

AGENDA

BOARD OF COMMISSIONERS MEETING

NOVEMBER 13, 2018

TO BE 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 6, 2018, pursuant to Government Code Section 54954.2 (more commonly known as the Brown Act).

1. **Call to Order:**
2. **Approval of the minutes.**
 - 2.1 Approval of the minutes of the regular Board Meeting on October 16, 2018.
3. **Communications:**
 - 3.1 Oral communications or public comment.
 - 3.2 Correspondence.
 - 3.2.1 Copy of the Deputy Fire Marshal's reports for October.
 - 3.2.2 Copy of the Response Report for October.
 - 3.2.3 Copy of an email from Jeffrey Heid about the front landscaping project.
 - 3.2.4 Copy of an email from Patty Ciesla regarding an agreement with the FireSafe Council for the use of an office in the building.
 - 3.2.5 Copy of Resolution BOS – 2018 -114, a Resolution of the Board of Supervisors of the County of Santa Clara Appointing Directors to Special District Boards of Directors in Lieu of the November 6, 2018 General Election.
 - 3.2.6 Copy of a letter from the Registrar of Voters Shannon Bushey with Notices of Eligibility and Oaths of Office for Ernest Kraule and Joseph Long.

- 3.2.7 Copy of a proposal from Martina & Sons Landscaping for monthly services. The proposal is agendized under “New Business.”
- 3.2.8 Copy of a proposal from Baywell for IT services. The proposal is agendized under “New Business.”
- 3.2.9 Copy of an email from the Ham Radio group concerning the removal of the radio equipment from the training room.
- 3.2.10 Copy of an emailed proposal from Baywell for upgrades to some of the equipment in the training room.
- 3.2.11 Copy of a Cost Analysis Sheet from Steve Jacobson for the floor and painting work on the 1st floor of the station. The topic is agendized under “New Business.”
- 3.2.12 Copy of a proposal from Solid Surface Care, Inc. for polishing the concrete floor. The proposal is agendized under “New Business.”
- 3.2.13 Copy of a proposal from Empire Painting for painting the 1st floor of the fire station. The proposal is agendized under “New Business.”
- 3.2.14 Copy of a proposal from Alternative office Solutions, Inc. for removal, storage, and reinstallation of office furniture. The proposal is agendized under “New Business.”
- 3.2.15 Copy of the project construction schedule for the floors and painting.
- 3.2.16 Copy of Resolution No. 2018-5, a Resolution of the Board of Fire Commissioners of the Saratoga Fire Protection District Authorizing the Destruction of Records. The Resolution is agendized under “New Business.”
- 3.2.17 Copy of a proposal from Bear Electrical Solutions for a new interrupter at the corner of Big Basin and Saratoga-Sunnyvale Road. The proposal is agendized under “Old Business.”

3.3 Additional Correspondence.

4. **Chief’s Reports:**

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

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

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.

5. **Reports:**

5.1 Commissioners Reports.

5.1.1 Report on the FireSafe Council.

5.1.2 Report on the Santa Clara County Special Districts Association.

5.1.3 Other Commissioner Reports.

5.1.3.1 Report on front landscaping project including plants and lighting.

5.1.3.2 Report on possible parking lot changes.

5.2 Financial reports.

5.2.1 Financial report for October 2018.

5.3 Other Reports.

6. **Old Business:**

6.1 Discuss and consider the quote from Bear Electrical Solutions for a new interrupter on the corner of Big Basin and Saratoga-Sunnyvale Road.

7. **New Business:**

7.1 Discuss and consider the bid for monthly landscaping services from Martina Landscape Incorporated.

7.2 Discuss and consider the proposal from Baywell for IT services for 2019.

7.3 Discuss and consider the proposal from Baywell to upgrade some of the equipment in the training room.

- 7.4 Discuss and consider the Cost Analysis Sheet for the 1st floor station painting and floors.
- 7.5 Discuss and consider the proposal from Solid Care for polishing the concrete floors in the station.
- 7.6 Discuss and consider the proposal from Empire Painting for the 1st floor painting in the station.
- 7.7 Discuss and consider the proposal from Alternative Office Solution for removal, storage, and reinstallation of office furniture.
- 7.8 Discuss and consider Resolution No. 2018-5, a Resolution of the Board of Fire Commissioners of the Saratoga Fire Protection District Authorizing the Destruction of Records.
- 7.9 Administer oaths of office to Joseph Long and Ernest Kraule.

8. **Board Signatures:**

9. **Adjournment:**