

Los Altos Hills County Fire District REVISED
Agenda
12355 El Monte Road, Los Altos Hills (Foothill College Campus)

Regular Meeting of September 19, 2017 7:00 p.m.

Revision No. 1, Friday September 15, 2017

- 1) Roll Call.
- 2) Public Comment: Persons wishing to address the District on any subject, whether or not on the agenda, may do so now. Please note, however, the District is not able to undertake extended discussion or action tonight on items not on the agenda. Items may be referred to staff for appropriate action, which may include placement on the next available agenda. Please note that, while the District Board will hear comments upon items which are on the agenda at this time, the District will not act on any such item until the item is under consideration by the District. District policy is to limit public testimony to three minutes per speaker.
- 3) [Resolution of the Board of the Los Altos Hills County Fire District to Proceed with the Abatement of Brush.](#) Resolution 17-19
- 4) [Review and Possible Acceptance of the 2016/17 Audit.](#)
- 5) CERT Report:
 - [a.\) Ham Radio Proposal](#)
 - [b.\) CERT Calendar August/September](#)
 - [c.\) Spotlight Quarterly Report](#)
- 6) Chief's Report:
 - [a.\) Monthly Report for July, 2017](#)
 - [b.\) Monthly Report for August, 2017](#)
- 7) Consultant Report: [a.\) Projects Update Dated September 1, 2017](#)
- 8) [Resolution of the Board of Directors of the Los Altos Hills County Fire District Accepting as Completed the Work of the Fire Hydrant Replacement Project Phase VIII, Authorizing Final Payment Concerning Such Work, and Directing the District Clerk to File a Notice of Completion.](#) Resolution 17-21
- 9) [Resolution of the Board of the Los Altos Hills County Fire District Adopting a Records Retention Schedule and Authorizing Destruction of Certain District Records.](#) Resolution 17-20
- 10) Sub-Committee, Contract and Non-Board Committee Reports:
 - a. [Strategic Plan: Update from August 25, Ad Hoc Meeting](#)
 - b. Website Update
 - c. Water Supply Subcommittee Update
 - d. [Tree Subcommittee Report](#)
 - e. Community Wildfire Protection Plan Sub-Committee Update

- f. Current Contracts
- g. [General Manager Subcommittee Update](#)

- 11) Consent Calendar:
 - a.) Minutes of Special Meeting July 25, 2017
 - [b.\) Period Report 1, July, 2017](#)
 - [c.\) Period Report 2, August, 2017](#)
- 12) [Disbursements for August and September, 2017.](#)
- 13) District Board Authorization and Approval for O'Grady Paving, Inc. to Complete Necessary Repair Work, Including, but not Limited to, Access to Fire Hydrant Valves, Resulting From the Road Paving Work Performed by the Town of Los Altos Hills.
- 14) Board Member Reports :
 - 1) Discussion of Public Fire Prevention Event
 - 2) Discussion of Meeting Date Change in October
- 15) Adjournment.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the secretary/clerk at (650) 948-2474. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II)

Revision (1)

RESOLUTION No. 17-19**A RESOLUTION OF THE BOARD OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT TO PROCEED WITH ABATEMENT OF BRUSH**

WHEREAS, after a duly noticed public hearing during which the County Fire Marshal informed the Los Altos Hill County Fire District Board that no public nuisance has been found to exist.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Los Altos Hills County Fire District, that there are no brush violators and as such there is nothing for the County Fire Marshal to abate.

PASSED AND ADOPTED, this 19th day of September, 2017.

APPROVED:

George K. Tyson, President

ATTEST:

Jeanne Evilsizer, Clerk

DRAFT

**LOS ALTOS HILLS COUNTY FIRE DISTRICT
A COMPONENT UNIT OF THE COUNTY OF SANTA CLARA
ANNUAL FINANCIAL REPORT
YEAR ENDED JUNE 30, 2017
WITH
INDEPENDENT AUDITORS' REPORT**

**LOS ALTOS HILLS COUNTY FIRE DISTRICT
YEAR ENDED JUNE 30, 2017**

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INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners of Los Altos Hills
County Fire District
Los Altos, California

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities and the General fund of the Los Altos Hills County Fire District (the "District"), a component unit of the County of Santa Clara, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General fund of the Los Altos Hills County Fire District, as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated **September 8**, 2017, on our consideration of the Los Altos Hills County Fire District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Los Altos Hills County Fire District's internal control over financial reporting and compliance.

Varrinek, Trine, Day & Co., LLP.

Pleasanton, California

September 8, 2017

MANAGEMENT'S DISCUSSION AND ANALYSIS

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2017

This section of the Los Altos Hills County Fire District (the "District") annual financial report presents a discussion and analysis of the District's financial performance for the fiscal year ended June 30, 2017. The District's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosure following this section.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the District exceeded liabilities and deferred inflows of resources by \$15,108,936 (net position) for the fiscal year reported. Of this amount, \$2,253,637 is net investment in capital assets, and \$12,855,299 (unrestricted net position) may be used to meet ongoing obligations to citizens and creditors. The District had no deferred outflows or inflows of resources at year end.
- The District's total net position increased by \$1,615,029 during the fiscal year.
- As of June 30, 2017, the District's general funds reported an ending fund balances of \$12,855,299. Approximately 68% of this total amount, \$8,755,299 is unassigned fund balance available for spending at the District's discretion. The other \$4,100,000 (32%) was committed for various purposes.
- At the end of the fiscal year, unassigned fund balance for the general fund was 98% of total general fund expenditures.
- Under the Purissima Hills Fire Hydrant Replacement Project, 84 hydrants were replaced or serviced during fiscal year 2016-2017 at an average cost of approximately \$10,000 (cost varies according to specific needs of each hydrant/location that are often not visible prior to excavation). It is anticipated that the program will be complete in fiscal year 2016-2017. The program was originally scheduled to be completed during fiscal year 2016-2017, but the final phase of construction had a late start due to inclement winter weather, and will now be completed in the early part of fiscal year 2017-2018.
- During fiscal year 2016-2017, 907 trees were removed or pruned under the Tree Removal and Pruning Program. This program has proven to be both effective in fuel load reduction as well as popular with the constituents. Spending on this program is entirely discretionary by the Board and spending can be increased or decreased quickly based on budgetary constraints. Tree spending decreased this year due to a new contract process in which contractors competitively bid to remove/prune all trees in a specific area, rather than billing on a tree-by-tree basis as was done in the past.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements comprise three components: (1) **Government-wide** financial statements, (2) **Fund** financial statements, and (3) **Notes** to the basic financial statements. Required Supplementary Information is included in addition to the basic financial statements.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether or not the financial position of the District is improving or deteriorating.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2017

The *statement of activities* presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods, such as revenues pertaining to uncollected taxes.

Both of the government-wide financial statements distinguish functions of the District that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The only governmental activity of the District is public protection – fire district. The District does not currently have any business-type activities.

Fund Financial Statements

The fund financial statements are designed to report information about groupings of related accounts which are used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The one fund of the District can be categorized as a governmental fund.

Governmental fund – (General Fund) is used to account for essentially the same functions reported as governmental activities in the government-wide financial statements—i.e. the District's basic services are reported in the governmental fund. These statements, however, focus on (1) how cash and other financial assets can readily be converted to available resources and (2) the balances left at year-end that are available for spending. Such information may be useful in determining what financial resources are available in the near future to finance the District's programs.

Because the focus of the governmental fund is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the governmental fund with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between the governmental fund and governmental activities.

The District maintains only one individual governmental fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the general fund, which is considered to be a major fund.

The District does not have any proprietary or fiduciary funds.

Notes to the Basic Financial Statements

The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information

The required supplementary information is presented concerning the District's General Fund budgetary comparison schedule. The District adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2017

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities by \$15,108,936 at the close of the most recent fiscal year.

Net Position

	Governmental Activities			
	2017	2016	\$ Change	Variance (%)
Assets:				
Current assets	\$ 13,143,124	\$ 11,499,934	\$ 1,643,190	14%
Capital assets	2,253,637	2,329,342	(75,705)	-3%
Total assets	15,396,761	13,829,276	1,567,485	11%
Liabilities:				
Current	287,825	335,369	47,544	14%
Total liabilities	287,825	335,369	47,544	14%
Net position:				
Net invested in capital assets	2,253,637	2,329,342	(75,705)	-3%
Unrestricted	12,855,299	11,164,565	1,690,734	15%
Total net position	\$ 15,108,936	\$ 13,493,907	\$ 1,615,029	12%

Analysis of Net Position

The largest portion of the District's net position (85%) reflects amounts not restricted for any project or any other purpose. The other 15% of net position represent its net investment in capital assets (e.g. land, improvements, fire hydrants, furniture and equipment). The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. At the close of the most recent fiscal year, there was no debt outstanding related to acquisition of capital assets.

At the end of the current fiscal year, the District reported positive balances in both categories of net position. The District's net position increased by \$1,615,029 during the current fiscal year, compared to the \$402,675 decrease in 2016.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2017

The following table indicates the changes in net position for governmental activities:

	Changes in Net Position			
	Governmental Activities			
	2017	2016	\$ Change	Variance (%)
Revenues:				
General revenues:				
Property taxes	\$ 10,406,581	\$ 9,752,108	\$ 654,473	7%
Intergovernmental: State	45,222	46,557	(1,335)	-3%
Interest and investment income	99,372	71,771	27,601	38%
Property rental	11,000	5,500	5,500	100%
Other revenue	535	-	535	100%
Total revenues	<u>10,562,710</u>	<u>9,875,936</u>	<u>686,774</u>	7%
Expenses:				
Public protection	<u>8,947,681</u>	<u>10,278,611</u>	<u>1,330,930</u>	13%
Change in net position	1,615,029	(402,675)	2,017,704	501%
Net position, beginning of year	<u>13,493,907</u>	<u>13,896,582</u>	<u>(402,675)</u>	-3%
Net position, end of year	<u>\$ 15,108,936</u>	<u>\$ 13,493,907</u>	<u>\$ 1,615,029</u>	12%

Analysis of Changes in Net Position

Key elements of the increase of \$2,017,704 are as follows:

- Total expenses decreased by \$1,330,930 mostly due to the completion of the Page Mill Tank Seismic Retrofit Project in fiscal year 2015-2016, and the new competitive bidding process of the Tree Removal and Pruning Program.
- Property taxes increased by \$654,473 because of the annual inflation factor, not to exceed 2%, catch up in temporary valuation reductions caused by the recession and both increased sales activity of existing single-family homes as well as an increase in the median sales price of those homes.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2017

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Fund

The general government functions are contained in the General Fund. The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balance of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At June 30, 2017, the District's governmental fund reported an ending fund balance of \$12,855,299, an increase of \$1,690,734 in comparison with the prior year. Approximately 68% of the ending fund balance, \$8,755,299, constitutes unassigned fund balance, which is available to meet the District's current and future needs. The remaining \$4,100,000 (32%) of the fund balance has been committed for insurance, emergency operations and general operations in periods where minimal property tax revenue is forthcoming.

Revenues for governmental functions totaled \$10,562,710 in fiscal year 2016-2017, which represents an increase of 7% from fiscal year ended 2015-2016. Expenditures for governmental functions, which totaled \$8,871,976, decreased by approximately 13% from the fiscal year 2015-2016. In the fiscal year 2016-2017, revenues exceeded expenses for governmental functions by \$1,690,734.

The following table presents the amount of revenues from various sources as well as increases or decreases from the prior year.

Revenues by Source	Revenues Classified by Source Governmental Fund					
	2017		2016		Increase/(Decrease)	
	Amount	% of Total	Amount	% of Total	Amount	% of Total
Property taxes	\$ 10,406,581	99%	\$ 9,752,108	99%	\$654,473	7%
Intergovernmental: State	45,222	0%	46,557	0%	(1,335)	-3%
Interest and investment income	99,372	1%	71,771	1%	27,601	38%
Property rental	11,000	0%	5,500	0%	5,500	100%
Other revenue	535	0%	-	0%	535	0%
Total	\$10,562,710	100%	\$9,875,936	100%	\$686,774	7%

Property taxes, the main District revenue, increased by about 7% because of the annual inflation factor, not to exceed 2%, catch up in temporary valuation reductions caused by the recession and both increased sales activity of existing single family homes as well as an increase in the median sales price of those homes.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2017

GENERAL FUND BUDGETARY HIGHLIGHTS

During the year, actual revenues were more than budgetary estimates by \$512,710. Property tax was more than budgetary estimate by \$451,681. Intergovernmental revenues had a negative variance of \$778. Interest and investment income reflected a positive variance of \$54,372, property rental had positive a variance of \$8,000, and other income showed a negative variance of \$565. Expenditures were less than budgetary estimates by \$1,452,025. There was a positive variance in capital outlay of \$703,801 and services and supplies of \$748,224. The positive variances are mostly attributable to construction costs on the Purissima Hills Fire Hydrant Replacement Project coming in substantially below the engineer's estimate, a delay in starting the eighth phase of the hydrant project, the new bidding process for the Tree Removal and Pruning Program, a conservative budgeting philosophy, as well as larger than expected increase in property values.

CAPITAL ASSETS

The District's net investment in capital assets for its governmental activities as of June 30, 2017, amounted to \$2,253,637 (net of accumulated depreciation). This investment in capital assets includes land, improvements, fire hydrants, furniture and equipment.

For government-wide financial statement presentation, all depreciable capital assets were depreciated from acquisition date to the end of the current fiscal year. Fund financial statements record capital asset purchases as expenditures.

Capital assets for the governmental activities are presented below to illustrate changes from the prior year:

	Governmental Activities			Increase/(decrease)
	2017	2016	\$ Change	% of change
Land	\$ 4,688	\$ 4,688	\$ -	0%
Improvements	2,552,838	2,552,838	-	0%
Fire hydrants	1,078,745	1,078,745	-	0%
Furniture and equipment	63,118	63,118	-	0%
Less: Accumulated depreciation	(1,445,752)	(1,370,047)	(75,705)	-6%
Total	<u>\$ 2,253,637</u>	<u>\$ 2,329,342</u>	<u>\$ (75,705)</u>	-3%

See Note 5 for additional information on capital assets.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The District's strong fund balance has enabled it to undertake costly but essential fire prevention projects, such as reducing the fuel load and expanding the water supply for fire suppression through extension of the network of larger water mains, and the upgrading of water tanks and hydrants. For the Purissima Hills Fire Hydrant Replacement Project, \$1,301,771 has been spent on hydrant upgrades and water mainlines for the period 2016-2017, while \$470,000 has been estimated for the final year of the program in 2017-2018. For the Tree Removal and Pruning Program, \$1,087,389 was expended in 2016-2017, while \$1,000,000 was estimated for 2017-2018.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2017

For 2017-2018, the District will work with the Purissima Hills Water District and the California Water Service to improve water flow within the community in order to meet fire-flow standards. The Fire Service Water Flow Improvement Program has been budgeted at \$1,500,000 for the fiscal year 2017-2018 to cover planning, engineering and preliminary costs, with the project expected to span multiple years.

As for future funding and increased services, it is projected that tax revenues will continue to rise as a result of inflation, replacement of older ranch homes with larger structures, and increasing valuations. Revenues have been budgeted at \$10,905,760, a 3.2% increase for 2017-2018, however, the budget was prepared prior to the 7% increase in 2016-2017 being known and is therefore expected to be higher. Expenses are expected to increase 12.7% to \$10,002,522 primarily due to the Fire Service Water Flow Improvement Program which will begin in fiscal year 2017-2018. All of these factors were considered in preparing the District's budget for fiscal year 2017.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Los Altos Hills County Fire District, P.O. Box 1766, Los Altos, CA 94023-1766.

BASIC FINANCIAL STATEMENTS

LOS ALTOS HILLS COUNTY FIRE DISTRICT

STATEMENT OF NET POSITION JUNE 30, 2017

Assets

Cash and investments	\$	13,127,770
Interest receivable		15,354
Capital assets		
Land		4,688
Building improvements		2,552,838
Fire hydrants		1,078,745
Furniture and equipment		63,118
Accumulated depreciation		(1,445,752)
Total Assets		<u>15,396,761</u>

Liabilities

Accounts payable		<u>287,825</u>
Total Liabilities		<u>287,825</u>

Net Position

Net investment in capital assets		2,253,637
Unrestricted		<u>12,855,299</u>
Total Net Position	\$	<u><u>15,108,936</u></u>

See accompanying notes to financial statements.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2017

Functions/Programs	Expenses	Net (Expenses) Revenue and Changes in Net Position Governmental Activities
Governmental Activities		
Public protection	\$ 8,947,681	\$ 8,947,681
Total Governmental Activities	\$ 8,947,681	8,947,681
General Revenues		
Taxes		
Property taxes		10,406,581
Intergovernmental: State		45,222
Interest and investment income		99,372
Property rental		11,000
Other revenues		535
Total General Revenues		10,562,710
Change in Net Position		1,615,029
Net Position, Beginning of Year		13,493,907
Net Position, End of Year		\$ 15,108,936

See accompanying notes to financial statements.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

BALANCE SHEET – GOVERNMENTAL FUND JUNE 30, 2017

	<u>General Fund</u>
Assets	
Cash and investments	\$ 13,127,770
Interest receivable	15,354
Total Assets	<u>\$ 13,143,124</u>
 Liabilities	
Accounts payable and accrued liabilities	<u>287,825</u>
Total Liabilities	<u>287,825</u>
 Fund Balances	
Committed	
Insurance	100,000
Operations	2,000,000
Emergency operations	2,000,000
Unassigned	<u>8,755,299</u>
Total Fund Balance	<u>12,855,299</u>
 Total Liabilities and Fund Balance	<u>\$ 13,143,124</u>

See accompanying notes to financial statements.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE STATEMENT OF NET POSITION JUNE 30, 2017

Fund Balance - Total Governmental Fund	\$ 12,855,299
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Amounts reported for governmental activities in the statement
of net position are different because:

Capital assets used in governmental activities are capitalized
and depreciated over their useful lives in the government wide
statements, but recorded as an expenditure in the governmental funds.

2,253,637

Net Position of Governmental Activities

<u>\$ 15,108,936</u>

See accompanying notes to financial statements.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE GOVERNMENTAL FUND YEAR ENDED JUNE 30, 2017

	<u>General Fund</u>
Revenues	
Property taxes	\$ 10,406,581
Intergovernmental: State	45,222
Interest and investment income	99,372
Property rental	11,000
Other revenues	<u>535</u>
Total Revenues	<u>10,562,710</u>
Expenditures - Public Protection	
Services and supplies	7,570,205
Capital outlay	<u>1,301,771</u>
Total Expenditures	<u>8,871,976</u>
Net Change in Fund Balance	1,690,734
Fund Balance, Beginning of Year	<u>11,164,565</u>
Fund Balance, End of Year	<u><u>\$ 12,855,299</u></u>

See accompanying notes to financial statements.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2017

Net Change in Fund Balance - Total Governmental Fund	\$ 1,690,734
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense.

Current year depreciation	<u>(75,705)</u>
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Change in Net position of Governmental Activities	<u><u>\$ 1,615,029</u></u>
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See accompanying notes to financial statements.

NOTES TO THE FINANCIAL STATEMENTS

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 1 - GENERAL INFORMATION

A. Organization

The Los Altos Hills County Fire District (the "District") was organized on October 23, 1939 and operates in conformity with the provisions of Part 2.7 of Division 12 of the California Health and Safety Code. The District is composed of the Town of Los Altos Hills and the unincorporated areas generally referred to as the Loyola, Los Trancos / Alpine Road and San Antonio Hills. The District comprises an area of about 12.03 square miles.

The District has augmented fire protection to its residents in the past by purchasing the following:

1. Weather station for use by the Santa Clara County Central Fire Protection District ("Central Fire District") for monitoring weather during high fire hazard days
2. Specialized fire apparatus for use in the high hazard brush and grass fire areas
3. New rescue apparatus unit for Central Fire District prior to its life expectancy expiration
4. Specialized rescue tools
5. State-of-the-art fire hydrant and water main testing equipment
6. Specialized medical equipment
7. Two CERT Trailers (CFPD has the titles) and 1 ARK Storage Container
8. Edgerton Road and Deer Springs Way Fire Road Pavement Rehabilitation
9. Neary Tank Upgrade Project
10. Page Mill Tank Upgrade Project

The District also conducts the following programs for its residents:

1. Replacement of undersized water mains and installation of new water mains and fire hydrants as needed
2. A brush chipping program is offered free of charge twice a year to all residents living in the District
3. Additional staffing (firefighters) during summer fire season
4. A garden debris drop-off program is funded by the District and operated by the garbage company, which allows residents to drop-off garden debris and other combustible plant materials once a month at a central drop-off area free of charge
5. Funding of a fuel reduction/fire break program at the Byrne Preserve through the use of goats
6. The annual mailing of fire prevention and emergency preparedness information to all District residents
7. An emergency preparedness coordinator at a half time position
8. Tree Pruning and Removal Program to reduce fire hazard
9. The seismic upgrading of water tanks

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 1 - GENERAL INFORMATION (Continued)

B. District Officials

The District is governed by a seven member Board of Commissioners (the "Commission"), appointed by the County of Santa Clara (the "County") Board of Supervisors for four-year terms, pursuant to the provisions of the Health and Safety Code Section 13884. Appointments to the Commission are made to provide for equal representation on the basis of population, as between residents of incorporated and unincorporated territories, respectively. A Commissioner must be a resident of the District. Commissioners are subject to removal for cause. The County Board of Supervisors delegates all of its powers to the Commission to manage the affairs of the District; provided, however, that the Commission shall not initiate litigation without the prior approval of the Board of Supervisors.

The District is considered a component unit of the County and the District's financial statements are blended into the County's financial statements. The Commission is composed of the following as of June 30, 2017:

	Term Expires Dec. 31
George Tyson, President	2018
Melvin Vaughn, Vice-President	2018
Janice Carr	2020
Mark Warren	2020
Roger Spreen	2019
Duffy Price	2020
Gary Waldeck	2017

C. Accounts and Records

The basic financial records are maintained in the office of the County's Auditor-Controller. The District maintains supporting vouchers and other records. Minutes were recorded and contained approvals for disbursements.

D. Budgetary Procedures

The District is required by state law to adopt a budget for the General Fund. The budget is prepared on the modified accrual basis of accounting, which is consistent with generally accepted accounting principles.

The annual budget is prepared, adopted and then submitted by the Commission to the County Board of Supervisors for final approval. Once the budget is approved, it can be amended at the Function and Fund level only by the approval of a majority of the Commission. Such amendments are presented to the Board at their regular meetings. All amendments are made before the fact and are reflected in the official minutes of the Board. Finally, all amendments are subsequently submitted to the County Board of Supervisors. All budget appropriations lapse at year-end. Encumbrance accounting is not used.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 1 - GENERAL INFORMATION (Continued)

E. Appropriations Limit

The County Board of Supervisors computes the appropriations limit for special districts that are governed by them. The County's auditors review these annual calculations.

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to local governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial principles. The most significant of the District's accounting policies are described below.

A. Basis of Presentation

Government-wide Financial Statements

The statement of net position and statement of activities display information about the District. These statements include the financial activities of the overall government. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the governmental activities. Direct expenses are those that are specifically associated with a service, program or department and are therefore clearly identifiable to a particular function. Program revenues would include charges paid by the recipients of goods or services offered by the programs. Revenues that are not classified as program revenues, including various taxes, are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program is self-financing or draws from the general revenues of the District.

Fund Financial Statements

Fund financial statements are organized into funds, each of which is considered to be a separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, deferred inflows, deferred outflows, fund equity, revenues, and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. There are separate statements for each fund category. The emphasis of fund financial statements is on major governmental and enterprise funds rather than reporting funds by type. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column. The internal service fund is presented in a single column in the proprietary fund financial statements. The District has only one fund, the General fund.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Governmental Fund

The District reports one major governmental fund:

- The *General Fund* is the general operating fund of the District and is always classified as a major fund. It is used to account for all revenues and expenditures necessary to carry out basic governmental activities of the District that are not required to be accounted for through other funds. For the District, the General Fund's primary activity is public protection.

B. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

The government-wide, proprietary, and fiduciary fund financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. This differs from the manner in which governmental fund financial statements are prepared. Therefore, governmental fund financial statements include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds. The District has no proprietary or fiduciary funds.

The accounting objectives of the economic resources measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets, deferred outflows, liabilities, and deferred inflows (whether current or noncurrent) associated with their activities are reported. The residual amount is classified as net position.

Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied.

The governmental fund financial statements are prepared using the current financial resources measurement focus and the modified accrual basis of accounting.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

In the current financial resources measurement focus, only current assets and liabilities are generally included on the balance sheets. The operating statements present sources and uses of available spendable financial resources during a given period. The fund balance is used as the measure of available spendable financial resources at the end of the period.

Under the modified accrual basis of accounting, revenues are recognized when measurable and available. Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year end. Expenditures (including capital outlay) are generally recorded when the related liability is incurred.

C. Property Tax Levy, Collection, and Maximum Rate

The State's Constitution, Article XIII A provides that the combined maximum property tax rate on any given property may not exceed 1% of its assessed value unless an additional amount for general obligation debt has been approved by the voters. Assessed value is calculated at 100% of market value as defined by Article XIII A and may be increased by no more than 2% per year unless the property is sold or transferred. These general property tax rates do not apply to taxes levied to pay the interest and redemption charges on any indebtedness incurred prior to June 6, 1978, or subsequently approved by the voters. Supplemental property taxes are levied on a pro rata basis when changes in *assessed* valuation occur due to sales transactions or the completion of construction. The State Legislature has determined the method of distribution among the counties, cities, school, districts, and other districts of receipts from the 1% property tax levy.

The County assesses properties, bills for, and collects property taxes as follows:

	Secured	Unsecured
Lien dates	January 1	January 1
Levy dates	October 1	July 1
Due dates	50% on November 1 50% on February 1	Upon receipt of billing
Delinquent after	December 10 (for November) April 10 (for February)	August 31

These taxes are secured by liens on the property being taxed. The Board of Supervisors annually sets the rates of the County and District taxes, and levies State, County, and District taxes as provided by law. The term "secured" refers to taxes on land and buildings, while "unsecured" refers to taxes on personal property other than land and buildings.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The County bills and collects property taxes and remits them to the District under the State authorized method of apportioning taxes whereby all local agencies, including special districts, receive from the County their respective shares of the amounts of ad valorem taxes collected.

In 1981, the District passed an ordinance to impose a special tax pursuant to the provisions of the California Government Code Section 53978 on real property within the District for fire protection and related services. The District has not imposed this tax since 1986. The maximum annual special tax assessment that a parcel can be charged is as follows:

Unimproved Parcels - \$15 per 5 acres or fraction thereof, with a maximum of \$60.

Improved Residential Parcels - \$50.

Improved Commercial Parcels - \$75.

D. Capital Assets

In the government-wide financial statements, capital assets (fixed assets) are those purchased or acquired with an original cost of \$5,000 or more and are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated acquisition value on the date of donation.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation expense is provided over the assets' estimated useful lives using the straight-line method of depreciation. The estimated useful lives by type of asset are as follows:

Improvements	50 years
Fire hydrants	50 years
Furniture & equipment	3 to 5 years

Maintenance and repairs are charged to operations when incurred. Betterments and major improvements which significantly increase values, change capacities or extend useful lives are capitalized. Upon sale or retirement of capital assets, the cost and related accumulated depreciation are removed from the respective accounts and any resulting gain or loss is included in the results of operations.

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Upon sale of capital assets, the proceeds from sale of capital assets are included in the results of operations as other financing sources.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Equity Classifications

In government-wide and proprietary fund financial statements, equity is classified as net position and divided into three components:

- *Net Investment In Capital Assets* — This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.
- *Restricted* — This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.
- *Unrestricted* — This category represents net position of the District, not restricted for any project or other purpose.

Governmental funds report fund balances in classifications based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. Fund balance for governmental funds can consist of the following:

- *Nonspendable Fund Balance* – includes amounts that are (a) not in spendable form—such as inventory, prepaid amounts or long-term notes receivable, or (b) legally or contractually required to be maintained intact—such as a trust that must be retained in perpetuity. The "not in spendable form" criterion includes items that are not expected to be converted to cash.
- *Restricted Fund Balance* –constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation. Restriction may effectively be changed or lifted only with the consent of resource providers.
- *Committed Fund Balance* –amounts that can only be used for the specific purposes determined by a formal action of the District's highest level of decision-making authority, the Board. Commitments may be changed or lifted by the District taking the same formal action that imposed the constraint originally.
- *Assigned Fund Balance* –comprises amounts intended to be used by the District for specific purposes that are neither restricted nor committed. Intent is expressed by (a) the District's Board or (b) a body (e.g., a budget or finance committee) or official to which the District's Board has delegated the authority to assign, modify, rescind amounts to be used for specific purposes. With the exception of the General Fund, this is the residual fund balance classification for all governmental funds with positive balances.
- *Unassigned Fund Balance* –the residual classification for the General Fund. It is also used to report negative fund balance in other governmental funds.

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is generally depleted in the order of restricted, committed, assigned, and unassigned.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

G. Subsequent Events

Management has evaluated the subsequent events through **September 8**, 2017.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 3. - CASH AND INVESTMENTS

Available cash balances of the District are invested in the Santa Clara County Treasury Pool ("Pool") for the purpose of increasing earnings through investment activities. The County's commingled pool consist of cash in bank, U.S. government and agency securities, corporate bonds, negotiable certificates of deposit, commercial paper, and deposits in the State's Local Agency Investment Fund. The County's pooled deposits and investments are regulated by California Government Code and by a County investment policy approved annually by the County Treasury Oversight Committee and the Board. The pooled investments' fair value is based on quoted market prices. The County allocates interest to the District based on the District's average daily cash balance relative to the entire Pool. The value of the participants' pool shares that may be withdrawn is determined on an amortized basis, which is different than the fair value of the participants' positions in the pool. In addition, the County's investment pool is not rated by any of the credit rating agencies. Additional information regarding the County's investment policy and cash and investments, including interest rate risk, credit risk, custodial credit risk categories, and maturities of the different categories of investments, can be found in the County's notes to the basic financial statements.

Cash and investments at June 30, 2017 consist of the following:

	<u>Carrying Amount</u>	<u>Fair Value</u>
County Treasury Pool	\$ 13,127,220	\$ 13,127,220
Petty Cash	<u>500</u>	<u>500</u>
Total cash and investments	<u>\$ 13,127,720</u>	<u>\$ 13,127,720</u>

Governmental Accounting Standards Board (GASB), Statement No. 31, *Accounting and Financial Reporting for Certain Investment and for External Investment Pools*, establishes accounting and financial reporting standards for all investments held by governmental external investment pools. The statement requires governmental entities to report investments at fair value.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 4. - FAIR VALUE MEASUREMENTS

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets that the District has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the County Treasury Investment Pool are not categorized using the levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements are as follows at June 30, 2017:

<u>Investment Type</u>	<u>Fair Value/ Uncategorized</u>
County Pool	<u>\$ 13,127,220</u>

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 5. - CAPITAL ASSETS

The capital asset activity for the year ended June 30, 2017 is as follows:

	Balance 6/30/2016	Additions	Deletions	Balance 6/30/2017
Governmental Activities:				
Land	\$ 4,688	\$ -	\$ -	\$ 4,688
Improvements	2,552,838	-	-	2,552,838
Fire hydrants	1,078,745	-	-	1,078,745
Furniture & equipment	63,118	-	-	63,118
Total cost	3,699,389	-	-	3,699,389
Accumulated depreciation	(1,370,047)	(75,705)	-	(1,445,752)
Total Capital Assets, Net	<u>\$ 2,329,342</u>	<u>\$ (75,705)</u>	<u>\$ -</u>	<u>\$ 2,253,637</u>

Capital project expenditures for the year ended June 30, 2017 amounted to \$1,301,771. The amount represents engineering and construction costs for upgrading hydrants, for which the ongoing maintenance and operations are the responsibility of Purissima Hills Water District and as such are not required under current accounting standards to be capitalized.

