

Los Altos Hills County Fire District

Minutes of September 20, 2011

President Bergman called the meeting to order at 7:00 p.m.

1) **Roll Call:** Present: Commissioners Johnson, Stutz, Fank, Bergman, Price & Couperus

Absent: Commissioner Halliday

Also Present: Chief Ken Kehmna, Kendal Pearson Battalion Chief, Suwanna Kerdkaew Fire Captain, Consultant Stu Farwell, District Clerk Jeanne Evilsizer

2) **Public Comment:** There was no public comment.

3) **Review and Approval of Draft Audit for FY2010/11.** Vargas and Company - Anna Lou Paterno from Vargas and Company presented the Draft Audit for FY2010/11. Anna Lou explained the new way of presenting our net assets and what funds are committed, assigned and unassigned. Page 12 of the draft audit listed \$11,000,000 in committed funds. Page 7, second bullet, listed that public expenses had decreased with a question as to why they decreased. A motion was made by Couperus to approve the audit as presented after receiving Commissioner Halliday's input on the committed/unassigned funds on Page 12 and why there is a decrease shown in the public expenses on Page 7; all Commissioners in favor.

4) **A 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 II Authorizing Final Payment Concerning Such Work and Directing the District Clerk to File a Notice of Completion:** Resolution 11-10. A motion was made by Johnson and seconded by Stutz to accept as completed the work of the fire hydrant replacement project Phase II and authorize final payment concerning such work and directing the District Clerk to file a notice of completion; all Commissioners in favor.

5) **Chief's Reports:**

a) Monthly Report for July, 2011: The Chief stated there were 60 calls in July and over half were medical calls. Battalion Chief Pearson discussed a residential structure fire which occurred on Anacapa Drive in August.

b. Monthly ESC Report for July, 2011: Emergency Service Coordinator Mike Sanders made a presentation showing a map of the District split into 56 zones. He mentioned the District has 154 trained CERT members and told about the animal rescue class. He

explained that the CERT supervisors were getting the ARK and Trailer up and running for a presentation after the meeting adjourned.

c. Rural Metro Update: No comments on this item.

d. E-314 Activity. Captain Suwana Kerkaew outlined the activities that the summer brush unit had been involved with in August.

6) Consultant Reports:

a. Request for Contribution to FireSafe Council. Farwell expressed how the Santa Clara County FireSafe Council focused on community outreach and education programs; the only income they received was from grants or contributions. Johnson made a motion to approve a contribution of \$7,500 to the Santa Clara County FireSafe Council; Stutz seconded the motion with all Commissioners in favor.

b. Authorization to Begin Fire Hydrant Replacement Project Phase III. In Phase III there would be approximately 40 hydrants replaced. A motion was made by Fank to approve \$450,000 to begin the fire hydrant replacement project Phase III; Stutz seconded the motion with all Commissioners in favor.

c. Projects Update: Dated August 31, 2011 six projects are outlined with the current status of each.

7) Consent to Sub-Lease a Portion of Real Property to County of Santa Clara's Ambulance Service Provider: Letter of Approval. A draft rental agreement document was passed out for review. \$1,500 per month would be paid by Rural Metro to keep an ambulance unit at the El Monte Station. The Commission consensus was to approve the concept. A motion was made by Price to approve to sub-lease a portion of real property to County of Santa Clara's ambulance service provider with the stipulation that Fire District Attorney Sandy Sloan give the final approval and make changes where deemed necessary in the agreement document; Stutz seconded the motion with all in favor.

8) Increase Budget for Eucalyptus Program: Farwell explained that more funds were needed to complete tree work in all six areas. Prior to the meeting, he had discussed this with Halliday and suggested increasing the budget by \$1,000,000 to cover all trees. A motion was made by Johnson to increase the budget for the tree program by \$1,000,000; Stutz seconded the motion with all Commissioners in favor.

9) Review Draft Brochure for District Residents. Couperus gave an overview of the three examples of the brochure that he and Price had worked on; a booklet, a trifold, and an eight sided version. All examples contained four bold, core services of what the District provides. Consensus was to put the booklet on the website and focus on the eight panel example for the brochure.

10) Emergency Supplies: Approval for Purchase. Fank made a motion to approve \$798.90 for purchase of emergency supplies as submitted by Mike Sanders and outlined in a quote dated 7/23/11 from S.O.S. Survival Products; Price seconded the motion with all Commissioners in favor.

11) Consent Calendar: a.) Minutes of Special Meeting of July 26, 2011

b.) Period 13 Report, June, 2011; Period 1 Report, July, 2011; Period 2 Report, August 2011. Price made a motion to approve the Consent Calendar as submitted; Johnson seconded the motion with all Commissioners in favor.

12) Proposed September, 2011 Expense; August, 2011 Expense. The Clerk asked that four changes be made to the proposed September, 2011 expense: Commissioner Halliday's meeting fee change to \$100.00; Additional expense: S.P McClenahan \$33,460.00 for tree removal period 8/24-9/12, S.P. McClenahan \$134,245.00 Eucalyptus Program 8/24-9/12, Vargas & Company \$7,500.00 progress billing for 2010/11 audit. Total September, 2011 expense: \$823,246.93. Price made a motion to approve the amended September, 2011 proposed expense; Stutz seconded the motion with all Commissioners in favor.

13) Board Member Reports: a.) Appoint Board Member Price as Liaison to Town Newsletter. All Commissioners were in favor of appointing Price as the liaison for the Fire District to the Town newsletter.
b.) Response to Grand Jury: Bergman prepared a response letter to the Grand Jury report on Fire Departments dated September 20, 2011. The Commission was in agreement with the response letter and asked that Bergman italicize the *findings* to make them stand out. Bergman agreed to make this format change prior to sending out the response letter.
c.) Ipad Input: Discuss at October meeting.
d.) Assigned/Unassigned Fund Classifications: Discuss with Finance Chairman at a future meeting.
e.) Distribution of 2011/12 Parking Passes. The Clerk handed out the parking passes.

14) Adjournment: At 8:31p.m. a motion was made by Fank and seconded by Price to adjourn the meeting. The next meeting will be October 18, 2011.

A presentation of the ARK was made by CERT members and Mike Sanders immediately after the meeting.

Respectfully submitted,

Jeanne Evilsizer
District Clerk
Los Altos Hills County Fire District

Approved 10/18/11