

MINUTES

BOARD OF COMMISSIONERS MEETING

JANUARY 15, 2019

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 January 9, 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 0904 hours by Commissioner Long. In attendance were Commissioners Kraule and Zambetti, Battalion Chief Stocksick, County Fire Construction Coordinator Jacobson, Patty Ciesla and JR Call from the FireSafe Council, and Attorney Marc Hynes.

2. **Approval of the minutes.**

2.1 Approval of the minutes of the regular Board Meeting on November 13, 2018.

The minutes of the November 13, 2018 Board 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 report for November and December 2018.

The Fire Marshal's reports for November and December were received and entered into the record.

3.2.2 Copy of the Response Report for November and December.

The report for December was received and entered into the record. The report for November will be received later.

- 3.2.3 Copy of a Second Amendment to the FireSafe Council agreement. The amendment is agendized under “New Business.”

The amendment was read and entered into the record.

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

The proposal was read and entered into the record.

- 3.2.5 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.

- 3.2.6 Copy of a “Take Action Brief” from the California Special District Association.

The information was read and entered into the record.

3.3 Additional Correspondence.

- 3.3.1 A copy of an email from Linden Bairey an analyst for the Santa Clara County Board of Supervisors requesting information about the Saratoga Fire District’s fuel management services dated 11/20/2018.

The email and responding information was read and entered into the record.

- 3.3.2 A revised cost sheet for the remodeling work completed on the first floor of the station.

The revised cost sheet was read and entered into the record. The cost of the project increased from \$83,562.50 to \$91,059.89.

4. **Chief’s Reports:**

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

A new format for the December Response Report was received. There was \$20,000.00 fire loss for the month due to a kitchen fire. Response times for E73 were 5.4 minutes for urban calls and 5.32 minutes for rural calls. Response times for R73 were 5.1 minutes for urban calls and 7.57 minutes for rural calls. The report was accepted as presented.

- 4.2 Deputy Fire Marshal's Report for November and December. (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.

FireSafe Council Executive Director Patty Ciesla reported that they have a new President Dede Smullen. Commissioner Kraule asked about the evacuation routes on Bohlman Road. The board requested that the exit roads on upper Bohlman Road be agendized for discussion at the next board meeting. 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.

- 5.1.31 Report on possible parking lot changes. None.

- 5.1.32 Commissioner Kraule reported that the front lighting project was completed. The report was accepted as presented.

- 5.2 Financial reports.

- 5.2.1 Financial report for November and December 2018.

The financial reports for November and December were accepted as presented.

- 5.3 Other Reports. None.

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 invite a representative from Bear Electrical to the next board meeting to answer questions.

- 6.2 Discuss and consider the bid for monthly landscaping services from Martina Landscape Incorporated.

After discussion, the board decided to solicit additional quotes for maintenance. Martina will be paid for December.

7. New Business:

7.1 Discuss and consider the Second Amendment to the FireSafe Council agreement.

The Second Amendment to the FireSafe Council agreement was approved unanimously.

7.2 Discuss and consider repairs to the showers in the bathrooms upstairs. Tabled.

7.3 Discuss and consider the cost of new flooring and painting upstairs. Tabled.

7.4 Discuss and consider repairing or replacing the HVAC unit in the ambulance quarters.

The Business Manager was given the authority to approve the replacement/repair of the HVAC unit up to \$5,000.00.

7.5 Accept 2017-18 audit report.

The audit was accepted as presented.

8. Board Signatures:

9. Adjournment:

The meeting adjourned at 1000 hours. The minutes were transcribed and typed by Trina Whitley.