

Los Altos Hills County Fire District

Minutes of April 17, 2012

President Bergman called the meeting to order at 7:05 p.m. Approved 5/15/12 JE

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

Absent: Halliday

Also Present: Fire District Attorney Dan Siegel (for Sandy Sloan), Chief Ken Kehmna, Battalion Chief Kendall Pearson, Consultant Stu Farwell, District Clerk Jeanne Evilsizer

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

3) **Chief's Reports:** Kendall Pearson did a presentation of a recent garage structure fire on Country Club Drive. He also discussed two car rollovers which occurred in the District's jurisdiction. a. Monthly Report for March, 2012: Chief Kehmna reported there were no structure fires in March and a total of 47 calls during the month. b. Monthly ESC Report for March, 2012: Price stated she attended the CERT class on the 17th and at that time Mike Sanders commented that after this class there will be 190 CERT qualified residents in the District.

4) **Consultant Reports:** a. Projects Update: Farwell reviewed the eight items outlined on his April 1, 2012 projects sheet.

5) **Presentation of a Medical Response Call from Start to Finish.** This item will be discussed at the May 15, 2012 meeting.

6) **Approval of Proposal for 4 in 1 Emergency Tool Purchase Cost up to \$900.** Johnson made a motion to approve the 4 in 1 emergency tool not to exceed \$900; Price seconded the motion with all in favor.

7) **Approval of Copier/Printer for Emergency Services Coordinator up to \$750.** A motion was made by Johnson and seconded by Fank to approve purchasing a copier for the Emergency Services Coordinator not to exceed \$750; all Commissioners in favor.

8) **Report and Recommendations from Smart Phone Application Committee.** Bergman, Couperus and Price met with Mike Prince to discuss the Android smart phone application. A three page transmittal from Bergman discussed the application in detail and the benefit of it for the CERT teams as well as increasing public preparedness through reading material and checklists. Couperus made a motion to move forward with the program as presented in the April 15, 2012 transmittal for \$11,430 for the service and

\$5,000 for equipment with a total amount not to exceed \$17,000 . Stutz seconded the motion with all Commissioners in favor.

9) Proposal for Monitor in Boardroom: Bergman discussed the Boardroom and Training Room Audiovisual Systems proposal from Pacific Coast AV dated April 9, 2012. The consensus was for the Boardroom 70” Sharp LED flat panel display, Option 1. Included with Option 1 is Microsoft Office software, a wireless keyboard and mouse. Motion was made by Price to approve Option 1 for the Boardroom for a not to exceed amount of \$12,000 which includes the services of an electrician and supervision during installation. Frank seconded the motion with all Commissioners in favor.

10) Consent Calendar: a. Minutes of March 20, 2012 b. Period Report 9, March, 2012. Price mentioned on page three of the minutes where SIMS is mentioned it should read SEMS (Standardized Emergency Management System). Johnson made a motion to approve the minutes of March 20, 2012 as amended and the period report 9, March 2012. Price seconded the motion with all in favor.

11) Proposed April, 2012 Expense: The Clerk asked that four items of expense be added; those items being: Jorgenson, Siegel, McClure and Flegel \$2,425 for legal fees for March, 2012; West Valley Construction \$97,612.01 Phase III Hydrant Replacement Project; City of Palo Alto \$2,900 Fire Hydrant for Phase III program; Town of Los Altos Hills \$9,461.92 Yard Waste Program Jan.-Feb.-March, 2012. The new total expense for April, 2012 is: \$681,656.31. Stutz made a motion to approve the proposed April, 2012 expense as amended; Frank seconded the motion with all in favor.

12) Board Member Reports: a. Update on Fire District Subcommittee Meetings. Bergman stated he received two letters emailed to him from the County; one was to Mayor Rich Larsen and one was to President David Bergman. He briefly summarized the letters. Price stated the subcommittee will meet in May regarding the tree consultant RFP. Couperus stated the R14 Fire truck move-your-mouse computer application was ready to go to the web master if all approved; all Commissioners were in favor of this educational addition to the website. Couperus passed around a handout with suggestions for a strategic plan for the Commissioners to ponder.

b. Update From President on Action Items: Bergman mentioned that LAFCO was going to review the District’s reserves in May.

c. Status of Remote Back-up on District Computer: Clerk reported that Carbonite back up system had been installed.

d. Chamber of Commerce Welcome Letter had been received.

13) Adjournment: By consensus, the meeting was adjourned at 8:10 p.m.

Prepared by:

Jeanne Evilsizer
District Clerk
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