

## MINUTES

### BOARD OF COMMISSIONERS MEETING

SEPTEMBER 15, 2020

HELD VIA TELECONFERENCE – ZOOM MEETING ID 948-7003-0040

0900 HOURS

The agenda for this meeting was posted in front of the Fire Station at 14380 Saratoga Avenue at 1200 hours on September 8, 2020, pursuant to Government Code Section 54954.2 (more commonly known as the Brown Act).

**NOTE: This meeting will be 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: 948-7003-0040

Password: 734533

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 0903 hours. In attendance were Commissioners Kraule and Zambetti, Deputy Chief Linney, Support Services Manager Snow, FireSafe Council President Dede Smullen, and Attorney Hynes.

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

##### 2.1 Approval of the minutes of the regular Board Meeting on August 18, 2020.

The minutes were approved by roll call vote with one change. Under 5.3, “Other Reports,” a “no” will be added to the section, “There would be **no** cost to the homeowner or the District.”

3. **Communications:**

3.1 Oral communications or public comment. None.

3.2 Correspondence.

3.2.1 Copy of the Response Report for August 2020.

The Response Report was entered into the record.

3.2.2 Copy of the Deputy Fire Marshal's Report for August 2020.

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

3.2.3 Copy of an Agreement between Santa Clara County Fire and Saratoga Fire Protection District pertaining to Excess ERAF fund calculations. The topic is agendized under "New Business."

The proposed agreement was entered into the record.

3.2.4 Copy of an email from Commissioner Kraule requesting that the traffic interrupter project be placed on the agenda.

The email was read and entered into the record.

3.2.5 Copy of a contract for legal services from attorney Marc Hynes. The topic is agendized under "New Business."

The proposed contract was entered into the record.

3.3 Additional Correspondence.

3.3.1 Email from the County Registrar of Voters discussing the certified statement of the election results. The email was read and entered into the record.

3.3.2 Letter to Attorney Hynes from the auditor requesting any information about pending litigation, claims, or assessments. The letter was entered into the record.

3.3.3 Email from Commissioner Kraule informing the District that retired Commissioner Jay Geddes had died on September 5, 2020. The email was entered into the record.

3.3.4 Email from David Moyles concerning the condition of the water district property near the recent Hill Avenue Fire. The email was read and will be researched by Chief Linney.

- 3.3.5 Article from the September 2, 2020 Mercury News concerning a recent audit of Los Altos Hills Fire District. The article was read and discussed.

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

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

Chief Linney presented the Response Report. Urban response times for E73 and R73 were 5.13 and 4.17 minutes respectively for Code 3 calls. Rural response times for E73 and R 73 were 4.53 and 5.98 minutes respectively for Code 3 calls. There was a \$9,000.00 loss in the District. The report was accepted as presented.

- 4.2 Deputy Fire Marshal's Report for August. (The Deputy Fire Marshal's Report describes any significant building projects in the previous month.)

Chief Linney reported that while there has been a slight increase in plans submitted the number is still far lower than last year. The report was accepted as presented.

- 4.3 Other projects/reports.

- 4.3.1 Report on the traffic interrupter project progress.

Support Services Manager Snow reported that there has been a parts delay. He will advise the District as soon as Bear Electric receives the parts. The report was accepted as presented.

#### **5. Reports:**

- 5.1 Commissioners Reports.

- 5.1.1 Report on the FireSafe Council.

Dede Smullen reported that a new CEO would be announced soon. The status of the office use in the building was also discussed. 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 Final Financial Report for August 2020.

The report was approved unanimously by roll call vote.

5.3 Other Reports.

5.3.1 Chief Kraule reported that repairs to the flag pole light had been completed. The report was accepted as presented.

6. **Old Business:**

7. **New Business:**

7.1 Discuss and consider the agreement between Santa Clara County Fire and Saratoga Fire Protection District pertaining to Excess ERAF fund calculations.

After discussion, the Board approved the agreement by a unanimous roll call vote.

7.2 Discuss and consider a contract for legal services from Armento and Hynes LLP.

The Board voted unanimously by roll call vote to approve the contract. The 1<sup>st</sup> billing will be for December 2020.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 958 hours. The minutes were transcribed and typed by Trina Whitley.