

MINUTES
BOARD OF COMMISSIONERS MEETING
AUGUST 20, 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 August 14, 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 0905 hours. In attendance were Commissioners Kraule and Zambetti, Deputy Chief Linney, Support Services Manager Snow, and Attorney Hynes. Dede Smullen, president of the Santa Clara County FireSafe Council arrived later.

2. Approval of the minutes.

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

The minutes of the July 18, 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 July 2019.

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

3.2.2 Copy of the Response Report for July 2019.

The Response Report was entered into the record.

3.2.3 Copy of a thank you card from Robin Strothers.

The thank you card from Robin Strothers was read and entered into the record.

3.2.4 Copy of an email from Captain Mortenson concerning trash left in the bathroom.

The email from Captain Mortenson was read and entered into the record.

3.2.5 Copy of the Saratoga Fire District Community Room Policy. The policy is agendized under "Old Business."

The current policy was entered into the record.

3.2.6 Copy of an email from Joshua Oehler a Santa Clara County Contract Analyst requesting procurement information.

The email was read and entered into the record. The information requested was already forwarded to him.

3.2.7 Copy of the FireSafe Council report on Lower Highway 9.

The report was entered into the record.

3.2.8 Copy of Resolution 2019-2, a Resolution authorizing the Destruction of Records. The Resolution is agendized under "New Business."

Resolution 2019-2 was entered into the record.

3.3 Additional Correspondence. None.

3 Chief's Reports:

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

Deputy Chief Linney presented the Response Report. Response times for urban calls were 4.48 and 4.65 minutes for E73 and R73 respectively. Response times for rural calls were 5.75 and 7.55 minutes for E73 and R73 respectively. The report was accepted as presented.

4.2 Deputy Fire Marshal's Report for July. (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.

Support Services Manager Snow reported that it will cost approximately \$40,000 to \$60,000 to repair and update the upstairs bathrooms as currently configured. It will cost approximately \$100,000 more to reconfigure the bathrooms to make them ADA compliant and gender-neutral. After discussion, the board decided to schedule a study session at 800 hours before the next board meeting to review the budget.

4.3.2 Report on landscaping maintenance.

Support Services Manager Snow reported that he has a company coming out to check the sprinklers. The report was accepted as presented.

5. **Reports:**

5.1 Commissioners Reports.

5.1.1 Report on the FireSafe Council.

FireSafe Council President Dede Smullen presented the Lower Highway 9 project report. She also discussed recent changes in the FireSafe Council staff. 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.

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

5.2 Financial reports.

5.2.1 Financial Report for June 2019.

The report was accepted as presented.

5.2.2 Financial Report for July 2019.

The report was accepted as presented.

5.3 Other Reports. None.

6. **Old Business:**

6.1 Discuss and consider changing the Community Room usage policy.

After discussion, the board decided to change the current policy. Since the main purpose of the room is for fire/emergency meetings and the room has been unavailable several times in the recent past, the policy was changed to limit the use by other organizations or groups to eight hours per month. Staff was directed to post the change on the website and notify any groups that might be affected by the change.

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

6.3 Discuss and consider landscaping maintenance.

After discussion, the board directed staff to find out how much it will cost to purchase redwood chips and have them installed in the area next to the parking lot directly behind the station. The board approved up to \$1000 for the improvement.

7. **New Business:**

7.1 Discuss and consider Resolution 2019-2, a Resolution authorizing the destruction of obsolete records.

The board voted unanimously to pass Resolution 2019-2, a Resolution authorizing the destruction of obsolete records.

7.2 Discuss and consider committing the interest that has accrued in account 2895 toward the purchase price option of the 2013 lease refunding, bringing the total amount committed to \$744,169.70.

The board voted unanimously to commit the additional interest that has accrued toward the 2013 lease refunding, bringing the total amount committed to \$744,169.70.

7.3 Discuss and consider storage of the Hacienda flag pole.

The board decided not to accept the gift of the flag pole due to moving and storage issues.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 1030 hours. The minutes were transcribed and typed by Trina Whitley.