For the year ended June 30, 2017, depreciation expense charged to public protection under governmental activities was \$75,705.

NOTE 6. - LEASE - FOOTHILL COMMUNITY COLLEGE

The District leases the land for the newly constructed fire station situated on the Foothill Community College Campus, under the terms of a 99-year lease, at a rental of \$1 per year (prepaid), expiring February 2092.

NOTE 7. - CONTRACT FIRE PROTECTION SERVICES

Santa Clara County Central Fire Protection District ("Central Fire District")

On December 17, 1996, an agreement was reached between the City of Los Altos (the "City"), the District, and the Central Fire District, for Central Fire District to render fire protection and other services to all of the areas included within the territorial limits of the District.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 7. - CONTRACT FIRE PROTECTION SERVICES (Continued)

Term: The term of the agreement is for ten years from January 1, 1997 (although the effective date of commencement of services was 12:01 a.m. on December 30, 1996). The agreement provides for the automatic renewal for an additional ten-year period unless the City, the District, or Central Fire District provides written notice of non-renewal to the other parties at least 180 days prior to the expiration date of this agreement. As of March 2006, the District renewed the contract with Central Fire District under a new amendment for an additional ten-year period. As of January 2017, the District amended and entered into a new agreement for an additional ten-year period, effective until December 31, 2026.

Real Property and Equipment: The Central Fire District is authorized to occupy and use the City's and the District's real property at no cost, and is responsible for maintaining and repairing the property should it be destroyed or damaged beyond repair, or otherwise rendered temporarily unusable. Until the destroyed or damaged portions are fully and permanently rebuilt or replaced, Central Fire District shall provide reasonable temporary facilities. The City and District shall remain responsible for the maintenance, repairs and/or replacement of fuel tanks at their respective stations. Title to any improvements and fixtures shall vest in the City and the District. In the event of termination of this agreement, Central Fire District will be reimbursed for any mutually agreed upon improvements, less straight-line depreciation over ten years of the purchase price, less the salvage value.

The City transferred title to its equipment and rolling stock to Central Fire District. Upon termination of the agreement, the City and the District shall have the option of repurchasing any and all equipment previously sold to Central Fire District. If Central Fire District no longer owns that same equipment, City and the District shall have the option of purchasing comparable or replacement equipment from Central Fire District. In both events, the price will be the sales price, plus the value of any upgrades or additional features, less any depreciation value. The Central Fire District will be responsible for providing and replacing new equipment at no cost to the City and the District.

Compensation: The Central Fire District will invoice the City and the District monthly, and payments shall be made within 15 days of receipt of the invoice. Payment is made by automatic transfer through the County of Santa Clara.

Each calendar year commencing on January 1, 2017, and each January thereafter the City and the District shall owe to County Fire the annual operating costs in the amount of \$10,627,038 jointly, subject to deductions of providing paramedic first responder service at a prorated basis, plus an increase to be determined as follows:

- A. The parties agree that annual increases in compensation to the Central Fire District for fire and emergency medical services costs shall be limited to the "weighted average" of the percent growth of the following three indices:
 - (1) 50% Consumer Price Index defined as the second most prior February to the February immediately prior to the January being considered for increase, San Francisco-Oakland-San Jose, All Urban, All Items Consumer Price Index,
 - (2) 25% Assessed Valuation defined as the total Local Secured Values for the total parcels in the City or District as reported by the County of Santa Clara Controller's Office each July; and
 - (3) 25% COLA following a calculation formula – the average annual cost of living increase in total compensation provided to firefighters of the Central Fire District.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 7. - CONTRACT FIRE PROTECTION SERVICES (Continued)

B. If any index referenced in this Section has a negative growth, the value of the index (indices) will be zero for the purposes of computing the weighted average for that fiscal year. If all three indices have negative growth, the percent increase will be zero. At no time will the annual base amount be reduced as a result of the formula described in this Section.

C. The annual weighted average increase shall not be less than 2% or greater than 5% in the base rate.

The District has also entered into contracts with Central Fire District for a CERT Program Coordinator, at an annual base amount of \$70,992 plus the adjustment as described in Part A above; a Battalion Chief, at an annual base amount of \$1,103,355 plus the adjustment as described in Part A above; additional fire-season staffing at a rate of 1.5 times top step for Captain and each Firefighter/Engineer; and, beginning in July 2017, the use of a Wildland Interface Engine at the published OES rate for each day the engine is in service.

Actual amounts paid by the District were as follows:

For the fiscal year ended June 30,	
2017	\$5,741,943
2016	5,652,869
2015	5,429,903
2014	5,312,413
2013	5,107,403

In addition to the above services, the District will purchase, on occasion, emergency equipment with titles typically reverting to Santa Clara County Fire Department.

NOTE 8. - OTHER CONTRACTED SERVICES

A. Consulting Services

Stuart Farwell has been a Fire Consultant to the District since July 1997. His latest agreement was approved on March 18, 2014. Mr. Farwell assists with all of the water main and hydrant projects in the District as well as overseeing the brush chipping program and other programs as directed by the Board.

Jeanne Evilsizer has been the District Clerk since January 1981. The latest consulting agreement with the District was entered into on March 21, 2017. Her services include preparing the monthly packets, preparing the monthly invoices and taking the minutes of the monthly meetings. She also performs various other clerical duties.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2017

NOTE 8. - OTHER CONTRACTED SERVICES (Continued)

Cori Vargas is the District's Financial Consultant with the firm Vargas Company in San Jose.

Dan Siegel is the District's Legal Counsel with the firm Jorgenson, Siegel, McClure and Flegel in Menlo Park.

B. S.P. McClenahan, Co. Inc.

The District contracts with S.P. McClenahan Co., Inc. for on-site "chipping" and tree removal services for District residents. The District's total costs for this vendor in fiscal year 2016-2017 amounted to about \$1,252,181.

C. Stoloski & Gonzalez, Inc.

The District contracts with Stoloski & Gonzalez, Inc. for construction on Phase 8 of the Purissima Hills Fire Hydrant Replacement Project. The District's total costs for this vendor in fiscal year 2016-2017 amounted to about \$1,035,205.

D. Pakpour Consulting Group, Inc.

The District contracts with Pakpour Consulting Group, Inc. for engineering and construction management of the Hydrant Replacement Project, and RFP coordination for the Tree Removal and Pruning Program. The District's total costs for this vendor in fiscal year 2016-2017 amounted to about \$319,297.

E. Kevin Kielty Arborist Services

Kevin Kielty Arborist Services is contracted provide a count and analyzation of the District's trees in preparation of the RFP process for the Tree Removal and Pruning Program. The District's total costs for this vendor in fiscal year 2016-2017 amounted to \$58,250.

D. Green Waste Recovery

In October 2008, the District began using the services of Green Waste Recovery for the Yard Waste Program at Foothill College. This free program allows residents to reduce fuel loads on their property and dispose of the cuttings monthly at Foothill College. The District's costs for year 2016-2017 amounted to about \$37,332, which was paid to the Town of Los Altos Hills.

REQUIRED SUPPLEMENTARY INFORMATION

LOS ALTOS HILLS COUNTY FIRE DISTRICT

BUDGETARY COMPARISON SCHEDULE - GENERAL FUND YEAR ENDED JUNE 30, 2017

	Original Budget	Final Budget	Actual Amount	Variance with Final Budget Positive/(Negative)
Budgetary Fund Balances, Beginning of Year	\$ 11,217,240	\$ 11,217,240	\$ 11,164,565	\$ (52,675)
Resources (Inflows)				
Property taxes	9,954,900	9,954,900	10,406,581	451,681
Intergovernmental: State	46,000	46,000	45,222	(778)
Interest and investment income	45,000	45,000	99,372	54,372
Property rental	3,000	3,000	11,000	8,000
Other revenues	1,100	1,100	535	(565)
Amounts Available for Appropriation	10,050,000	10,050,000	10,562,710	512,710
Charges to Appropriations (Outflows)				
Public Protection				
Services and supplies	8,318,431	8,318,431	7,570,205	748,226
Capital outlay	2,005,570	2,005,570	1,301,771	703,799
Total Charges to Appropriations	10,324,001	10,324,001	8,871,976	1,452,025
Budgetary Fund Balances, End of Year	\$ 10,943,239	\$ 10,943,239	\$ 12,855,299	\$ 1,912,060



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Commissioners of Los Altos Hills
County Fire District
Los Altos, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the General fund of the Los Altos Hills County Fire District (the "District"), a component unit of the County of Santa Clara, as of and for the year ended June 30, 2017, and related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated September 8, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Los Altos Hills County Fire District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of the testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Varrinck, Trine, Day & Co., LLP.

Pleasanton, California
September 8, 2017

LOS ALTOS HILLS COUNTY FIRE DISTRICT

SUMMARY OF AUDITORS' RESULTS YEAR ENDED JUNE 30, 2017

Section I – Summary of Auditors' Results

Financial Statements

Types of auditors' report issued Unmodified

Internal Control over financial reporting

- Material weakness identified?
- Significant deficiency identified?

No
None reported

Noncompliance material to financial statements noted?

No

Federal Awards

Not applicable

Section II – Financial Statement Findings

Our audit of the accompanying basic financial statements of the Los Altos Hills County Fire District, as of and for the year ended June 30, 2017, disclosed no findings or questioned costs.

Our report on the Los Altos Hills County Fire District's internal control over financial reporting and compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*, as of and for the year ended June 30, 2017, disclosed no findings or questioned costs.

Section III – Federal Award Findings and Questioned Costs

The Los Altos Hills County Fire District had no federal program as of and for the year ended June 30, 2017.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS YEAR ENDED JUNE 30, 2017

Section I - Financial Statement Findings

The audit of the basic financial statements of the Los Altos Hills County Fire District, as of and for the year ended June 30, 2016, disclosed no findings or questioned costs.

The report on the Los Altos Hills County Fire District's internal control over financial reporting and compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*, as of and for the year ended June 30, 2016, disclosed no findings or questioned costs.

Section II - Federal Award Findings and Questioned Costs

The Los Altos Hills County Fire District had no federal program as of and for the year ended June 30, 2016.

5.a.
RECEIVED

SEP 8 - 2017

To: Ken Kehmna, Fire Chief

From: Dana Reed, Director of Emergency Management

**LOS ALTOS HILLS COUNTY
FIRE DISTRICT**

Date: September 8, 2017

Subject: Proposal to purchase UVR-V2 + Baofeng Radios for LAHCFD CERT'S who have received their Technicians Ham Radio License (or higher). To acquire this radio the LAHCFD CERT would be required to pass the FCC Ham radio license (technician or above), to enroll in the RECON Orientation Class, followed by two annual Field Operations training drills. This would allow them to become fully vested as a "RECON TEAM PROGRAM".

RECOMMENDATION

That the LAHCFD Commissioners approve funding to support this enhancement to the LAHCFD CERT Program. One time funding of \$1700 and on-going funding of \$700 per fiscal year.

These 'incentive radios' would not only be a valuable tool in expediting the CERT survey reports to the ARK, but would allow the CERT/HAM(s) to adhere to the new Town policy which requires check-in prior to activation or any assignment. This check-in procedure could allow the CERT/HAM flexibility to check-in via Ham radio, providing them immediate Disaster Service Worker (DSW) coverage without having to drive into the ARK for check-in. This further expedites the ability to begin surveying zones and critical infrastructure for the Town.

The budget for the radios can be established on yearly bases dependent upon the number of interested and motivated members.

- The approximate cost for one: Baofeng UV-5R+ (USA Warranty) Dual-Band 136-174/400-480 MHz FM Ham Two-way Radio with shipping can cost \$35 per unit.
- Additionally offer all current LAHCFD/RECON Ham radio operators (47) a Baofeng radio. This would help maintain enthusiasm and retain members. \$1,700 approximate, (one time). Should the Recon member choose not to accept the radio this number would be adjusted
- Requesting 20 'incentive radios, per year for any new CERT coming into the LAHCFD/RECON program after fulfilling all requirements. \$700.00 approximate; (per year if needed).
- Each recipient would be responsible to maintain and program the radio in accordance to LAHCFD/Recon frequencies.
- Other needed incentives: Diplomas, certificates, stickers and patches, provided on a per class basis and presented upon successfully completing each training class. Approximately \$300 (per year).

BACKGROUND

This proposal originated from a request that was presented to the LAHCFD Commissioners in the SCCFD First Quarterly Report for 2017 by Carol Starbuck. In her report, she requested that the Commissioners consider an incentive to attract and retain CERT/RECON (HAM RADIO) members. The incentive that was suggested was a 'starter radio' which would be owned and maintained by the RECON CERT member.

Currently the LAHCFD/RECON team consists of 47 licensed Hams. The goal of giving these "incentive radios" to each person, who is or becomes a new licensed Ham, would not only bolster high numbers in licensed personnel, but would add an extra layer of skills to the trained CERT member.

CONSEQUENCES OF NEGATIVE ACTIONS

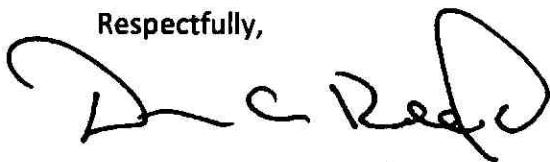
Not having enough LAHCFD/Recon members in the field could slow the information being disseminated from the ARK's Command Staff to LAH Emergency Operations Center (EOC) staff, translating to a loss of valuable time and resources.

STEPS FOLLOWING APPROVAL

If approved the following steps would be taken:

- Program Specialist II, Barry Stallard and Carol Starbuck would work with members of the LAHCFD/RECON managers to create a meaningful training manual and program for these newly licensed Ham.
- Mandate that each new LAHCFD/RECON member participate in one orientation class, in conjunction with a minimum of two Field Training drills per year.
- LAHCFD/RECON Team members would be encouraged to participate in a bi-monthly Radio NET.
- Offer the LAHCFD commissioners an annual update on the RECON team's strength and participation, as well as expenditures with needed requests for future growth.

Respectfully,

A handwritten signature in black ink, appearing to read 'Dana Reed', with a stylized, flowing script.

Dana Reed, Director of Emergency Management
Office of Emergency Management

Cc: Barry Stallard, PS II LAHCFD CERT Program
Carol Starbuck, PS II LAHCFD CERT Program



LOS ALTOS HILLS COUNTY FIRE DISTRICT

CERT CALENDAR OF EVENTS

AUGUST/SEPTEMBER 2017 CALENDAR

AUGUST 2017

- **AUGUST 22, 2017** CERT SUPERVISORS MEETING 19:00 -20:30
- **August 28** SCCFD- CERT REFRESHER TRAINING 19:00-21:00 Hillview Community Center-- Los Altos- (Basic Search and Rescue -- SAR methods)

SEPTEMBER 2017

- **SEPTEMBER 6, 2017** SCCFD- CERT REFRESHER TRAINING 19:00-21:00 Saratoga CA—(Basic Search and Rescue -- SAR methods)
- **SEPTEMBER 12-30, 2017** SCCFD CERT ACADEMY, Hillview Community Center
- **SEPTEMBER 20, 2017** LAH CERT SUPERVISOR MEETING 18:30-20:30
- **SEPTEMBER 23, 2017** SCCFD -- PEP --Personal Emergency Preparedness – Hillview Community Center –Los Altos –Ca 17:00-21:00



LAHCFD CERT Spotlight

LAHCFD CERT Supervisors

Quarterly Report Three, September 2017

Prepared and presented by: Carol Starbuck Program Specialist II SCCFD

5.c.

Description

The Los Altos Hills County Fire District (LAHCFD), Community Emergency Response Team (CERT) has a unique secondary component to its organization, "The LAHCFD CERT Supervisors". The LAHCFD CERT Supervisors provide leadership to the program and are essential to a robust community volunteer program. Currently 42 members fill the role of CERT Supervisor.

The vision for this group was created in 2009 when a handful of invited members were asked into the first of its kind, CERT Supervisors Academy. The foresight sought a concept that had never been utilized in CERT regionally. It encouraged the more 'active' CERT members an opportunity to step up and be able to work in a leadership role.

Today, these men and women have become the backbone of the LAHCFD CERT organization. They have proven themselves by displaying their dedication to the organization in many ways.

- Time commitment. Contributing extra hours above what is required by a general member.
- Becoming trained graduates from a three week LAH CERT Supervisor's Academy.
- They are requested to attend 10-12 CERT Supervisors meetings per year.
- Trained in the Incident Command System (ICS)
- They are called upon to mentor the newer CERT supervisors in exercises and drills.
- They are asked to run drills, events and exercises in a command position for CERT, or even Town events.

Evaluation

The select few who have graduated as LAHCFD CERT Supervisor have validated the vision by having brought a level of professionalism, leadership and direction to the general member's population. The general member's look up to these individuals and respect the roles they have delivered as leaders and mentors to the overall membership. Over the past eight years, the team has made continual adjustments by identifying strengths and addressing areas of improvement to improve capabilities, operations and communications. While there has been some transitory loss of leadership and reduced new members joining, CERT leadership remains committed to the community and the LAHCFD CERT Program Manager continues to support recruitment, training, and service to the community.

In Partnership:



As part of the LAHCFD Supervisors training, members are asked to attend two annual exercises per year, May and October. One of the benefits of having planned annual exercises during the same time each year is the consistent participation of CERT members and Supervisors. However the May exercise at times has conflicted with the annual Pathway's run which has affected the number of participating members.

Both the May and October exercises each year create opportunities for the CERT members to practice skill sets, serve in various ICS positions, test communications, process and familiarize members with each other.

There are four main objectives for these drills:

- Set up and follow Incident Command System (ICS) with organization capable of developing an Incident Action Plan
- Set up operations and test the flow of communications.
- Improve group capabilities while developing individual team leaders.
- Mentorship of junior level CERT supervisors during hands-on leadership responsibilities by providing a safety net.

Identified strengths and areas of improvement include:

- Skills are perishable- CERT supervisor leaders need to practice their skills on a regular basis.
- Annual drills require a hearty response from these leaders –while 42 members' strong, responding supervisors to these drills may only reach 20-25 attendees.
- It has become apparent that more CERT supervisors would be required to fill the necessary positions at these drills.
- Each supervisor plays a substantial role, no matter what the age or physical abilities might be. This must be kept in mind when recruiting.
- Evaluators could be beneficial in helping develop and documenting supervisor's strengths and areas for improvement during these drills to help improve in their roles and positions they are assigned to during a training drill.

Plan

Maintain the existing team membership and capabilities by continuing the following to improve the LAHCFD Supervisor Program:

- Continue two annual exercises/drills and periodically change to keep them fresh, timely and relevant to the mission. Consider changing annual MAY drill to another month due to Pathway run conflict.
- Develop evaluators by partnering with SCCFD/OEM along with regional CERT teams to help create a stronger team and to learn from our mistakes and wins.
- Explore methods for better paper and work flow using the ICS positions in the ARK during drills/exercises.
- Build depth within the CERT Supervisors team through mentorship –have experience CERT supervisors train others to be capable of filling command staff positions (while providing a safety net for the individuals during their training).

In Partnership:



- Improve CERT supervisor's awareness of how important it is to follow the chain of command in all drills/exercises. This would help build a more cohesive and respectful environment toward one another.

Increase training attendance and maintaining current membership and enthusiasm while attracting new recruits:

- Continue to recruit more LAHCFD Academy 'general members' into its organization –as a feeder system into the CERT supervisor's organization.
- To generate recruits, we could invite 'general members' to CERT supervisor's meetings to garner interest as a recruitment tool.
- Reignite the enthusiasm at CERT member's meetings as to what it means becoming a supervisor.
- Invite a minimum of eight (8) CERT members per year the opportunity to sign up for LAHCFD CERT Supervisors Academy
- Have management update the current curriculum to help bring it up to date.

Evaluate documentation needs for various LAHCFD Supervisors during the annual drills/exercises"

- Documents that could serve as training tools to run future training exercises.
- Documentation that archives past events, such as developing 'AFTER ACTION REPORTS'

Special Notes:

- The LAHCFD CERT Annual October Drill will take place this year on **October 07, 2017**.
- The drill will run from 9:00 AM to 12:00 PM
- Lunch has always been provided while the debrief is given.
- This will be the first time that an After Action Report (AAR) has been created. The evaluator's documentation will help us learn from our strengths and identify areas for improvement.

In Partnership:





FIRE DEPARTMENT SANTA CLARA COUNTY

14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 378-9342 (fax) • www.sccfd.org



1

August 9, 2017

Los Altos Hills County Fire District Commissioners
12355 El Monte Road
Los Altos Hills, CA 94022

Subject: Fire Report for July 2017

To Whom It May Concern:

The July 2017 fire reports for the Los Altos Hills County Fire District are enclosed:

1. Average Response Time Analysis: This report provides data for the last three fiscal years on the average time it took for each first-in unit to arrive on scene. The computation starts from the moment the dispatcher makes his/her first keystroke at the command panel (after the call has been handed-off by the Emergency 911 telephone handler). This information is also graphically represented in the accompanying bar charts.

The arrival times for first-due units on code three calls was 8 minutes or less for:

Freeway: 100%
Metro/Urban: 100%
Suburban: 91.67%
Rural: 71.43%

2. Incident Types by Month: This report summarizes on a monthly basis, the number of incidents by call type, for every emergency vehicle that was the first unit on-scene. This information is also graphically represented in a pie chart depicting the number of incidents by type.
3. Monetary Fire Loss by Month and Incident Type: This report presents the monthly dollar loss in each of the fire type categories for the last three calendar years. The fire loss for the month was uniquely impacted by the \$105,000 Estacada Drive fire.

The fire loss for this month was \$105,000.

Please let me know if you have any questions about the data contained in this report.

Sincerely,

Tony Bowden
Assistant Fire Chief

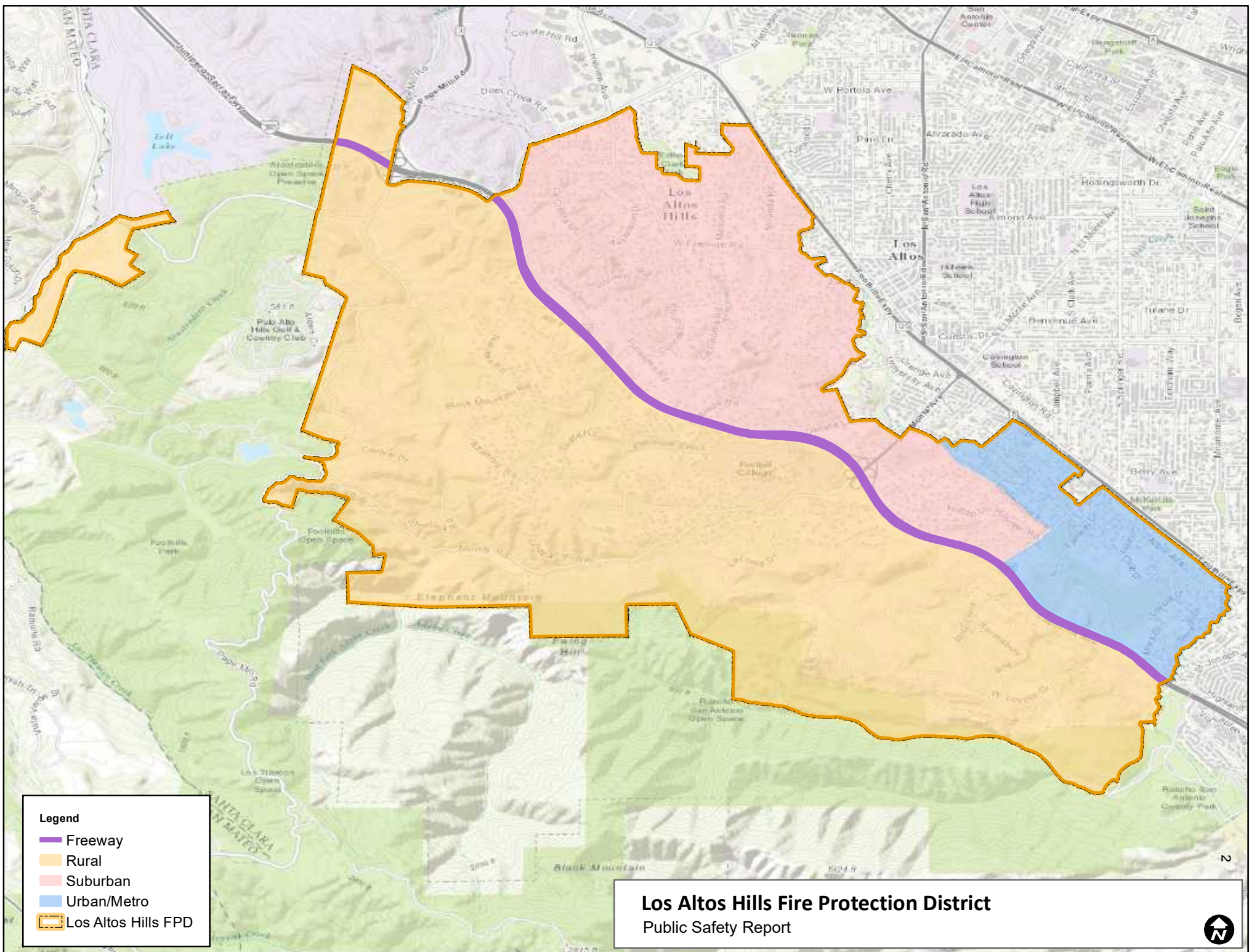
Enclosures

c: Steve Prziborowski, Deputy Chief

TB:kr

Organized as the Santa Clara County Central Fire Protection District

*Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,
Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga*



- Legend**
- Freeway
 - Rural
 - Suburban
 - Urban/Metro
 - Los Altos Hills FPD

Los Altos Hills Fire Protection District

Public Safety Report



Los Altos Hills County Fire District First Arriving Unit Average Response Times

Code 3 Calls Only

July 2017

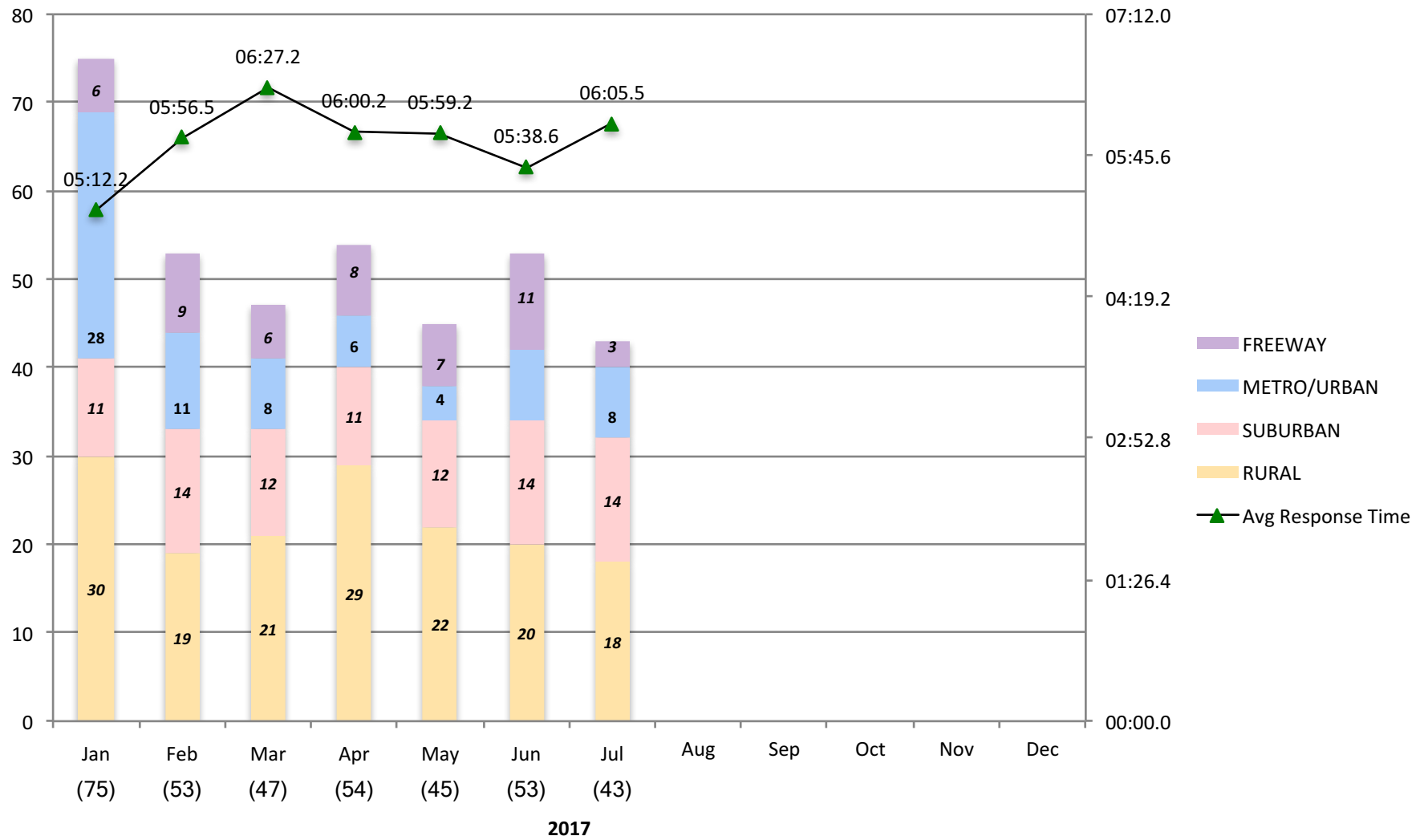
All Call Types

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRST DUE	6	04:09.7	12	05:23.3	14	07:06.4	3	03:59.7	35	05:44.7
<i>E75</i>			5	06:29.0					5	06:29.0
<i>E76</i>	5	04:13.8	4	04:19.3	2	05:12.0			11	04:26.4
<i>R74</i>	1	03:49.0	3	04:59.0	11	07:10.1	2	05:59.5	17	06:26.8
<i>B74</i>							1	00:00.0	1	00:00.0
<i>E374</i>					1	10:15.0			1	10:15.0
RELIABILITY	2	06:39.5	2	05:10.0	4	09:18.0			8	07:36.4
<i>E75</i>			1	04:17.0	2	12:30.5			3	09:46.0
<i>R74</i>	1	06:22.0							1	06:22.0
<i>E71</i>					1	08:52.0			1	08:52.0
<i>E377</i>					1	03:19.0			1	03:19.0
<i>E72</i>			1	06:03.0					1	06:03.0
<i>CFSAF</i>	1	06:57.0							1	06:57.0
Grand Total	8	04:47.1	14	05:21.4	18	07:35.7	3	03:59.7	43	06:05.5

