

**MINUTES**  
**BOARD OF COMMISSIONERS MEETING**  
**NOVEMBER 19, 2019**  
**TO BE 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 November 13, 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 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 October 15, 2019.

The minutes of October 15, 2019 were approved with one change. The description of the water heater replacement under “New Business, item 7.2, was expanded to include “all changes to the plumbing necessitated by changes to the code.”

**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 October 2019.

The report was accepted into the record.

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

The report was accepted into the record.

**3.2.3** Copy of an email announcing the next Santa Clara County CSDA meeting on December 2, 2019.

The email was read and entered into the record. Commissioner Long will be attending. Staff is to RSVP.

3.3 Additional Correspondence.

- 3.3.1 Copy of a bid from The Christmas Light Pros for installing and removing the Christmas lights on the station.

The bid was added to the agenda under “New Business.”

- 3.3.2 An update of legislative work done by the California Special Districts Association over the previous year.

The update was accepted into the record.

**4 Chief’s Reports:**

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

Chief Linney presented the Response Report for October. Response times for Urban Code 3 calls were 4.93 and 4.68 minutes for E73 and R73 respectively. Response times for Rural Code 3 calls were 4.73 and 2.23 minutes for E73 and R73 respectively. The report was accepted as presented.

- 4.2 Deputy Fire Marshal’s Report for October. (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.

- 4.3.1 Chief Linney reported that the Quito station plan review has been completed. The will break ground after the 1<sup>st</sup> of the year. There is still no decision as to where the Quito crew will be housed during construction. The report was accepted as presented.

- 4.3.2 Chief Linney reported that the original bid for work upstairs was not prevailing wage and the project has to be rebid. 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. 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 October 2019.

The financial report was accepted as presented.

5.3 Other Reports. Attorney Hynes reported that he will be corresponding with the church concerning the letter of non-interest needed before the District purchases the small corners of state land by the rear driveway. The report was accepted as presented.

6. **Old Business:**

6.1 Discuss and consider repairs to the upstairs bathrooms. Table.

6.2 Discuss and consider replacing the flooring and painting upstairs. Table.

7. **New Business:**

7.1 Discuss and consider the proposal by the Christmas Light Pros for \$3,448.00 to hang and remove the lights on the building.

The board voted to approve the proposal for this year only.

8. **Board Signatures:**

9. **Adjournment:**

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