

**FIRE DEPARTMENT  
SANTA CLARA COUNTY**

**MEMORANDUM**

September 9, 2019

**TO:** Mark Warren, LAHCFD Commission President  
**FROM:** Tony Bowden, Fire Chief  
**SUBJECT:** Deck Replacement

Commission President Warren,

The wood access deck to the Commissioner's public meeting room was discovered to have extensive dry rot and deemed to be structurally unstable by County Fire Support Services staff. It was determined to have reached its end of useful service life and beyond maintenance and/or repair. Due to the structure being deemed unsafe, County Fire Support Services staff immediately blocked off the area, removed the old wood deck and substructure, and built a new deck meeting current building standards.

Ideally, the correct process is to first notify the commission of the issue and then proceed according to commission direction. Please accept my apologies for the process error. I am very thankful for staff who immediately identified a potentially dangerous situation and worked with the best intentions on behalf of the commissioners and public who regularly utilize this access point.

I would like to request a reimbursement to County Fire for deck materials in the amount of \$3,272.54. I asked staff to remove all labor cost due to the pre-approval error on our part. I have worked with staff to correct this and ensure that proper notifications and approvals are addressed in the future.