was read and entered into the record.

- 3.2.9 Fiscal year end June 2017 audit report. The topic is agendized under New Business.

The audit was entered into the record.

3.3 Additional Correspondence.

- 3.3.1 Information on bollard styles, sizes, and costs to be considered under "Old Business"6.1.

The information was read and entered into the record.

- 3.3.2 Email from Chief Pisciotta to Commissioner Long discussing changes to County Fire's policy on security cameras in the parking lot.

The email 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.)

Response times for E73 and R73 were 5.25 and 4.78 minutes respectively. There was no fire loss during the month. 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. None.

5. **Reports:**

- 5.1 Commissioners Reports.

- 5.1.1 Report on the FireSafe Council.

J. R. Call of the FireSafe Council reported on the Quarry Road evacuation project. The project was completed on October 26, 2017. The residents requested help with evacuation workshops which will be held in December. The December Council meeting will be held at the fire station. The report was accepted as presented.

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

- 5.1.3 Other Commissioner Reports.

Commissioner Kraule reported that the areas around the hydrants on Bohlman Road need some maintenance. After discussion the board decided to place the topic on the December board meeting agenda and proposed writing a letter to the private water association concerning the situation. The report was accepted as presented.

- 5.2 Financial reports.

- 5.2.1 Financial Report for October 2017.

The Financial Report for October 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.

The board reviewed the height to the current and proposed bollards. The current bollards are approximately 39” tall and the proposed bollards are 36.” After discussion, they decided on a 36” flat topped bollard.

- 6.2 Discuss and consider possible parking lot changes.

Attorney Hynes that since the state lots are adjacent to the district property and not the church property, it will be easier to have them transferred to the district. No decisions were necessary at this time. The topic will remain on the agenda.

7. **New Business:**

- 7.1 Discuss and consider approving the destruction of obsolete records.

The Board tentatively approved the destruction of obsolete records with a resolution affirming the decision to be on the next meeting agenda.

- 7.2 Discuss and consider parking lot security. Table.

- 7.3 Accept the Audit for fiscal year end June 30, 2017.

The board voted to accept the audit for fiscal year end June 30, 2017.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 1020 hours. The minutes were transcribed and typed by Trina Whitley.