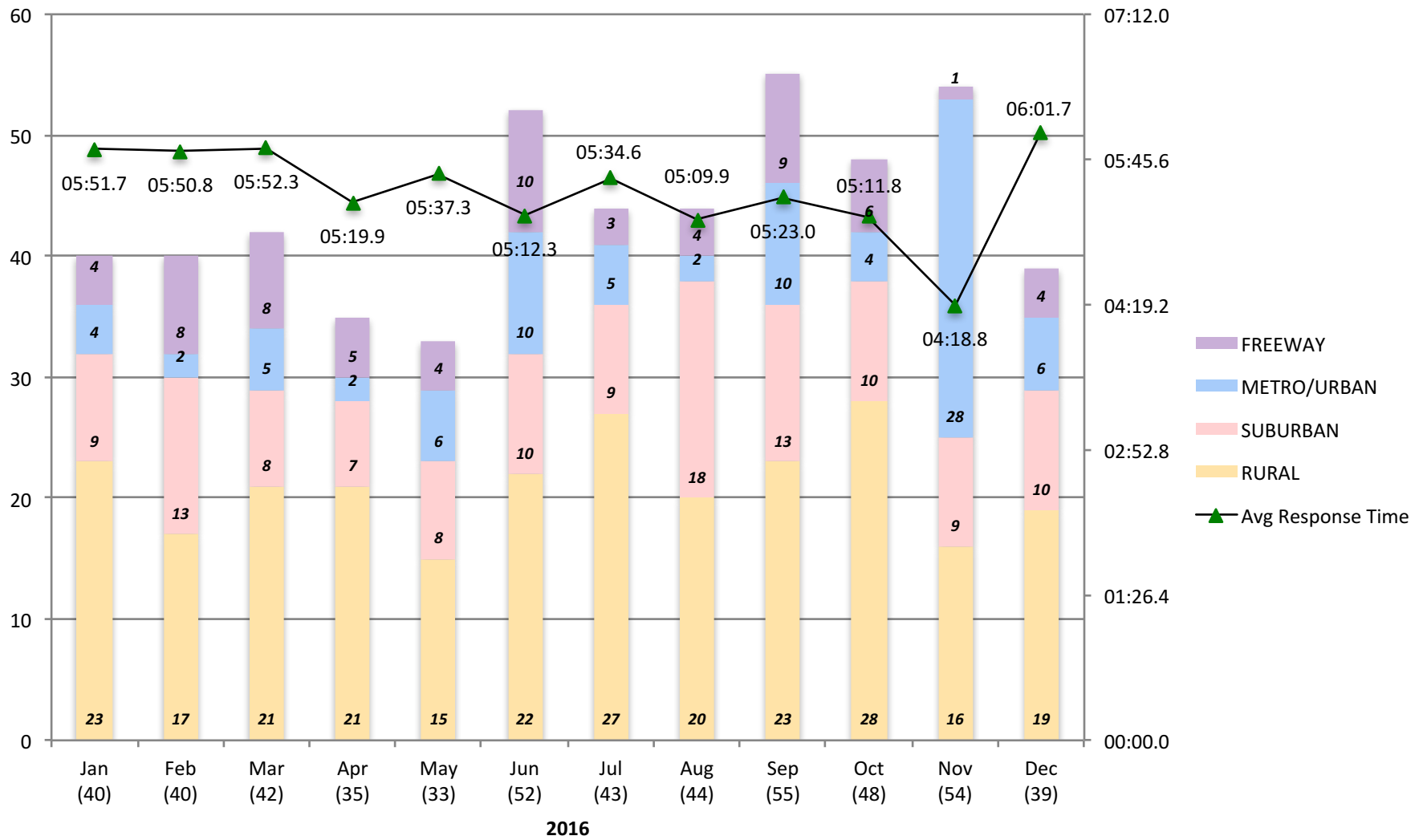
Call Type Breakdown

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRE			1	06:58.0	2	06:05.5			3	06:23.0
<i>Structure</i>			1	06:58.0					1	06:58.0
<i>Vehicle</i>										
<i>Vegetation</i>					2	06:05.5			2	06:05.5
<i>Outside rubbish</i>										
<i>Special outside</i>										
<i>Other</i>										
OVERPRESSURE										
EMS	3	04:14.7	11	05:16.9	14	07:43.4	1	00:00.0	29	06:10.3
HAZ CONDITIONS					1	04:41.0			1	04:41.0
SERVICE	1	03:49.0	1	04:59.0					2	04:24.0
GOOD INTENT	3	05:56.3	1	04:56.0	1	11:42.0	2	05:59.5	7	06:38.0
FALSE ALARM	1	03:55.0							1	03:55.0
SEVERE WEATHER										
TOTAL	8	04:47.1	14	05:21.4	18	07:35.7	3	03:59.7	43	06:05.5

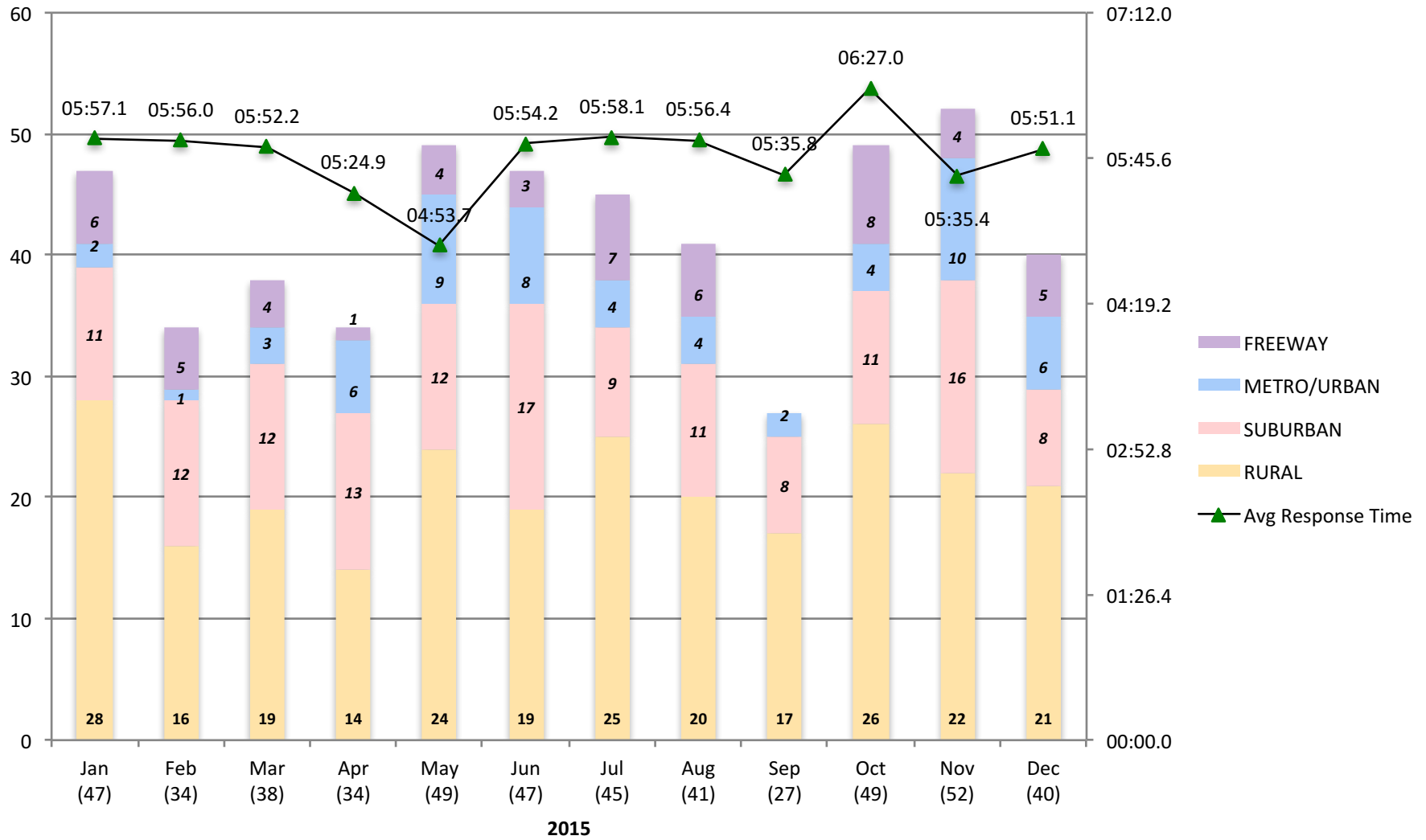
Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District First Arriving Unit Response Time Centiles

Code 3 Calls Only

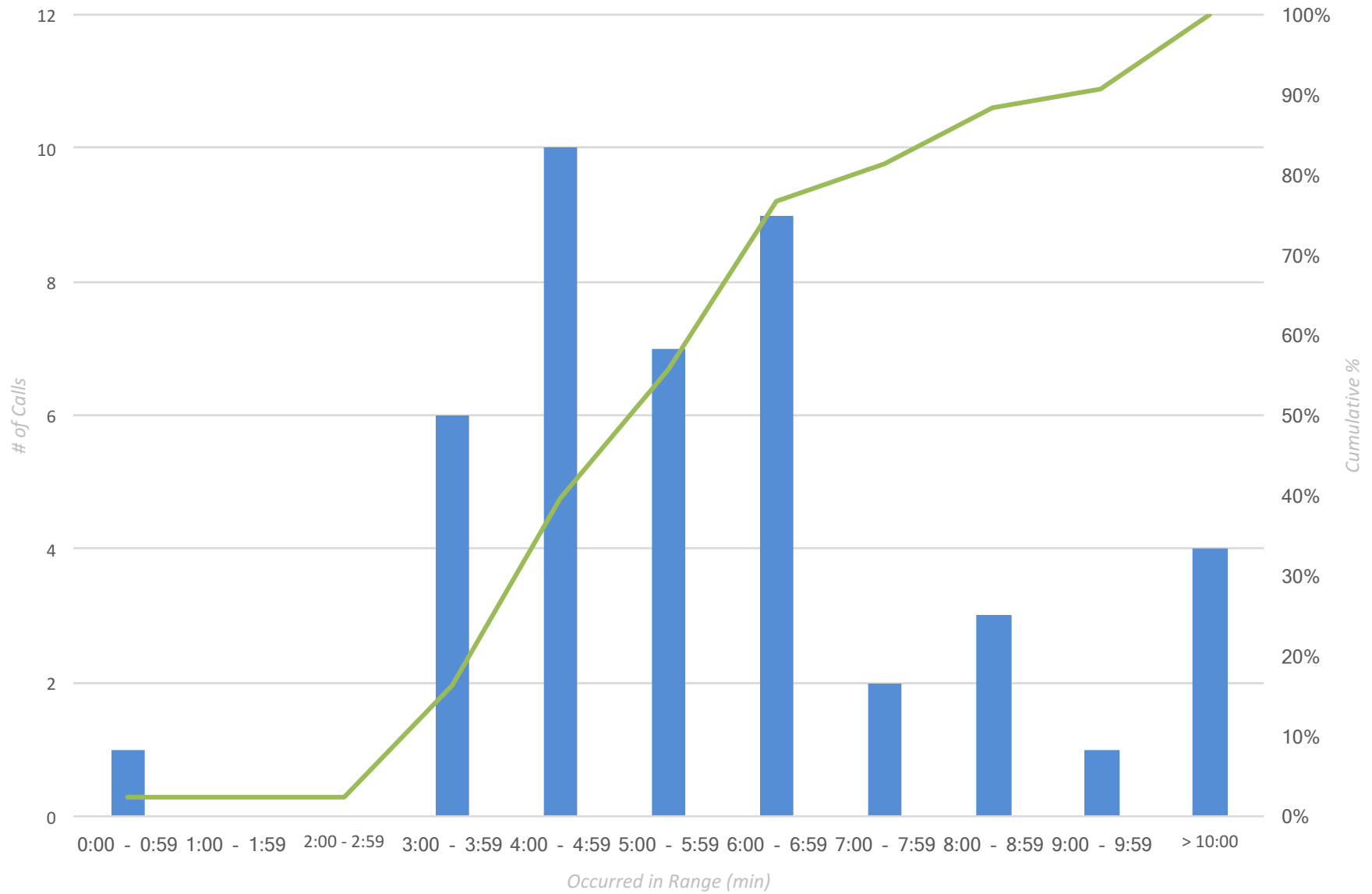
July 2017

First Unit Arrived In Less Than	1 min	2 min	3 min	4 min	5 min	6 min	7 min	8 min	9 min	10 min
FIRST DUE (35)	2.86% (1)	2.86% (1)	2.86% (1)	17.14% (6)	42.86% (15)	62.86% (22)	80% (28)	85.71% (30)	91.43% (32)	94.29% (33)
URBAN/METRO (6)				66.67% (4)	83.33% (5)	100% (6)	100% (6)	100% (6)	100% (6)	100% (6)
<i>E76 (5)</i>				60% (3)	80% (4)	100% (5)	100% (5)	100% (5)	100% (5)	100% (5)
<i>R74 (1)</i>				100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
SUBURBAN (12)				8.33% (1)	50% (6)	75% (9)	91.67% (11)	91.67% (11)	100% (12)	100% (12)
<i>E75 (5)</i>					20% (1)	40% (2)	80% (4)	80% (4)	100% (5)	100% (5)
<i>E76 (4)</i>				25% (1)	75% (3)	100% (4)	100% (4)	100% (4)	100% (4)	100% (4)
<i>R74 (3)</i>					66.67% (2)	100% (3)	100% (3)	100% (3)	100% (3)	100% (3)
RURAL (14)					21.43% (3)	35.71% (5)	57.14% (8)	71.43% (10)	78.57% (11)	85.71% (12)
<i>E76 (2)</i>					50% (1)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
<i>R74 (11)</i>					18.18% (2)	27.27% (3)	54.55% (6)	72.73% (8)	81.82% (9)	90.91% (10)
<i>E374 (1)</i>								0% (0)	0% (0)	0% (0)
FREEWAY (3)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	33.33% (1)	66.67% (2)	100% (3)	100% (3)	100% (3)	100% (3)
<i>R74 (2)</i>						50% (1)	100% (2)	100% (2)	100% (2)	100% (2)
<i>B74 (1)</i>	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RELIABILITY (8)				12.5% (1)	25% (2)	25% (2)	62.5% (5)	62.5% (5)	75% (6)	75% (6)
RURAL (4)				25% (1)	25% (1)	25% (1)	25% (1)	25% (1)	50% (2)	50% (2)
<i>E75 (2)</i>								0% (0)	0% (0)	0% (0)
<i>E71 (1)</i>								0% (0)	100% (1)	100% (1)
<i>E377 (1)</i>				100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
SUBURBAN (2)					50% (1)	50% (1)	100% (2)	100% (2)	100% (2)	100% (2)
<i>E75 (1)</i>					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
<i>E72 (1)</i>							100% (1)	100% (1)	100% (1)	100% (1)
URBAN/METRO (2)							100% (2)	100% (2)	100% (2)	100% (2)
<i>R74 (1)</i>							100% (1)	100% (1)	100% (1)	100% (1)
<i>CFSAF (1)</i>							100% (1)	100% (1)	100% (1)	100% (1)
Grand Total (43)	2.33% (1)	2.33% (1)	2.33% (1)	16.28% (7)	39.53% (17)	55.81% (24)	76.74% (33)	81.4% (35)	88.37% (38)	90.7% (39)

Occurred in Range	# of Calls	Cumulative %
0:00 - 0:59	1	2.33%
1:00 - 1:59	0	2.33%
2:00 - 2:59	0	2.33%
3:00 - 3:59	6	16.28%
4:00 - 4:59	10	39.53%
5:00 - 5:59	7	55.81%
6:00 - 6:59	9	76.74%
7:00 - 7:59	2	81.40%
8:00 - 8:59	3	88.37%
9:00 - 9:59	1	90.70%
> 10:00	4	100.00%

Los Altos Hills County Fire District Response Time Centiles

Code 3 Only



Los Altos Hills County Fire District Incidents by Month

All Code Calls

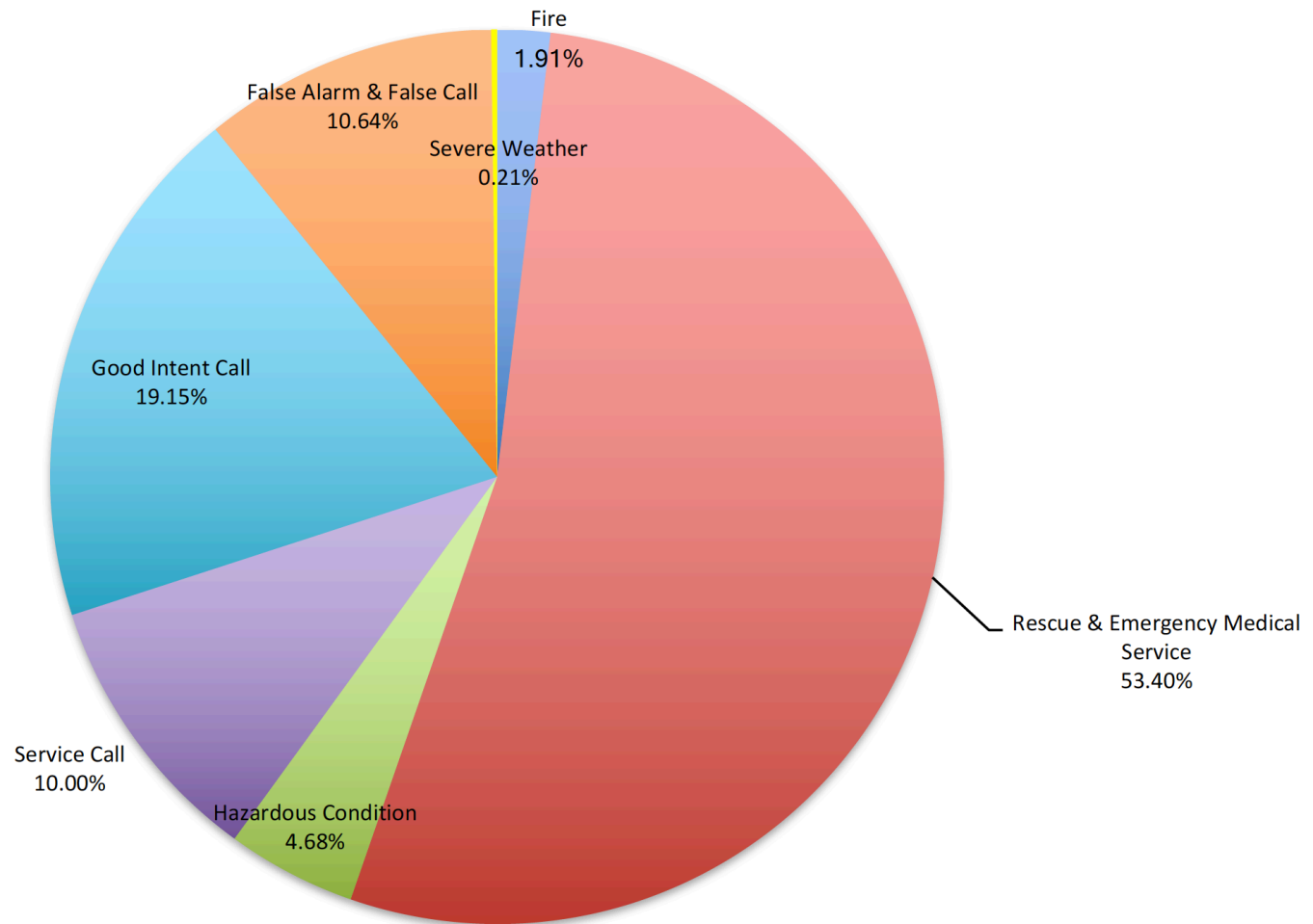
2017, 2016, & 2015

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2017	1	1	1	2	0	4	4						13
	2016	0	0	0	2	0	3	0	0	2	1	1	2	11
	2015	2	2	0	4	0	3	3	1	2	2	0	2	21
Overpressure, Rupture, Explosion, Overheat (No Fire)	2017	0	0	0	0	0	0	0						0
	2016	0	0	1	1	0	0	0	0	0	0	0	0	2
	2015	0	1	0	0	0	1	0	0	1	0	0	0	3
Rescue & Emergency Medical Service	2017	67	38	42	38	34	32	36						287
	2016	39	30	35	38	31	40	34	41	37	36	48	42	451
	2015	39	33	39	30	57	41	39	31	22	53	48	33	465
Hazardous Condition	2017	6	3	1	9	0	3	1						23
	2016	4	5	0	5	4	2	0	0	1	3	5	6	35
	2015	5	5	1	0	2	2	1	1	1	2	3	3	26
Service Call	2017	9	9	1	12	6	10	10						57
	2016	9	5	8	6	2	4	14	2	7	11	8	7	83
	2015	4	11	8	11	8	7	7	6	5	7	7	7	88
Good Intent Call	2017	8	15	18	24	8	17	20						110
	2016	8	12	14	9	8	17	16	8	13	14	6	4	129
	2015	13	11	6	6	12	9	11	12	17	11	15	7	130
False Alarm & False Call	2017	4	8	9	8	13	8	10						60
	2016	13	8	4	4	4	9	13	10	14	8	7	5	99
	2015	10	4	6	7	6	15	9	13	14	8	9	12	113
Special Incident	2017	0	0	0	0	0	1	0						1
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2017	95	74	72	93	61	75	81	0	0	0	0	0	551
	2016	73	60	62	65	49	75	77	61	74	73	75	66	810
	2015	73	67	60	58	85	78	70	64	62	83	82	64	846

Los Altos Hills County Fire District Incident Type Breakdown

All Code Calls

2017



Los Altos Hills County Fire District Monetary Loss by Month & Incident Type

Only Fires

2017, 2016, & 2015

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Structure Fire	2017	\$6,500	\$0	\$0	\$3,000	\$0	\$0	\$105,000						\$114,500
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$2,000	\$45	\$50,000	\$100	\$402,145
	2015	\$16,500	\$100,000	\$0	\$60,000	\$0	\$0	\$2,000	\$0	\$0	\$20,000	\$0	\$5,500	\$204,000
Vehicle Fire	2017	\$0	\$0	\$0	\$3,000	\$0	\$0	\$0						\$3,000
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$13,000	\$17,000
	2015	\$0	\$1,000	\$0	\$4,000	\$0	\$2,000	\$1,700	\$2,500	\$15,250	\$0	\$0	\$1,750	\$28,200
Natural Vegetation Fire	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$100	\$5,000	\$0	\$100	\$0	\$0	\$0	\$5,250
Outside Rubbish / Dumpster	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50
Special Outside Fire	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Fire Loss	2017	\$6,500	\$0	\$0	\$6,000	\$0	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0	\$117,500
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$350,000	\$0	\$2,000	\$45	\$50,000	\$13,100	\$419,145
	2015	\$16,500	\$101,000	\$0	\$64,100	\$0	\$2,100	\$8,700	\$2,500	\$15,350	\$20,000	\$0	\$7,250	\$237,500



FIRE DEPARTMENT SANTA CLARA COUNTY



14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 378-9342 (fax) • www.sccfd.org

September 7, 2017

Los Altos Hills County Fire District Commissioners
12355 El Monte Road
Los Altos Hills, CA 94022

Subject: Fire Report for August 2017

To Whom It May Concern:

The August 2017 fire reports for the Los Altos Hills County Fire District are enclosed:

1. Average Response Time Analysis: This report provides data for the last three fiscal years on the average time it took for each first-in unit to arrive on scene. The computation starts from the moment the dispatcher makes his/her first keystroke at the command panel (after the call has been handed-off by the Emergency 911 telephone handler). This information is also graphically represented in the accompanying bar charts.

The arrival times for first-due units on code three calls was 8 minutes or less for:

Freeway: 100%
Metro/Urban: 100%
Suburban: 100%
Rural: 62.5%

2. Incident Types by Month: This report summarizes on a monthly basis, the number of incidents by call type, for every emergency vehicle that was the first unit on-scene. This information is also graphically represented in a pie chart depicting the number of incidents by type.
3. Monetary Fire Loss by Month and Incident Type: This report presents the monthly dollar loss in each of the fire type categories for the last three calendar years.

The fire loss for this month was \$4,500.

Please let me know if you have any questions about the data contained in this report.

Sincerely,

Tony Bowden

Assistant Fire Chief

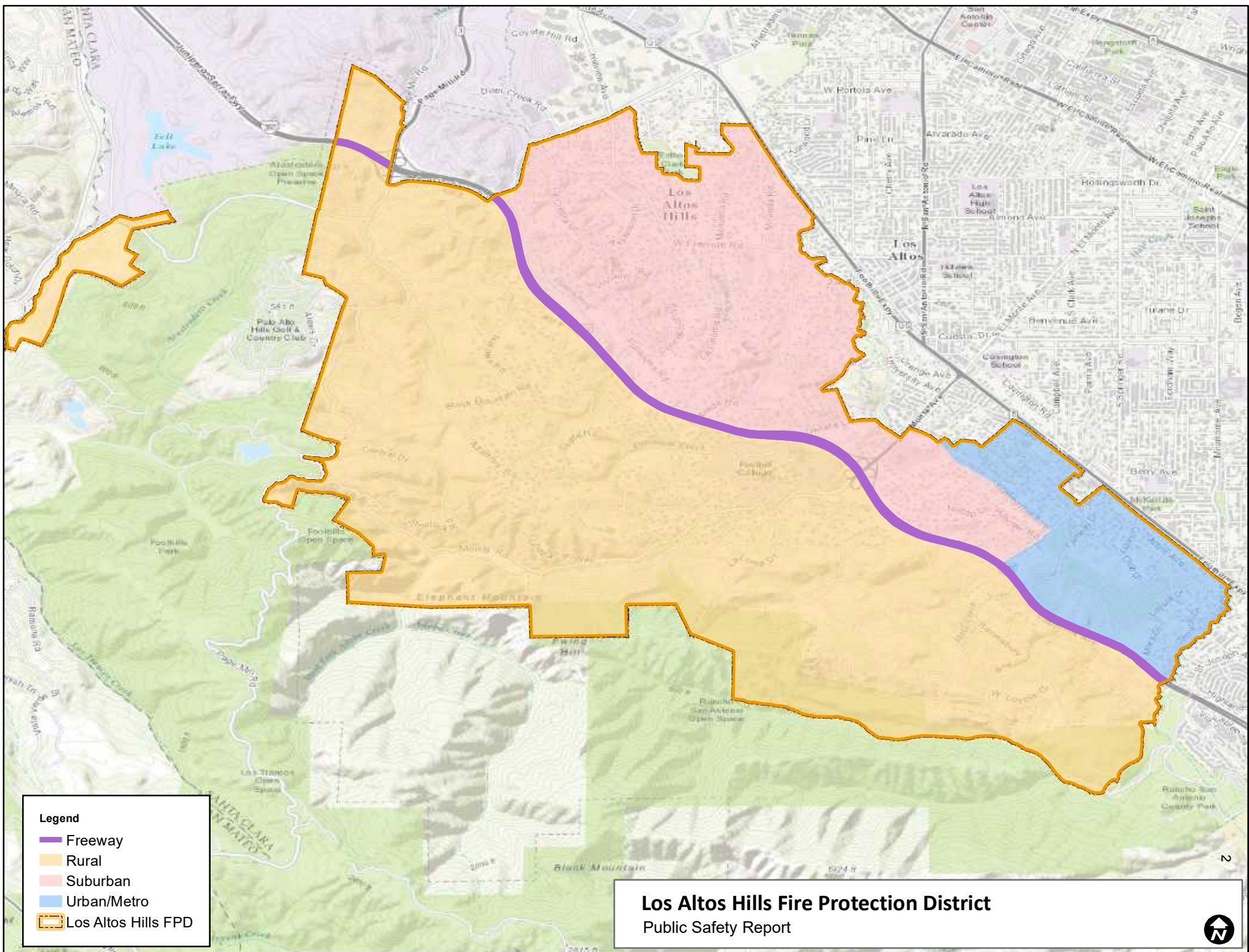
Enclosures

c: Steve Prziborowski, Deputy Chief

TB:kr

Organized as the Santa Clara County Central Fire Protection District

*Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,
Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga*



- Legend**
- Freeway
 - Rural
 - Suburban
 - Urban/Metro
 - Los Altos Hills FPD

Los Altos Hills Fire Protection District
Public Safety Report



Los Altos Hills County Fire District First Arriving Unit Average Response Times

Code 3 Calls Only

August 2017

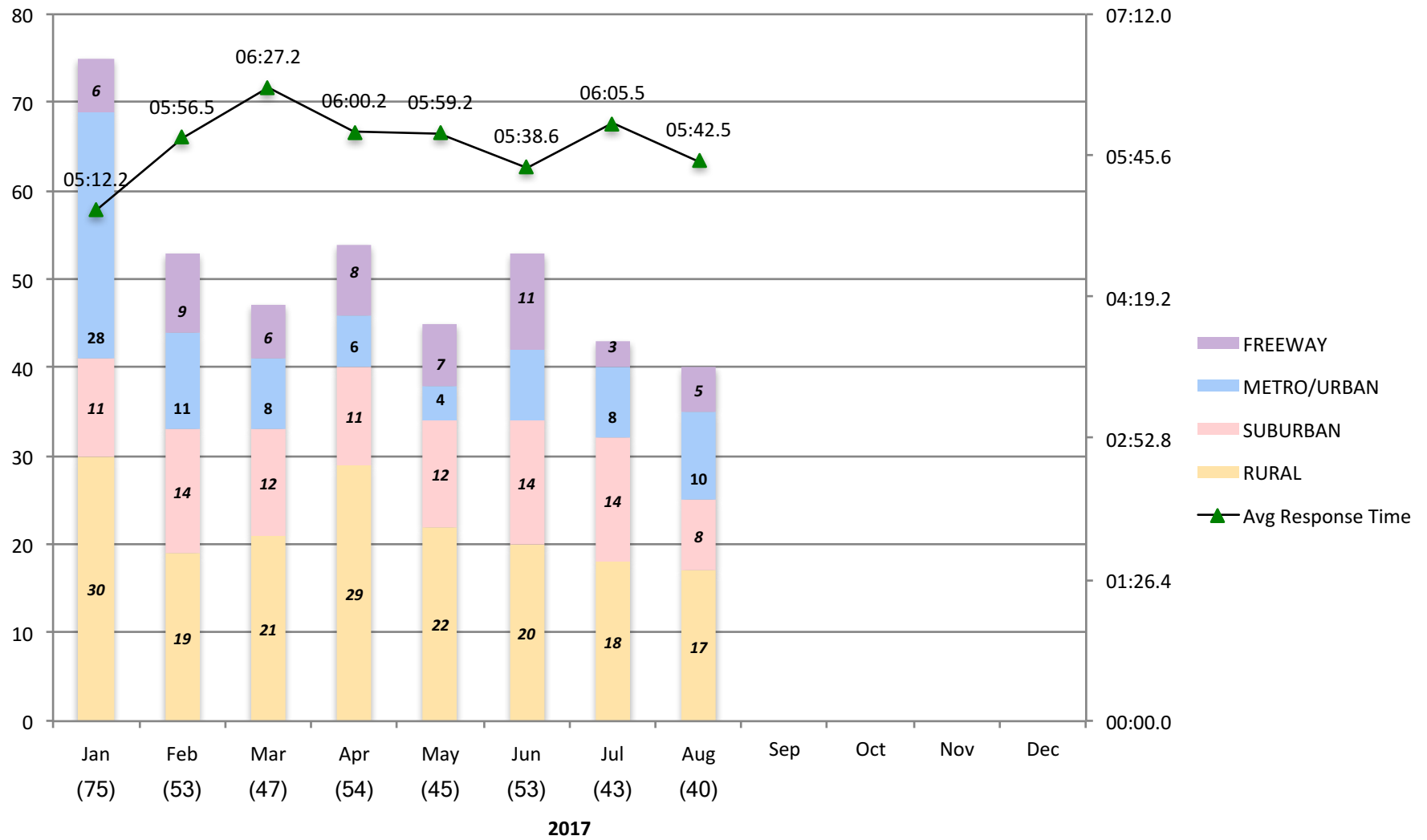
All Call Types

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRST DUE	7	04:39.7	8	04:08.9	16	06:56.0	2	04:54.5	33	05:39.2
<i>E75</i>			2	04:53.0					2	04:53.0
<i>E76</i>	4	04:39.7			4	07:41.7	1	05:51.0	9	06:08.6
<i>R74</i>	3	04:39.7	6	03:54.2	10	07:19.1	1	03:58.0	20	05:43.7
<i>B74</i>					1	03:59.0			1	03:59.0
<i>E374</i>					1	02:59.0			1	02:59.0
RELIABILITY	3	06:40.0			1	02:38.0	3	06:23.3	7	05:58.3
<i>E76</i>							1	06:43.0	1	06:43.0
<i>R74</i>	2	06:39.0					1	04:29.0	3	05:55.7
<i>E71</i>	1	06:42.0							1	06:42.0
<i>E72</i>							1	07:58.0	1	07:58.0
<i>CFSAF</i>					1	02:38.0			1	02:38.0
Grand Total	10	05:15.8	8	04:08.9	17	06:40.8	5	05:47.8	40	05:42.5

