

**MINUTES**  
**BOARD OF COMMISSIONERS MEETING**  
**FINAL BUDGET HEARING**  
**MAY 23, 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 May 17, 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 0913 hours. In attendance were Commissioners Kraule and Zambetti, Chief Pisciotta, and Attorney Mark Hynes.

2. **Approval of the minutes.**

2.1 Approval of the minutes of the Regular Board Meeting April 18, 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 April.

The report was entered into the record.

3.2.2 Copy of the Response Report for April.

The report was entered into the record.

- 3.2.3 Report from Firefighter Paul Lellman on the April 15, 2017 pancake breakfast.

The report was read and entered into the record. He estimated that between 450 to 500 people attended the breakfast. \$2,408.00 was raised and donated to the Alisa Ann Ruch Burn Foundation.

- 3.2.4 Email from Laurel Perusa thanking the board for the donation for decorations.

The email was read and entered into the record.

- 3.2.5 Community Room Reservation form from Phillip Dye of Prometheus Consulting LLC. The form is agendized under "New Business."

The reservation form was entered into the record.

- 3.2.6 Request for the Model AA engine to participate in an event on July 4, 2017.

The request was read and entered into the record. Commissioner Long will see if anyone is available to drive it.

- 3.2.7 Email announcement of the next Special Districts Association meeting on June 5, 2017.

The announcement was read and entered into the record.

- 3.2.8 Copy of a new proposal for audit services from Patel and Associates. The Topic is agendized under "New Business."

The proposal was read and entered into the record.

- 3.2.9 Copy of proposed budget for 2017-18. The topic is agendized under "Old Business."

The proposed budget was read and entered into the record.

- 3.2.10 Copy of FireSafe Council Budget and Work Plan.

Patty Ciesla arrived and delivered copies of the budget and work plan. They were entered into the record.

- 3.3 Additional Correspondence. None.

4. **Chief's Reports:**

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

Average response times for E73 and R 73 were 5.93 and 4.97 minutes respectively for Code 3 calls during the month of April. There was no fire loss during the month. The report was accepted as presented

- 4.2 Deputy Fire Marshal's Report for April. (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. None.

5. **Reports:**

- 5.1 Commissioners Reports.

5.1.1 Report on the FireSafe Council. None.

5.1.2 Report on the Santa Clara County Special Districts Association.

Commissioner Long reported that he had attended Legislative Days in Sacramento. The main topic of discussion had been the Little Hoover Commission. The report was accepted as presented.

5.1.4 Other Commissioner Reports.

- 5.2 Financial reports.

5.2.1 Financial Report for April 2017.

The report was accepted as presented.

- 5.3 Other Reports.

Commissioner Zambetti reported that he was scheduling an auction dinner for the end of June for some members of Rotary and the Fire Commissioners. He invited Commissioner Long to attend. Attorney Hynes advised Commissioner Zambetti that as long as they did not discuss district business the meeting did not need to be noticed.

6. **Old Business:**

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

The board approved the budget for the 2017-18 fiscal year.

7. **New Business:**

- 7.1 Discuss and consider committing an additional \$100,000.00 toward the purchase price option of the 2013 lease refunding bringing the total committed to \$535,923.25.

The Board voted to commit an additional \$100,000.00 toward the purchase price option from the 2016-17 budget.

- 7.2 Discuss and consider the revised proposal for audit services from Patel and Associates LLC.

After discussion, the board decided to engage the firm of Patel and Associates for the 2016-17 year audit only.

- 7.3 Discuss and consider the FireSafe Council work plan and budget.

After review of the work plan and budget the board questioned the inclusion of Charcoal Road in the Saratoga area work plan. In addition, after discussion, the board voted to donate an additional \$5,000.00 to be applied to the Montalvo and Mountain Winery projects.

- 7.4 Discuss and consider changing the height of the bell in front of the building. The board voted to add discussion of the front landscaping, lighting and bollards to the agenda.

The board reviewed the height of the bell in front of the station and decided to raise the bell an additional 15 inches or a total of 47 inches. In addition, they decided to move the plaque on the building up a few inches under the light. All other items at the front of the building were left undecided. Replacing the bollards will be agendized at the next meeting.

- 7.5 Discuss and consider community room use by Phillip Dye of Prometheus Fire Consulting.

After discussion, the board decided it would not be appropriate to rent the room to a “for profit” entity.

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

County Fire's procedure for staffing their antique apparatus was discussed. The board decided to see if anyone in the local Model A Club might be willing to volunteer to drive the engine.

7.7 Discuss and consider parking lot changes.

Jerry Bruce from the Federated Church explained some of the proposed changes to the parking lots. Commissioner Long wished to develop a list of some of the District's parking needs. Chief Pisciotta expressed his concerns and the concerns of the firefighters housed in the station. This included secured parking for overnight staff. Commissioner Kraule stated that the station parking needs had already been determined when the building was built and had not changed. He thought the Church should schedule a meeting with the City and District to discuss the plans. Jerry Bruce asked the Board if they objected to the swap of land for the park. The commissioners replied that they did not object to the exchange. Jerry Bruce will schedule a meeting the week of June 5<sup>th</sup> with the City and District, either at the Church or the fire station, to discuss the development of the parking lot.

**8. Board Signatures:**

**9. Adjournment:**

The meeting adjourned at 1130 hours. The minutes were transcribed and typed by Trina Whitley.