

MINUTES
BOARD OF COMMISSIONERS MEETING
FINAL BUDGET HEARING

MAY 14, 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 May 8, 2019, 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 0903 hours. In attendance were Commissioners Zambetti and Kraule, Deputy Chief Linney, Attorney Marc Hynes and Patty Ciesla from the FireSafe Council. Commissioner Long called for a moment of silence to honor retired Saratoga Fire Captain Clarence (Buz) Strothers who passed away on June 6, 2019.

2. Approval of the minutes.

2.1 Approval of the minutes of the regular Board Meeting on April 16, 2019.

The minutes of the April 16, 2019 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 April 2019.

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

3.2.2 Copy of the Response Report for April 2019.

The Response Report for April was entered into the record.

- 3.2.3 Copy of FireSafe Councils scope of work and budget for fiscal year 2018-20. The scope of work and budget are agendized under “Old Business.”

The scope of work and budget were received and entered into the record.

- 3.2.4 Copy of the Saratoga Fire District final budget for fiscal year 2019-20. The budget is agendized under “Old Business.”

The proposed budget was entered into the record.

- 3.2.5 Copy of an email from Captain Maquire requesting the transfer of two UHF frequencies. The transfer is agendized under “Old Business.”

The email was entered into the record.

- 3.2.6 Copy of an email from Commissioner Kraule concerning the radio frequencies. The email will be discussed with 3.25 under “Old Business.”

The email was entered into the record.

3.3 Additional Correspondence.

- 3.3.1 Copy of an email from Deputy Chief Glass concerning the transfer of the radio frequencies.

The email was read and entered into the record.

- 3.3.2 An email from Captain Stuehler concerning the general care of the grounds around the station.

The email was read and entered into the record.

- 3.3.3 Audit proposals from Kinoshita, CPA and Harshwal Company.

The proposals were entered into the record. The topic is agendized under “New Business.”

- 3.3.4 Transaction approval authorization from the County Controller-Treasurer’s office.

The form was entered into the record.

4 Chief’s Reports:

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

Chief Linney reported that average response times for urban calls were 4.5 and 6.35 minutes respectively for E73 and R73. Average response times for rural calls were 6.35 and 3.22 minutes for E73 and R73 respectively. 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 Deputy Fire Marshal's 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. None.

- 5.1.3 Other Commissioner Reports.

- 5.1.3.3 Report on FPPC inquiry into conflict of interest. None.

- 5.2 Financial reports.

- 5.2.1 Financial report for April 2019.

The financial report for April was accepted as presented.

- 5.3 Other Reports. None.

6. **Old Business:**

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

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

- 6.3 Discuss and consider the FireSafe Council scope of work and budget for fiscal year 2018-20

After discussion, the Board approved the scope of work and budget with one stipulation. Since the budget is an aggregate of all money spent in the area, the FireSafe Council will provide the District with an accounting of all District money spent and the remaining balance (if any) at the end of each fiscal year.

- 6.1 Discuss and consider the Saratoga Fire District final budget for fiscal year 2019-20.

The Board approved the 2019-20 budget unanimously.

- 6.2 Re-discuss and consider the release of two UHF frequencies to Santa Clara County Fire.

The Board confirmed the release of two UHF frequencies to Santa Clara County Fire. County Fire will provide a report when /if they are utilized.

7. New Business:

- 7.1 Discuss and consider repairs to the Model AA engine.

There are several small items that need to be repaired as well as regular maintenance. Commissioner Zambetti will supervise the repair work and maintenance. The board voted to use the \$5,000 in the current year budget.

- 7.2 Discuss and consider audit proposals for fiscal year end 6/31/19.

After discussion, the board voted unanimously to accept the Harshwal proposal for fiscal year end 6/31/19.

8. Board Signatures:

9. Adjournment:

The meeting adjourned at 1015 hours. The minutes were transcribed and typed by Trina Whitley.