

MINUTES

BOARD OF COMMISSIONERS MEETING

AUGUST 21, 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 1700 hours on August 15, 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 0903 hours. In attendance were Commissioners Zambetti and Kraule; Chief Pisciotta, Attorney Hynes, and Patti Ciesla of the FireSafe Council.

2. Approval of the minutes.

2.1 Approval of the minutes of the regular Board Meeting on July 17, 2018

The minutes 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 July.

The report was entered into the record.

3.2.2 Copy of the Response Report for July.

The report was entered into the record.

3.2.3 Copy of a draft of a revised Community Room Policy. The policy is agendized under "New Business."

The draft of the new policy was entered into the record.

- 3.2.4 Copy of an email from Tamera Haas of County Fire with dates for the approval of the new Fire Services agreement.

The email was read and entered into the record.

- 3.2.5 Copy of an email invitation to the next Santa Clara County Special Districts meeting on September 10, 2018.

The invitation was read and entered into the record. Commissioner Zambetti will be attending.

- 3.2.6 Copy of a proposal for painting from Empire Painting. The proposal is agendized under "New Business."

The proposal was read and entered into the record.

- 3.2.7 Copy of draft RFP for landscape services. The topic is agendized under "New Business."

The draft RFP was entered into the record.

- 3.2.8 Copy of a draft amendment to the FireSafe Council contract. The amendment is agendized under "Old Business."

The draft amendment was entered into the record.

3.3 Additional Correspondence.

- 3.3.1 Email from County Fire Business Director Tamera Haas concerning the draft agreement.

The email was read and entered into the record.

- 3.3.2 Email from Landscape Architect Heid discussing some questions about the landscaping plans.

The email was read and entered into the record.

4. **Chief's Reports:**

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

Response times for E73 and R73 were 5.43 and 5 minutes respectively. There was \$5,000.00 in fire loss for the month. The report was accepted as presented.

- 4.2 Deputy Fire Marshal's Report for July. (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.

- 4.3.1 Report on left turns from the fire station to Saratoga Avenue and the possible use of older interrupters.

Chief Pisciotta reported that he should have a complete report at the next meeting. There are five intersections involved with the changes. The report was accepted as presented.

- 4.3.2 Chief Pisciotta reported that Chief Kehmna had retired. The new Chief is Tony Bowden. John Justice is the new Assistant Chief. He will email me a new Organizational Chart.

The report was accepted as presented.

5. **Reports:**

- 5.1 Commissioners Reports.

- 5.1.1 Report on the FireSafe Council.

Executive Director Patti Ciesla reported that they will be starting on several projects in the area including extending the fuel brake from Pierce Road. 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.

- 5.1.3.1 Report on front landscaping project including plants and lighting.

Chief Kraule reported that the new lights have been ordered. The report was accepted as presented.

5.1.3.2 Report on possible parking lot changes. None.

5.2 Financial reports.

5.2.1 Final unaudited Financial Report for June 2018.

The report was accepted as presented.

5.2.2 Financial report for July 2018.

The report was accepted as presented.

5.3 Other Reports.

Business Manager Whitley reported that the process for completing the work on the first floor interior of the station will take approximately six weeks. Temporary storage units will be placed in front of the smaller bay door. A start date should be available by next month's meeting. The report was accepted as presented.

6. **Old Business:**

6.1 Discuss and consider the FireSafe Council Contract amendment.

The contract was approved unanimously.

7. **New Business:**

7.1 Discuss and consider making changes to the Community Room Policy restricting food and beverages in the room.

After discussion, the board decided to ban all food from the room and hall way. Coffee, tea, and water will still be allowed in the room unless it also becomes a problem.

7.2 Discuss and consider the bid from Empire Painting for painting the first floor interior of the fire station.

The bid for painting the interior of the building was approved.

7.3 Discuss and consider the draft RFP for repairing and/or replacing the landscaping and irrigation system in front and along the Saratoga-Los Gatos Avenue side of the fire station.

After discussion, the board decided to approve the RFP with a flexible start date. Staff was directed to make several wording changes. The RFP will be placed on the District's website by

the end of the week. It will also be placed on the CSDA website and sent to several landscape companies.

- 7.4 Per Government Code Section 54956.8, the Board of Fire Commissioners may go in to a closed session to conduct a conference with real property negotiators. The property consists of Santa Clara County Assessor Parcel Nos. 397-22-15; 397-22-23; 397-22-44; 397-22-68, and 397-22-69. The Agency Negotiators are Trina Whitley, Marc Hynes, and Ernest Kraule. The Negotiating Parties are Jerry Bruce and Arvin Engelson from the Saratoga Federated Church. Under negotiation is the price and terms of payment.

Per Government Code Section 54956.8, The Board of Fire Commissioners went into a closed session at 1010 hours to conduct a conference with real property negotiators. Commissioner Long recused himself and left the room due to conflict of interest. The regular board meeting resumed at 1020 hours. No decisions were made during the closed session.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 1025 hours. The minutes were transcribed and typed by Trina Whitley.