

MINUTES
BOARD OF COMMISSIONERS MEETING

December 12, 2023

0900 HOURS

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:

The meeting was called to order at 0910 hours by Commissioner Kraule. In attendance were Commissioners Zambetti and Kao, Deputy Chiefs Estrada and Yost, Assistant Fire Marshal Davis, Attorney Hynes, and several residents from the Mendelsohn Lane area.

2. Approval of the minutes.

2.1 Approval of the minutes of the regular Board Meeting on November 14, 2023.

The minutes were approved as presented with one minor change.

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.

The report was entered into the record.

3.2.2 Email from Kristine Zanardini from Supervisor Simitian's office concerning the district's 100th anniversary.

The email was read and entered into the record.

3.2.3 Copy of a services agreement from Baywell for managed IT services and website redesign. The agreement is agendized under "New Business."

The agreement was entered into the record.

- 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 agendized under “New Business.”

The letter was read and entered into the record.

3.3 Additional Correspondence.

- 3.3.1 Invitation from the County of Santa Clara Superior Court of California seeking volunteers to serve on the Civil Grand Jury.

The invitation was read and entered into the record.

- 3.3.2 Email from Deputy Chief Estrada concerning the items on the meeting agenda.

The email was read and entered into the record.

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.)

Response times for E73 and R73 were 4.15 and 5.28 minutes respectively for urban calls. Response times for E73 and R73 were 5.68 and 3.68 minutes respectively for rural calls. There was no dollar loss during the month. The report was accepted as presented.

- 4.2 Deputy Fire Marshal's Report for November. (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 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).

Chief Estrada stated that County Fire doesn't have the authority to conduct inspections on private property. However, if anything is on the roadway, they can cite deficiencies.

4.3.1.2 Recent inspections of San Jose Water's fire hydrants within the Saratoga Fire District (with reports).

Chief Estrada explained that the department will be beginning an inspection cycle soon. As soon as the inspections are completed, the board will receive a written report.

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.

Chief Estrada stated that County Fire did not have maps of the emergency response and evacuation routes. He can see their value if the district wants to develop them.

4.3.1.4 Update on the new buildings at the Saratoga Retirement community. Nothing to report.

4.3.1.5 Other issues. (4290 requirements in the WUI).

Chief Estrada explained the 4290 requirements in the WUI.

All the Chief's reports were 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.

Commissioner Zambetti reported that he had attended the last virtual meeting and nothing that directly pertained to the district had been discussed. The report was accepted as presented.

5.1.3 Other Commissioner Reports.

5.1.3.1 Report on replacing the generator with a new, natural gas version. (Kraule) Not Available.

5.1.3.2 Report on hiring a company to survey the area along the parking lot for an ADA compliant walkway. (Kraule) Not Available.

5.2 Financial reports.

5.2.2 Financial Report for November 2023.

The financial report was accepted as presented.

5.3 Other Reports.

5.3.1 Report on EWAS phone status.

All but one line has been deleted. It will take another month to six weeks for billing to catch up. The report was accepted as presented.

6. **Old Business:**

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

7. **New Business:**

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

A discussion was held concerning the effect of traffic calming devices in the WUI. Citizens expressed their concerns about traffic humps/bumps near their homes in the WUI. Attorney Hynes will request a copy of the City's traffic study/studies for traffic devices in the WUI. The district will research hiring a traffic consultant to determine the effect on emergency response times.

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

The contract was approved.

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

Staff will do some preliminary research and report back to the board.

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

Staff will see if it can be repaired.

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

After discussion, it was decided to research the possibility of combining the anniversary party with fire prevention week.

7.6 Determine dates for next year's board meetings.

The dates are as follows: Jan 9, none in February, March 26, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, and December 17.

8. **Board Signatures:**

9. **Adjournment:**

The meeting adjourned at 1240 hours. The minutes were transcribed and typed by Trina Whitley.