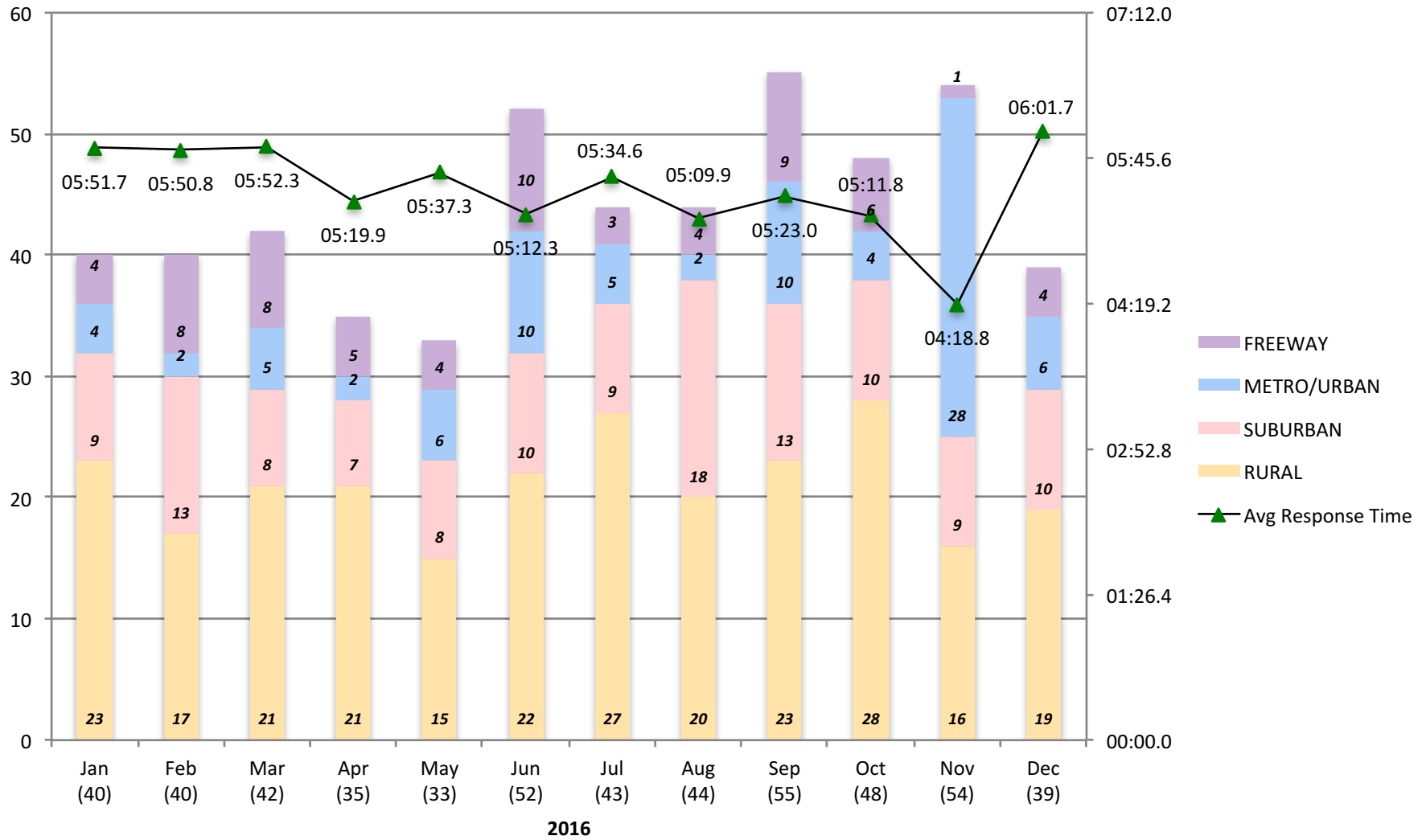
Call Type Breakdown

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRE					2	05:27.5			2	05:27.5
<i>Structure</i>					1	06:56.0			1	06:56.0
<i>Vehicle</i>					1	03:59.0			1	03:59.0
<i>Vegetation</i>										
<i>Outside rubbish</i>										
<i>Special outside</i>										
<i>Other</i>										
OVERPRESSURE										
EMS	5	04:52.6	7	03:59.9	9	07:37.0	1	03:58.0	22	05:40.6
HAZ CONDITIONS	1	06:52.0			1	06:58.0			2	06:55.0
SERVICE	1	06:42.0			2	07:32.5	4	06:15.2	7	06:41.1
GOOD INTENT	3	04:53.7	1	05:12.0	3	04:01.0			7	04:33.7
FALSE ALARM										
SEVERE WEATHER										
TOTAL	10	05:15.8	8	04:08.9	17	06:40.8	5	05:47.8	40	05:42.5

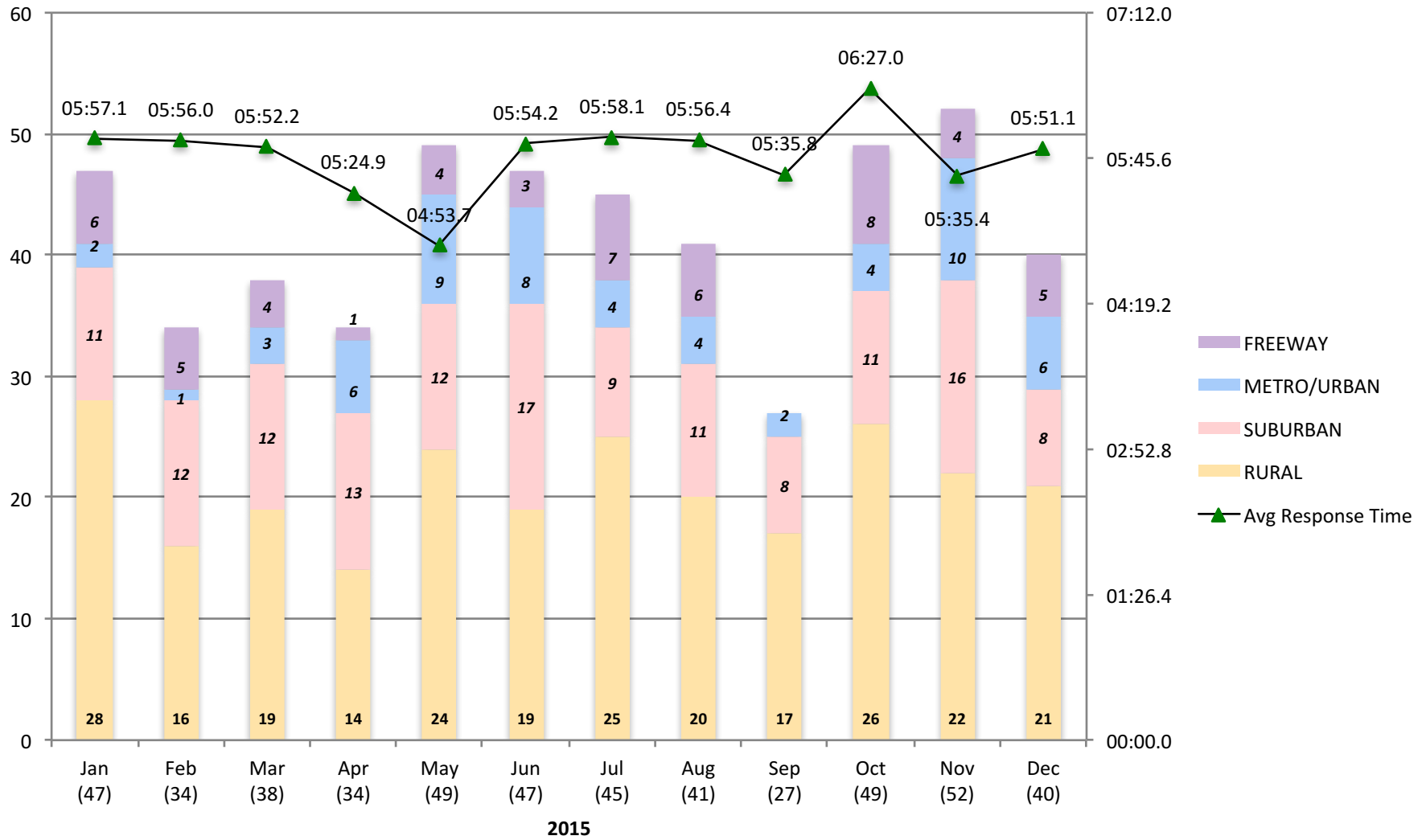
Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District First Arriving Unit Response Time Centiles

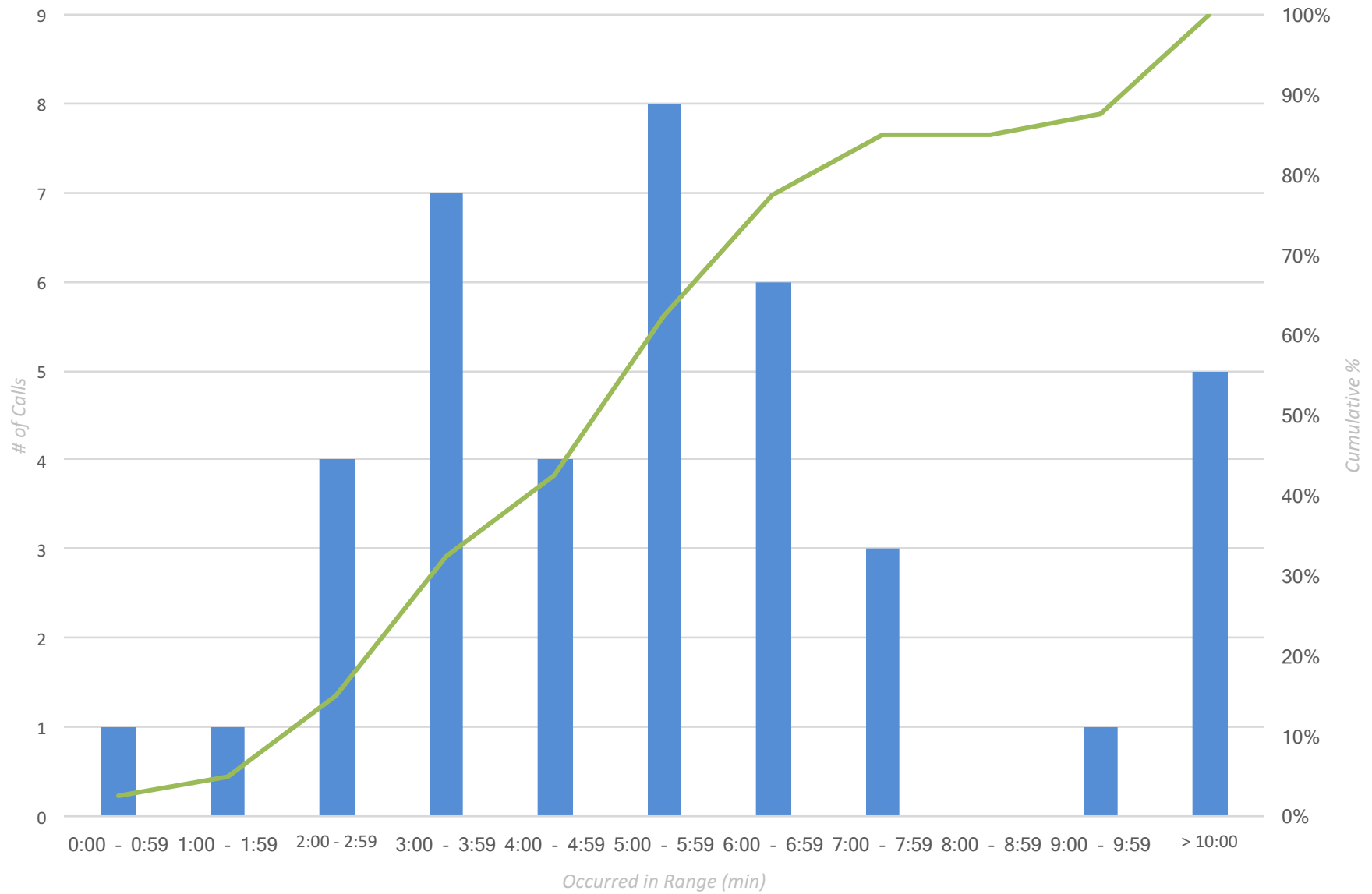
Code 3 Calls Only

August 2017

First Unit Arrived In Less Than	1 min	2 min	3 min	4 min	5 min	6 min	7 min	8 min	9 min	10 min
FIRST DUE (33)	3.03% (1)	6.06% (2)	15.15% (5)	36.36% (12)	45.45% (15)	69.7% (23)	75.76% (25)	81.82% (27)	81.82% (27)	84.85% (28)
URBAN/METRO (7)				14.29% (1)	57.14% (4)	100% (7)	100% (7)	100% (7)	100% (7)	100% (7)
E76 (4)					75% (3)	100% (4)	100% (4)	100% (4)	100% (4)	100% (4)
R74 (3)				33.33% (1)	33.33% (1)	100% (3)	100% (3)	100% (3)	100% (3)	100% (3)
SUBURBAN (8)		12.5% (1)	12.5% (1)	62.5% (5)	62.5% (5)	100% (8)	100% (8)	100% (8)	100% (8)	100% (8)
E75 (2)				50% (1)	50% (1)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
R74 (6)		16.67% (1)	16.67% (1)	66.67% (4)	66.67% (4)	100% (6)	100% (6)	100% (6)	100% (6)	100% (6)
RURAL (16)	6.25% (1)	6.25% (1)	25% (4)	31.25% (5)	31.25% (5)	37.5% (6)	50% (8)	62.5% (10)	62.5% (10)	68.75% (11)
E76 (4)						25% (1)	50% (2)	75% (3)	75% (3)	75% (3)
R74 (10)	10% (1)	10% (1)	30% (3)	30% (3)	30% (3)	30% (3)	40% (4)	50% (5)	50% (5)	60% (6)
B74 (1)				100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
E374 (1)			100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
FREEWAY (2)				50% (1)	50% (1)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
E76 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
R74 (1)				100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RELIABILITY (7)			14.29% (1)	14.29% (1)	28.57% (2)	28.57% (2)	85.71% (6)	100% (7)	100% (7)	100% (7)
RURAL (1)			100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
CFSAF (1)			100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
FREEWAY (3)				33.33% (1)	33.33% (1)	66.67% (2)	100% (3)	100% (3)	100% (3)	100% (3)
E76 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
R74 (1)					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
E72 (1)							100% (1)	100% (1)	100% (1)	100% (1)
URBAN/METRO (3)						100% (3)	100% (3)	100% (3)	100% (3)	100% (3)
R74 (2)						100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
E71 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
Grand Total (40)	2.5% (1)	5% (2)	15% (6)	32.5% (13)	42.5% (17)	62.5% (25)	77.5% (31)	85% (34)	85% (34)	87.5% (35)

Occurred in Range	# of Calls	Cumulative %
0:00 - 0:59	1	2.50%
1:00 - 1:59	1	5.00%
2:00 - 2:59	4	15.00%
3:00 - 3:59	7	32.50%
4:00 - 4:59	4	42.50%
5:00 - 5:59	8	62.50%
6:00 - 6:59	6	77.50%
7:00 - 7:59	3	85.00%
8:00 - 8:59	0	85.00%
9:00 - 9:59	1	87.50%
> 10:00	5	100.00%

Los Altos Hills County Fire District Response Time Centiles Code 3 Only



Los Altos Hills County Fire District Incidents by Month

All Code Calls

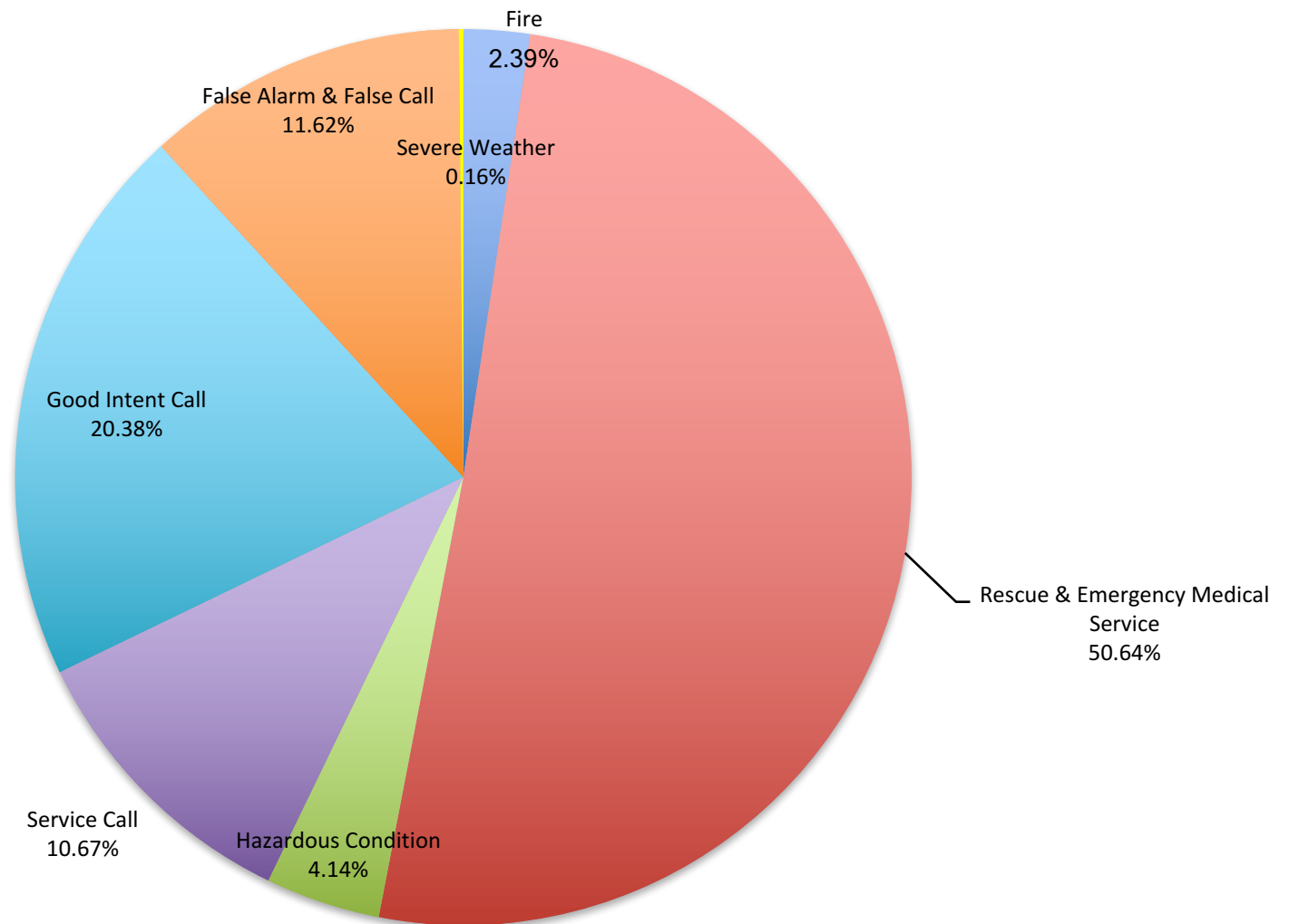
2017, 2016, & 2015

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2017	1	1	1	2	0	4	4	2					15
	2016	0	0	0	2	0	3	0	0	2	1	1	2	11
	2015	2	2	0	4	0	3	3	1	2	2	0	2	21
Overpressure, Rupture, Explosion, Overheat (No Fire)	2017	0	0	0	0	0	0	0	0					0
	2016	0	0	1	1	0	0	0	0	0	0	0	0	2
	2015	0	1	0	0	0	1	0	0	1	0	0	0	3
Rescue & Emergency Medical Service	2017	67	38	42	38	34	32	36	31					318
	2016	39	30	35	38	31	40	34	41	37	36	48	42	451
	2015	39	33	39	30	57	41	39	31	22	53	48	33	465
Hazardous Condition	2017	6	3	1	9	0	3	1	3					26
	2016	4	5	0	5	4	2	0	0	1	3	5	6	35
	2015	5	5	1	0	2	2	1	1	1	2	3	3	26
Service Call	2017	9	9	1	12	6	10	10	10					67
	2016	9	5	8	6	2	4	14	2	7	11	8	7	83
	2015	4	11	8	11	8	7	7	6	5	7	7	7	88
Good Intent Call	2017	8	15	18	24	8	17	20	18					128
	2016	8	12	14	9	8	17	16	8	13	14	6	4	129
	2015	13	11	6	6	12	9	11	12	17	11	15	7	130
False Alarm & False Call	2017	4	8	9	8	13	8	10	13					73
	2016	13	8	4	4	4	9	13	10	14	8	7	5	99
	2015	10	4	6	7	6	15	9	13	14	8	9	12	113
Special Incident	2017	0	0	0	0	0	1	0	0					1
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2017	95	74	72	93	61	75	81	77	0	0	0	0	628
	2016	73	60	62	65	49	75	77	61	74	73	75	66	810
	2015	73	67	60	58	85	78	70	64	62	83	82	64	846

Los Altos Hills County Fire District Incident Type Breakdown

All Code Calls

2017



Los Altos Hills County Fire District Monetary Loss by Month & Incident Type

Only Fires

2017, 2016, & 2015

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Structure Fire	2017	\$6,500	\$0	\$0	\$3,000	\$0	\$0	\$105,000	\$2,500					\$117,000
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$2,000	\$45	\$50,000	\$100	\$402,145
	2015	\$16,500	\$100,000	\$0	\$60,000	\$0	\$0	\$2,000	\$0	\$0	\$20,000	\$0	\$5,500	\$204,000
Vehicle Fire	2017	\$0	\$0	\$0	\$3,000	\$0	\$0	\$0	\$2,000					\$5,000
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$13,000	\$17,000
	2015	\$0	\$1,000	\$0	\$4,000	\$0	\$2,000	\$1,700	\$2,500	\$15,250	\$0	\$0	\$1,750	\$28,200
Natural Vegetation Fire	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$100	\$5,000	\$0	\$100	\$0	\$0	\$0	\$5,250
Outside Rubbish / Dumpster	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50
Special Outside Fire	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Fire Loss	2017	\$6,500	\$0	\$0	\$6,000	\$0	\$0	\$105,000	\$4,500	\$0	\$0	\$0	\$0	\$122,000
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$350,000	\$0	\$2,000	\$45	\$50,000	\$13,100	\$419,145
	2015	\$16,500	\$101,000	\$0	\$64,100	\$0	\$2,100	\$8,700	\$2,500	\$15,350	\$20,000	\$0	\$7,250	\$237,500

Projects
September 1, 2017

Project Area	Project Name	Est. Start Date	Est. Complt Date	Brief Description of Project	Est. Cost	Budget Year Expense	Key Service Providers	Notes/ Updates
(1) Entire Fire District	Brush Chipping Program Phase 2	Jan. 2017	June 30, 2017	Chip residents brush, tree and garden prunings.	\$225K	16/17	McClenahan Tree Service	Chipping completed in Area 2. One-third of all areas to be chipped are done.
(2) Entire Fire District	Tree Program	April 2017	Sept. 2017	Remove dead, dying, or hazardous trees. Prune eucalyptus trees Areas 3 and 4	\$550K	17/18	McClenahan Tree Service	As of Sept. 5, 2017, 325 dead trees removed. 97 eucalyptus trees pruned. 35 eucalyptus trees removed. Tree work 81% completed.
(3) Fire District West of 280	Phase 8 Hydrant Replacement Program	Jan. 1, 2017	July 2017	Replace or service 122 hydrants.	\$1.5M	16/17	Pakpour Engineering and Stoloski & Gonzalez Contractor	Note Engineer's report.

MEMO

Agency: Los Altos Hills County Fire District **Date** September 8, 2017
Attn: Board of Commissioners
Project Name: Fire Hydrant Replacement Project – Phase VIII **Project No.** 10003.19
Reference: Project Update - Progress Payment No. 6 and Notice of Acceptance
From: Joubin Pakpour, P.E. – District Engineer *JP*

Construction Status

On July 13th a project walk through was held by Kurt Wurnitsch (Project Manager) of Pakpour Consulting Group (PCG) to review the project and prepare the final punch list items. The Town of Los Altos Hills-Public Works Department (Town) and Purissima Hills Water District (PHWD) were invited, but did not attend the walk through. The Town did provide a few items to include with the final punch list for fire hydrants (FH) located along Taaffe Road only. PHWD did not have any coordination items to include with the final project punch list.

The project was deemed substantially complete and in conformance with the plans and specifications on July 17th (Work Day No. 120 out of the original 120 working days established by the contract).

The original contract amount was \$1,141,710.00. The adjusted final contract amount, including all change orders and deductions for bid items not constructed, is \$1,113,910.85. The original contract amount was reduced by <\$27,799.15> primarily due to individual bid items not installed.

As of August 31st all work, including punch-list items are complete in accordance with the Contract Documents and all fire hydrants are in service. The last day of work on this project was August 31st. Therefore, we recommend acceptance of the project by the LAHCFD and filing a Notice of Completion (NOC) with Santa Clara County.

Attached is the updated “Preliminary Engineer’s Opinion of Probable Construction Cost Estimate for Budgeting Purposes Only” for the September report, which includes the following minor modifications:

- Schedule extended to include September (FY 2017-18) to capture project close-out coordination efforts.
- Sub-Consultant (Geotech & Tree Arborist) original budget of \$40,000 reduced by the estimated unused amount of \$30,154 (\$40,000 less \$9,846 Actual) and included with the Construction Management services provided by PCG for project close-out coordination efforts identified above.
- Included added cost items for replacing existing FH (PHWD FH No. 16.01) at 26025 Duval Way.

Change Order No. 3

As reported in Progress Payment No. 5 the existing old dry-barrel FH (PHWD FH No. 16.01) at 26025 Duval Way identified to be replaced as part of PHWD's future Capital Improvement Program (currently not scheduled) developed a leak and required replacement. Change Order No. 3, with an increase in the amount of \$16,231.60, includes the following additional work items:

- Replace leaking existing FH assembly.
- Replace existing non-standard 1-inch residential water service connection for 26044 Duval Way that was mismarked in the field by PHWD. PCG is currently working with PHWD staff to coordinate cost sharing reimbursement to LAHCFD for this unforeseen field condition.

Please see Change Order No. 3 for a complete description of the above items.

Balancing Change Order No. 3

Enclosed please find the final Balancing Change Order No. 3 in the sum of <\$44,872.00> for a deduction of material not used as part of this project. Balancing Change Order No. 3 adjusts the original contract bid quantities to reflect the actually constructed quantities.

Project Schedule and Request for Progress Payment No. 6

Enclosed please find Progress Payment No. 6 due Stoloski & Gonzalez, Inc. (SGI) for this period for **\$23,010.52** (value of work minus 5 percent retention). The work performed to date has been satisfactory and payment is recommended.

After the 30-day lien period following the filling of the NOC to the County, we recommend releasing the remaining retention amount to finalize the last payment of the project. The total amount retained for the project is **\$55,695.53**.

The original contract amount for this project was \$1,141,710.00. The final contract price including all change orders due to 1) unforeseen conditions found while working in the older part of PHWD's distribution system, 2) replacement of existing FH (PHWD FH No. 16.01) at 26025 Duval Way and 3) deductions for bid items and materials not constructed is \$1,113,910.85.

Project Summary

	Current Month	Total	
Original Contract Amount		\$ 1,141,710.00	
Approved Change Orders	<\$ 28,640.40>	<\$ 27,799.15>	<2.4%>
Final Contract Amount		\$ 1,113,910.85	
Previously Paid		\$ 1,035,204.80	
Current Request (Less Retention)	\$ 23,010.52	\$ 23,010.52	
Retention	\$ 1,211.08	\$ 55,695.53	
Total Value of Work Completed	\$ 24,221.60	\$ 1,113,910.85	100%
Total Remaining on Contract		\$ 0.00	0%

Los Altos Hills County Fire District
FH Replacement Project - Phase VIII
Progress Payment No. 6
July 1 to August 31, 2017
Stoloski and Gonzalez, Inc.

