

**MINUTES**

**BOARD OF COMMISSIONERS MEETING**

**OCTOBER 15, 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 October 9, 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 0900 hours by Commissioner Long. In attendance were Commissioners Kraule and Zambetti, Deputy Chief Linney, Support Services Manager Snow, Saratoga City Manager James Lindsay, Saratoga City Community Development Director Debbie Pedro, and Attorney Hynes.

**2. Approval of the minutes.**

2.1 Approval of the minutes of the regular Board Meeting on September 24, 2019.

The minutes of the Board Meeting on September 24, 2019 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 September 2019.

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

3.2.2 Copy of the Response Report for September 2019.

The Response report for September 2019 was entered into the record.

3.2.3 Copy of the 2019-20 General Fund budget. Possible changes to the budget are agendaized under "New Business."

The 2019-2020 budget was entered into the record.

- 3.2.4 Copy of a proposal from Support Services Manager Snow for a new water heater. The topic is agendized under “New Business.”

The proposal for a new water heater was entered into the record.

- 3.2.5 Copy of three different estimates for repairs to the upstairs bath rooms. The proposals are agendized under “Old Business.”

The proposals for repairs to the upstairs bathroom were entered into the record.

- 3.2.6 Copy of an email from Charles Ferchau of Pacific Display concerning the Christmas lights.

The email was read and entered into the record. Staff will try to find another organization to hang the Christmas lights.

- 3.2.7 Copy of an email from Saratoga City Manager James Lindsay requesting time to update the Board on the status of the Mountain Winery Annexation.

The email was entered into the record.

- 3.3 Additional Correspondence. None.

#### **4 Chief's Reports:**

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

Deputy Chief Linney presented the Response Report for September. Response times for Code 3 urban area calls were 4.98 and 5.5 minutes for E73 and R73 respectively. Response times for Code 3 rural calls were 7.28 and 2.57 minutes respectively. The report was accepted as presented.

- 4.2 Deputy Fire Marshal's Report for September. (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. None.

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 September 2019.

The financial report for September was accepted as presented.

5.3 Other Reports.

5.2.2 Report on the Mountain Winery Annexation to the City of Saratoga.

City Manager James Lindsey reported that annexation of the Mountain Winery property to the City of Saratoga was progressing. No immediate changes in usage were anticipated. However, there were plans to add overnight lodging at some point in the future. The report was accepted as presented.

6. **Old Business:**

6.1 Discuss and consider repairs to the upstairs bathrooms.

After discussion, the Board decided to fix the showers and install ceramic tile floors in the bathroom (plan 1-A). Support Services Manager Snow will present a line item quote when he has developed all of the costs.

7. **New Business:**

7.1 Discuss and consider making changes to the 2019-20 fiscal year budget.

Not necessary at this time.

7.2 Discuss and consider replacing the water heater.

The Board decided to replace the water heater with a not to exceed cost of \$12,000.00. The cost is to include all changes to plumbing necessitated by changes to code.

7.3 Discuss and consider replacing flooring and painting the upstairs living area.

After discussion, the Board requested an updated quote.

7.4 Discuss and consider purchasing the parcel (DD-000129-01-01) of land adjacent to the Saratoga Fire District property from the State of California for \$500.00.

The Board voted unanimously to purchase the land from the State of California for \$500.00.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 1000 hours. The minutes were transcribed and typed by Trina Whitley.