

MINUTES

BOARD OF COMMISSIONERS MEETING

NOVEMBER 13, 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 November 6, 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 by Commissioner Long at 0904 hours. In attendance were Commissioners Kraule and Zambetti, Chief Pisciotta, County Fire Construction Coordinator Jacobson, JR Call from the FireSafe Council, and Attorney Hynes.

2. Approval of the minutes.

2.1 Approval of the minutes of the regular Board Meeting on October 16, 2018.

The minutes of the October 16, 2018 meeting 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 October.

The report was accepted and entered into the record.

3.2.2 Copy of the Response Report for October.

The report was accepted and entered into the record.

3.2.3 Copy of an email from Jeffrey Heid about the front landscaping project.

The email was read and entered into the record.

- 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.

The email was read and entered into the record.

- 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.

The resolution was read and entered into the record.

- 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.

The letter was read and entered into the record.

- 3.2.7 Copy of a proposal from Martina & Sons Landscaping for monthly services. The proposal is agendized under “New Business.”

The proposal was read and entered into the record.

- 3.2.8 Copy of a proposal from Baywell for IT services. The proposal is agendized under “New Business.”

3.2.9

The proposal was read and entered into the record.

- 3.2.10 Copy of an email from the Ham Radio group concerning the removal of the radio equipment from the training room.

The email was read and entered into the record.

- 3.2.11 Copy of an emailed proposal from Baywell for upgrades to some of the equipment in the training room.

The email was read and entered into the record.

- 3.2.12 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.”

The cost analysis was read and entered into the record.

- 3.2.13 Copy of a proposal from Solid Surface Care, Inc. for polishing the concrete floor. The proposal is agendized under “New Business.”

The proposal from Solid Surface for \$51,577.50 for polishing the concrete floors was read and entered into the record.

- 3.2.14 Copy of a proposal from Empire Painting for painting the 1st floor of the fire station. The proposal is agendized under “New Business.”

The proposal from Empire Painting for \$12,640.00 was read and entered into the record.

- 3.2.15 Copy of a proposal from Alternative Office Solutions, Inc. for removal, storage, and reinstallation of office furniture. The proposal is agendized under “New Business.”

The proposal from Alternative Office Solutions for \$15,515.00 was read and entered into the record.

- 3.2.16 Copy of the project construction schedule for the floors and painting.

The schedule was read and entered into the record.

- 3.2.17 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.”

The resolution was read and entered into the record.

- 3.2.18 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.”

The proposal was read and entered into the record.

3.3 Additional Correspondence.

- 3.3.1 Email from Commissioner Kraule regarding the new lights in the front of the building.

The email was read and entered into the record.

- 3.3.2 Email from Marcia Fariss asking if the District was accepting donations for the Camp Fire victims.

The email was read and entered into the record. Since the District is not collecting donations, it was suggested the Ms. Fariss contact the Red Cross or local churches.

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.)

Average response times for E73 were 5.5 minutes in urban areas and 5.25 minutes in rural areas for Code 3 calls. Average response times for R73 were 12.08 minutes in urban areas and 4.5 minutes in rural areas. There was one significant event during the month involving a vehicle into a structure. It was estimated that \$50,000 worth of damage was done to the structure. The report was accepted as presented.

- 4.2 Deputy Fire Marshal's Report for October. (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.

5. **Reports:**

- 5.1 Commissioners Reports.

- 5.1.1 Report on the FireSafe Council.

The FireSafe Council reported on work that had been completed on Sanborn Road. Chipping has been completed for the year. The report was accepted as presented.

- 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 lights were being changed to flood lights. The report was accepted as presented.

- 5.1.3.2 Report on possible parking lot changes. None.

5.2 Financial reports.

5.2.1 Financial report for October 2018.

The financial report was accepted as presented.

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.

After discussion, the board decided to table the topic until they can discuss how the system functions with a representative from the company.

7. **New Business:**

- 7.1 Discuss and consider the bid for monthly landscaping services from Martina Landscape Incorporated. Tabled
- 7.2 Discuss and consider the proposal from Baywell for IT services for 2019.

After discussion, the proposal was approved.

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

The Board approved the purchase of a new router and firewall for the training room.

- 7.4 Discuss and consider the Cost Analysis Sheet for the 1st floor station painting and floors.

After discussion and the elimination of the Diversicom charge, the Board approved the cost analysis.

- 7.5 Discuss and consider the proposal from Solid Care for polishing the concrete floors in the station.

The proposal for polishing the concrete floors was approved.

- 7.6 Discuss and consider the proposal from Empire Painting for the 1st floor painting in the station.

The proposal for painting the lower floor of the station was approved.

- 7.7 Discuss and consider the proposal from Alternative Office Solution for removal, storage, and reinstallation of office furniture.

The proposal was accepted.

- 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.

The Board approve 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.

Commissioner Zambetti administered the oaths of office to Joseph Long and Ernest Kraule.

- 7.10 Cancel the December 18, 2018 Board meeting.

Due to the construction scheduled during the month of December, the Board voted to cancel the December meeting.

8. **Board Signatures:**

9. **Adjournment:**

The Board scheduled future meetings on January 15, 2019, February 19, 2019, March 19, 2019, April 16, 2019, May 21, 2019, and June 18, 2019.

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