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	Repaint Fire Hydrant Head and Replace Hydrant Cap Chains	EA	\$250.00	32	\$8,000.00	0	\$250.00	\$ -	32	\$250.00	\$8,000.00		\$0.00	0%	32	\$8,000.00	100%	32	\$8,000.00	100%
2	Remove and Replace 6-inch Fire Hydrant Head	EA	\$5,800.00	15	\$87,000.00	0	\$5,800.00	\$ -	15	\$5,800.00	\$87,000.00		\$0.00	0%	15	\$87,000.00	100%	15	\$87,000.00	100%
3	Remove and Reinstall 6-inch Fire Hydrant Head and Break-Off/Check-Valve, and Install Solid Spool/Extension	EA	\$10,800.00	6	\$64,800.00	0	\$10,800.00	\$ -	6	\$10,800.00	\$64,800.00		\$0.00	0%	6	\$64,800.00	100%	6	\$64,800.00	100%
4	Remove and Replace Fire Hydrant Head, Break-Off/Check-Valve, and Spool	EA	\$10,800.00	33	\$356,400.00	7	\$10,800.00	\$ 75,600.00	40	\$10,800.00	\$432,000.00		\$0.00	0%	40	\$432,000.00	100%	40	\$432,000.00	100%
5	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury)	EA	\$10,500.00	8	\$84,000.00	(2)	\$10,500.00	\$ (21,000.00)	6	\$10,500.00	\$63,000.00		\$0.00	0%	6	\$63,000.00	100%	6	\$63,000.00	100%
6	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury) to EX GV (To Remain)	EA	\$11,500.00	10	\$115,000.00	(1)	\$11,500.00	\$ (11,500.00)	9	\$11,500.00	\$103,500.00		\$0.00	0%	9	\$103,500.00	100%	9	\$103,500.00	100%
7	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury) and FH GV	EA	\$12,900.00	7	\$90,300.00	(2)	\$12,900.00	\$ (25,800.00)	5	\$12,900.00	\$64,500.00		\$0.00	0%	5	\$64,500.00	100%	5	\$64,500.00	100%
8	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury), FH GV, Tee 6-inch Tie-In	EA	\$14,500.00	1	\$14,500.00	0	\$14,500.00	\$ -	1	\$14,500.00	\$14,500.00		\$0.00	0%	1	\$14,500.00	100%	1	\$14,500.00	100%
9	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury), FH GV, Tee 8-inch Tie-In	EA	\$15,000.00	2	\$30,000.00	0	\$15,000.00	\$ -	2	\$15,000.00	\$30,000.00		\$0.00	0%	2	\$30,000.00	100%	2	\$30,000.00	100%
10	Phase VIII FH No. 13 (PHWD FH No. 5.13) - 28226 / 28254 Radcliffe Lane	LS	\$18,500.00	1	\$18,500.00	(1)	\$18,500.00	\$ (18,500.00)	0	\$18,500.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
11	Phase VIII FH No. 18 (PHWD FH No. 5.05) - Intersection of Liddcoat Drive and Stanford Court	LS	\$16,500.00	1	\$16,500.00	1	\$16,500.00	\$ 16,500.00	2	\$16,500.00	\$33,000.00		\$0.00	0%	2	\$33,000.00	100%	2	\$33,000.00	100%
12	Phase VIII FH No. 20 (PHWD FH No. 5.02) - Across from 14377 / 14425 Liddcoat Circle	LS	\$16,500.00	1	\$16,500.00	(1)	\$16,500.00	\$ (16,500.00)	0	\$16,500.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
13	Phase VIII FH No. 28 (PHWD FH No. 8.01) - Intersection of Page Mill Road and Paseo Del Roble Drive	LS	\$16,500.00	1	\$16,500.00	0	\$16,500.00	\$ -	1	\$16,500.00	\$16,500.00		\$0.00	0%	1	\$16,500.00	100%	1	\$16,500.00	100%
14	Phase VIII FH No. 57 (PHWD FH No. 12.04) - 28008 / 28210 Natoma Rd (Yuba Lane)	LS	\$ 14,500.00	1	\$14,500.00	(1)	\$14,500.00	\$ (14,500.00)	0	\$14,500.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
15	Phase VIII FH No. 67 (PHWD FH No. 12.41) - 27474 Sunrise Farm Road	LS	\$ 14,500.00	1	\$14,500.00	0	\$14,500.00	\$ -	1	\$14,500.00	\$14,500.00		\$0.00	0%	1	\$14,500.00	100%	1	\$14,500.00	100%
16	Phase VIII FH No. 96 (PHWD FH No. 16.42) - Across from 12305 / 12335 Stonebrook Court	LS	\$ 16,500.00	1	\$16,500.00	0	\$16,500.00	\$ -	1	\$16,500.00	\$16,500.00		\$0.00	0%	1	\$16,500.00	100%	1	\$16,500.00	100%
17	Phase VIII FH No. 119 (PHWD FH No. 12.39) - 12992 / 12998 Vista Del Valle	LS	\$ 14,500.00	1	\$14,500.00	0	\$14,500.00	\$ -	1	\$14,500.00	\$14,500.00		\$0.00	0%	1	\$14,500.00	100%	1	\$14,500.00	100%
18	Remove and Replace Gate Valve Box and Adjust to Grade	EA	\$ 350.00	15	\$5,250.00	15	\$350.00	\$ 5,250.00	30	\$350.00	\$10,500.00	11	\$3,850.00	37%	19	\$6,650.00	63%	30	\$10,500.00	100%
19	Remove and Replace Gate Valve Box and Riser	EA	\$ 250.00	59	\$14,750.00	(11)	\$250.00	\$ (2,750.00)	48	\$250.00	\$12,000.00		\$0.00	0%	48	\$12,000.00	100%	48	\$12,000.00	100%
20	Remove and Replace Fire Hydrant Retaining Wall	EA	\$ 4,000.00	1	\$4,000.00	0	\$4,000.00	\$ -	1	\$4,000.00	\$4,000.00		\$0.00	0%	1	\$4,000.00	100%	1	\$4,000.00	100%
21	Install Fire Hydrant Retaining Wall	EA	\$ 3,800.00	8	\$30,400.00	(1)	\$3,800.00	\$ (3,800.00)	7	\$3,800.00	\$26,600.00		\$0.00	0%	7	\$26,600.00	100%	7	\$26,600.00	100%
22	Replace and Install Fire Hydrant Bollard	EA	\$ 550.00	30	\$16,500.00	8	\$550.00	\$ 4,400.00	38	\$550.00	\$20,900.00		\$0.00	0%	38	\$20,900.00	100%	38	\$20,900.00	100%
23	Paint New/ Re-Paint Existing Fire Hydrant Bollard	EA	\$ 200.00	43	\$8,600.00	5	\$200.00	\$ 1,000.00	48	\$200.00	\$9,600.00	4	\$800.00	8%	44	\$8,800.00	92%	48	\$9,600.00	100%
24	Replace and Install Fire Hydrant Marker Post	EA	\$ 250.00	6	\$1,500.00	(2)	\$250.00	\$ (500.00)	4	\$250.00	\$1,000.00	4	\$1,000.00	100%	0	\$0.00	0%	4	\$1,000.00	100%
25	Replace Existing Residential 1-inch Water Service Connection	EA	\$ 2,600.00	4	\$10,400.00	(4)	\$2,600.00	\$ (10,400.00)	0	\$2,600.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
26	Replace Existing Residential 2-inch Water Service Connection	EA	\$ 3,800.00	1	\$3,800.00	(1)	\$3,800.00	\$ (3,800.00)	0	\$3,800.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
27	1-inch Air Combination Valve	EA	\$ 4,400.00	1	\$4,400.00	(1)	\$4,400.00	\$ (4,400.00)	0	\$4,400.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
28	Replace Existing 6-inch FH Gate Valve (Only As Directed by the District)	EA	\$ 2,600.00	5	\$13,000.00	(3)	\$2,600.00	\$ (7,800.00)	2	\$2,600.00	\$5,200.00		\$0.00	0%	2	\$5,200.00	100%	2	\$5,200.00	100%
29	Replace Existing FH's Gate Valve for a 6-inch Connection (Only As Directed by the District)	EA	\$ 2,900.00	6	\$17,400.00	(3)	\$2,900.00	\$ (8,700.00)	3	\$2,900.00	\$8,700.00		\$0.00	0%	3	\$8,700.00	100%	3	\$8,700.00	100%

Los Altos Hills County Fire District
FH Replacement Project - Phase VIII
Progress Payment No. 6
July 1 to August 31, 2017
Stoloski and Gonzalez, Inc.

Bid	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
Item	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
30	Replace Existing FH's Gate Valve for a 8-inch Connection (Only As Directed by the District)	EA	\$ 3,000.00	3	\$9,000.00	(3)	\$3,000.00	\$ (9,000.00)	0	\$3,000.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
31	Replace Asphalt Concrete Pavement / Trench Repair	SF	\$ 13.00	720	\$9,360.00	406	\$13.00	\$ 5,278.00	1126	\$13.00	\$14,638.00		\$0.00	0%	1126	\$14,638.00	100%	1126	\$14,638.00	100%
32	Replace Asphalt Concrete Berm	LF	\$ 40.00	15	\$600.00	(6)	\$40.00	\$ (240.00)	9	\$40.00	\$360.00		\$0.00	0%	9	\$360.00	100%	9	\$360.00	100%
33	Replaced Curb and Gutter	LF	\$ 75.00	40	\$3,000.00	(40)	\$75.00	\$ (3,000.00)	0	\$75.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
34	Replace Thermoplastic Traffic Stripes	LF	\$ 30.00	25	\$750.00	53	\$30.00	\$ 1,590.00	78	\$30.00	\$2,340.00	78	\$2,340.00	100%	0	\$0.00	0%	78	\$2,340.00	100%
35	Water Tank Truck	LS	\$ 8,000.00	1	\$8,000.00	(1)	\$8,000.00	\$ (8,000.00)	0	\$8,000.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
36	Install Construction Funding Signs	LS	\$ 3,000.00	1	\$3,000.00	0	\$3,000.00	\$ -	1	\$3,000.00	\$3,000.00		\$0.00	0%	1	\$3,000.00	100%	1	\$3,000.00	100%
Change Orders																				
	Change Order No. 1 - Item No. 1 to 12					1	\$6,598.70	\$ 6,598.70	1	\$6,598.70	\$6,598.70		\$0.00	0%	1	\$6,598.70	100%	1	\$6,598.70	100%
	Change Order No. 2 - Item No. 1 to 16					1	\$9,942.55	\$ 9,942.55	1	\$9,942.55	\$9,942.55		\$0.00	0%	1	\$9,942.55	100%	1	\$9,942.55	100%
	Change Order No. 3 - Item No. 1 to 2					1	\$16,231.60	\$ 16,231.60	1	\$16,231.60	\$16,231.60	1	\$16,231.60	100%	0	\$0.00	0%	1	\$16,231.60	100%
	Contract Amount				\$1,141,710.00			(\$27,799.15)			\$1,113,910.85									
	Amount Earned												\$24,221.60	2%		\$1,089,689.25	98%		\$1,113,910.85	100%
	Retention (5%)												(\$1,211.08)						(\$55,695.53)	
	Progress Payment No. 01																		(\$193,372.50)	
	Progress Payment No. 02																		(\$259,397.50)	
	Progress Payment No. 03																		(\$203,395.00)	
	Progress Payment No. 04																		(\$245,953.77)	
	Progress Payment No. 05																		(\$133,086.03)	
	Amount Due												\$23,010.52						\$23,010.52	
	Amount Remaining on Contract																		\$0.00	0%

Prepared By

JP

Joubin Pakpour, P.E.
District Engineer

**Los Altos Hills County Fire District
Fire Hydrant Replacement Project – Phase VIII
10003.19
Change Order No. 3
Stoloski & Gonzalez, Inc.
August 31, 2017**

Item No. 1 – Replace Existing FH (PHWD FH No. 16.01) – 26025 Duval Way

On 8/16/17 and 8/22/17 Stoloski & Gonzalez, Inc. (SGI) mobilized to replace the leaking existing old dry-barrel fire hydrant (FH) assembly (PHWD FH No. 16.01) located along the property frontage of 26025 Duval Way.

The additional time and materials associated with this change in scope of work is \$ 12,800.00.

Total Cost of Item No. 1 -	\$ 12,800.00
Total Increase of Working Days for Item No. 1 -	2 Days

Item No. 2 – Repair Existing Residential Water Service – 26044 Duval Way

On 8/16/17 while working to expose the existing 6-inch CIP water main and FH (PHWD FH No. 16.01) assembly to be replaced at 26025 Duval Way SGI damaged an existing non-standard 1-inch residential water service for 26044 Duval Way that was mismarked in the field by PHWD.

The additional cost (time only) associated with SGI replacing the damaged 1-inch residential service and water main saddle per Purissima Hills Water District's (PHWD) direction is \$3,431.60. (PHWD provided all materials to repair/ replace the water service.)

Total Cost of Item No. 2 -	\$3,431.60
Total Increase of Working Days for Item No. 2 -	1 Days


Total Cost of Change Order No. 3 -	\$ 16,231.60
Total Increase of Working Days for Change Order No. 3 -	3 Days

Other Terms Remain in Effect

This Change Order fully resolves all cost and time issues related to the work described above, including any indirect effects or the effect of this Change Order on any other work performed by Stoloski & Gonzalez, Inc. This Change Order does not modify or supersede any provision of the Contract, unless, and only to the extent, explicitly stated in this Change Order.


Signature Block

Prepared by:



Kurt Wurnitsch, P.E.
District Inspector
Pakpour Consulting Group

Reviewed by:



Joubin Pakpour, P.E.
Principal Engineer
Pakpour Consulting Group

Reviewed and Approved by:

Stuart Farwell
Consultant / Representative to the District
Los Altos Hills County Fire District

Reviewed and Approved by:

Robert Gonzalez
Project Manager
Stoloski & Gonzalez, Inc.

**Los Altos Hills County Fire District
Fire Hydrant Replacement Project – Phase VIII
Project No. 10003.19
Balancing Change Order No. 3
Stoloski & Gonzalez, Inc.
August 31, 2017**

Bid Item No. 18 – Additional Remove and Replace Gate Valve Box and Adjust to Grade

An additional 15 remove and replace gate valve box and adjust to grade were installed during the project.

The original contract amount for Bid Item No. 18 was increased by: \$5,250.00

Bid Item No. 19 – Deduct Remove and Replace Gate Valve Box and Riser

A deduct of 11 remove and replace gate valve box and riser were not installed during the project.

The original contract amount for Bid Item No. 19 was decreased by: <\$2,750.00>

Bid Item No. 21 – Deduct Install Fire Hydrant Retaining Wall

A deduct of one (1) fire hydrant retaining wall was not installed during the project.

The original contract amount for Bid Item No. 21 was decreased by: <\$3,800.00>

Bid Item No. 22 – Additional Replace and Install Fire Hydrant Bollard

An additional eight (8) replace and install fire hydrant bollards were installed during the project.

The original contract amount for Bid Item No. 22 was increased by: \$4,400.00

Bid Item No. 23 – Additional Paint New/ Re-Paint Existing Fire Hydrant Bollard

An additional five (5) paint new/ re-paint existing fire hydrant bollards were installed during the project.

The original contract amount for Bid Item No. 23 was increased by: \$1,000.00

Bid Item No. 24 – Deduct Replace and Install Fire Hydrant Marker Post

A deduct of two (2) replace and install fire hydrant marker posts were not installed during the project.

The original contract amount for Bid Item No. 24 was decreased by: <\$500.00>

Bid Item No. 25 – Deduct Replace Existing Residential 1-inch Water Service Connection

A deduct of four (4) replace existing residential 1-inch water service connections were not installed during the project.

The original contract amount for Bid Item No. 25 was decreased by: <\$10,400.00>

Bid Item No. 26 – Deduct Replace Existing Residential 2-inch Water Service Connection

A deduct of one (1) replace existing residential 2-inch water service connection was not installed during the project.

The original contract amount for Bid Item No. 26 was decreased by: <\$3,800.00>

Bid Item No. 27 – Deduct 1-inch Air Combination Valve

A deduct of one (1) 1-inch air combination valve was not installed during the project.

The original contract amount for Bid Item No. 27 was decreased by: <\$4,400.00>

Bid Item No. 28 – Deduct Replace Existing 6-inch Fire Hydrant Gate Valve

A deduct of three (3) replace existing 6-inch fire hydrant gate valves were not installed during the project.

The original contract amount for Bid Item No. 28 was decreased by: <\$7,800.00>

Bid Item No. 29 – Deduct Replace Existing Fire Hydrant Gate Valve for a 6-inch Connection

A deduct of three (3) replace existing fire hydrant gate valve for a 6-inch connection was not installed during the project.

The original contract amount for Bid Item No. 29 was decreased by: <\$8,700.00>

Bid Item No. 30 – Deduct Replace Existing Fire Hydrant Gate Valve for a 8-inch Connection

A deduct of three (3) replace existing fire hydrant gate valve for a 8-inch connection was not installed during the project.

The original contract amount for Bid Item No. 30 was decreased by: <\$9,000.00>

Bid Item No. 31 – Additional Replace Asphalt Concrete Pavement/ Trench Repair

An additional 406 SF to replace asphalt concrete pavement/ trench repair was installed during the project.

The original contract amount for Bid Item No. 31 was increased by: \$5,278.00

Bid Item No. 32 – Deduct Replace Asphalt Concrete Berm

A deduct of 6 LF to replace asphalt concrete berm was not installed during the project.

The original contract amount for Bid Item No. 32 was decreased by: <\$240.00>

Bid Item No. 33 – Deduct Replace Curb and Gutter

A deduct of 40 LF to replace curb and gutter was not installed during the project.

The original contract amount for Bid Item No. 33 was decreased by: <\$3,000.00>

Bid Item No. 34 – Additional Replace Thermoplastic Traffic Stripes

An additional 53 LF to replace thermoplastic traffic stripes was installed during the project.

The original contract amount for Bid Item No. 34 was increased by: \$1,590.00

Bid Item No. 35 – Deduct Water Tank Truck

A deduct of one (1) lump sum water tank truck was not used during the project.

The original contract amount for Bid Item No. 35 was decreased by: <\$8,000.00>

Balancing Change Order No. 3 Total Amount:

<\$44,872.00>**

** Total Contract amount was decreased by <\$44,872.00> for materials not used as part of this project.

Signature Block

Prepared by:

Reviewed and
Approved by:

Reviewed and
Approved by:



Kurt Wurnitsch, P.E.
District Inspector
Pakpour Consulting Group



Joubin Pakpour P.E.
Principal Engineer
Pakpour Consulting Group

Stuart Farwell
Consultant/Representative
to the District
Los Altos Hills County
Fire District

Los Altos Hills hydrant project phaseVIII Invoice

Invoice 739-6

Thru Date 8/31/2017

item	Description	est. qty	unit price	qty.to date	previous amount	qty.this est.	amount this est.	Total to date
1	repaint heads /caps	32ea	\$250.00	32	\$8,000.00	0	\$0.00	\$8,000.00
2	R&R 6" hydrant heads	15	\$5,800.00	15	\$87,000.00	0	\$0.00	\$87,000.00
3	r & reinstall 6"hydrant/break off install new spool/ext	6	\$10,800.00	6	\$64,800.00	0	\$0.00	\$64,800.00
4	r & replace 6"hydrant/break off install new spool/ext	33	\$10,800.00	40	\$432,000.00	0	\$0.00	\$432,000.00
5	R & R full hyd asmy	8	\$10,500.00	6	\$63,000.00	0	\$0.00	\$63,000.00
6	R & R full hyd asmy to ext GV remains	10	\$11,500.00	9	\$103,500.00	0	\$0.00	\$103,500.00
7	R & R head BO/CV bury FH GV	7	\$12,900.00	5	\$64,500.00	0	\$0.00	\$64,500.00
8	R & R head BO/CV bury FH GV and tee 6"tie in	1	\$14,500.00	1	\$14,500.00		\$0.00	\$14,500.00
9	R & R head BO/CV bury FH GV and tee 8"tie in	1	\$15,000.00	2	\$30,000.00	0	\$0.00	\$30,000.00
10	FH #13 FH Assy	1 LS	\$18,500.00	0	\$0.00		\$0.00	\$0.00
11	FH #18 FH Assy	1 LS	\$16,500.00	2	\$33,000.00		\$0.00	\$33,000.00
12	FH #20 FH Assy	1LS	\$16,500.00	0	\$0.00		\$0.00	\$0.00
13	FH #28 FH Assy	1LS	\$16,500.00	1	\$16,500.00		\$0.00	\$16,500.00
14	FH #57 FH Assy	1LS	\$14,500.00	0	\$0.00		\$0.00	\$0.00
15	FH #67 FH Assy	1LS	\$14,500.00	1	\$14,500.00		\$0.00	\$14,500.00
16	FH #96 FH Assy	1LS	\$16,500.00	1	\$16,500.00		\$0.00	\$16,500.00
17	FH #2119 FH Assy	1LS	\$14,500.00	1	\$14,500.00		\$0.00	\$14,500.00
18	R&R gv box adj to grade	15	\$350.00	19	\$6,650.00	11	\$3,850.00	\$10,500.00
19	R&R GV box riser	59	\$250.00	48	\$12,000.00		\$0.00	\$12,000.00
20	R&R hydrant Ret wall	1	\$4,000.00	1	\$4,000.00		\$0.00	\$4,000.00
21	Install ret wall	8	\$3,800.00	7	\$26,600.00		\$0.00	\$26,600.00
22	replace bollards	30	\$550.00	38	\$20,900.00		\$0.00	\$20,900.00
23	paint exst hyd bollards	43	\$200.00	44	\$8,800.00	4	\$800.00	\$9,600.00
24	R&R marker post	6	\$250.00	0	\$0.00	4	\$1,000.00	\$1,000.00
25	replace 1" water conection	4	\$2,600.00	0	\$0.00		\$0.00	\$0.00
26	replace 2" water conection	1	\$3,800.00	0	\$0.00		\$0.00	\$0.00
27	1" air valve combo	1	\$4,400.00	0	\$0.00		\$0.00	\$0.00
28	FH 6" GV as directed	6	\$2,600.00	2	\$5,200.00		\$0.00	\$5,200.00
29	FH 6" GV as directed for connection	3	\$2,900.00	3	\$8,700.00		\$0.00	\$8,700.00
30	FH 8" GV as directed for connection	3	\$3,000.00	0	\$0.00		\$0.00	\$0.00

PAGE 1 totals \$1,055,150.00

\$5,650.00 \$1,060,800.00

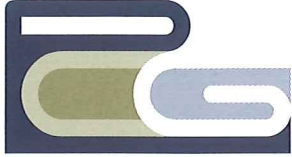
31	AC trench repair	720sf	\$13.00	1126	\$14,638.00		\$0.00	\$14,638.00
32	AC berm	15lf	\$40.00	9	\$360.00		\$0.00	\$360.00
33	curb and gutter	40lf	\$75.00	0	\$0.00		\$0.00	\$0.00
34	thermal striping	25lf	\$30.00	0	\$0.00	78	\$2,340.00	\$2,340.00
35	water truck	1	\$8,000.00	0	\$0.00		\$0.00	\$0.00
36	const signs	1	\$3,000.00	1	\$3,000.00		\$0.00	\$3,000.00
CCO1	field order 1-4		\$6,598.70	1	\$6,598.70		\$0.00	\$6,598.70
CCO2			\$9,942.55	1	\$9,942.55		\$0.00	\$9,942.55
CCO3			\$16,231.60		\$0.00	1	\$16,231.60	\$16,231.60
			PAGE 2		\$34,539.25		\$18,571.60	\$53,110.85
			PAGE 1		\$1,055,150.00		\$5,650.00	\$1,060,800.00

Previous	\$1,089,689.25	\$24,221.60	\$1,113,910.85
RETENTION 5%	-\$54,484.45	-\$1,211.08	-\$55,695.53
LESS PREVIOUS	\$1,035,204.80	\$23,010.52	-\$1,035,204.80
		Total Due	\$23,010.52

Michelle Rebellet for Robert Gonzalez
Submitted by Robert Gonzalez

Los Altos Hills County Fire District (LAHCFD)
Preliminary Engineer's Opinion of Probable Construction Cost Estimate for Budgeting Purposes Only
for Preliminary & Final Design, Construction Management and Construction Phases
Fire Hydrant Replacement Project - Phase VIII
Prepared for September 19, 2017 BOC Meeting

Description	2015 to 2017																					
	DEC (15)	JAN (16)	FEB (16)	MAR (16)	APR (16)	MAY (16)	JUNE (16)	JUL (16)	AUG (16)	SEP (16)	OCT (16)	NOV (16)	DEC (16)	JAN (17)	FEB (17)	MAR (17)	APR (17)	MAY (17)	JUN (17)	JUL (17)	AUG (17)	SEP (17)
	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Est.)
Preliminary & Final Design																						
Field Investigation, Planning, Design, Advertise & Award:	\$ 3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 19,554	\$ 21,029	\$ 19,263	\$ 10,187	\$ 11,050	\$ 10,130	\$ 1,637	\$ 457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,340
Sub-Consultant (Tree Arborist):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency (0%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total [1]:	\$ 3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 19,554	\$ 21,029	\$ 19,263	\$ 10,187	\$ 11,050	\$ 10,130	\$ 1,637	\$ 457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,340
Construction Management																						
Construction Management:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,416	\$ 13,172	\$ 15,346	\$ 16,193	\$ 26,673	\$ 30,477	\$ 37,698	\$ 29,155	\$ 14,096	\$ 8,186	\$ 8,742
Sub-Consultant (Geotech & Tree Arborist):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,474	\$ -	\$ 7,992	\$ 380	\$ -	\$ 9,846
Contingency (0%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total [2]:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,416	\$ 13,172	\$ 15,346	\$ 16,193	\$ 26,673	\$ 31,951	\$ 37,698	\$ 37,147	\$ 14,476	\$ 8,186	\$ 8,742
Lowest Bidding Contractor's Construction Cost (Including 10% Contingency)																						
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 203,550	\$ 273,050	\$ 214,100	\$ 253,800	\$ 144,348	\$ -	\$ 7,990	\$ 44,872
Construction (Not Used):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (44,872)
Contingency (10%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,099	\$ (4,257)	\$ -	\$ -	\$ 113,358	\$ 114,200
Contingency (Not Used):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (113,358)
Sub-total [3]:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 203,550	\$ 273,050	\$ 214,100	\$ 258,899	\$ 140,091	\$ -	\$ 7,990	\$ 1,097,680
Total [4] = [1] + [2] + [3]:	\$ 3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 19,554	\$ 21,029	\$ 19,263	\$ 10,187	\$ 11,050	\$ 20,546	\$ 14,809	\$ 15,803	\$ 219,743	\$ 299,723	\$ 246,051	\$ 296,597	\$ 177,238	\$ 14,476	\$ 16,176	\$ 11,082
Construction Management Added - Replace Exist FH along Duval Way																						
Construction Management:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 876	\$ 3,045	\$ 7,242	\$ -	\$ 11,163
Sub-Consultant (Geotech & Tree Arborist):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 805	\$ -	\$ 805
Contingency (0%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total [5]:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 876	\$ 3,045	\$ 8,047	\$ -	\$ 11,968
Construction Cost Added - Replace Exist FH along Duval Way																						
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,232	\$ -	\$ 16,232
Contingency (0%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total [6]:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,232	\$ -	\$ 16,232
Total [7] = [5] + [6]:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 876	\$ 3,045	\$ 24,279	\$ -	\$ 28,200
TOTAL [8] = [4] + [7]:	\$ 3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 19,554	\$ 21,029	\$ 19,263	\$ 10,187	\$ 11,050	\$ 20,546	\$ 14,809	\$ 15,803	\$ 219,743	\$ 299,723	\$ 246,051	\$ 296,597	\$ 178,114	\$ 17,521	\$ 40,455	\$ 11,082



Pakpour Consulting Group, Inc.

August 15, 2017

10003.19

Robert Gonzalez
Project Manager
Stoloski & Gonzalez, Inc.
727 Main Street
Half Moon Bay, CA 94019-1924

**Subject: Remaining Punch List Items – Time Extension
Fire Hydrant Replacement Project – Phase VIII
Los Altos Hills County Fire District (LAHCFD)**

Dear Robert,

On Monday, July 17, 2017, the above project was deemed substantially complete. A punch list of correction items dated July 13, 2017 was included with the substantial completion letter.

Attached please find the punch list that includes my August 4, 2017 field visit observations and August 8, 2017 field meeting discussions with Town staff regarding street surface conditions adjacent to the limits of work for Fire Hydrant No. 122 (PHWD No. 12.52) located at 26631 Taaffe Road for the above referenced project. Over the past few weeks Stoloski and Gonzalez, Inc. has experienced limited access to the remaining six punch list items located on streets that are part of on-going private residential construction projects and the Town's 2017 Pavement Rehabilitation Project. Therefore, the Fire District is extending the completion date for the remaining punch list items until Thursday, August 31, 2017.

Please coordinate the remaining punch list items and final progress payment invoice along with a written statement that all Department of Industrial Relations (DIR) requirements including SB 854 have been complied with. The District would like to accept the project at the next Board of Commissioners meeting on September 19, 2017 and file a Notice of Completion (NOC) with the County. The release of retention will be paid 30 days after the District accepts the project and files the NOC.

Should you have any questions or concerns please feel free to contact me.

Very truly yours,

Pakpour Consulting Group, Inc.

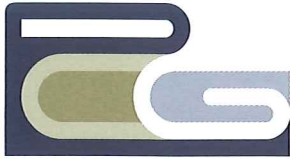
Kurt A. Wurnitsch, P.E.
Project Manager

Attachment: LAHCFD Fire Hydrant Replacement Project – Phase VIII Punch List (dated July 13, 2017)

cc: Stuart Farwell, Los Altos Hills County Fire District, faxed copy
Dan K. Siegel, Jorgenson, Siegel, McClure, & Flegel, LLP, email copy dks@jsmf.com
Patrick Walter, Purissima Hills Water District, email copy pwalter@purissimawater.org
Phil Witt, Purissima Hills Water District, email copy philw@purissimawater.org

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Pakpour Consulting Group, Inc.

July 17, 2017

10003.19

Robert Gonzalez
Project Manager
Stoloski & Gonzalez, Inc.
727 Main Street
Half Moon Bay, CA 94019-1924

**Subject: Substantial Completion
Fire Hydrant Replacement Project – Phase VIII
Los Altos Hills County Fire District (LAHCFD)**

Dear Robert,

On Thursday, July 13, 2017, a project walk through was held with LAHCFD in which the above stated project was found to be in general conformance with the Plans and Specifications except for the attached punch list for a few remaining correction items.

As of **Monday, 17, 2017**, the above project was deemed substantially complete.

Please find the attached final punch list dated July 13, 2017 for the above stated project. Please coordinate with me to complete the remaining punch list items prior to the final progress payment. You have ten working days from the date of substantial completion to complete the punch list items.

Please submit any extra work costs, a final invoice, and a statement that all Department of Industrial Relations (DIR) requirements including SB 854 have been complied with. It is our intent to present the project for acceptance to the District's Board of Commissioners at their next meeting on September 19, 2017.

Should you have any questions or concerns please feel free to contact me.

Very truly yours,

Pakpour Consulting Group, Inc.

