

MINUTES

BOARD OF COMMISSIONERS MEETING

MARCH 21, 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 March 15, 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 Kraule and Zambetti, Deputy Chief Pisciotta, and Attorney Steven Baird.

2. Approval of the minutes.

2.1 Approval of the minutes of the Regular Board Meeting February 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 February.

The report was read and entered into the record.

3.2.2 Copy of the Response Report for February.

The report was read and entered into the record.

3.2.3 E-news article from the California Special Districts Association (CSDA) with an article on the Little Hoover Commission.

The article was read and entered into the record.

- 3.2.4 Email notice of the California Supreme Court ruling that private email accounts are subject to the California Public Records Act (CPRA).

The email was read and entered into the record.

- 3.2.5 Email memorandum from Attorney Marc Hynes discussing the changes to the CPRA.

The email was read and entered into the record.

- 3.2.6 E-news article from CSDA announcing a webinar on March 30, 2017 to discuss the Little Hoover Commission, Public Records Act updates, and other legislative issues.

The article was read and entered into the record.

- 3.2.7 Engagement notice from Patel & Associates for audit work for through June 30, 2018. The notice is agendized under "New Business."

The notice was read and entered into the record.

- 3.2.8 Bridge Bank "Remark Request." The form is agendized under "New Business."

The form was read and entered into the record.

- 3.2.9 Proposal from EKIM Painting for additional work. The proposal is agendized under "New Business."

The proposal was read and entered into the record.

- 3.2.10 Copy of email from Mary Jo Townzen concerning damage to her car while it was parked in the lot behind the station.

The email was read and entered into the record.

- 3.2.11 Email from Brian's Welding concerning a design for the Bell. The topic will be discussed during the design Study Session.

The email was read and entered into the record.

- 3.3 Additional Correspondence.

- 3.3.1 Email from the Auditor concerning the error in the 2016 filing. – The email was read and entered into the record.
- 3.3.2 Email from Chuck Shoppe concerning the absence of the Model AA engine from the Blossom Festival. The email was read and entered into the record. Staff was directed to send a reply to Mr. Shoppe.

4. **Chief's Reports:**

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

Deputy Chief Pisciotta presented the Response Report. The average response time for E73 was 5.18 minutes. The average response time for R73 was 4.93 minutes. The response times were for Code 3 calls. The report was accepted as presented.

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

Commissioner Kraule had a question about a "Fire Alarm" on the report. Chief Pisciotta will email the answer to the Commissioners. The report was accepted as presented.

- 4.3 Other projects/reports.

- 4.3.1 Report on Ambulance response times in the Saratoga Fire District.

Deputy Chief Pisciotta presented a spread sheet with the ambulance response times since 2013. The report was accepted as presented.

4.3.2 Chief Pisciotta presented a flier for the Pancake Breakfast on April 16, 2017. He also reported that the building security project has been started. The report was accepted as presented.

5. **Reports:**

- 5.1 Commissioners Reports.

- 5.1.1 Report on the FireSafe Council. Commissioner Zambetti reported that the Council will be hosting a dinner to honor retiring John Tang on April 8, 2017. The report was accepted as presented.

- 5.1.2 Report on the Santa Clara County Special Districts Association. Commissioner Long reported that the Little Hoover Commission was

discussed at the last meeting. He will be attending the CSDA Legislative Days in Sacramento. The May Board meeting will need to be changed to May 23, 2017. The report was accepted as presented.

- 5.1.4 Other Commissioner Reports. Commissioner Kraule reported that he had met Jerry Bruce in the parking lot behind the station. The church was upset that they hadn't been informed when the building painters used the parking lot for their storage container. The painters called and apologized. Commissioner Kraule asked Chief Pisciotta to remind the Captains that the parking lot directly behind the building belongs to the church.

5.2 Financial reports.

5.2.1 Financial Report for February 2017.

The financial report was accepted as presented.

5.3 Other Reports. None.

6. **Old Business:**

7. **New Business:**

- 7.1 Discuss and consider the engagement notice from Patel & Associates for audit work for through June 30, 2018.

After discussion, the Board decided to accept the proposal for audit work.

- 7.2 Discuss and consider the Bridge Bank "Remark Request" form.

After discussion, the board decided to approve \$5,000.00 and \$2,500,000.00 for the amounts required for additional approval.

- 7.3 Discuss and consider the proposal from EKIM Painting for additional work.

The board approved all additional work but painting the bell.

8. **Board Signatures:**

9. **Adjournment:**

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