

**MINUTES**

**BOARD OF COMMISSIONERS MEETING**

**OCTOBER 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 October 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 at 0901 hours by Commissioner Long. In attendance were Commissioners Zambetti and Kraule, Chief Prziborowski, Attorney Hynes, Patti Ciesla and True Tourtillo representing the FireSafe Council, Joseph Martina and Michael Garceau from Martina Landscape, and Jerry Bruce from the Federated Church.

**2. Approval of the minutes.**

**2.1** Approval of the minutes of the regular Board Meeting on September 18, 2018.

The minutes of the Board Meeting on September 18, 2018 were approved as presented.

**3. Communications:**

**3.1** Oral communications or public comment.

Jerry Bruce from the Federated Church updated the Board on the church's progress with the design of the parking lot area. The process is moving slower than anticipated due in part to a senior pastor resigning.

**3.2** Correspondence.

**3.2.1** Copy of the Deputy Fire Marshal's reports for September.

The report was read and entered into the record.

**3.2.2** Copy of the Response Report for September.

The report was read and entered into the record.

- 3.2.3 Copy of a bid for landscaping from Martina Landscape Incorporated. The bid is agendized under “New Business.”

The bid was read and entered into the record.

- 3.2.4 Copy of a Fire and Emergency Services Agreement between the Saratoga Fire District and County Fire. The agreement is agendized under “New Business.”

The agreement was read and entered into the record.

- 3.2.5 Copy of a quote from Bear Electrical Solutions for a new interrupter at the corner of Big Basin and Saratoga-Sunnyvale Road. The quote is agendized under “New Business.”

The quote was read and entered into the record.

- 3.3 Additional Correspondence.

- 3.3.1 Email from Commissioner Kraule to Cupertino Electric concerning changing the lights on the front of the building to flood lights.

The email was read and entered into the record.

#### 4. **Chief’s Reports:**

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

Urban response times for E73 and R73 were 5.32 and 6.17 minutes respectively. Rural response times for E73 and R73 were 6.17 and 9.4 minutes respectively. The report was accepted as presented.

- 4.2 Deputy Fire Marshal’s Report for September. (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.

- 4.3.1 Report on left turns from the fire station to Saratoga Avenue and the possible use of older interrupters. None available.

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. None.

5.1.3 Other Commissioner Reports.

5.1.3.1 Report on front landscaping project including plants and lighting.

Commissioner Kraule reported that the lighting in front of the building had been installed but the spot lights were going to be changed to flood lights. The report was accepted as presented.

5.1.3.2 Report on possible parking lot changes.

Attorney Hynes reported that he has been in contact with Caltrans and the process is progressing. The report was accepted as presented.

5.2 Financial reports.

5.2.1 Financial report for September 2018.

The report was accepted as presented.

5.3 Other Reports. None.

6. **Old Business:**

6.1 Discuss and consider any changes to plans for refurbishing the first floor interior of the fire station.

Progress was discussed, however no changes or decisions were necessary.

7. **New Business:**

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

The Board voted to award the contract for the new landscaping to Martina Landscape. The bid is for \$41,856.00 and work will begin this week.

- 7.2 Discuss and consider the Fire and Emergency Services Agreement between the Saratoga Fire District and County Fire.

The Board voted to approve the Fire and Emergency Services Agreement.

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

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 1010 hours. The minutes were transcribed and typed by Trina Whitley.