Kurt A. Wurnitsch, P.E.
Project Manager

Attachment: LAHCFD Fire Hydrant Replacement Project – Phase VIII Punch List (dated July 13, 2017)

cc: Stuart Farwell, Los Altos Hills County Fire District, faxed copy
Dan K. Siegel, Jorgenson, Siegel, McClure, & Flegel, LLP, email copy dks@jsmf.com
Patrick Walter, Purissima Hills Water District, email copy pwalter@purissimawater.org
Phil Witt, Purissima Hills Water District, email copy philw@purissimawater.org

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Los Altos Hills County Fire District
Fire Hydrant Replacement Project - Phase VIII
Punch List - July 13, 2017 (Final)

No.	FH Item No.	PHWD FH No.	Location	Original Bid Item No.	Date	Correction Action:	Sign-Off:	
							Date Completed	By
1	1	3.11	2209 Old Page Mill Rd	2,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
2	2	3.06	2215 Gerth Ln	2,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. FH Head Conc Collar - Install. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
3	3	3.04	X 2100 Gerth Ln	4,19	6/22	Regrade - Around FH Head and/or Valve Box. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
4	4	3.02	2265/ 2275 Gerth Ln	4,19	6/22	Regrade - Around FH Head and/or Valve Box. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
5	5	5.15	27754 Stirrup Wy	4,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
6	6	5.28	14298 Saddle Mtn Dr	2,19	6/22	FH Heads - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Apply Reflective Tape (see example photo).	7/13/17	Kaw
7	7	5.29	X 14300 Saddle Mtn Dr	2,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow." Bollards - Apply Reflective Tape (see example photo).	7/13/17	Kaw
8	8	6.50	14297 Saddle Mtn Dr	4,18	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
9	9	9.01	X 14293 Saddle Mtn Dr	4	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
10	10	6.33	27520 Twin Oak Ct	3	6/22	Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). FH Head Chains - Install missing chains or replace chains previously painted.	7/13/17	Kaw
11	11	5.21	Arastradero Rd/Tracy Ct	4	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). FH Head Chains - Install missing chains.	7/13/17	Kaw
12	12	5.20	Arastradero Rd/Liddicoat Dr	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw

Los Altos Hills County Fire District
Fire Hydrant Replacement Project - Phase VIII
Punch List - July 13, 2017 (Final)

No.	FH Item No.	PHWD FH No.	Location	Original Bid Item No.	Date	Correction Action:	Sign-Off:	
							Date Completed	By
13	13	5.13	28266/28254 Radcliffe Ln	10,19	6/22	FH Head - Replaced per Field Meeting on 5/31/17 with PCG, SGI, R&B Company & CLOW. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." FH Head & Valve Box Conc Collar - Install. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). Blue Pmt Marker - Replace/ Install. USA Markings - Remove along street and concrete hardscape surfaces.	7/13/17	Kaw
14	14	5.18	Liddicoat Dr/Amherst Ct	7,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
15	15	5.19	14134/14146 Amherst Ct	7,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Regrade - Around FH Head and Valve Box. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
16	16	5.10	14190/14228 Amherst Ct	7,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
17	17	5.07	14266/14278 Amherst Ct	4,18	6/22	Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
18	18	5.05	Liddicoat Ct/Stanford Ct	11,19	6/22	FH Head - Replaced per Field Meeting on 5/31/17 with PCG, SGI, R&B Company & CLOW. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." FH Head & Valve Box Conc Collar - Install. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). Residential Irrigation Line - Repair/ reconnect existing drip irrigation line.	7/13/17	Kaw
19	19	5.09	14199/14425 Stanford Ct	7,19	6/22	FH Head - Replaced per Field Meeting on 5/31/17 with PCG, SGI, R&B Company & CLOW. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
20	20	5.02	X 14377/14425 Liddicoat Ct	12,19	6/22	Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). USA Markings - Remove along street and concrete hardscape surfaces.	7/13/17	Kaw
21	21	5.03	14414 Liddicoat Ct	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
22	22	5.01	X 14486 Liddicoat Ct	5	6/22	Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). USA Markings - Remove along street and concrete hardscape surfaces.	7/13/17	Kaw
23	23	5.04	X 14542 Liddicoat Ct	5	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). USA Markings - Remove along street and concrete hardscape surfaces.	7/13/17	Kaw

Los Altos Hills County Fire District
Fire Hydrant Replacement Project - Phase VIII
Punch List - July 13, 2017 (Final)

No.	FH Item No.	PHWD FH No.	Location	Original Bid Item No.	Date	Correction Action:	Sign-Off:	
							Date Completed	By
24	24	5.08	14555/14565 Harvard Ct	7,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
25	25	5.06	Liddicoat Ct/Harvard Ct	6,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Regrade - Around FH Valve Box. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). USA Markings - Remove along street and concrete hardscape surfaces.	8/4/17	Kaw
26	26	5.27	14965 Page Mill Rd	4	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). Bollards - Apply Reflective Tape (see example photo).	7/13/17	Kaw
27	27	5.31	13910 Page Mill Rd	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Clow Model No. 960) and BO/CV or extension. Paint FH Head Top - Apply second coat of "Green." FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). Bollards - Apply Reflective Tape (see example photo). Blue Pymt Marker - Replace/ Install.	8/4/17	Kaw
28	28	8.01	Page Mill Rd/Paseo Del Roble Dr	13,19	6/22	FH Head - To be replaced per PCG letter dated 6/22/17. Touch-up w/ "Safety Yellow" paint as necessary. FH Head Conc Collar - Install. Paint FH Head Top - Apply second coat of "Green." Blue Pymt Marker - Replace/ Install. USA Markings - Remove along street and concrete hardscape surfaces.	8/4/17	Kaw
29	29	8.05	X 13735 Paseo Del Roble Dr	6,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
30	30	5.30	13923/13925 Mir Mirou Dr	4, 18	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
31	31	8.04	X 13701/13731 Paseo Del Roble Dr	6,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
32	32	8.08	Paseo del Roble/Paseo Del Roble Ct	6,19	6/22	Paint FH Head Top - Apply second coat of "Green." Valve Box Conc Collar - Reset to adjacent Town pathway finished grade. Regrade Pathway - Around FH Head and Valve Box. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
33	33	8.09	Paseo del Roble/Roble Alto Dr	6,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Valve Box Conc Collar - Reset to adjacent Town pathway finished grade. Regrade Pathway - Around FH Head and Valve Box. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
34	34	8.10	27940/27950 Roble Alto Dr	5	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). USA Markings - Remove along street and concrete hardscape surfaces.	7/13/17	Kaw

Los Altos Hills County Fire District
Fire Hydrant Replacement Project - Phase VIII
Punch List - July 13, 2017 (Final)

No.	FH Item No.	PHWD FH No.	Location	Original Bid Item No.	Date	Correction Action:	Sign-Off:	
							Date Completed	By
35	35	8.14	Paseo Del Roble/Roble Blanca Ct	6,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
36	36	8.03	13816 Moon Ln	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
37	37	5.32	13828 Moon Ln	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Clow Model No. 960) and BO/CV or extension. FH Head Conc Collar - Install. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Apply Reflective Tape (see example photo).	8/4/17	Kaw
38	38	8.06	Page Mill Rd/Fawn Crk Ct	4, 19	6/22	FH Head - To be replaced per PCG letter dated 6/22/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Apply Reflective Tape (see example photo).	8/4/17	Kaw
39	39	9.12	27677/27693 Lupine Rd	6,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Marker Post - Install "Fire Hydrant Valve" marker post (see example photo). USA Markings - Remove along street and concrete hardscape surfaces. Valve Box Conc Collar - Install.	8/4/17	Kaw
40	40	8.17	27878/27869 Via Feliz	5,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
41	41	8.18	27850 Via Feliz	5,19	6/22	Paint New Bury Extension - Apply second coat of "Safety Yellow." Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Apply Reflective Tape (see example photo).	7/13/17	Kaw
42	42	9.16	27830 Via Feliz	4	6/22	Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Coordinate w/ PCG prior to Painting and applying Reflective Tape to bollard.	8/4/17	Kaw
43	43	9.28	13466/13480 North Fork Ln	4,18	6/22	FH Head - To be replaced per PCG letter dated 6/22/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Coordinate w/ PCG prior to Painting and applying Reflective Tape to all three bollards.	8/4/17	Kaw
44	44	8.21	Three Forks Ln/N Fork Ln	3	6/22	Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Head Top - Apply second coat of "Green." FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
45	45	8.22	X 13400 Middle Fork Ln	1,19	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Head Chains - Install missing chains or replace chains previously painted. FH Valve Box - Replace valve box and riser pipe. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Ret Wall - Compact backfill matl.	7/13/17	Kaw
46	46	8.25	13408/13416 Middle Fork Ln	4,18	6/22	FH Head - To be replaced per PCG letter dated 6/22/17. Touch-up w/ "Safety Yellow" paint. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw

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47	47	8.29	13440 S Fork Ln	2	6/22	Bollards - Install plastic caps. Install Reflective Tape (see example photo). Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Blue Pvmr Marker - Replace/ Install.	7/13/17	Kaw
48	48	9.43	13456 S Fork Ln	4,19	6/22	FH Head - To be replaced per PCG letter dated 6/22/17. Touch-up w/ "Safety Yellow" paint. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Marker Post - Replace/ Install FH "Blue Square" marker post.	8/4/17	Kaw
49	49	8.20	X 13535 Country Wy	4,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
50	50	8.24	X 13495 Country Wy	4,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Apply Reflective Tape (see example photo).	7/13/17	Kaw
51	51	8.26	13400/13430 Country Wy	4,19	6/22	FH Head - To be replaced per PCG letter dated 6/22/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
52	52	8.28	13350 Country Wy	4,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
53	53	9.51	Elena Rd/Gigli Ct	2,19	6/22	Paint New Bury Extension - Apply second coat of "Safety Yellow." Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Apply Reflective Tape (see example photo).	7/13/17	Kaw
54	54	9.47	12300 Gigli Ct	NA	6/22	Bollards - Apply Reflective Tape (see example photo).	7/13/17	Kaw
55	55	9.49	13253/13263 Simon Ln	1,18	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Low Profile Model) and BO/CV or extension. FH Valve Box Conc Collar - Install. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
56	56	12.02	28025 Natoma Rd (Charles Ln)	1,18	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Head Top - Apply second coat of "Green." FH Valve Box Conc Collar - Install. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
57	57	12.04	28008/28210 Natoma Rd (Yuba Ln)	14,19	6/22	Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Install two (2) bollards. Paint two coats of "Safety Yellow." Apply Reflective Tape (see example photo). Blue Pvmr Marker - Replace/ Install.	7/13/17	Kaw
58	58	12.12	27862 Via Corita	4,19	6/22	FH Head - To be replaced per PCG letter dated 6/22/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw

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59	59	12.35	X 27610 Natoma Rd	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Valve Box Conc Collar - Install. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
60	60	12.50	12845 La Vida Real	6,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). USA Markings - Remove along street and concrete hardscape surfaces.	7/13/17	Kaw
61	61	12.21	27693 Vogue Ct	7,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). USA Markings - Remove along street and concrete hardscape surfaces.	7/13/17	Kaw
62	62	12.30	27671 Vogue Ct	1,19	6/22	Exercise Existing FH Gate Valve. FH Head & Valve Box Conc Collar - Install. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
63	63	12.22	27900 Black Mtn Rd	4,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Marker Post - Install "Blue Square" marker post.	8/4/17	Kaw
64	64	12.23	27860 Black Mtn Rd	4,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
65	65	12.19	12345 Black Mtn Rd	1,18	6/22	Exercise Existing FH Gate Valve. FH Head & Valve Box Conc Collar - Install. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
66	66	12.18	12365/12375 Melody Ln	2	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Apply Reflective Tape (see example photo).	7/13/17	Kaw
67	67	12.41	27474 Sunrise Farm Rd	15,19	6/22	FH Head - To be replaced per PCG letter dated 6/22/17. Touch-up w/ "Safety Yellow" paint. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). USA Markings - Remove along street and concrete hardscape surfaces.	8/4/17	Kaw
68	68	12.28	Black Mtn Rd/Edgerton Rd	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
69	69	11.12	X 27330 Edgerton Rd	1	6/22	Existing FH Valve Box - Clean out debris. Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	8/4/17	Kaw
70	70	11.08	X 27781 Edgerton Rd	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	8/4/17	Kaw

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71	71	11.06	X 27790 Edgerton Rd	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). FH Head Chains - Install missing chains or replace chains previously painted.	8/4/17	Kaw
72	72	11.24	Black Mtn Rd/Ursula Ln	6,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). USA Markings - Remove along street and concrete hardscape surfaces.	7/13/17	Kaw
73	73	11.15	27343 Ursula Ln	NA	6/22	Bollards - Coordinate w/ PCG to apply Reflective Tape (see example photo).	8/4/17	Kaw
74	74	11.29	27451 Altamont Rd	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
75	75	12.34	12951 Corteza Ln	6,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
76	76	12.40	12921 Tripoli Ct	1	6/22	Bollards - Apply Reflective Tape to first two bollards (see example photo).	7/13/17	Kaw
77	77	15.08	26687 Altamont Rd	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	8/30/17	VR
78	78	15.14	27055 Apaloosa Wy	4,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
79	79	15.15	Altamont Rd/Taaffe Rd	1	6/22	Existing FH Valve Box - Clean out debris. Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). Blue Pymt Marker - Replace/ Install (along Taaffe Rd).	7/13/17	Kaw
80	80	15.20	27133 Byrne Park Ln	4,19	6/22	FH Head - Left 2-1/2" Hose Port leaks. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
81	81	15.23	27233/27272 Byrne Park Ln	7,19	6/22	FH Head - Replaced per Field Meeting on 5/31/17 with PCG, SGI, R&B Company & CLOW. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). USA Markings - Remove along street and concrete hardscape surfaces.	7/13/17	Kaw

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82	82	15.22	27284 Byrne Park Ln	4,19	6/22	FH Head - Replaced per Field Meeting on 5/31/17 with PCG, SGI, R&B Company & CLOW. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
83	83	15.50	27296 Byrne Park Ln	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Head Top - Apply second coat of "Green." FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	8/4/17	Kaw
84	84	15.29	27300 Deer Spring Wy	4,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
85	85	15.36	27408 Deer Spring Wy	4,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
86	86	15.24	27150 Julietta Ln	5,19	6/22	FH Head - To be replaced per PCG letter dated 6/22/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
87	87	15.30	27320 Julietta Ln	5	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). USA Markings - Remove along street and concrete hardscape surfaces.	7/13/17	Kaw
88	88	15.37	27349/27359 Julietta Ln	4,18	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Replace left bollard. Paint and apply Reflective Tape (see example photo). USA Markings - Remove along street and concrete hardscape surfaces.	8/4/17	Kaw
89	90	15.38	26030 Altamont Ln	4	6/22	FH Head - Replaced per Field Meeting on 5/31/17 with PCG, SGI, R&B Company & CLOW. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	7/13/17	Kaw
90	91	16.39	Stonebrook Dr/El Monte Rd	3	6/22	Paint Existing FH Head - Apply second coat of "Safety Yellow" at existing FH Head (Clow Model No. 960) and BO/CV or extension. FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box).	8/4/17	Kaw
91	92	16.46	12309/12400 Stonebrook Dr	1,18	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Valve Box Conc Collar - Install. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Apply Reflective Tape (see example photo).	7/13/17	Kaw

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92	93	16.45	Stonebrook Dr/Oneonta Dr	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at existing FH Head (Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
93	94	16.44	24931/25000 Oneonta Dr	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
94	95	16.43	25020 Oneonta Dr	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
95	96	16.42	12305/12335 Stonebrook Ct	16,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
96	97	16.53	12362 Priscilla Ct	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Blue Pymt Marker - Replace/ Install.	7/13/17	Kaw
97	98	16.54	Stonebrook Dr/Priscilla Ln	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
98	99	16.63	12362 Priscilla Ct	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/30/17	VR
99	100	16.55	12386 Priscilla Ct	3	6/22	Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Apply second coat of "Safety Yellow" and Reflective Tape to first two bollards (see example photo).	8/30/17	VR
100	101	16.56	12376/12378 Priscilla Ct	3	6/22	Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Head Chains - Install missing chains or replace chains previously painted. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
101	102	16.62	12241 Stonebrook Dr	4	6/22	Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Apply Reflective Tape to first two bollards (see example photo).	7/13/17	Kaw
102	103	16.61	X 12237 Stonebrook Dr	4,18	6/22	FH Head - To be replaced per PCG letter dated 6/22/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Replace right bollard. Paint and apply Reflective Tape (see example photo).	8/4/17	Kaw
103	104	19.06	Prospect Av/Emerald Hill Ln	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw

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104	105	19.17	12002/12008 Emerald Hill Ln	4	6/22	FH Head - To be replaced per PCG letter dated 6/22/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
105	106	19.09	12002 Finn Ln	6	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). USA Markings - Remove along street and concrete hardscape surfaces.	8/4/17	Kaw
106	107	16.60	12200 Edgcliff Pl	1,18	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Blue Pvmt Marker - Replace/ Install.	8/4/17	Kaw
107	108	19.16	24920 La Loma Dr	3	6/22	Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Blue Pvmt Marker - Replace/ Install.	8/4/17	Kaw
108	109	19.18	12101 Stonebrook Dr	4,19	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). USA Markings - Remove along street and concrete hardscape surfaces. Ret Wall - Compact backfill matl.	8/4/17	Kaw
109	110	19.21	Stonebrook Dr/Teresa Wy	2	6/22	Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
110	111	19.31	12087 Kate Dr	2	6/22	Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
111	112	19.32	12107 Kate Dr	2	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
112	113	19.33	12167 Kate Dr	2	6/22	Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
113	114	19.30	12007 Kate Dr	2	6/22	Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
114	115	19.29	28020 Laura Ct	2	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
115	116	19.38	28008/28012 Laura Ct	2,18	6/22	Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Bollards - Apply Reflective Tape to first two bollards (see example photo). Marker Post - Install "Blue Square" marker post.	8/4/17	Kaw

Los Altos Hills County Fire District
Fire Hydrant Replacement Project - Phase VIII
Punch List - July 13, 2017 (Final)

No.	FH Item No.	PHWD FH No.	Location	Original Bid Item No.	Date	Correction Action:	Sign-Off:	
							Date Completed	By
116	117	19.39	28100 Laura Ct	4	6/22	FH Head - Replaced per PCG letter dated 5/24/17. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	8/4/17	Kaw
117	118	12.43	12989/13026 Vista Del Valle Ct	1	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover).	7/13/17	Kaw
118	119	12.39	12992/12998 Vista Del Valle Ct	17,19	6/22	FH Head - Replaced per Field Meeting on 5/31/17 with PCG, SGI, R&B Company & CLOW. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). Bollards - Install two (2) bollards. Paint two coats of "Safety Yellow." Apply Reflective Tape (see example photo). Blue Pymt Marker - Replace/ Install. USA Markings - Remove along street and concrete hardscape surfaces (incl. driveway for 12998 Vista Del Valle Ct).	8/4/17	Kaw
119	120	12.44	Taaffe Rd/Taaffe Ln	1,19	6/22	Exercise Existing FH Gate Valve. Paint Existing FH Head - Apply second coat of "Safety Yellow" at FH Head (Existing Clow Model No. 960) and BO/CV or extension. FH Valve Box Conc Collar - Install. Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim and cover). Blue Pymt Marker - Replace/ Install.	8/30/17	VR
120	121	12.58	X Taaffe Rd/ Taaffe Ln	8,19	6/22	FH Head - Replaced per Field Meeting on 5/31/17 with PCG, SGI, R&B Company & CLOW. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). Bollards - Install one (1) bollards. Paint two coats of "Safety Yellow." Apply Reflective Tape (see example photo). Blue Pymt Marker - Replace/ Install. USA Markings - Remove along street and concrete hardscape surfaces.	8/4/17	Kaw
121	122	12.52	26631 Taaffe Rd	9,19	6/22	Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). Thermoplastic Traffic Stripe - Replace/ Install. USA Markings - Remove along street and concrete hardscape surfaces. Ret Wall - Compact backfill matl. Town & Resident's (26631 Taaffe Rd) comments from Field Meeting on 8/8/17.	8/31/17	VR
122	123	12.51	26731 Taaffe Rd	2	6/22	FH Head - Replaced per Field Meeting on 5/31/17 with PCG, SGI, R&B Company & CLOW. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green."	8/4/17	Kaw
123	124	12.57	26737/26811 Taaffe Rd	9,19	6/22	FH Head - Replaced per Field Meeting on 5/31/17 with PCG, SGI, R&B Company & CLOW. Touch-up w/ "Safety Yellow" paint as necessary. Paint FH Head Top - Apply second coat of "Green." Paint FH Valve Box - Apply second coat of "Safety Yellow" (incl. rim of valve box). Blue Pymt Marker - Replace/ Install. Thermoplastic Traffic Stripe - Replace/ Install. USA Markings - Remove along street and concrete hardscape surfaces.	8/30/17	VR
124	N/A	N/A	Various (see Exhibit)	36	6/22	Project Funding Signs - Remove all six (6) signs.	8/4/17	Kaw

RESOLUTION NO. 17-21

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT
ACCEPTING AS COMPLETED THE WORK OF THE FIRE HYDRANT
REPLACEMENT PROJECT-PHASE VIII
AUTHORIZING FINAL PAYMENT
CONCERNING SUCH WORK, AND DIRECTING THE DISTRICT
CLERK TO FILE A NOTICE OF COMPLETION**

WHEREAS, the Los Altos Hills County Fire District's ("District") engineer for the project, Pakpour Consulting Group Inc. ("Engineer") has, in writing, made and filed in the Office of the District Clerk his notice or certificate certifying that the work under the contract described as the Fire Hydrant Replacement Project-Phase VIII has been completed in conformance with the Plans and Specifications for said project, and has recommended that said work be accepted as complete and satisfactory.

NOW, THEREFORE, the Board of the Los Altos Hills County Fire District does **RESOLVE** as follows:

Section 1. The above-described work as set forth in the August 31, 2017, notice from the Engineer is hereby accepted as substantially complete, and the appropriate officer of the District is authorized to make final payments concerning the above-described work.

Section 2. The District Clerk is hereby authorized and directed to file with the County Recorder of the County of Santa Clara, notice of the completion of said project within ten (10) days.

PASSED AND ADOPTED this ____ day of _____, 2017.

By: _____
George K. Tyson, Board President

ATTEST:

Jeanne Evilsizer, District Clerk

Resolution No. 17-20

**BEFORE THE COMMISSION OF
LOS ALTOS HILLS COUNTY FIRE DISTRICT
SANTA CLARA COUNTY, STATE OF CALIFORNIA**

**A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING
DESTRUCTION OF CERTAIN DISTRICT RECORDS**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Los Altos Hills County Fire District; and

WHEREAS, Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the district; and

WHEREAS, Section 60201 of the Government Code of the State of California is amended effective January 1, 2005 to provide that district records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the district or public may be destroyed; and

WHEREAS, the District has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category; and

WHEREAS, the District has previously adopted a retention schedule, and has determined a need to modify it;

NOW, THEREFORE, THE COMMISSION OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. The Commission finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule

Exhibit A will not adversely affect any interest of the District or the public, and that this Records Retention Schedule supersedes any previously adopted records retention schedule.

Section 2. The records of the Los Altos Hills County Fire District, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule in accordance with District policies and procedures, without further action by the Commission of the Los Altos Hills County Fire District.

Section 3. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 4. The District Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 5. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Commission of the Los Altos Hills County Fire District on September 19, 2017, by the following vote:

AYES: Commission Members-

NOES: Commission Members-

ABSTAIN: Commission Members-

ABSENT: Commission Members-

George Tyson, Board President

District Clerk

Date: _____

Department: _____

RECORDS DESTRUCTION APPROVAL FORM

The records listed below are scheduled to be destroyed, as indicated on the Records Retention Schedule. The attached records are not the subject of any claim, litigation, investigation, or audit.

County Vouchers – 7/2008 through 6/2009 (Retention RRS-015, 7 years)
Invoices for County Services – 7/2007 through 6/2009 (Retention RRS-015, 7 years)
Agenda Packets 2009/2010 and 2010/2011 (Retention No. RRS-001, 5 years)

____ Shredding is Required (Records contain private information)

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

_____ Employee Preparing Records	_____ Date
_____ District Clerk	_____ Date
_____ District Attorney	_____ Date

(Complete after destruction has been performed, if done by District Employees. If destruction is performed by a commercial vendor, have them provide you with a certificate.)

I HEREBY CERTIFY that the items listed above have been destroyed in accordance with District policies and procedures:

_____ Employee Performing Destruction	_____ Date
--	---------------

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a District Board meeting (then it is the District Clerk.)

Records Description: The record series (a group of like records).

Transitory Records: Records that are not retained in the ordinary course of business, including without limitation: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualify as a “trusted system”, etc.

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained by the District in the ordinary course of business.

Retention/Disposition:

- Active:** How long the file remains in the immediate office area (*guideline*)
- Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
- Total Retention:** The total number of years the record will be retained active and inactive

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) – the form of the record:

- Mag = Computer Magnetic Media (hard drives, tapes, USB Drives, thumb drives, etc.)
- Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
- Ppr = Paper
- OD = Optical Disk, CD-r, DVD-r, WORM, or other media which does not allow changes

Scan / Import (*guideline*):

- “S” indicates the record should be scanned into the document imaging system;
- “I” indicates the record should be electronically imported into the document imaging system;
- “M” indicates the record should be microfilmed

Destroy Paper after Imaged & QCd (*guideline, if record is imaged*): QCd=Quality Checked. “Yes” indicates the paper version may be destroyed if the document has been imaged (microfilmed, scanned or imported onto Optical Disk – CD-R, WORM or DVD-R), and both the images and indexing have been QCd.

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

WC: Water Code

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code (CA)

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description	Retention / Disposition							Comments / Reference
			Active (in home office)	Inactive (District Office, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).										
Admin. / District Clerk	RRS-001	Agendas & Agenda Packets - District Commissioners	5 years		5 years	Yes: Before Meeting Date	Mag, Ppr			Department preference; GC §60201
Admin. / District Clerk	RRS-002	Agreements & Contracts (All are attached to a Resolution)	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §60201 et seq.
Admin. / District Clerk	RRS-003	Audio Digital Recordings District Commission meetings	30 Days or After Minutes are Approved, Whichever is Longer		30 Days or After Minutes are Approved, Whichever is Longer		Tape (Mag), OD			Department Preference; legally required for 30 days (or adoption of the minutes); GC §54953.5(b)
Admin. / District Clerk	RRS-004	Audited Financial Statements / Comprehensive Annual Financial Report (CAFR) with Audit Management Letters / Audit Reports	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference for historical purposes; District Clerk retains original permanently; GC §60201 et seq.
Admin. / District Clerk	RRS-005	Backups (Computer) Network, All Files on Shared Drives (Incremental)	When No Longer Required		When No Longer Required	Yes	Mag			Used for Disaster Recovery Purposes only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §60201 et seq.

RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description	Retention / Disposition							Comments / Reference
			Active (in home office)	Inactive (District Office, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).										
Admin. / District Clerk	RRS-006	Bank Deposits	2 years	5 years	7 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Admin. / District Clerk	RRS-007	Budgets: Development, Drafts, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference; District Clerk maintains originals; longer for administrative value; GC §60200
Admin. / District Clerk	RRS-008	Claims & Litigation	Final Disposition	5 years	Final Disposition + 5 years	Yes: Until Final Disposition	Mag, Mfr, OD, Ppr	S / M / I	Yes: After Final Disposition	Department Preference; Statute of Limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945, 60201 et seq.; PC §832.5
District Engineer	RRS-009	Construction Projects / Pipelines (Cal Water, Purissima, etc.)	Completion + 5 years		Completion + 5 years	Yes: Until Completed	Mag, Ppr			Preliminary Drafts, Copies, Non- records (Cal Water / Purissima holds the originals); GC §60201 et seq.
Admin. / District Clerk	RRS-010	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §60200
Admin. / District Clerk	RRS-011	Correspondence - Establishing Policy (documents formation of policies or decision making process - e.g., Policy for using facilities)	Until Superseded	Superseded + 2 years	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Supersede d	Statewide guidelines propose Superseded + 2 or 5 years; GC §60201

RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description	Retention / Disposition							Comments / Reference
			Active (in home office)	Inactive (District Office, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).										
Admin. / District Clerk	RRS-012	Correspondence - ROUTINE (e .g. Administrative, Chronological, Communications, General Files, Letters, Memorandums, Miscellaneous Reports, Reading, Working Files, Weed Abatement, Unsuccessful Proposals, etc.)	2 years		2 years		Mag, Ppr			GC §60201
		Correspondence - TRANSITORY / PRELIMINARY DRAFTS, I (e.g. calendars, checklists, e-mail or social media posting NOT made or retained for the purpose of preserving the informational content for future reference, that does not have a material impact on the conduct of business, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)								

RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description	Retention / Disposition							Comments / Reference
			Active (in home office)	Inactive (District Office, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).										
Admin. / District Clerk	RRS-013	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p><u>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</u></p> <p>(e.g. calendars, checklists, e-mail or social media posting that is NOT made or retained for the purpose of preserving the informational content for future reference, logs, mailing lists, meeting room registrations, supply inventories, text messages, transmittal letters, thank yous, undeliverable envelopes, voice mails, webpages, etc.)</p>	When No Longer Required		When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT . Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference E-mails or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the Attorney to determine if a record is considered transitory / preliminary drafts. GC §§34090, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith), S218066. Supreme Court of California, 2017

RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description			Retention / Disposition					Comments / Reference	
			Active (in home office)	Inactive (District Office, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.											
Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).											
Admin. / District Clerk	RRS-014	County Signature Authorization Cards	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201	
Admin. / District Clerk	RRS-015	County Vouchers (Accounts Payable Authorizations with Invoices, Fiscal Reports & General Ledger (GL))	2 years	5 years		7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S/I	Yes: After 1 year	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Sewage Sludge is required for 5 years; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Admin. / District Clerk	RRS-016	Deeds, District Lot, Property Titles, Property Acquisitions, Conveyances, Annexations to the District, etc.	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201(d)(8)	
Admin. / District Clerk	RRS-017	District Logo	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201 et. seq.	
Admin. / District Clerk	RRS-018	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §6254	
Admin. / District Clerk	RRS-019	Ethics Training Certificates	5 years			5 years		Mag Ppr			GC §53235.2(b)
Admin. / District Clerk	RRS-038	Fire Hydrant Testing	10 years			10 years		Mag Ppr			GC §60201 et. Seq.

RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description	Retention / Disposition			Comments / Reference				
			Active (in home office)	Inactive (District Office, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).										
District Consultant	RRS-020	Fire Station Construction / CIP (Capital Improvement Project) Files - Administration File: Project Administration, Advertising, Certified Payrolls, Confined Space Entries, Complaints (project-related), Cost of Construction, Insurance Certificates from Contractors, Labor Compliance, Logs, Meeting Minutes, Performance Bonds/Surety, Project Security files, Project Schedules, Real Estate Appraisals, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer <					

RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description			Retention / Disposition					Comments / Reference
			Active (in home office)	Inactive (District Office, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).										
Admin. / District Clerk	RRS-024	Historical Records	P		P		Mag, Mfr, OD, Ppr	S	No	District Clerk Determines Historical Significance; GC §60201
Admin. / District Clerk	RRS-039	Insurance Certificates	11 years		11 years		Mag, Ppr			Department preference to cover all statute of limitations; CCP§ 337 et seq., GC §60201(d)(3)
Admin. / District Clerk	RRS-025	Minutes: District Commissioners	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201(d)(3)
Admin. / District Clerk	RRS-026	Newspaper Clippings	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Admin. / District Clerk	RRS-027	Notices: Affidavits of Postings and Publications, Bid Notices, Legal Notices, etc.	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Admin. / District Clerk	RRS-028	Ordinances	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201 et. seq.
Admin. / District Clerk	RRS-029	Press Releases	2 years		2 years		Mag, Ppr			GC §60201 et seq.
Admin. / District Clerk	RRS-030	Public Education, Public Training Classes (Defensible Space, Fire Extinguishers, Brochures Written by the District, etc.)	P		P		Ppr			Maintain 1 copy for historical purposes; GC §60201 et seq.
Admin. / District Clerk	RRS-031	Public Records Act Requests	2 years		2 years		Mag, Ppr			GC §60201(d)(5)
Admin. / District Clerk	RRS-032	Records Destruction Authorization Forms	10 years		10 years		Mag, OD, Mfr, Ppr	S	Yes: After 2 years	Department Preference; GC §60201(b)(1)(B)

RECORDS RETENTION SCHEDULE

Dept.	RRS #	Records Description			Retention / Disposition					Comments / Reference
			Active (in home office)	Inactive (District Office, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).										
Admin. / District Clerk	RRS-033	Records Retention Schedules	When Superseded	P	P		Mag, OD, Mfr, Ppr	S	Yes: After 2 years	Department Preference; GC §60201(b)(1)(B)
Admin. / District Clerk	RRS-034	Reference Materials: Brochures, Manuals, Policies, Procedures & Reports	When No Longer Required - Minimum of Superseded			When No Longer Required - Minimum of Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: When Super- seded	Documents of historical significance should be retained longer; GC §60201
Admin. / District Clerk	RRS-035	Reports and Studies - White Papers, Issue Papers, Position Papers, Scientific Studies (Byrne Preserve Study, etc.)	Minimum 2 years			Minimum 2 years	Mag, Ppr			GC §60201
Admin. / District Clerk	RRS-036	Resolutions	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §60201 et. seq.
Admin. / District Clerk	RRS-037	Software Licenses / Software and Hardware Manuals	When Superseded or Replaced		When Superseded or Replaced		Mag, Ppr			Department Preference (Preliminary documents); the Lead Department should print out historical documents prior to replacing the data; GC §60200, 60201 et seq.

Strategic Plan Ad Hoc Committee Meeting

Friday, August 25, 2017

8:30 AM

El Monte Station

Commissioner Attendees: Janice Carr, Roger Spreen, Duffy Price

AGENDA & MINUTES

1. Progress Report on General Manager efforts

- Reviewed progress; now in hands of new Ad Hoc Committee

2. General Policy Outline for Commissioners (Reviewed Draft 11-7-13)

- Review attached PDF Outline 60 pages which was developed & compiled in 2013 based on handouts received from the Board of Supervisors distributed to new members of Commissions.
- The Outline included materials relevant to LAHCFD plus Brown Act, Appointment methods; Advisory Handbook; County Parking restrictions; Discrimination & Sexual Harassment

3. LAHCFD Orientation for new Commissioners – what is needed and most beneficial; Roger suggests possibility of two distinct packets of information. One pertaining to the functioning of the District (See attached District Overview – 7 pages) and a second containing broader information including the County handouts (60 page outline). General Overview:

- Purpose of orientation is to provide new commissioners with sufficient background to assume their role on the LAHCFD and be able to “hit the ground running.”
- Important content for new commissioners include historical background on the basis of forming a Special District in 1939, resolutions granting independence and limitations from the Board of Supervisors; revenue mechanism based on taxpayer funding; provide anatomy of how meetings are conducted and outline of types of core programs that commissioner will deal with, seasonal issues such as Dead Tree Program; Hydrants; water flow issues.
- Main contacts working on/for the Commission – i.e., SCCFD Chiefs, CERT Program leaders; roles of consultants, i.e., District Clerk, Fire Consultant, Finance Consultant, Legal Consultant

- Knowledge and application of the Rosenberg Rules (analogous to Roberts Rules of Order).
- Develop an orientation plan with Asst. Chief Tony Bowden for tour of SCCFD Administration; departments, i.e., Training, Fire Prevention; Hazmat, etc. Include: Ride Along Program
- Issuance of Brush Jacket at conclusion of training/orientation

IV. Development of Report for Commission Meeting on Sept. 19, 2017

- Janice and Roger to do.
- Submit Title of Strategic Plan Report to Jeanne by 9/ 4 and full report for packet by 9/8

V. Open Discussion

VI. Adjourn at 9:30 AM

Next Meeting: Date to be determined for October 2017

Notes submitted by Duffy Price
August 26, 2016

Attachment: LAHCFD Overview – dated April 10, 2014 (used as background for the Los Altos Town Crier article on the LAHCFD).

