

MINUTES

BOARD OF COMMISSIONERS MEETING

FEBRUARY 18, 2020

**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 February 12, 2020, 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 0903 hours by Commissioner Long. In attendance were Commissioner Kraule, Assistant Chief Glass, Deputy Chiefs Linney and Kerdkaew, Support Services Manager Snow, and Attorney Hynes. Commissioner Zambetti was absent.

2. Approval of the minutes.

2.1 Approval of the minutes of the regular Board Meeting on January 14, 2020.

The minutes of the January 14, 2020 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 December 2019.

The Deputy Fire Marshal's report for December 2019 was accepted and entered into the record.

3.2.2 Copy of the Deputy Fire Marshal's report for January 2020.

The Deputy Fire Marshal's report for January 2020 was accepted and entered into the record.

3.2.3 Copy of the Response Report for December 2019.

The Response Report for December 2019 was accepted and entered into the record.

3.2.4 Copy of the Response Report for January 2020.

The Response Report for January 2020 was accepted and entered into the record.

3.2.5 Copy of a memo announcing nominations for the CSDA Board of Directors.

The memo was read and entered into the record.

3.2.6 Announcement of SCCSDA meeting on March 2, 2020,

The announcement was read and entered into the record. Staff was directed to RSVP for Commissioner Long.

3.3 Additional Correspondence.

3.3.1 An invitation from the Santa Clara County Board of Supervisors for an Insurance Forum on March 9, 2020 at 5:30 pm. The invitation was read and entered into the record.

3.3.2 An email from Annette Stransky from the Saratoga Historical Foundation requesting the participation of the antique engine during the Blossom Festival on May 9, 2020. The memo was read and entered into the record. Staff was directed to confirm that the engine will participate. Commissioner Long will find a driver.

3.3.3 An announcement of the Special Districts Legislative Days on May 19-20, 2020. The announcement was read and entered into the record. Commissioner Long will attend.

3.3.4 An email from Commissioner Zambetti stating that he will be unable to attend the board meeting due to family matters. The email was read and entered into the record.

3.3.5 Email from Glenda Aune with questions about the proposed rezoning of the Mountain Winery property. The email was read and entered into the record. County Fire will answer her questions.

3.3.6 A "Call to Action" letter from CSDA regarding AB2093 which would require all public agencies to maintain all transmitted emails related to agency business for at least two years. The letter was read and entered into the record.

- 3.3.7 Information about a new flag pole light. The topic is to be discussed under “New Business.” The information was entered into the record.

4 Chief’s Reports:

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

Deputy Chief Kerckaew explained the new report format and answered questions. Response times for Code 3 Rural calls were 5.68 and 5.28 minutes for E73 and R73 respectively. Response times for Code 3 Urban calls were 4.15 and 3.18 minutes for E73 and R 73 respectively for the month of January. The report was accepted as presented.

- 4.2 Deputy Fire Marshal’s Report for December and January. (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 status of interrupter installation. None.
 - 4.3.2 Deputy Chief Linney reported that Brush Notices are scheduled to be mailed next week. The report was accepted as presented.
 - 4.3.3 Assistant Chief Glass reported that the Quito station crew would be housed at Sunnoaks station during construction. FireSafe Council can move back into their original office. 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.
 - 5.1.3.2 Report on the Interrupter installation.

Commissioner Kraule reported that he had met with Bear Electric on the 6th January and had another meeting scheduled for this week. The report was accepted as presented.

5.2 Financial reports.

5.2.1 Financial Report for January 2020.

The financial report for January was accepted as presented.

5.3 Other Reports. None.

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 allowing FireSafe Council to purchase and install a new projector in the training room.

The board voted to allow the FireSafe Council to purchase and install a new projector in the training room.

7.2 Discuss and consider flag pole lighting.

After considering other locations, the board decided to table the discussion until the next board meeting.

7.3 Discuss and consider changing the May 2020 Board Meeting date to May 26th.

Due to scheduling conflicts, the board voted to change the May 2020 Board Meeting to May 26, 2020.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 1022 hours. The minutes were transcribed and typed by Trina Whitley.