

MINUTES

BOARD OF COMMISSIONERS MEETING

SEPTEMBER 24, 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 September 24, 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 0900 hours. In attendance were Commissioners Kraule and Zambetti, Deputy Chief Linney, Support Services Manager Snow, and Attorney Steven Baird.

Commissioner Long called for a moment of silence before the meeting to honor the memory of retired firefighter Eric Kraule.

2. Approval of the minutes.

2.1 Approval of the minutes of the regular Board Meeting on August 20, 2019.

The minutes of the August 20, 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 August 2019.

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

3.2.2 Copy of the Response Report for August 2019.

The Response Report was entered into the record.

- 3.2.3 Copy of sections of a CSDA Action Brief relating to fee prohibition for ADUs, email retention, and changes to pension responsibilities.

Sections of the Action Brief were read and entered into the record.

- 3.2.4 Copy of a letter from Attorney Marc Hynes to David Snow concerning the key to the front door.

The letter was read and entered into the record. When he received the letter, Mr. Snow discussed the issue with the crews. After further clarification from the board, the front door key process will remain the same.

- 3.2.5 Copy of Resolution No. 2019-3, a Resolution Authorizing the Destruction of Obsolete Records. The Resolution is agendized under "New Business."

The resolution was read and entered into the record.

- 3.3 Additional Correspondence. None.

3 Chief's Reports:

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

Chief Linney presented the Response Report. Response times for E73 and R73 were 5.45 and 4.48 minutes respectively for urban code 3 calls. Response times for E73 and R73 were 6.23 and 6.3 minutes respectively for rural code 3 calls. The report was accepted as presented.

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

The Fire Marshal's Report was accepted as presented.

- 4.3 Other projects/reports.

- 4.3.1 Report on possible repairs to the upstairs bathrooms.

David Snow presented three options for the upstairs bathrooms that varied in price from \$19,500 to \$455,000. In addition he reported that the water heater was beginning to fail. The cost of a new water heater with additional venting is \$11,961.62. The report was accepted as presented.

- 4.3.2 Report on landscaping maintenance.

Mr. Snow reported that he had a company coming out to check the sprinkler system. We apparently have gophers/voles again and staff was directed to contact the gopher removal service. 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 that he had attended the last meeting. There was no additional discussion of the bylaw proposal at the meeting. 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 Financial Report for August 2019.

The report was accepted as presented.

5.3 Other Reports. None.

6. **Old Business:**

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

After discussion of the various options, the board decided to table the topic until after a budget study session can be held.

7. **New Business:**

7.1 Discuss and consider Resolution 2019-3, a Resolution Authorizing the Destruction of Obsolete Records.

The Board voted unanimously to approve Resolution 2019-3, a Resolution Authorizing the Destruction of Obsolete Records.

8. **Board Signatures:**

9. **Adjournment:**

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