

MINUTES

BOARD OF COMMISSIONERS MEETING

JANUARY 16, 2018

**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 10, 2018, 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, Attorney Hynes and J.R. Call representing the FireSafe Council. Jerry Bruce from the Federated Church arrived later.

2. Approval of the minutes.

2.1 Approval of the minutes of the Regular Board Meeting on December 19, 2017.

The minutes of the December 19, 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 December.

The report was read and entered into the record.

3.2.2 Copy of the Response Report for December.

The report was read and entered into the record.

3.2.3 Copy of Resolution 2017-3/2018-1, a resolution confirming and authorizing the destruction of obsolete records. The topic is agendized under Old Business.

The resolution was read and entered into the record.

3.2.4 Copy of an obituary for retired Fire Commissioner Henry Clarke.

The obituary was read and entered into the record.

3.3 Additional Correspondence. An estimate for pruning and thinning the trees around the building was received from Felix Tree Specialist, Inc. The board voted to add the estimate to “New Business.”

4. **Chief’s Reports:**

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

Response times were approximately 4.5 and 5.5 minutes for E73 and R73 respectively. There was no fire loss during the month. The report was accepted as presented.

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

The Fire Marshal’s 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 reported that two community meetings had been held in the station in December to discuss exit plans on Villa Oaks and Quarry Road. One of the problems discussed was issues with opening the gate if the fire department is not on site. The FireSafe council is also discussing work around the Villa Montalvo grounds and the second emergency access road. Commissioner Zambetti will talk to the City Manager with J. R. Call about some of the issues. 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.

Attorney Hynes reported that he had been contacted by Mutual Water Heights Water Company and the hydrants with issues are not theirs. They are Hidden Hill Water District hydrants. Staff

was instructed to put the hydrants on the agenda again next month. The report was accepted as presented.

5.2 Financial reports.

5.2.1 Financial Report for December 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.

The bollards have been ordered and should be in place by next month's meeting. Planting should be addressed next month. Commissioner Zambetti has spoken with Sorenson electric about lighting. Commissioner Kraule has some additional lighting ideas and will explore them before the next meeting. No action was needed at this time.

6.2 Discuss and consider possible parking lot changes.

Commissioner Kraule reported that he, Attorney Hynes, and Chief Pisciotta had met and determined that 22 secured parking spaces were required by the fire department. Jerry Bruce will take that information back to the Federated Church for parking lot planning. No action was needed at this time.

6.3 Discuss and consider Resolution 2017-3/2018-1, a resolution confirming and authorizing the destruction of obsolete records.

The resolution was passed.

7. **New Business:**

7.1 Discuss and consider bid for tree trimming received from Felix Tree Specialist, Inc.

After discussion of whether or not to prune the crepe myrtle at the front of the building, the bid was accepted. Staff was instructed to determine how much it would reduce the bid if the crepe myrtle was not pruned.

8. **Board Signatures:**

9. **Adjournment:**

After a minute of silence in memory of Henry Clarke, the meeting adjourned at 0940 hours. The minutes were transcribed and typed by Trina Whitley.