

Los Altos Hills County Fire District

APPROVED AS AMENDED 3/21/12

Minutes of February 21, 2012

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

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

Absent: None

Also Present: Fire District Attorney Sandy Sloan, Chief Ken Kehmna, Consultant Stu Farwell, District Clerk Jeanne Evilsizer

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

3) **Chief's Reports:** a. Monthly Report for December, 2011
b. Monthly Report for January, 2012: Chief Kehmna provided a brief overview of the December and January monthly reports. c. Monthly ESC Report for January, 2012: Price commented on the great follow-up CERT training session that was held on a Saturday noting it was well articulated. Chief Kehmna stated the structure fire that occurred on Anacapa Drive in August, 2011 was due to arson. d. Update on Rural Metro: The Chief commented that Rural Metro would not be using the El Monte Station as a base at this time.

4) **Consultant Reports:** a. Projects Update: Farwell gave a brief overview of the Projects sheet dated February 1, 2012. b. Small Animal Ark: The Ark would be 8' x 20' and kept at the Purissima Hills Water District Toyon yard. Johnson made a motion to approve the small animal ark for a not to exceed amount of \$12,000; Fank seconded the motion with all in favor.

5) **Establish Time Limit for Comments on Items by Public:** Halliday made a motion to establish a time limit for public comments to three minutes with the President allowed to adjust it accordingly; Price seconded the motion with all in favor.

6) **Emergency Services Coordinator Request for Small Animal Emergency Supplies.** A motion was made by Price to approve the request for small animal emergency supplies not to exceed \$2,000; Stutz seconded the motion with all in favor.

7) **Request for Purchase of First Aid Kits for CERT Class.** Price made a motion to approve the request of first aid kits for the CERT class not to exceed \$1,200; Halliday seconded the motion with all Commissioner in favor.

8) **Discuss Fire District Subcommittee and Town Council Ad Hoc Committee Meetings and Possible Actions.** Bergman gave an overview of the meetings the

Committees have had to date. The issue of governance was discussed. Bergman will give updates as the meetings progress.

9) Draft Budget for 2012/13: Halliday reviewed the proposed budget for 2012/13. Motion was made by Fank to approve the proposed budget for 2012/13 as submitted; Stutz seconded the motion with all Commissioners in favor.

10) Establish Committee to Research Hiring Consultant for Tree Services Request for Proposal: Halliday suggested hiring a company to write a request for proposal. Johnson, Price and Couperus were appointed to be the RFP Committee with assistance from Farwell.

11) Consent Calendar: a. Minutes of January 17, 2012. b. Period Report 7, January, 2012. Bergman pointed out a typographical error to be corrected; Johnson made a motion to approve the consent calendar as amended. Fank seconded the motion with all Commissioners in favor.

12) Proposed February, 2012 Expense. The Clerk asked that two additional items of expense be added, those items being: \$1,055.78 to AID Mailing and Fulfillment for the brush chipping program mailing; \$4,474.12 District Letterhead and Envelopes. The new total expense for February, 2012: \$705,738.52. Fank made a motion to approve the proposed February, 2012 expense as amended; Stutz seconded the motion with all in favor.

13) Board Member Reports: a. Update from President on Action Items: Bergman has seen more traffic on the District website and the brochure is now on the website. Couperus said an interactive fire engine is in progress where you move the mouse and see what is inside all of the engine compartments. Bergman would like to discuss the purchase of a desktop copier for ESC Mike Sanders at the next meeting. b. Purissima Hills Water District Advisory Committee: Two members of the Purissima Hills Water District Board will meet with Bergman and Farwell regarding long term planning. c. Consideration of Joining the Los Altos/Los Altos Hills Chamber of Commerce: Bergman disclosed that he is the 2012 President of the Chamber of Commerce. Halliday felt it was a good civic thing to do as the Chamber promotes business and community. Price made a motion that the District join the Chamber of Commerce; Johnson seconded the motion with all Commissioners in favor. d. Installing Monitors in Board Room: We should have a proposal for the March meeting for an interactive screen. e. Status of Form 700 Filing: Most forms are in with the majority using eDisclosure.

14.) Adjournment. Couperus made a motion to adjourn at 8:15; all Commissioners in favor.

Prepared by:

Jeanne Evilsizer
District Clerk , Los Altos Hills County Fire District