

MINUTES
BOARD OF COMMISSIONERS MEETING
PRELIMINARY BUDGET HEARING

APRIL 18, 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 April 12, 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 Zambetti and Kraule, Attorney Steven Bird, Deputy Chief Pisciotta, and Brian Padilla of Brian's Welding. Patty Ciesla of the FireSafe Council arrived later.

2. Approval of the minutes.

2.1 Approval of the minutes of the Regular Board Meeting March 21, 2017.

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 March.

The Deputy Fire Marshal' report was read and entered into the record.

3.2.2 Copy of the Response Report for March.

The Response Report was read and entered into the record.

- 3.2.3 Quote from City Canvas to replace three awnings on the Saratoga-Los Gatos Road side of the station.

The quote was read and entered into the record. Work has already started on the awnings.

- 3.2.4 Copy of letter from attorney Steven Baird to Mary Jo Townzen relating to damage to her car while parked in the rear parking lot.

The letter was read and entered into the record.

- 3.2.5 Email from Chief Pisciotta regarding a fire alarm installation on the February Deputy Fire Marshal's report.

The email was read and entered into the record.

- 3.2.6 Article from the California Special Districts Association discussing the Little Hoover Commission draft report.

The article was read and entered into the record.

- 3.2.7 Preliminary budget for fiscal year 2017-18. The budget is agendized under "New Business."

The preliminary budget was read and entered into the record.

- 3.2.8 Email from Baywell IT explaining different ways to forward Saratoga Fire emails. The topic is agendized under "New Business."

The email was read and entered into the record.

3.3 Additional Correspondence.

- 3.3.1 Email from Patty Ciesla of the FireSafe Council describing her progress on the budget for FireSafe services. – The email was read and entered into the record.

- 3.3.2 Email from W. Jeffrey Heid describing his progress on the new landscape plan. – The email was read and entered into the record.

4. **Chief's Reports:**

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

Response times for Code 3 calls were 3.6 and 5 minutes for E 73 and R 73 respectively. The report was accepted as presented.

- 4.2 Deputy Fire Marshal's Report for March. (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 Ambulance response times in the Saratoga Fire District. – After discussion, the board decided to remove the report from the agenda at this time.

5. **Reports:**

- 5.1 Commissioners Reports.

- 5.1.1 Report on the FireSafe Council.

Patty Ciesla reported on an ember awareness campaign. She will present a budget and work plan at the next meeting. She also reported on the progress of PG& E grants and Clean Air Grants. The report was accepted as presented.

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

- 5.1.4 Other Commissioner Reports.

Commissioner Long reported that he had attended the Fire Districts Association of California annual conference. One of the main topics of discussion was the Little Hoover Commission on Special Districts. The report was accepted as presented.

- 5.2 Financial reports.

- 5.2.1 Financial Report for March 2017.

The financial report was accepted as presented.

- 5.3 Other Reports.

- 5.3.1 Presentation by Brian's Welding of possible designs for the bell mounting.

After discussion, it was decided that the board needed to see a physical representation of the new height of the bell. Mr. Padilla will make a template and have it ready for the next board meeting. The report was accepted as presented.

6. **Old Business:**

7. **New Business:**

- 7.1 Discuss and consider approving the “America the Beautiful” station decorating for July 2017. Consider donation to defray cost.

The board decided to approve the decorations and voted to donate \$250 to the program.

- 7.2 Discuss and consider the preliminary budget for fiscal year 2017-18.

After discussion the board made several small changes. The final budget will be presented at the next board meeting.

- 7.3 Discuss and consider the possible ways to forward email from Saratoga Fire email accounts.

After discussion, it was decided to maintain the current system of forwarding email.

- 7.4 Discuss and consider ways to increase the number of drivers for the Model AA engine.

After discussion, the board wondered if it might be possible to use County Fire firefighters as drivers.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 1037 hours. The minutes were transcribed and typed by Trina Whitley.

NOTICE

STUDY SESSION

April 18, 2017

**TO BE HELD AT THE FIRE STATION
14380 SARATOGA AVENUE**

Directly after the Regular Board Meeting

The purpose of the Study Session is to meet with representatives of the Saratoga Federated Church to explore possible cooperation /collaboration on projects involving the parking and landscaping areas in the rear of the fire station.

The study session began at 1040 hours. In attendance were Commissioners Long, Kraule, and Zambetti, Attorney Steven Baird, and Arvin Engleson and Jerry Bruce from the Saratoga Federated Church.

The Saratoga Federated Church is developing plans to demolish the old Post Office building and reconfigure the parking lot. They would like to combine the upper and lower lots and swap parking spaces with the Fire District. In addition, they need to move the park trees between the upper and lower lots and designate another area as park land. The plan includes:

1. The District reducing its parking spaces (releasing 6)
2. The Church buying those 6 parking spaces
3. Relocating the District's parking spaces to those directly behind the station
4. Designating and designing a new park area

A meeting with the City Manager and Planning Department will be scheduled. Discussing potential parking lot changes will be agendized at the next meeting.