10a.

Consultant Compensation Assessment

For September 19, 2017 LAHFCD Board Meeting

Prepared by George Tyson, updated 06Sep2017

A comparison of market compensation to contracted compensation of our three consultant roles (District Clerk, Accountant, and Fire Consultant) was raised as being a desirable exercise during the Strategic Planning subteam meetings in early 2016. Although I am no longer on that subteam, I have continued to hold responsibility for this action, and my conclusions are presented here.

Note that the above-mentioned positions all have established monthly compensation. A fourth role, that of Attorney, was not included in this analysis. Since that work is charged on an hourly basis, and (in my opinion) the hourly rate is consistent with other Legal service providers in the region, no further analysis of this is proposed here.

Methodology

The most recent copy (2015-2016) of the California Special Districts Assembly – Salary and Benefits Survey was ordered and obtained in support of this effort. This survey provides salary data for a number of frequently-encountered roles for Special Districts such as LAHFCD. For each position, the average, median, and range of salaries reported are shown. In addition, these data are parsed into different categories that reflect issues such as region (e.g. Bay Area), district Customer size, revenue, and type of District. Other categories were also presented (such as number of employees), but I did not find that to be as useful an indicator as the following:

Region	Bay Area
Customers	5000-10,000
Revenue	\$5MM-\$10MM
Type	Fire/Police

I summarized these data in the above categories in the attached spreadsheet. In each case, I chose at least two representative positions for comparison with our consultants. The position descriptions and conclusions are shown as an Appendix to this report. This Appendix also includes further background on the impact of the categories listed above and the impact of Benefits on total compensation.

Compensation Conclusions

For each of the three positions studied, a comparable salary range was estimated (column F in p. 1 of the spreadsheet). For each position, the midpoint was calculated, a 30% benefits allowance was added, and the total compensated corrected for full-time equivalent by the estimated hours required per week. These results are shown in rows 53-55 and are summarized here:

District Clerk

The equivalent compensation was estimated as \$73K, which compares well to the current compensation of about \$60K. I conclude that compensation is appropriate.

Accountant

The equivalent compensation was estimated as \$41K, which compares well to the current compensation of \$36K, especially since other overhead is involved with this position (access to accounting software, office environment). I conclude that compensation is appropriate.

Fire Consultant

Direct comparisons were more difficult with this position, but equivalent compensation was estimated at \$65K, which compares well to the current compensation of \$56K. I conclude that compensation is adequate.

Overall Conclusions

Compensation of consultants appears to be in line with the market (noting that the comparison was with 2015-2016).

Appendix A: Descriptions of Positions in Special Districts Salary and Benefits Survey

Summarized and comments for LAHCFD by G. Tyson, 08Aug2017

Descriptions potentially relevant for: District Clerk

Board Secretary/Clerk

Job Description: Serves as administrative support to the Board of Directors. Prepares agenda and attends meetings; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; and prepares correspondence and maintains files on official actions of the Board. Ensures records are maintained as required by law. Fulfills other duties as required to support the Board. Maintains high level of confidentiality.

Executive Assistant

Job Description: Serves as administrative assistant/secretary to the General Manager and/or upper-level management. Duties can include: composing correspondence and reports for the General Manager and Board; serving as a liaison between the General Manager and division/department managers; making travel arrangements, maintaining appointment schedules and calendars, and arranging meetings and conferences. Maintains high level of confidentiality.

Office Manager

Job Description: Plans and directs internal supportive services for organizational effectiveness and efficiency. Ensures internal office policies and procedures are implemented. Manages recordkeeping and filing systems, mail distribution, office supply inventory, phone systems and office equipment; directs receptionist and other office support staff. Coordinates purchasing and facilities management.

Discussion:

The LAHCFD Clerk covers a wide range of administrative responsibilities, since there are no other employees in these roles. The closest fit seems to be a combination of Board Clerk and Executive Assistant overall, and especially considering the need for confidentiality.

Descriptions potentially relevant for: Accounting Services

Controller/CFO/Finance Manager

Job Description: Directs and controls the District's financial, accounting, and treasury activities; prepares a wide variety of detailed and analytical accounting, statistical, and narrative reports necessary for fiscal review; provides management and the Board of Directors with expertise in the areas of fiscal planning and control, accounting, budgeting, and investing public funds; supervises the

daily work activities within accounting/bookkeeping including accounts payable, accounts receivable, cash receipts, payroll, and general ledger; prepares monthly financial statements; reconciles accounts; prepares special reports and analyses as required.

Accountant/Bookkeeper

Job Description: Under the direction of the Controller/CFO/Finance Director, processes payroll, including auditing payroll reports and reconciling payroll records; inputs journal entries to general ledger; processes accounts receivable and payable; prepares accounting reports as requested; prepares any necessary billings; and processes purchase requests and orders.

Discussion:

The LAHCFD Accountant covers responsibilities found in both the Controller and Accountant positions, as the financial responsibilities are broad. The best fit seems to be a combination of them, although the District's transaction load is not heavy (and warranting full-time coverage).

Descriptions potentially relevant for: Fire Consultant

Engineering Manager/District Engineer

Job Description: Manages and provides direction for the District's engineering needs and serves as the professional engineering expert for the District. Organizes and directs engineering studies, reports, designs, and specifications; construction of additions and improvements to the District's infrastructure including operations, plant, system(s), and/or stations; assures that the District's capital improvements are made in a sound engineering and cost-effective manner; works with various engineering consultants and personnel and oversees their work; and supervises and performs a variety of duties relating to the drafting of detailed construction drawings and related maps and specifications used in planning, maintenance and construction.

Maintenance/Operations Manager

Job Description: Plans, organizes, directs, and controls the activities of the District's maintenance and operations including preventive maintenance, repair and rehabilitation, and testing and inspection of operations, plant, system(s), and/or stations; enforces safety regulations; supervises and directs the work of facilities/grounds maintenance personnel in the construction, repair, cleaning, maintenance and inspection of District property/infrastructure.

Discussion:

Neither of these two positions is a great fit for the Fire Consultant. From Engineering Manager – there is supervision of engineering work focused on the District infrastructure, but not the detailed engineering work itself. Maintenance/Operations is a better fit, but the focus is management and tracking of ongoing activities such as tree removal and brush chipping. In addition, the Fire Consultant has regular contact with District residents to track their questions and needs.

Salary and Benefits Analysis

(See accompanying spreadsheet that shows salary ranges for a number of District categories)

Impact of Categories on Salary Ranges

Region: Bay Area

The Bay Area is always the highest of the six California areas

Customers: 5000-10,000

Salaries generally tend somewhat higher the higher the number of customers/population. This is the second lowest of the seven population ranges

Revenue: \$5-10MM

Salaries generally trend higher the higher the total revenue, especially at the top end. This is the sixth lowest of the nine revenue categories (or fourth highest!)

Type: Fire/Police

Salaries vary widely between types of organizations. Fire/Police Protection is in the midpoint of the 22 categories

Not included in Table:

-Number of Full-Time Equivalent Employees – the categories ranged from <2 to >100 employees. The trends were not clear, and it was hard to compare LAHCFD with this metric.

Benefits

Medical benefits provided for organizations >\$1MM in revenue – generally ~60% fully paid by district and ~40% partially paid by district.

Fully package of benefits (dental, life insurance, health reimbursement accounts, 457, vacation/sick) generally offered with >\$1MM in revenue.

Not included in this Survey: Benefits are generally considered to account for ~30% on top of base salary. This was used in the accompanying spreadsheet.

LAHCFD Salary Analysis
Prepared by George Tyson
8/8/2017

Based on California Special Districts Assembly -
2015-2016 Salary and Benefits Survey

Data shown when >=3 entries in a category

Position	Salary (\$K)		Average Range		Tyson suggested range
	Average	Median	Low	High	
Board Secretary					District Clerk
Region: Bay Area	71.3	75.1	72.5	91.2	70-80
Customers: 5000-10,000	54.4	57.1	52.6	67.1	
Revenue: \$5-10MM	67.4	67.1	56.1	60.2	
Type: Fire/Police	62.6	61.7	52	70.9	
Executive Assistant					
Region: Bay Area	81.2	82	76.8	101.7	
Customers: 5000-10,000	66.7	67.4	53.7	70.9	
Revenue: \$5-10MM	67.4	67.1	56.1	74.6	
Type: Fire/Police	62.6	61.7	52	70.9	
Office Manager					
Region: Bay Area	74	71.9	59.4	77.6	
Customers: 5000-10,000	66.5	60	49.2	64.2	
Revenue: \$5-10MM	73.8	69.4	59	76.8	
Type: Fire/Police	58.5	56.6	54.6	62	
CFO/Controller/Finance Mgr					Finance/Accountant
Region: Bay Area	125.4	109.8	118.6	152.4	80-90
Customers: 5000-10,000	110.8	111.4	100.3	130.4	
Revenue: \$5-10MM	103.3	101.6	89.6	116	
Type: Fire/Police	114.6	117.6	107.8	128.3	
Accountant/Bookkeeper					
Region: Bay Area	78.8	80.4	66.3	88.3	
Customers: 5000-10,000	60.6	62	50.3	69.3	
Revenue: \$5-10MM	62.1	62.8	53.6	71.5	
Type: Fire/Police	65.9	62.9	59.6	72.2	
Engineering Manager					Fire Consultant
Region: Bay Area	156.5	160.2	129.8	163.1	90-110
Customers: 5000-10,000	110.3	103.1	104.3	131.8	
Revenue: \$5-10MM	130.7	127.2	101.4	122.6	
Type: Fire/Police	-	-	-	-	
Maintenance/Operations Mgr					
Region: Bay Area	95.8	96.7	87.9	113.7	
Customers: 5000-10,000	86.8	85.2	75.2	95.5	
Revenue: \$5-10MM	92.9	90.1	73.7	95.3	
Type: Fire/Police	74.7	84	59.7	69.8	

Summary of Salary Assessment	Salary	Hours/wk	Annual	Current annual	
Existing consultants	Midpoint		inc benef.		
Benefits adder:	30%				
District Clerk	75	30	73	60	OK
Accountant	85	15	41	36	OK
Fire Consultant	100	20	65	56	OK

10d.
updated

Tree Subcommittee Report

For Sep 19, 2017 LAHFCD Board Meeting

Prepared by George Tyson (chair) and Duffy Price (with support from Stu Farwell and Dan Siegel)

At the July 25 LAHFCD Board meeting, the statuses of all Areas were reported, a decision was made to proceed with S.P. McClenahan for Areas 5&6 (subject to confirmation of Prevailing Wage and Job Classification), and a discussion was had regarding options for the future of tree trimming and removal.

Status for Areas 3&4

Tree work is almost complete, waiting for County permit for one tree. A verbal update will be provided at the meeting (Stu).

Status of Areas 5&6

A verbal report will be provided by George on the process used to confirm that S.P. McClenahan was paying Prevailing Wage and properly classifying employees. A memo to confirm contract status was issued by Dan, and a contract for Areas 5&6 completed, with the process to begin work having begun the week of 11Sep.

The Future of Tree Trimming and Removal

The Tree Subcommittee has reached the following conclusions, now that the third and final stage of our rotating RFP process' end is in sight:

- Note that the purpose of this program is to support LAHFCD's core mission of Fire Prevention and Fuel Management
- The tree removal and trimming program continues to be a popular and useful service for residents of the District, with ~1600 trees having been trimmed or removed, thus reducing flammable risk.
- The methodical process of soliciting tree requests from residents, arborist evaluation, and competitive bidding has led to significant savings for the District, while ensuring that an open and fair process has been used.
- Given the high death rate of trees after our recent drought (Monterey Pines in particular) and the continued significant presence of hazardous eucalyptus trees, removal and trimming of trees is expected to continue to be a significant and valuable service to our residents.
- The process used during this phase has been cumbersome, with considerable effort gone into preparation of each bid package, selection, and contracting. This has also led to dead trees being removed well over a year after being identified by residents.

Additional observations and conclusions (Updated from the 25 Jul report with new information and analysis):

- A key argument in support of continuing the recent competitive bidding process has been the cost savings that have resulted. A counter-argument is that these savings have been driven by a different mix of trees being removed now compared to the early stages of the process. Note that a given tree's removal can range from ~\$300 to ~\$8,000. Some specifics:

2011-2016

Large pines: 47% of all removals

Large Euc removals: 29%

Large oaks: 8%

Large redwoods: 3%

Fruit, cypress, birch, juniper, other small trees: 10%

2011-16: 76% of the trees were large pines/eucs

2017 Area 3 & 4 snapshot:

Large Pines: 37%

Large euc removals: 10%

Fruit, cypress, walnut, birch, acacia, other small trees: 35%

2017 Area 3 and 4: 47% of the trees were large pines and eucs

(Above adds up to only 82% - completing this list closer to the 97% in 2011-2016 underway)

- A further feature of the current bid process is that the bidders have not had access to properties to evaluate trees first hand (this restriction was established to allay resident's concerns about multiple strangers walking through their properties). This can lead to errors in assessing and costing out tree removal.
- Given that the purpose of this program is to encourage the removal of combustible materials, a possible exclusion has been suggested to restrict this program to trees over a given size (e.g. 8" diameter at 48" height), as those trees are within the capabilities of homeowners/landscapers, they could be chipped and removed as part of the existing brush program, and they present limited fire risk.
- A further program improvement suggestion is to eliminate eucalyptus tree trimming. This program is temporary in nature (e.g. trees have been repeatedly trimmed), and this program may serve as a disincentive to a bigger goal – eucalyptus tree removal.

The Tree Subcommittee has developed the following recommendations, based in part on the greater pricing experience from the past three phases of RFPs:

- A new phase should be implemented, that solicits tree removal/trimming responses by residents across the District. Form of solicitation can include traditional cards, website alerts, and other means.
- Each tree so identified will be assessed by an Arborist to ensure that it qualifies according to LAHCFD standards.
- Based on existing experience with tree removal/trimming pricing, the Arborist will establish a price for a suitable number of trees. As a starting point, a monthly "bundling" of trees will be proposed. We estimate that this is about 100 trees per month.
- This bundle of trees will be offered to a Preferred Tree Company (PTC), which will have been previously identified and a contract established (note: this process and ability to designate a PTC is being confirmed with the County). The PTC will have access for tree inspection and will either accept the Arborist-determined price, or will make a counter-proposal. Any counter-proposal requires Fire Consultant and Board President (or designee) approval to proceed.
- Since trees will have been individually priced, the actual payment to the PTC will be adjusted for any trees not actually removed.

- The initial term of this process will be one year, during which time the progress will be monitored and reported monthly. After that time, the process may be extended or amended as per Board approval.
- *This is the second “reading” of this proposal, with some minor adjustments.*

Next Steps

We project that, for the Oct 17 meeting we will:

- Have a report on tree progress in Areas 1&2 and 3&4 (as part of the Consultant’s report)
- Have a report on tree progress in Areas 5&6
- Present a formal proposal for future management of tree removal. We desire to get a new plan fleshed out well before the completion of the Areas 5&6 process.

ED/GM Position Subcommittee Report

Duffy Price, George Tyson (prepared this summary), Mark Warren
For 19Sep Board Meeting

At the 25Jul Board meeting, the above subteam was tasked with developing a plan for filling the position identified above (and whose Position Description was shared then). We met twice since then, and have done the following actions and reached the following conclusions:

Position scope:

We agreed that we need an experienced, capable, and action-oriented person who will be the “face” of the District in leading our ongoing management, project, and community outreach activities. We also agreed that we need excellent communication, problem-solving, contracting, and program management skills, with a knowledge of our District and community. We also value public agency and Board interaction experience.

Job size

We propose that we start with 20 hrs/week, and then ratchet up based on actual workload as necessary. We recognize that our Strategic Plan has quite lofty goals, but we also recognize that this is a new position, and we can afford to space out the improvements that we have identified to make the workload reasonable.

Compensation

We believe that it is possible that the candidate pool might include candidates who either require or are indifferent to Benefits. We have identified a company (RGS, <http://www.rgsjpa.org/>), a JPA dedicated to providing a range of services to organizations such as LAHCFD, that has a range of services available that include: providing a skilled person to fill our GM position, help recruiting such a person, or taking an individual we have identified and serving as their employer to provide those services to us on a contract basis. We have spoken to them at least twice, and they are poised to provide whatever support we require (with costs TBD). Note that if RGS became the employer of record on our behalf, that adds a communication layer that Commissioners would need to be aware of.

Potential Applicant Pool

A key issue in how to proceed with filling this position is to understand the depth of the potential talent pool. This will determine if external recruiting help is needed, and it also provides feedback on whether the position description and the job scope are logical and of interest to candidates with the right qualifications.

We have solicited a number of contacts having knowledge of our District and our needs to determine if candidates with appropriate credentials are interested, and we have had several conversations with such candidates on an informational basis. We conclude that:

- Our position description and potential duties are appropriate
- We have identified a number of candidates who have expressed interest
- Some candidates would not wish to apply in a public process, as this would expose them to discomfort given their current employment situation

- There is general concurrence on the 20 hr/wk involvement as being appropriate, although more may be necessary
- Compensation discussions have been limited with potential candidates. The salary survey discussed elsewhere for the 19Sep report also had a category for General Manager. This indicated an appropriate market of \$140-150K salary on a full-time basis, which calculates to a cost of \$94K (at 20 hrs/wk and including 30% benefits allowance).
- We have not explored whether benefits would be “beneficial”. This will be tied in with the compensation comment above.

Team Recommendations:

- We propose that we begin this process without using an external recruiting agency (such as RGS). We propose to initiate advertising that we seek a General Manager for LAHCFD in appropriate venues.
- We have not yet confirmed whether the County has any restrictions on how this position would be filled, and are in the process of reaching out to them.
- We propose that compensation will be based on qualifications. Our guideline will be \$90-100K total compensation on a 20 hr/wk basis. If this needs to change to attract appropriate candidates, then we will seek Board approval for any such change.
- We propose that the Board delegates the interview process to our subcommittee, which then brings one candidate for Board approval. This addresses candidate concerns about premature loss of confidentiality.
- Our target timeline would be to bring a candidate to the Board for our 19Nov Board meeting with a projected 01Jan2018 start date.



Vargas Company

September 8, 2017

Los Altos Hills County Fire District
P.O. Box 1766
Los Altos, CA 94023-1766

RE: Financial Statement Package – July 2017

Dear Board Members,

Enclosed please find the Los Altos Hills County Fire District's interim financial statement package for the month of July 2017, as follows:

Report Title	Page Number
1. Balance Sheet	1
2. Profit and Loss	2
3. Profit and Loss – Budget vs. Actual	3
4. Profit and Loss – Budget vs. Actual Year-to-Date	4
5. Profit and Loss – Prior Year Comparison	6
6. Revenues – Transaction Detail By Account	7
7. Expenses – Transaction Detail By Account	8
8. Expenses by Vendor Summary	10

Sincerely,

Cori Vargas
Vargas Company

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Balance Sheet

As of July 31, 2017

	Jul 31, 17	Jun 30, 17
ASSETS		
Current Assets		
Checking/Savings		
1000200 · Cash-Commingled	(2,705,474.58)	(2,706,974.58)
1100000 · Cash-Clearing Account	14,952,297.10	15,834,244.60
1112000 · Cash - Imprest Cash	500.00	500.00
Total Checking/Savings	12,247,322.52	13,127,770.02
Accounts Receivable		
1121500 · Interest Receivable		15,353.85
Total Accounts Receivable		15,353.85
Total Current Assets	12,247,322.52	13,143,123.87
Fixed Assets		
1301400 · Land (Manual Post)	4,688.00	4,688.00
1302100 · Accum Depr - Buildings	(1,073,853.00)	(1,073,853.00)
1302300 · Buildings and Improvements (MP)	2,552,838.00	2,552,838.00
1303100 · Accum Depr - LI-Fire Hydrants	(312,494.00)	(312,494.00)
1303300 · LI - Fire Hydrants (MP)	1,078,745.00	1,078,745.00
1305100 · Accum Depr - Equipment & Furnit	(59,405.00)	(59,405.00)
1305300 · Equipment and Furniture (MP)	63,118.13	63,118.13
Total Fixed Assets	2,253,637.13	2,253,637.13
TOTAL ASSETS	14,500,959.65	15,396,761.00
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100300 · AP Year End		287,824.29
Total Accounts Payable		287,824.29
Total Current Liabilities		287,824.29
Total Liabilities		287,824.29
Equity		
3000000 · Investment in Capital Assets	2,253,637.13	2,253,637.13
3400300 · Fund Balance - Unassigned	8,855,299.58	7,064,566.91
3400930 · Fund Balance - Committed		
3400931 · Committed to Operations	2,000,000.00	2,000,000.00
3400932 · Committed to Insurance		100,000.00
3400933 · Committed to Emergency Ops	2,000,000.00	2,000,000.00
Total 3400930 · Fund Balance - Committed	4,000,000.00	4,100,000.00
Net Income	(607,977.06)	1,690,732.67
Total Equity	14,500,959.65	15,108,936.71
TOTAL LIABILITIES & EQUITY	14,500,959.65	15,396,761.00

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**Profit & Loss**

July 2017

	<u>Jul 17</u>
Income	
4302100 · Property Rental	1,500.00
Total Income	<u>1,500.00</u>
Gross Profit	1,500.00
Expense	
5220100 · Insurance	2,160.00
5255100 · Professional & Specialized Serv	
5255104 · Outside Consulting Services	197.00
Total 5255100 · Professional & Specialized Serv	<u>197.00</u>
5255500 · Contract Services	
5255501 · Santa Clara Co. Fire Dept.	367,872.47
5255502 · Battalion 74 Services	88,850.45
5255503 · Emergency Service Coordinator	6,143.76
5255504 · Emergency Prep/Fire Prevention	132.83
5255505 · Extra Fire Season Patrol	60,592.87
5255506 · Type 3 Fire Engine Rental	26,800.00
Total 5255500 · Contract Services	<u>550,392.38</u>
5260100 · Publications and Legal Notices.	121.00
5282200 · Projects and Programs	
5282201 · Chipping Program	937.96
5282204 · Buildings and Grounds	265.00
5282206 · Tree Removal & Pruning	55,403.72
Total 5282200 · Projects and Programs	<u>56,606.68</u>
Total Expense	<u>609,477.06</u>
Net Income	<u><u>(607,977.06)</u></u>

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
 July 2017

	Jul 17	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
Income				
4302100 · Property Rental	1,500.00	1,500.00	0.00	0.0%
Total Income	1,500.00	1,500.00	0.00	0.0%
Gross Profit	1,500.00	1,500.00	0.00	0.0%
Expense				
5220100 · Insurance	2,160.00	5,000.00	(2,840.00)	56.8%
5255100 · Professional & Specialized Serv				
5255104 · Outside Consulting Services	197.00	0.00	197.00	(100.0%)
Total 5255100 · Professional & Specialized Serv	197.00	0.00	197.00	(100.0%)
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	367,872.47	367,872.00	0.47	(0.0%)
5255502 · Battalion 74 Services	88,850.45	88,850.00	0.45	(0.0%)
5255503 · Emergency Service Coordinator	6,143.76	6,143.00	0.76	(0.01%)
5255504 · Emergency Prep/Fire Prevention	132.83	140.00	(7.17)	5.12%
5255505 · Extra Fire Season Patrol	60,592.87	60,000.00	592.87	(0.99%)
5255506 · Type 3 Fire Engine Rental	26,800.00	20,440.00	6,360.00	(31.12%)
Total 5255500 · Contract Services	550,392.38	543,445.00	6,947.38	(1.28%)
5260100 · Publications and Legal Notices.	121.00	121.00	0.00	0.0%
5282200 · Projects and Programs				
5282201 · Chipping Program	937.96	1,000.00	(62.04)	6.2%
5282204 · Buildings and Grounds	265.00	295.00	(30.00)	10.17%
5282206 · Tree Removal & Pruning	55,403.72	60,000.00	(4,596.28)	7.66%
Total 5282200 · Projects and Programs	56,606.68	61,295.00	(4,688.32)	7.65%
Total Expense	609,477.06	609,861.00	(383.94)	0.06%
Net Income	(607,977.06)	(608,361.00)	383.94	0.06%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual Year-to-Date
July 2017

	Jul 17	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
Income						
4001100 · Prop Taxes-Curr Secured	0.00	0.00	0.00	0.0%	9,792,000.00	0.00%
4001200 · Prop Taxes-Unitary	0.00	0.00	0.00	0.0%	43,000.00	0.00%
4001210 · Prop Taxes - Unitary Railroad	0.00	0.00	0.00	0.0%	960.00	0.00%
4002100 · Prop Taxes-Curr Unsecured	0.00	0.00	0.00	0.0%	630,000.00	0.00%
4006100 · Property Taxes-SB 813	0.00	0.00	0.00	0.0%	298,800.00	0.00%
4301100 · Interest-Dep & Investments						
4301101 · County	0.00	0.00	0.00	0.0%	85,000.00	0.00%
Total 4301100 · Interest-Dep & Investments	0.00	0.00	0.00	0.0%	85,000.00	0.00%
4302100 · Property Rental	1,500.00	1,500.00	0.00	0.0%	3,000.00	50.00%
4419100 · Homeowner's Property Tax Relief	0.00	0.00	0.00	0.0%	45,000.00	0.00%
4813000 · Misc. Income						
4813800 · Miscellaneous Income - Other	0.00	0.00	0.00	0.0%	600.00	0.00%
4813900 · Misc Reimbursements	0.00	0.00	0.00	0.0%	400.00	0.00%
Total 4813000 · Misc. Income	0.00	0.00	0.00	0.0%	1,000.00	0.00%
4980220 · Property Taxes - Excess ERAF	0.00	0.00	0.00	0.0%	7,000.00	100.00%
Total Income	1,500.00	1,500.00	0.00	0.0%	10,990,760.00	0.01%
Gross Profit	1,500.00	1,500.00	0.00	0.0%	10,990,760.00	0.01%
Expense						
5220100 · Insurance	2,160.00	5,000.00	(2,840.00)	56.8%	5,000.00	43.20%
5225500 · Commissioners Fee	0.00	0.00	0.00	0.0%	16,800.00	0.00%
5235400 · Outside Repair & Maintenance						
5235401 · Hydrant Repair & Maintenance	0.00	0.00	0.00	0.0%	15,000.00	0.00%
Total 5235400 · Outside Repair & Maintenance	0.00	0.00	0.00	0.0%	15,000.00	0.00%
5250100 · Office Expense	0.00	0.00	0.00	0.0%	5,000.00	0.00%
5255100 · Professional & Specialized Serv						
5255101 · Annual Audit-Charter	0.00	0.00	0.00	(100.0%)	21,100.00	0.00%
5255102 · Accounting Services	0.00	0.00	0.00	0.0%	36,000.00	0.00%
5255103 · Outside Legal Services	0.00	0.00	0.00	0.0%	60,000.00	0.00%
5255104 · Outside Consulting Services	197.00	0.00	197.00	(100.0%)	4,500.00	4.38%
Total 5255100 · Professional & Specialized Serv	197.00	0.00	197.00	(100.0%)	121,600.00	0.16%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual Year-to-Date
July 2017

	Jul 17	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
5255500 · Contract Services						
5255501 · Santa Clara Co. Fire Dept.	367,872.47	367,872.00	0.47	(0.0%)	4,507,775.00	8.16%
5255502 · Battalion 74 Services	88,850.45	88,850.00	0.45	(0.0%)	1,087,530.00	8.17%
5255503 · Emergency Service Coordinator	6,143.76	6,143.00	0.76	(0.01%)	75,191.00	8.17%
5255504 · Emergency Prep/Fire Prevention	132.83	140.00	(7.17)	5.12%	40,000.00	0.33%
5255505 · Extra Fire Season Patrol	60,592.87	60,000.00	592.87	(0.99%)	325,000.00	18.64%
5255506 · Type 3 Fire Engine Rental	26,800.00	20,440.00	6,360.00	(31.12%)	115,200.00	23.26%
5255507 · City of Los Altos Workers Comp.	0.00	0.00	0.00	0.0%	3,000.00	0.00%
Total 5255500 · Contract Services	550,392.38	543,445.00	6,947.38	(1.28%)	6,153,696.00	8.94%
5257130 · Consultants - General and Admin						
5257131 · Clerk	0.00	0.00	0.00	0.0%	61,900.00	0.00%
5257132 · Fire Consultant	0.00	0.00	0.00	0.0%	59,200.00	0.00%
Total 5257130 · Consultants - General and Admin	0.00	0.00	0.00	0.0%	121,100.00	0.00%
5258200 · Professional Services-Internal	0.00	0.00	0.00	0.0%	231.00	0.00%
5259200 · Property Tax Admin Fee	0.00	0.00	0.00	0.0%	108,100.00	0.00%
5260100 · Publications and Legal Notices.	121.00	121.00	0.00	0.0%	6,000.00	2.02%
5282200 · Projects and Programs						
5282201 · Chipping Program	937.96	1,000.00	(62.04)	6.2%	300,000.00	0.31%
5282202 · Yard Waste Program	0.00	0.00	0.00	0.0%	39,000.00	0.00%
5282203 · Brush Goat Program	0.00	0.00	0.00	0.0%	18,000.00	0.00%
5282204 · Buildings and Grounds	265.00	295.00	(30.00)	10.17%	6,000.00	4.42%
5282205 · Emergency Access Roads	0.00	0.00	0.00	0.0%	5,000.00	0.00%
5282206 · Tree Removal & Pruning	55,403.72	60,000.00	(4,596.28)	7.66%	1,000,000.00	5.54%
5282208 · Hydrant/Main Improv.-Purissima	0.00	0.00	0.00	0.0%	470,000.00	0.00%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	0.00	0.00	0.0%	10,000.00	0.00%
5282210 · Fire Service Water Flow Impr.	0.00	0.00	0.00	0.0%	1,500,000.00	0.00%
5282215 · Project & Programs Contingency	0.00	0.00	0.00	0.0%	100,000.00	0.00%
Total 5282200 · Projects and Programs	56,606.68	61,295.00	(4,688.32)	7.65%	3,448,000.00	1.64%
5350100 · Misc Expense-Others	0.00	0.00	0.00	0.0%	2,000.00	0.00%
Total Expense	609,477.06	609,861.00	(383.94)	0.06%	10,002,527.00	6.09%
Net Income	(607,977.06)	(608,361.00)	383.94	0.06%	988,233.00	-61.52%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
July 2017

