

MINUTES

BOARD OF COMMISSIONERS MEETING

JUNE 18, 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 June 12, 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 Commissioner Kraule, Deputy Chief Linney, Attorney Hynes, and Support Services Manager Snow. Commissioner Zambetti was excused.

2. Approval of the minutes.

2.1 Approval of the minutes of the regular Board Meeting on May 14, 2019.

The minutes of the May 14, 2019 meeting were approved as presented.

3. Communications:

3.1 Oral communications or public comment. Deputy Chief Linney introduced Support Services Manager David Snow.

3.2 Correspondence.

3.2.1 Copy of the Deputy Fire Marshal's report for May 2019.

The Fire Marshal's Report was accepted into the record.

3.2.2 Copy of the Response Report for May 2019.

The Response Report was accepted into the record.

- 3.2.3 Copy of the SDRMA Board of Directors election ballot. The topic is agendized under “New Business.”

The ballot was accepted into the record.

- 3.2.4 Copy of a CSDA newsletter concerning an FPPC Request Letter regarding its “Streamline Program.”

The newsletter was read and entered into the record. The District has already forwarded the requested information to the FPPC.

- 3.2.5 Copy of the LAFCO cost apportionment for fiscal year 2019-20.

The LAFCO cost apportionment was read and entered into the record. It was noted that the District’s cost was higher than the cities of Campbell, Los Altos, Los Gatos, or Saratoga.

- 3.2.6 Copy of an email from Don Olson requesting a letter to memorialize his service as a Fire Investigator for the Saratoga Fire Protection District. The topic is agendized under “New Business.”

The email was read and entered into the record.

- 3.3 Additional Correspondence.

- 3.3.1 A copy of the current Saratoga Fire District community room policy.

3 Chief’s Reports:

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

Chief Linney presented the Response Report for May. The average response times for Urban Calls were 4.88 and 5.3 minutes for E73 and R73 respectively. The average response times for Rural Calls were 5.23 and 4.68 minutes for E73 and R73 respectively. The report was accepted as presented.

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

Chief Linney presented the Fire Marshal’s Report. There were slightly fewer plan checks this year when compared to the same month last year. The report was accepted as presented.

- 4.3 Other projects/reports.

4.3.1 Report on possible repairs to the upstairs bathrooms.

Support Services Manager Snow reported that floor drains may have been installed in the upstairs bathrooms and the laundry room with flooring installed over them. However it is not possible to tell whether the drains were installed properly without further examination. He will report back to the Board next month with the results of further testing and the cost of repairs. The report was accepted as presented.

4.3.2 Report on landscaping maintenance.

Manager Snow reported that he will see if the stations landscape maintenance can be added to County Fire's landscape maintenance program. He will report back to the Board next month. The report was accepted as presented.

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 on CSDA Legislative Days in Sacramento. The main topic of discussion was the waiving of building fees for additional dwelling units. The report was accepted as presented.

5.1.3 Other Commissioner Reports.

5.1.3.3 Report on FPPC inquiry into conflict of interest.

Attorney Hynes presented the letter from the FPPC regarding the possible conflict of interest. The FPPC determined that the conflict did not exist. The report was accepted as presented.

5.1.3.4 Report on the repairs to the Model AA. None.

5.2 Financial reports.

5.2.1 Financial report for May 2019.

The report was accepted as presented.

5.3 Other Reports. None.

6. **Old Business:**

7. **New Business:**

- 7.1 Discuss and consider the SDRMA Board of Directors Election ballot.

After discussion, the Board decided to vote for Bob Swan, Sandy Seifert, and James Hamlin.

- 7.2 Discuss and consider writing a letter memorializing Don Olson's service for the Saratoga Fire District as an Arson Investigator.

Chief Kraule stated that he remembered appointing Don Olson to the newly created position of Arson Investigator in 1981. Don continued in that position until he transferred to County Fire in 2008. During the time he was an investigator for the Saratoga Fire District he was qualified to carry a firearm. The Board directed the Business Manager to write the requested letter.

- 7.3 Discuss and consider changing the Community Room usage policy.

After discussion, the Board decided to table the topic until the July meeting so a full Board will be present.

- 7.4 Discuss and consider committing an additional \$100,000.00 toward the purchase price option of the 2013 lease refunding, bringing the total amount committed to \$735,923.25.

The Board voted to commit an additional \$100,000.00 toward the purchase price option of the 2013 lease refunding. They will commit the interest earned toward the option when they receive the final interest calculation from the county.

- 7.5 Discuss and consider scheduling future meeting dates.

The Board set the final dates of 7/16, 8/20, 9/17, 10/15, 11/19, and 12/17/19.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 0955 hours. The minutes were transcribed and typed by Trina Whitley.