

**AGENDA**  
**BOARD OF COMMISSIONERS MEETING**  
**December 12, 2023**  
**0900 HOURS**  
**TO BE HELD AT THE FIRE STATION**  
**14380 SARATOGA AVENUE**

The agenda for this meeting was posted in front of the Fire Station at 14380 Saratoga Avenue at 1100 hours on December 6, 2023, pursuant to Government Code Section 54954.2 (more commonly known as the Brown Act).

1. **Call to Order:**
2. **Approval of the minutes.**
  - 2.1 Approval of the minutes of the regular Board Meeting on November 14, 2023.
3. **Communications:**
  - 3.1 Oral communications or public comment.
  - 3.2 Correspondence.
    - 3.2.1 Final report on the fall chipping program from the FireSafe Council.
    - 3.2.2 Email from Kristine Zanardini from Supervisor Simitian's office concerning the District's 100<sup>th</sup> anniversary.
    - 3.2.3 Copy of a services agreement from Baywell for managed IT services and website redesign. The agreement is agendaized under "New Business."
    - 3.2.4 Copy of a letter from the District to the City of Saratoga concerning emergency response and evacuation routes and the use of traffic control devices. The topic is agendaized under "New Business."
  - 3.3 Additional Correspondence.

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

- 4.1 Response Reports for October. (The Response Report describes the type and time of each response for the previous month.)
- 4.2 Deputy Fire Marshal's Report for November. (The Deputy Fire Marshal's Report describes any significant building projects in the previous month.)
- 4.3 Other projects/reports.
  - 4.3.1 Updates on the following:
    - 4.3.1.1 Recent inspections of the five private water companies' storage tanks and fire hydrants within Saratoga Fire District (with reports).
    - 4.3.1.2 Recent inspections of San Jose Water's fire hydrants within the Saratoga Fire District (with reports).
    - 4.3.1.3 Copies of maps displaying the emergency response and evacuation routes and access gates within the Saratoga Fire District. Verifications that the gates are working properly, and keys are available.
    - 4.3.1.4 Update on the new buildings at the Saratoga Retirement community.
    - 4.3.1.5 Other issues. (4295 requirements in the WUI)

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

- 5.1 Commissioners Reports.
  - 5.1.1 Report on the FireSafe Council.
  - 5.1.2 Report on the Santa Clara County Special Districts Association.
  - 5.1.3 Other Commissioner Reports.
    - 5.1.3.1 Report on replacing the generator with a new, natural gas version. (Kraule)
    - 5.1.3.2 Report on hiring a company to survey the area along the parking lot for an ADA compliant walkway. (Kraule)

5.2 Financial reports.

5.2.2 Financial Report for November 2023.

5.3 Other Reports.

5.3.1 Report on EWAS phone status.

6. **Old Business:**

6.1 Discuss and consider relandscaping the area between the parking lot and Saratoga-Los Gatos Road.

7. **New Business:**

7.1 Discuss and consider response and evacuation routes in the WUI (wildland urban interface).

7.2 Discuss and consider the 2024 Baywell contract for IT services and updating the website.

7.3 Discuss and consider upgrading the equipment in the training room so it is hybrid meeting capable.

7.4 Discuss and consider having the response speaker in the training room repaired or replaced.

7.5 Discuss and consider the District's 100-year anniversary.

7.6 Determine dates for next year's board meetings.

8. **Board Signatures:**

9. **Adjournment:**