	Jul 17	Jul 16	\$ Change	% Change
Income				
4302100 · Property Rental	1,500.00	0.00	1,500.00	100.0%
Total Income	1,500.00	0.00	1,500.00	100.0%
Gross Profit	1,500.00	0.00	1,500.00	100.0%
Expense				
5220100 · Insurance	2,160.00	4,652.78	-2,492.78	-53.6%
5255100 · Professional & Specialized Serv				
5255104 · Outside Consulting Services	197.00	0.00	197.00	100.0%
Total 5255100 · Professional & Specialized Serv	197.00	0.00	197.00	100.0%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	367,872.47	354,234.44	13,638.03	3.9%
5255502 · Battalion 74 Services	88,850.45	91,946.26	-3,095.81	-3.4%
5255503 · Emergency Service Coordinator	6,143.76	7,020.34	-876.58	-12.5%
5255504 · Emergency Prep/Fire Prevention	132.83	615.34	-482.51	-78.4%
5255505 · Extra Fire Season Patrol	60,592.87	58,541.37	2,051.50	3.5%
5255506 · Type 3 Fire Engine Rental	26,800.00	0.00	26,800.00	100.0%
Total 5255500 · Contract Services	550,392.38	512,357.75	38,034.63	7.4%
5260100 · Publications and Legal Notices.	121.00	121.00	0.00	0.0%
5282200 · Projects and Programs				
5282201 · Chipping Program	937.96	0.00	937.96	100.0%
5282204 · Buildings and Grounds	265.00	278.66	-13.66	-4.9%
5282206 · Tree Removal & Pruning	55,403.72	966.94	54,436.78	5,629.8%
Total 5282200 · Projects and Programs	56,606.68	1,245.60	55,361.08	4,444.5%
Total Expense	609,477.06	518,377.13	91,099.93	17.6%
Net Income	-607,977.06	-518,377.13	-89,599.93	-17.3%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Revenues - Transaction Detail By Account
July 2017

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Amount</u>
4302100 · Property Rental			
Deposit	07/05/2017	Deposit	1,500.00
Total 4302100 · Property Rental			1,500.00
TOTAL			1,500.00

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account
July 2017

Date	Name	Memo	Amount
5220100 · Insurance			
07/31/2017	FAIRA Insurance	Insurance Policy 7/17-6/18	2,160.00
Total 5220100 · Insurance			2,160.00
5255100 · Professional & Specialized Serv			
5255104 · Outside Consulting Services			
07/26/2017	Snow Technologies, Inc.	Wordpress Membership	197.00
Total 5255104 · Outside Consulting Services			197.00
Total 5255100 · Professional & Specialized Serv			197.00
5255500 · Contract Services			
5255501 · Santa Clara Co. Fire Dept.			
07/30/2017	Santa Clara County Central Fi...	Fire Protection Services July 2017	367,872.47
Total 5255501 · Santa Clara Co. Fire Dept.			367,872.47
5255502 · Battalion 74 Services			
07/30/2017	Santa Clara County Central Fi...	Fire Protection Services July 2017	95,486.20
07/30/2017	Santa Clara County Central Fi...	Battalion Chief Credit Apr	(6,635.75)
Total 5255502 · Battalion 74 Services			88,850.45
5255503 · Emergency Service Coordinator			
07/30/2017	Santa Clara County Central Fi...	Fire Protection Services July 2017	6,143.76
Total 5255503 · Emergency Service Coordinator			6,143.76
5255504 · Emergency Prep/Fire Prevention			
07/30/2017	Santa Clara County Central Fi...	Comcast	132.83
Total 5255504 · Emergency Prep/Fire Prevention			132.83
5255505 · Extra Fire Season Patrol			
07/30/2017	Santa Clara County Central Fi...	Fire Protection Services July 2017	60,592.87
Total 5255505 · Extra Fire Season Patrol			60,592.87
5255506 · Type 3 Fire Engine Rental			
07/30/2017	Santa Clara County Central Fi...	Fire Protection Services July 2017	26,800.00
Total 5255506 · Type 3 Fire Engine Rental			26,800.00
Total 5255500 · Contract Services			550,392.38
5260100 · Publications and Legal Notices.			
07/26/2017	Los Altos Town Crier	Notice of Public Hearing	121.00
Total 5260100 · Publications and Legal Notices.			121.00
5282200 · Projects and Programs			
5282201 · Chipping Program			
07/26/2017	AID Mailing & Fulfillment	Area 3 Brush Chipping Notice	937.96
Total 5282201 · Chipping Program			937.96

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account
 July 2017

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
5282204 · Buildings and Grounds			
07/26/2017	Crystal Springs Landscaping ...	Fire Station Landscaping July 2017	265.00
Total 5282204 · Buildings and Grounds			265.00
5282206 · Tree Removal & Pruning			
07/26/2017	S.P. McClenahan Co., Inc.	Tree Program Areas 3-4 Billing #3	55,403.72
Total 5282206 · Tree Removal & Pruning			55,403.72
Total 5282200 · Projects and Programs			56,606.68
TOTAL			609,477.06

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses by Vendor Summary
July 2017

	<u>Jul 17</u>	<u>Jul 17</u>
AID Mailing & Fulfillment	937.96	937.96
Crystal Springs Landscaping Co.	265.00	265.00
FAIRA Insurance	2,160.00	2,160.00
Los Altos Town Crier	121.00	121.00
S.P. McClenahan Co., Inc.	55,403.72	55,403.72
Santa Clara County Central Fire Protectio	550,392.38	550,392.38
Snow Technologies, Inc.	197.00	197.00
TOTAL	<u>609,477.06</u>	<u>609,477.06</u>



Vargas Company

September 8, 2017

Los Altos Hills County Fire District
P.O. Box 1766
Los Altos, CA 94023-1766

RE: Financial Statement Package – August 2017

Dear Board Members,

Enclosed please find the Los Altos Hills County Fire District's interim financial statement package for the month of August 2017, as follows:

Report Title	Page Number
1. Balance Sheet	1
2. Profit and Loss	2
3. Profit and Loss – Budget vs. Actual	3
4. Profit and Loss – Budget vs. Actual Year-to-Date	5
5. Profit and Loss – Prior Year Comparison	7
6. Revenues – Transaction Detail By Account	8
7. Expenses – Transaction Detail By Account	9
8. Expenses by Vendor Summary	11

Please note: I did not provide the Projects & Programs graphs since there is not much data for comparison in the first few months of the new fiscal year. I will include graphs in next month's packet as well as a graph showing total spending vs. budget for Phase VIII of the Hydrant Replacement Project (which is currently being wrapped up.)

Sincerely,

Cori Vargas
Vargas Company

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Balance Sheet
As of August 31, 2017

	Aug 31, 17	Jul 31, 17
ASSETS		
Current Assets		
Checking/Savings		
1000200 · Cash-Commingled	(2,703,814.54)	(2,705,474.58)
1100000 · Cash-Clearing Account	14,247,843.73	14,952,297.10
1112000 · Cash - Imprest Cash	500.00	500.00
Total Checking/Savings	11,544,529.19	12,247,322.52
Total Current Assets	11,544,529.19	12,247,322.52
Fixed Assets		
1301400 · Land (Manual Post)	4,688.00	4,688.00
1302100 · Accum Depr - Buildings	(1,073,853.00)	(1,073,853.00)
1302300 · Buildings and Improvements (MP)	2,552,838.00	2,552,838.00
1303100 · Accum Depr - LI-Fire Hydrants	(312,494.00)	(312,494.00)
1303300 · LI - Fire Hydrants (MP)	1,078,745.00	1,078,745.00
1305100 · Accum Depr - Equipment & Furnit	(59,405.00)	(59,405.00)
1305300 · Equipment and Furniture (MP)	63,118.13	63,118.13
Total Fixed Assets	2,253,637.13	2,253,637.13
TOTAL ASSETS	13,798,166.32	14,500,959.65
LIABILITIES & EQUITY		
Equity		
3000000 · Investment in Capital Assets	2,253,637.13	2,253,637.13
3400300 · Fund Balance - Unassigned	8,855,299.58	8,855,299.58
3400930 · Fund Balance - Committed		
3400931 · Committed to Operations	2,000,000.00	2,000,000.00
3400933 · Committed to Emergency Ops	2,000,000.00	2,000,000.00
Total 3400930 · Fund Balance - Committed	4,000,000.00	4,000,000.00
Net Income	(1,310,770.39)	(607,977.06)
Total Equity	13,798,166.32	14,500,959.65
TOTAL LIABILITIES & EQUITY	13,798,166.32	14,500,959.65

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Profit & Loss

August 2017

	<u>Aug 17</u>	<u>Jul - Aug 17</u>
Income		
4002100 · Prop Taxes-Curr Unsecured	16,279.11	16,279.11
4006100 · Property Taxes-SB 813	21,526.95	21,526.95
4302100 · Property Rental	1,500.00	3,000.00
4813000 · Misc. Income		
4813900 · Misc Reimbursements	160.04	160.04
Total 4813000 · Misc. Income	<u>160.04</u>	<u>160.04</u>
Total Income	<u>39,466.10</u>	<u>40,966.10</u>
Gross Profit	39,466.10	40,966.10
Expense		
5220100 · Insurance	0.00	2,160.00
5235400 · Outside Repair & Maintenance		
5235401 · Hydrant Repair & Maintenance	3,045.00	3,045.00
Total 5235400 · Outside Repair & Maintenance	<u>3,045.00</u>	<u>3,045.00</u>
5255100 · Professional & Specialized Serv		
5255101 · Annual Audit-Charter	5,000.00	5,000.00
5255102 · Accounting Services	3,000.00	3,000.00
5255103 · Outside Legal Services	10,475.50	10,475.50
5255104 · Outside Consulting Services	0.00	197.00
Total 5255100 · Professional & Specialized Serv	<u>18,475.50</u>	<u>18,672.50</u>
5255500 · Contract Services		
5255501 · Santa Clara Co. Fire Dept.	367,872.47	735,744.94
5255502 · Battalion 74 Services	88,850.45	177,700.90
5255503 · Emergency Service Coordinator	6,143.76	12,287.52
5255504 · Emergency Prep/Fire Prevention	168.82	301.65
5255505 · Extra Fire Season Patrol	62,111.43	122,704.30
5255506 · Type 3 Fire Engine Rental	22,320.00	49,120.00
Total 5255500 · Contract Services	<u>547,466.93</u>	<u>1,097,859.31</u>
5257130 · Consultants - General and Admin		
5257131 · Clerk	5,158.33	5,158.33
5257132 · Fire Consultant	4,685.00	4,685.00
Total 5257130 · Consultants - General and Admin	<u>9,843.33</u>	<u>9,843.33</u>
5260100 · Publications and Legal Notices.	0.00	121.00
5282200 · Projects and Programs		
5282201 · Chipping Program	29,375.00	30,312.96
5282202 · Yard Waste Program	5,009.42	5,009.42
5282204 · Buildings and Grounds	325.00	590.00
5282206 · Tree Removal & Pruning	114,243.50	169,647.22
5282208 · Hydrant/Main Improv.-Purissima	14,475.75	14,475.75
Total 5282200 · Projects and Programs	<u>163,428.67</u>	<u>220,035.35</u>
Total Expense	<u>742,259.43</u>	<u>1,351,736.49</u>
Net Income	<u>(702,793.33)</u>	<u>(1,310,770.39)</u>

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
August 2017

	Aug 17	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
Income				
4002100 · Prop Taxes-Curr Unsecured	16,279.11	0.00	16,279.11	100.0%
4006100 · Property Taxes-SB 813	21,526.95	11,952.00	9,574.95	80.11%
4302100 · Property Rental	1,500.00	1,500.00	0.00	0.0%
4813000 · Misc. Income				
4813900 · Misc Reimbursements	160.04	0.00	160.04	100.0%
Total 4813000 · Misc. Income	160.04	0.00	160.04	100.0%
Total Income	39,466.10	13,452.00	26,014.10	193.38%
Gross Profit	39,466.10	13,452.00	26,014.10	193.38%
Expense				
5255100 · Professional & Specialized Serv				
5255101 · Annual Audit-Charter	5,000.00	0.00	5,000.00	(100.0%)
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%
5255103 · Outside Legal Services	10,475.50	5,000.00	5,475.50	(109.51%)
Total 5255100 · Professional & Specialized Serv	18,475.50	8,000.00	10,475.50	(130.94%)
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	367,872.47	367,872.00	0.47	(0.0%)
5255502 · Battalion 74 Services	88,850.45	88,850.00	0.45	(0.0%)
5255503 · Emergency Service Coordinator	6,143.76	6,143.00	0.76	(0.01%)
5255504 · Emergency Prep/Fire Prevention	168.82	5,750.00	(5,581.18)	97.06%
5255505 · Extra Fire Season Patrol	62,111.43	60,000.00	2,111.43	(3.52%)
5255506 · Type 3 Fire Engine Rental	22,320.00	20,440.00	1,880.00	(9.2%)
Total 5255500 · Contract Services	547,466.93	549,055.00	(1,588.07)	0.29%
5257130 · Consultants - General and Admin				
5257131 · Clerk	5,158.33	5,158.00	0.33	(0.01%)
5257132 · Fire Consultant	4,685.00	4,863.00	(178.00)	3.66%
Total 5257130 · Consultants - General and Admin	9,843.33	10,021.00	(177.67)	1.77%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
August 2017

	Aug 17	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
5282200 · Projects and Programs				
5282201 · Chipping Program	29,375.00	25,000.00	4,375.00	(17.5%)
5282202 · Yard Waste Program	5,009.42	9,750.00	(4,740.58)	48.62%
5282204 · Buildings and Grounds	325.00	295.00	30.00	(10.17%)
5282205 · Emergency Access Roads	0.00	500.00	(500.00)	100.0%
5282206 · Tree Removal & Pruning	114,243.50	140,000.00	(25,756.50)	18.4%
5282208 · Hydrant/Main Improv.-Purissima	17,520.75	200,000.00	(182,479.25)	91.24%
5282215 · Project & Programs Contingency	0.00	10,000.00	(10,000.00)	100.0%
Total 5282200 · Projects and Programs	166,473.67	385,545.00	(219,071.33)	56.82%
5350100 · Misc Expense-Others	0.00	250.00	(250.00)	100.0%
Total Expense	742,259.43	952,871.00	(210,611.57)	22.1%
Net Income	(702,793.33)	(939,419.00)	236,625.67	25.19%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual Year-to-Date
 July through August 2017

	Jul - Aug 17	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
Income						
4001100 · Prop Taxes-Curr Secured	0.00	0.00	0.00	0.0%	9,792,000.00	0.00%
4001200 · Prop Taxes-Unitary	0.00	0.00	0.00	0.0%	43,000.00	0.00%
4001210 · Prop Taxes - Unitary Railroad	0.00	0.00	0.00	0.0%	960.00	0.00%
4002100 · Prop Taxes-Curr Unsecured	16,279.11	0.00	16,279.11	100.0%	630,000.00	2.58%
4006100 · Property Taxes-SB 813	21,526.95	11,952.00	9,574.95	80.11%	298,800.00	7.20%
4301100 · Interest-Dep & Investments						
4301101 · County	0.00	0.00	0.00	0.0%	85,000.00	0.00%
Total 4301100 · Interest-Dep & Investments	0.00	0.00	0.00	0.0%	85,000.00	0.00%
4302100 · Property Rental	3,000.00	3,000.00	0.00	0.0%	3,000.00	100.00%
4419100 · Homeowner's Property Tax Relief	0.00	0.00	0.00	0.0%	45,000.00	0.00%
4813000 · Misc. Income						
4813800 · Miscellaneous Income - Other	0.00	0.00	0.00	0.0%	600.00	0.00%
4813900 · Misc Reimbursements	160.04	0.00	160.04	100.0%	400.00	40.01%
Total 4813000 · Misc. Income	160.04	0.00	160.04	100.0%	1,000.00	16.00%
4980220 · Property Taxes - Excess ERAF	0.00	0.00	0.00	0.0%	7,000.00	100.00%
Total Income	40,966.10	14,952.00	26,014.10	173.98%	10,990,760.00	0.37%
Gross Profit	40,966.10	14,952.00	26,014.10	173.98%	10,990,760.00	0.37%
Expense						
5220100 · Insurance	2,160.00	5,000.00	(2,840.00)	56.8%	5,000.00	43.20%
5225500 · Commissioners Fee	0.00	0.00	0.00	0.0%	16,800.00	0.00%
5235400 · Outside Repair & Maintenance						
5235401 · Hydrant Repair & Maintenance	0.00	0.00	0.00	0.0%	15,000.00	0.00%
Total 5235400 · Outside Repair & Maintenance	0.00	0.00	0.00	0.0%	15,000.00	0.00%
5250100 · Office Expense	0.00	0.00	0.00	0.0%	5,000.00	0.00%
5255100 · Professional & Specialized Serv						
5255101 · Annual Audit-Charter	5,000.00	0.00	5,000.00	(100.0%)	21,100.00	23.70%
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%	36,000.00	8.33%
5255103 · Outside Legal Services	10,475.50	5,000.00	5,475.50	(109.51%)	60,000.00	17.46%
5255104 · Outside Consulting Services	197.00	0.00	197.00	(100.0%)	4,500.00	4.38%
Total 5255100 · Professional & Specialized Serv	18,672.50	8,000.00	10,672.50	(133.41%)	121,600.00	15.36%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual Year-to-Date
July through August 2017

	Jul - Aug 17	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
5255500 · Contract Services						
5255501 · Santa Clara Co. Fire Dept.	735,744.94	735,744.00	0.94	(0.0%)	4,507,775.00	16.32%
5255502 · Battalion 74 Services	177,700.90	177,700.00	0.90	(0.0%)	1,087,530.00	16.34%
5255503 · Emergency Service Coordinator	12,287.52	12,286.00	1.52	(0.01%)	75,191.00	16.34%
5255504 · Emergency Prep/Fire Prevention	301.65	5,890.00	(5,588.35)	94.88%	40,000.00	0.75%
5255505 · Extra Fire Season Patrol	122,704.30	120,000.00	2,704.30	(2.25%)	325,000.00	37.76%
5255506 · Type 3 Fire Engine Rental	49,120.00	40,880.00	8,240.00	(20.16%)	115,200.00	42.64%
5255507 · City of Los Altos Workers Comp.	0.00	0.00	0.00	0.0%	3,000.00	0.00%
Total 5255500 · Contract Services	1,097,859.31	1,092,500.00	5,359.31	(0.49%)	6,153,696.00	17.84%
5257130 · Consultants - General and Admin						
5257131 · Clerk	5,158.33	5,158.00	0.33	(0.01%)	61,900.00	8.33%
5257132 · Fire Consultant	4,685.00	4,863.00	(178.00)	3.66%	59,200.00	7.91%
Total 5257130 · Consultants - General and Admin	9,843.33	10,021.00	(177.67)	1.77%	121,100.00	8.13%
5258200 · Professional Services-Internal	0.00	0.00	0.00	0.0%	231.00	0.00%
5259200 · Property Tax Admin Fee	0.00	0.00	0.00	0.0%	108,100.00	0.00%
5260100 · Publications and Legal Notices.	121.00	121.00	0.00	0.0%	6,000.00	2.02%
5282200 · Projects and Programs						
5282201 · Chipping Program	30,312.96	26,000.00	4,312.96	(16.59%)	300,000.00	10.10%
5282202 · Yard Waste Program	5,009.42	9,750.00	(4,740.58)	48.62%	39,000.00	12.84%
5282203 · Brush Goat Program	0.00	0.00	0.00	0.0%	18,000.00	0.00%
5282204 · Buildings and Grounds	590.00	590.00	0.00	0.0%	6,000.00	9.83%
5282205 · Emergency Access Roads	0.00	500.00	(500.00)	100.0%	5,000.00	0.00%
5282206 · Tree Removal & Pruning	169,647.22	200,000.00	(30,352.78)	15.18%	1,000,000.00	16.96%
5282208 · Hydrant/Main Improv.-Purissima	17,520.75	200,000.00	(182,479.25)	91.24%	470,000.00	3.73%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	0.00	0.00	0.0%	10,000.00	0.00%
5282210 · Fire Service Water Flow Impr.	0.00	0.00	0.00	0.0%	1,500,000.00	0.00%
5282215 · Project & Programs Contingency	0.00	10,000.00	(10,000.00)	100.0%	100,000.00	0.00%
Total 5282200 · Projects and Programs	223,080.35	446,840.00	(223,759.65)	50.08%	3,448,000.00	6.47%
5350100 · Misc Expense-Others	0.00	250.00	(250.00)	100.0%	2,000.00	0.00%
Total Expense	1,351,736.49	1,562,732.00	(210,995.51)	13.5%	10,002,527.00	13.51%
Net Income	(1,310,770.39)	(1,547,780.00)	237,009.61	15.31%	988,233.00	-132.64%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
August 2017

	Aug 17	Aug 16	\$ Change	% Change
Income				
4002100 • Prop Taxes-Curr Unsecured	16,279.11	3,018.79	13,260.32	439.3%
4006100 • Property Taxes-SB 813	21,526.95	23,547.63	-2,020.68	-8.6%
4302100 • Property Rental	1,500.00	0.00	1,500.00	100.0%
4813000 • Misc. Income				
4813800 • Miscellaneous Income - Other	0.00	99.56	-99.56	-100.0%
4813900 • Misc Reimbursements	160.04	0.00	160.04	100.0%
Total 4813000 • Misc. Income	160.04	99.56	60.48	60.8%
Total Income	39,466.10	26,665.98	12,800.12	48.0%
Gross Profit	39,466.10	26,665.98	12,800.12	48.0%
Expense				
5255100 • Professional & Specialized Serv				
5255101 • Annual Audit-Charter	5,000.00	0.00	5,000.00	100.0%
5255102 • Accounting Services	3,000.00	3,000.00	0.00	0.0%
5255103 • Outside Legal Services	10,475.50	3,661.75	6,813.75	186.1%
Total 5255100 • Professional & Specialized Serv	18,475.50	6,661.75	11,813.75	177.3%
5255500 • Contract Services				
5255501 • Santa Clara Co. Fire Dept.	367,872.47	354,234.44	13,638.03	3.9%
5255502 • Battalion 74 Services	88,850.45	91,946.26	-3,095.81	-3.4%
5255503 • Emergency Service Coordinator	6,143.76	7,020.34	-876.58	-12.5%
5255504 • Emergency Prep/Fire Prevention	168.82	168.47	0.35	0.2%
5255505 • Extra Fire Season Patrol	62,111.43	58,620.46	3,490.97	6.0%
5255506 • Type 3 Fire Engine Rental	22,320.00	0.00	22,320.00	100.0%
Total 5255500 • Contract Services	547,466.93	511,989.97	35,476.96	6.9%
5257130 • Consultants - General and Admin				
5257131 • Clerk	5,158.33	4,896.00	262.33	5.4%
5257132 • Fire Consultant	4,685.00	4,685.00	0.00	0.0%
Total 5257130 • Consultants - General and Admin	9,843.33	9,581.00	262.33	2.7%
5282200 • Projects and Programs				
5282201 • Chipping Program	29,375.00	14,803.92	14,571.08	98.4%
5282202 • Yard Waste Program	5,009.42	0.00	5,009.42	100.0%
5282204 • Buildings and Grounds	325.00	278.66	46.34	16.6%
5282206 • Tree Removal & Pruning	114,243.50	125,874.11	-11,630.61	-9.2%
5282208 • Hydrant/Main Improv.-Purissima	17,520.75	21,028.88	-3,508.13	-16.7%
Total 5282200 • Projects and Programs	166,473.67	161,985.57	4,488.10	2.8%
Total Expense	742,259.43	690,218.29	52,041.14	7.5%
Net Income	-702,793.33	-663,552.31	-39,241.02	-5.9%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Revenues - Transaction Detail By Account
August 2017

Type	Date	Memo	Amount
4002100 · Prop Taxes-Curr Unsecured			
Deposit	08/02/2017	Unsec 1%	16,279.11
Total 4002100 · Prop Taxes-Curr Unsecured			16,279.11
4006100 · Property Taxes-SB 813			
Deposit	08/24/2017	7/17 1% Suppl	21,526.95
Total 4006100 · Property Taxes-SB 813			21,526.95
4302100 · Property Rental			
Deposit	08/02/2017	Deposit	1,500.00
Total 4302100 · Property Rental			1,500.00
4813000 · Misc. Income			
4813900 · Misc Reimbursements			
Deposit	08/23/2017	Postage Reimbursement	160.04
Total 4813900 · Misc Reimbursements			160.04
Total 4813000 · Misc. Income			160.04
TOTAL			39,466.10

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account
August 2017

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
5255100 · Professional & Specialized Serv			
5255101 · Annual Audit-Charter			
08/23/2017	Vavrinek, Trine, Day & Co.	FY17 Audit - Progress Payment	5,000.00
Total 5255101 · Annual Audit-Charter			5,000.00
5255102 · Accounting Services			
08/01/2017	Vargas Company	Financial Services July 2017	3,000.00
Total 5255102 · Accounting Services			3,000.00
5255103 · Outside Legal Services			
08/23/2017	Jorgenson, Siegel, McClure &...	Legal Fees July 2017	10,475.50
Total 5255103 · Outside Legal Services			10,475.50
Total 5255100 · Professional & Specialized Serv			18,475.50
5255500 · Contract Services			
5255501 · Santa Clara Co. Fire Dept.			
08/31/2017	Santa Clara County Central Fi...	Fire Protection Services Aug 2017	367,872.47
Total 5255501 · Santa Clara Co. Fire Dept.			367,872.47
5255502 · Battalion 74 Services			
08/31/2017	Santa Clara County Central Fi...	Fire Protection Services Aug 2017	95,486.20
08/31/2017	Santa Clara County Central Fi...	Battalion Chief Credit	(6,635.75)
Total 5255502 · Battalion 74 Services			88,850.45
5255503 · Emergency Service Coordinator			
08/31/2017	Santa Clara County Central Fi...	Fire Protection Services Aug 2017	6,143.76
Total 5255503 · Emergency Service Coordinator			6,143.76
5255504 · Emergency Prep/Fire Prevention			
08/01/2017	Starbuck, Carol	ESC Meeting Supplies	35.96
08/31/2017	Santa Clara County Central Fi...	Comcast	132.86
Total 5255504 · Emergency Prep/Fire Prevention			168.82
5255505 · Extra Fire Season Patrol			
08/31/2017	Santa Clara County Central Fi...	Fire Protection Services Aug 2017	62,111.43
Total 5255505 · Extra Fire Season Patrol			62,111.43
5255506 · Type 3 Fire Engine Rental			
08/31/2017	Santa Clara County Central Fi...	Fire Protection Services Aug 2017	22,320.00
Total 5255506 · Type 3 Fire Engine Rental			22,320.00
Total 5255500 · Contract Services			547,466.93
5257130 · Consultants - General and Admin			
5257131 · Clerk			
08/01/2017	Evilsizer, Jeanne	Clerk's Fee July 2017	5,158.33
Total 5257131 · Clerk			5,158.33

**LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account**

August 2017

Date	Name	Memo	Amount
5257132 · Fire Consultant			
08/01/2017	Farwell, Stu	Consulting Fee July 2017	4,685.00
Total 5257132 · Fire Consultant			4,685.00
Total 5257130 · Consultants - General and Admin			9,843.33
5282200 · Projects and Programs			
5282201 · Chipping Program			
08/23/2017	S.P. McClenahan Co., Inc.	Brush Chipping Area 1	29,375.00
Total 5282201 · Chipping Program			29,375.00
5282202 · Yard Waste Program			
08/23/2017	Town of Los Altos Hills	Yardwaste Reimbursement Apr-June ...	5,009.42
Total 5282202 · Yard Waste Program			5,009.42
5282204 · Buildings and Grounds			
08/23/2017	Crystal Springs Landscaping ...	Irrigation Fee July 2017	30.00
08/23/2017	Crystal Springs Landscaping ...	Fire Station Landscaping Aug 2017	295.00
Total 5282204 · Buildings and Grounds			325.00
5282206 · Tree Removal & Pruning			
08/01/2017	Pakpour Consulting Group, Inc.	Tree Program	4,315.50
08/23/2017	S.P. McClenahan Co., Inc.	Tree Program Progress Billing #4	109,928.00
Total 5282206 · Tree Removal & Pruning			114,243.50
5282208 · Hydrant/Main Improv.-Purissima			
08/01/2017	Pakpour Consulting Group, Inc.	FH Replacement Project VIII	14,475.75
08/01/2017	Pakpour Consulting Group, Inc.	Hydrant #16.01 Replace	3,045.00
Total 5282208 · Hydrant/Main Improv.-Purissima			17,520.75
Total 5282200 · Projects and Programs			166,473.67
TOTAL			742,259.43

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses by Vendor Summary
August 2017

	<u>Aug 17</u>	<u>Jul - Aug 17</u>
AID Mailing & Fulfillment		937.96
Crystal Springs Landscaping Co.	325.00	590.00
Evilsizer, Jeanne	5,158.33	5,158.33
FAIRA Insurance		2,160.00
Farwell, Stu	4,685.00	4,685.00
Jorgenson, Siegel, McClure & Flegel	10,475.50	10,475.50
Los Altos Town Crier		121.00
Pakpour Consulting Group, Inc.	21,836.25	21,836.25
S.P. McClenahan Co., Inc.	139,303.00	194,706.72
Santa Clara County Central Fire Protectio	547,430.97	1,097,823.35
Snow Technologies, Inc.		197.00
Starbuck, Carol	35.96	35.96
Town of Los Altos Hills	5,009.42	5,009.42
Vargas Company	3,000.00	3,000.00
Vavrinek, Trine, Day & Co.	5,000.00	5,000.00
TOTAL	<u>742,259.43</u>	<u>1,351,736.49</u>

**Los Altos Hills County Fire District
August 2017 Disbursements**

Stu Farwell	4,685.00	Fire Consultant Fee July 2017
Jeanne Evilsizer	5,158.33	Clerk's Fee July 2017
Vargas Company	3,000.00	Financial Consulting July 2017
Pakpour Consulting Group	17,520.75	FH Replacement Project Phase VIII
Pakpour Consulting Group	4,315.50	Tree Program RFP
Carol Starbuck	35.96	ESC Supplies Reimbursement
Crystal Springs Landscaping	30.00	Irrigation July 2017
Crystal Springs Landscaping	295.00	Fire Station Landscaping Aug. 2017
S.P. McClenahan	29,375.00	Brush Chipping Area 1
S.P. McClenahan	109,928.00	Tree Program Billing #4
Vavrinek, Trine, Day & Co	5,000.00	FY17 Audit - Progress Billing
Jorgenson, Siegel, McClure & Flegel	10,475.50	Legal Fees July 2017
Town of Los Altos Hills	5,009.42	Yardwaste Apr-Jun 2017

TOTAL DISBURSEMENTS

194,828.46

**Los Altos Hills County Fire District
September 2017 Disbursements**

Stu Farwell	4,685.00	Fire Consultant Fee Aug. 2017
Jeanne Evilsizer	5,158.33	Clerk's Fee Aug. 2017
Vargas Company	3,000.00	Financial Consulting Aug. 2017
Los Altos Chamber of Commerce	655.00	Business Directory Ad
Alexander Atkins Design, Inc.	2,000.00	LAHCFD Fire Safety Mailer
Jeanne Evilsizer - Petty Cash Custodian	497.99	Postage, batteries, boxes, etc.
AID Mailing and Fulfillment	1,561.26	Brush Chipping Notice Area 4
Pakpour Consulting Group	1,903.13	Town 2017 Pavement Rehabilitation
Pakpour Consulting Group	16,232.12	FH Replacement Project Phase VIII
Pakpour Consulting Group	4,496.34	Tree Program RFP
S.P. McClenahan	32,535.00	Brush Chipping Area 2
Stoloski and Gonzalez	23,010.52	FH Replacement Project Phase VIII

TOTAL DISBURSEMENTS

95,734.69

Note: An updated list of Sept Disbursements will be provided at the Sept. 19 Meeting