

## MINUTES

### BOARD OF COMMISSIONERS MEETING

JULY 21, 2020

HELD VIA TELECONFERENCE – ZOOM MEETING ID 975-0890-6606

0900 HOURS

The agenda for this meeting was posted in front of the Fire Station at 14380 Saratoga Avenue at 1200 hours on July 15, 2020, pursuant to Government Code Section 54954.2 (more commonly known as the Brown Act).

**NOTE: This meeting was conducted entirely by teleconference. All Fire Commissioners and staff will participate via the Zoom platform using the process described below. The meeting is being conducted in compliance with the Governor's Executive Order N-29-20 suspending certain teleconference rules required by the Ralph M. Brown Act. The purpose of this order was to provide the safest environment for the public, elected officials, and staff while allowing for continued operation of the government and public participation during the COVID-19 pandemic.**

Members of the public can view and participate in the meeting by either using Zoom or calling in to the meeting. Please raising your hand to speak on an agenda item or press \*9 on the phone.

Meeting ID: 975-0890-6606

Password: 303987

One tap mobile

1-669-900-6833 or 1-857-355-7129 US (San Jose)

#### 1. **Call to Order:**

The meeting was called to order by Commissioner Long at 0901 hours. In attendance were Commissioners Zambetti and Kraule, Support Services Manager Snow, Deputy Chief Kerdkaew, and Attorney Hynes.

#### 2. **Approval of the minutes.**

**2.1** Approval of the minutes of the regular Board Meeting on June 23, 2020.

The minutes of the June 23, 2020 Board Meeting were unanimously approved by roll call vote.

#### 3. **Communications:**

3.1 Oral communications or public comment. None.

3.2 Correspondence.

3.2.1 Copy of the Response Report for June 2020.

The report was entered into the record.

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

The report was entered into the record.

3.2.3 Copy of an email from Deputy Chief Linney stating that she will be on vacation and Deputy Chief Suwana Kerdkaew will be taking her place at the 7/21/20 Board meeting.

The email was read and entered into the record.

3.2.4 Copy of a Flooring Replacement and Bathroom Repair quote from Support Services Manager David Snow. The quote is agendized under "Old Business."

The quote was entered into the record.

3.2.5 Copy of an email from Commissioner Kraule and an estimate for changes to the flagpole lighting. The estimate is agendized under "Old Business."

The email and estimate was entered into the record.

3.2.6 Copy of emails from Commissioner Kraule to Mark Demler the EWAS monitoring station Operations Manager. Copy of Demler's responses. EWAS monitoring is agendized under "New Business."

The emails were entered into the record.

3.2.7 Copy of an email from Mark Demler to Business Manager Whitley concerning monitoring issues.

The email was read and entered into the record.

3.2.8 Copy of an audit proposal from Harshwal and Company for the 2019-20 audit. The proposal is agendized under "New Business."

The audit proposal was entered into the record.

- 3.2.9 Copy of an email from Assistant City manager Bothelio about COVID-19 testing.

The email was read and entered into the record.

### 3.3 Additional Correspondence.

- 3.3.1 Copy of Resolution 2020-2, a resolution accepting a conveyance of real property from the California Department of Transportation.

The resolution was read and entered into the record. The Board voted unanimously by roll call vote to add the resolution to “Old Business.”

- 3.3.2 An email from Commissioner Kraule concerning the possible use of porcelain tile in the upstairs bath rooms. The topic is agendaized under “Old Business.”

The email was read and entered into the record.

- 3.3.3 Email from the City Manager’s office concerning free COVID-19 testing for front line workers.

The email was entered into the record.

- 3.3.4 Email from the Saratoga Chamber of Commerce concerning opening Big Basin Way to on-street dining.

The email was entered into the record.

- 3.3.5 Email from Bob Gou concerning costs associated with the monitoring station’s recent software upgrade. The topic is agendaized under “New Business.”

The email was entered into the record.

- 3.3.6 Draft of an Excess ERAF agreement between the Saratoga Fire Protection District and Santa Clara County Fire which is agendaized under “Old Business.”

The draft agreement was entered into the record.

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

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

Deputy Chief Kerdkaw reported that while overall call volume was down for the month, there was an increase in open space calls along hiking trails. Response times for E73 and R73 for Urban Code 3 calls were 5.3 and 4.28 respectively. Response times for E73 and R73 for Rural Code 3 calls were 6.08 and 6.55 minutes respectively. The report was accepted as presented.

- 4.2 Deputy Fire Marshal's Report for June. (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.

Support Services Manager Snow reported that the only piece of equipment in the station that didn't have Emtrac installed was the reserve engine. Whether to include the station switch on emergency power is being evaluated especially since in a power outage it is likely the lights would also lose power. 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 June 2020.

The preliminary report was accepted as presented. The final report will be presented next month.

- 5.3 Other Reports. None.

6. **Old Business:**

- 6.1 Discuss and consider repairs to the upstairs bathrooms and flooring of approximately \$121,343.00.

The topic was tabled to the next meeting to give the board time to look at porcelain tile.

- 6.2 Discuss and consider flagpole lighting quote for \$600.00.

The Board voted unanimously by roll call vote to accept the quote for \$600.00.

- 6.3 Discuss and consider an agreement with County Fire concerning the repayment of the state claim against the excess ERAF distribution.

The Board voted unanimously by roll call vote to approve the agreement as to form. The draft will be emailed to Chief Bowden. When approved by County Counsel, the agreement will be agendaized again for action.

- 6.4 Discuss and consider Resolution 2020-2, a Resolution accepting the conveyance of real property from the California Department of Transportation.

The Board voted unanimously by roll call vote to pass Resolution 2020-2, a Resolution accepting the conveyance of real property from the California Department of Transportation.

7. **New Business:**

- 7.1 Discuss and consider the financial impacts EWAS monitoring issues.

After discussion of the financial impact of the recent monitoring station issues, the Board directed staff to involve the District's attorney if necessary. No board decision was necessary.

- 7.2 Discuss and consider accepting the audit proposal from Harshwal & Company of \$9,450.00 for fiscal year 2019-20.

The Board voted unanimously by roll call vote to accept the audit proposal for fiscal year 2019-20 with the stipulation that the field work be completed by one individual coming into the station.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 1005 hours. The minutes were transcribed and typed by Trina Whitley.