

## MINUTES

### BOARD OF COMMISSIONERS MEETING

MARCH 15, 2022

HELD VIA TELECONFERENCE – ZOOM MEETING ID 880-5783-3570

0900 HOURS

The agenda for this meeting was posted in front of the Fire Station at 14380 Saratoga Avenue at 1000 hours on March 9, 2022, 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 raise your hand to speak on an agenda item or press \*9 on the phone.

Meeting ID: 880-5783-3570

Password: 693604

One tap mobile

1-669-900-6833 (San Jose)

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

The meeting was called to order by Commissioner Long at 0905 hours. In attendance were Commissioner Kraule, Deputy Chief Estrada, Deputy Chief Falarski, Assistant Fire Marshal Davis, and Attorney Hynes. Commissioner Zambetti and Seth Schalet from the FireSafe Council arrived later.

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

##### 2.1 Approval of the minutes of the regular Board Meeting on February 15, 2022.

The minutes of the February 15, 2022 Board Meeting were approved by unanimous 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 February 2022.

The response report was entered into the record.

3.2.2 Copy of the Deputy Fire Marshal's report for February 2022.

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

3.2.3 Copy of an announcement for the Saratoga Classic Car Show on July 24, 2022.

The announcement was read and entered into the record.

3.2.4 Copy of a Wildfire Partnership List from insurance.ca.gov with information on reducing wildfire list.

The information was read and entered into the record.

3.2.5 Copy of an announcement from Santa Clara Emergency Operations Center regarding the universal indoor mask requirement.

The announcement was read and entered into the record. It was discussed under Old Business 6.1.

3.2.6 A notice of Opportunity for Public Comment from the County Department of Environmental Health regarding corrective action necessary at Quito Village

The notice was read and entered into the record.

3.2.7 Email from Deputy Chief Estrada about annual inspections of public and private schools, hotels, motels, lodging houses and apartments.

The email was read and entered into the record. It was discussed under Old Business 6.2.

3.2.8 Copy of Resolution No. 2022-2, a resolution acknowledging the receipt of the annual inspection report of public and private schools, hotels, motels, lodging houses and apartments.

The resolution was read and entered into the record. It was discussed under New Business 7.1.

### 3.3 Additional Correspondence.

- 3.3.1 A memo dated March 10, 2022 from Attorney Hynes regarding the inspection and maintenance of fire hydrants.

The memo was read and entered into the record. It was discussed under Old Business 6.2.

- 3.3.2 A memo from the County Controller-Treasurer Department with an excess ERAF distribution update for June 2022 and June 2023.

The memo was read and entered into the record. The actual distribution in June 2022 is more than was budgeted.

- 3.3.3 An email requesting the participation of the antique engine in the Blossom Festival on April 9, 2022.

The email was read and entered into the record. Commissioner Long will find a driver for the engine.

- 3.3.4 A memo from Chief Bowden announcing his retirement.

The memo was read and entered into the record.

- 3.3.5 A copy of a brochure from the California Special Districts Association concerning the 2022 Special Districts Legislative Days (May 17-18, 2022).

The brochure was read and entered into the record.

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

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

Response times for urban calls were 5.48 and 4.27 minutes for E73 and R73 respectively. Response times for rural calls were 4.88 and 5.18 minutes for E73 and R73 respectively. There was no fire loss during the month. The report was accepted as presented.

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

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. None.

5.2 Financial reports.

5.2.1 Financial Report for February 2022.

The financial report was accepted as presented by unanimous roll call vote.

5.3 Other Reports. None.

6. **Old Business:**

6.1 Pursuant to AB 361, discuss and consider whether: (1) a state of emergency has been proclaimed by the Governor; (2) the state of emergency continues to directly impact the ability of the Saratoga Fire District's legislative bodies to meet safely in person; and (3) local officials continue to recommend measures to promote social distancing.

After discussion the board voted by unanimous roll call vote to allow the ham radio operators to use the training room one night a month for their meetings. This will be the only group allowed back in the building at this time.

After discussion the board voted by unanimous roll call vote to continue to meet remotely.

6.2 Discuss and consider the condition of private water systems and fire hydrants in the Saratoga Fire District.

Deputy Chief Estrada explained the overall process for the inspection of all hydrants. He emphasized that County Fire is responsible for inspections and notifications but not actual repairs. Assistant Fire Marshal Davis explained the specific process for systems within the District. Commissioner Kraule thought more attention was needed in the private water systems in the District. The District would like County Fire to look at the private water systems more

closely. Hydrant inspections are scheduled in the next couple of months and Deputy Chief Falarski stated that he will reinforce training before the next series of inspections. When the inspections are completed a report will be presented to the board. No action was needed at this time.

6.3 Discuss and consider the District's participation in the Bohlman Road project.

Commissioner Zambetti reported that there has been no progress yet and it will probably be a couple of months before he can work on the project.

7. **New Business:**

7.1 Discuss and consider Resolution No. 2022-2, A Resolution of the Board of Fire Commissioners of the Saratoga Fire Protection District acknowledging the receipt of the annual inspection report of public and private schools, hotels, motels, lodging houses and apartments.

The board voted by unanimous roll call vote to pass Resolution No 2022-2.

8. **Board Signatures:**

9. **Adjournment:**

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