

**MINUTES**

**BOARD OF COMMISSIONERS MEETING**

**JULY 16, 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 1000 hours on July 10, 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 at 907 hours by Commissioner Long. In attendance were Commissioners Zambetti and Kraule, Chief Linney, and Attorney Hynes.

**2. Approval of the minutes.**

**2.1** Approval of the minutes of the regular Board Meeting on June, 18, 2019.

The minutes of the June 18, 2019 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 June 2019.

The report was entered into the record.

**3.2.2** Copy of the Response Report for June 2019.

The report was entered into the record.

**3.2.3** Copy of a letter written for Don Olson memorializing his service as a Fire Investigator for the Saratoga Fire Protection District.

The letter was read and entered into the record.

- 3.2.4 Copy of the Saratoga Fire District Community Room Policy. The policy is agendized under “Old Business.”

The policy was entered into the record.

- 3.2.5 Copy of an email from Commissioner Kraule concerning the floor drains upstairs. The topic is agendized under “Old Business.”

The email was read and entered into the record.

- 3.3 Additional Correspondence. None.

### **3 Chief’s Reports:**

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

Chief Linney presented the Response Report. Response times for urban calls were 5.23 and 5.1 minutes for E73 and R73 respectively. Response times for rural calls were 6.57 and 5.65 minutes for E73 and R73 respectively. The report was accepted as presented.

- 4.2 Deputy Fire Marshal’s Report for June. (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 possible repairs to the upstairs bathrooms. None.

- 4.3.2 Report on landscaping maintenance. None

### **5. Reports:**

- 5.1 Commissioners Reports.

- 5.1.1 Report on the FireSafe Council.

Commissioner Zambetti reported that he will be resigning his current position on the Council and moving to the advisory board. FireSafe Council minutes will be available for the Fire District. The report was accepted as presented.

- 5.1.2 Report on the Santa Clara County Special Districts Association.

Commissioner Long reported that the County Association was considering some bylaw changes which would forbid them from stating a position on controversial issues. The adoption of the bylaws would negate their purpose as advisory organization. The report was accepted as presented.

5.1.3 Other Commissioner Reports.

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

5.2 Financial reports.

5.2.1 Preliminary Financial Report for June 2019.

The report was presented, but since it was preliminary, didn't need to be accepted.

5.3 Other Reports. None.

6. **Old Business:**

6.1 Discuss and consider changing the Community Room usage policy. Table.

6.2 Discuss and consider repairs to the upstairs including floor drains and flooring. Table.

6.3 Discuss and consider landscaping maintenance.

Chief Linney stated that the Support Services Manager David Stone would be at the next board meeting. The landscape maintenance is part of the District's contract with County Fire.

7. **New Business:**

7.1 Discuss and consider closing the dormant LAIF account with an approximate balance of \$1,375.00.

The Board voted to close the dormant account.

7.2 Discuss and consider beginning Emtrac project at the corner of Saratoga-Sunnyvale Road and Big Basin Way.

The Board voted to begin the project.

7.3 Employee evaluation: Business Manager.

Pursuant to Government Code Section 54957, the Board of Commissioners went into a closed session for an employee evaluation of the Business Manager at 1005 hours.

The Board reconvened the meeting at 1012 hours. Since the Business Manager has not received an increase in five years, the Board voted to increase their salary by 5% retroactive to July 1, 2019. In addition, they will receive an additional 5% as of July 1, 2020 and a review in July 2021.

8. **Board Signatures:**

9. **Adjournment:**

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