

Los Altos Hills County Fire District

Minutes of May 15, 2012

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

APPROVED 6/20/12

1) **Roll Call:** Present: Commissioners Bergman, Couperus, Halliday (arrived 7:10), Price, Johnson, Stutz

Absent: Fank

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:** Alan Epstein, 23828 Ravensbury Avenue, stated he had concerns regarding the District's budget with respect to the estimated actuals, balance sheet and expenditures exceeding revenues.

3) **Chief's Reports:** a. Monthly Report for April, 2012. There were a total of 56 calls for service in April. b. Monthly ESC Report for April, 2012. Bergman expressed that he had been attending the current CERT class and was very impressed.

4) **Consultant Reports:** a. Projects Update: Farwell reviewed the eight items outlined on his May 1, 2012 projects sheet. He mentioned the goats had arrived in Byrne Preserve today.

5) **Resolution of the Board of the Los Altos Hills County Fire District Declaring Brush Growing on Certain Described Properties To Be A Public Nuisance.**

Resolution 12-4 Price made a motion to approve the Resolution of the Board of the Los Altos Hills County Fire District Declaring Brush Growing on Certain Described Properties to be a Public Nuisance; Stutz seconded the motion with all in favor.

6) **Resolution of the Board of the Los Altos Hills County Fire District Accepting As Completed The Work of the Fire Hydrant Replacement Project – Phase III Authorizing Final Payment Concerning Such Work and Directing the District Clerk to File a Notice of Completion.**

Resolution 12-5 A motion was made by Couperus to approve the 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 III Authorizing Final Payment Concerning Such Work and Directing the District Clerk to File a Notice of Completion; Stutz seconded the motion with all in favor.

7) **Duties of Finance Director.** The proposal from Payne Sterling Inc. of April 30, 2012 for representation by CPA Rudolph Vargas at the District monthly meetings was discussed. The consensus was to have an item on the agenda at a future meeting to

discuss eliminating the position of Finance Chairman and what services the external financial certified public accounting firm should provide. There was a discussion regarding the fact that the District's funds are managed by the County of Santa Clara. After discussion, a final motion was made by Price to engage Payne Sterling, Inc. and specifically Rudolph Vargas and Corrine Vargas, to attend District meetings as needed upon request of the District and to advise the District on fiscal matters. Johnson seconded the motion with all in favor.

8) Review and Approval of Process of Handling Board Member Vacancies. The Board Vacancy Policy as distributed in the packet was discussed. Price made a motion to approve the Board Vacancy Policy as presented; Halliday seconded the motion with all Commissioners in favor.

9) Report From Committee Regarding Tree Program RFP Consultant. Johnson indicated that the committee would be meeting immediately following tonight's meeting.

10) Presentation of Medical Response Call From State to Finish: Battalion Chief Pearson distributed a 911 Call Processing document which detailed the steps involved in a medical response call.

11) Consent Calendar: a. Minutes of April 17, 2012 and, b. Period Report 10, April, 2012 Price made a motion to approve the minutes of April 17, 2012 as submitted and Period Report 10, April, 2012; Johnson seconded the motion with all in favor except Halliday abstaining from approval of the April 17, minutes as he was not present at the meeting.

12) Proposed May, 2012 Expense: The Clerk added four items of expense, those items being: Jorgenson, Siegel, McClure & Flegel \$800.00 Legal fee for April; Purissima Hills Water District \$3,756.50 preparation of licensing agreement for Toyon Yard; City of Los Altos \$2,427.19 Jan. Feb. March Workers Compensation claims; S.P. McClenahan \$14,210.00 brush chipping session 1 area 4. The new total expense for May, 2012: \$707,017.19. Stutz made a motion to approve the proposed May, 2012 expense as amended; Price seconded the motion with all in favor.

13) Board Member Reports: a) Update from President on Action Items: Bergman reviewed several miscellaneous letters/emails he had received concerning tree removal, 2012 financial statement request, State of the Cities luncheon 5/23, resident question on how to have a safe fire and a letter about independent Special Districts. b. Update on Board of Supervisors Addition of Term Limits to Fire District Commissioners: The letter is in the packet and will be heard at the Board of Supervisors meeting of May 22, 2012. c. Report on Disaster Coordination Meeting Hosted by the Town: Bergman did a brief overview of the meeting and said the next one is scheduled for May 22, 1:30-3:00 at Town Hall. d. Update on Smart Phone Application: The committee will be meeting again soon. e. Status of Video Monitor in Board Room: The monitor is almost complete.

A letter dated April 30, 2012 from resident Les Earnest regarding weed inspections was discussed.

Thursday, May 17, the City Council will select a liaison to attend the Fire District monthly meetings.

Couperus mentioned his draft of a strategic plan to place on the June agenda.

14) Adjournment: At 8:08 p.m. Price moved that the meeting be adjourned with all in favor.

The next meeting is June 19, 2012.

Prepared by:

Jeanne Evilsizer
District Clerk
Los Altos Hills County Fire District