

Los Altos Hills County Fire District

Minutes of June 19, 2012

President Bergman called the meeting to order at 7:03 p.m.

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

Absent: Commissioner Fank and Commissioner Johnson

Also Present: Fire District Attorney Sandy Sloan, Chief Ken Kehmna, Deputy Fire Marshal Julie Linney, City Council Representative Ginger Summit, Rudy Vargas and Cori Vargas of Payne Sterling Inc., Consultant Stu Farwell, District Clerk Jeanne Evilsizer

2) Public Comment: Ginger Summit mentioned the possible water systems project involving the Neary Tank and Altamont Road. Farwell said he would discuss this item later in the meeting.

3) Chief's Reports: a. Monthly Report for May, 2012. The May Report was distributed. Captain Matthew Maxton reviewed three fires which occurred in the District in May.
b. Monthly ESC Report for May, 2012. No comments.

4) Consultant Reports: a. Projects Update: Farwell reviewed the eight items outlined on his June 1, 2012 projects sheet. He distributed copies of a partnering proposal, Neary Tank Utilization Project, from Purissima Hills Water District. He asked the Commissioners to review it for the July meeting.

5) Resolution of the Board of the Los Altos Hills County Fire District to Proceed with the Abatement of Brush. Resolution 12-6 Couperus made a motion to approve the Resolution of the Board of the Los Altos Hills County Fire District to proceed with the abatement of brush; Stutz seconded the motion with all in favor.

6) Biennial Review of the Conflict of Interest Code. Every other year the District's Conflict of Interest Code is required to be reviewed. There are no changes to our current Conflict of Interest Code. Couperus made a motion that the conflict of interest code dated September 21, 2010 remain unchanged with no amendments; Halliday seconded the motion with all in favor.

7) Select a Liaison to Attend Los Altos Hills City Council Meetings. Couperus made a motion to select Price as the liaison to attend the Los Altos Hills City Council meetings with the authority to designate another Commissioner if she is not available. Halliday seconded the motion with all Commissioners in favor. Councilwoman Summit was representing the Los Altos Hills City Council in Councilman Jean Mordos' absence this evening.

8) Discussion of Long Term Planning/Strategic Plan Document. Couperus gave an overview of his Strawman Strategic Plan document, version 2. Items discussed included: interfacing with Palo Alto Fire Department, developing a manual of guiding principles, develop inclusive job descriptions as part of a succession plan. Sloan suggested developing a policy and procedure manual. Couperus suggested a sub-committee work on this document. By consensus, the Ad Hoc committee selected was Price, Couperus and Johnson with assistance from District Clerk Jeanne Evilsizer.

9) Update on Smart Phone Application. Mike Prince demonstrated how the Citizen 911 smart phone application worked using a District map displayed on the District's AV system. The resolution and agreement for services was discussed. The term of the agreement is for one year. Price made a motion to approve the resolution of the Los Altos Hills County Fire District approving the agreement for services with Citizen 911, Inc. Halliday seconded the motion with all Commissioners in favor. Resolution 12-7.

10) Consent Calendar: a. Minutes of May 15, 2012 and, b. Period Report 11, May, 2012. Price made a motion to approve the minutes of May 15, 2012 as submitted and Period Report 11, May, 2012; Halliday seconded the motion with all in favor.

11) Proposed June, 2012 Expense: The Clerk added 11 items of expense, those items being: Commissioner's meeting compensation: Commissioner Bergman \$300, Couperus \$300, Price \$300 and Stutz \$300 for meetings in April, May and June; Johnson \$200 for April & May, Halliday \$200 for May and June, Fank \$100 for April; Jorgenson, Siegel, McClure & Flegel \$1,887.50 Legal Fees for May, Crystal Springs Landscape \$340 clean up of District Lot Purissima Rd, AID Mailing \$846.44 Brush Chipping Program mailing, West Valley Construction \$10,330.92 Fire Hydrant Replacement Phase III Release of Retention. The total expense for June, 2012: \$1,020,938.94. Halliday made a motion to approve the proposed June, 2012 expense as amended; Price seconded the motion with all in favor.

12) Board Member Reports: a) Update from President on Action Items: Bergman displayed on the audio visual screen photos of high weeds/vegetation he had taken on Vista Serena. He also showed County Fire personnel with apparatus participating in a recent exercise. Bergman reviewed the new audio-visual system in detail.
b. Update on Board of Supervisors Addition of Term Limits for Fire District Commissioners. The ordinance was being written and there was no update at this time.
c. Financial Inquiry by District Resident: Allan Epstein was present. Bergman stated the budget review by the Manager of the Audit Division of Santa Clara County had many positive statements regarding the budget, reserves and basic operations. Cori and Rudy Vargas were introduced by Bergman who stated that the budget and financial functions had shifted to Rudy Vargas. Rudy Vargas discussed showing our fund balances on our budget sheet and showing our reserves in our projections. Halliday commented that Supervisor Kniss made a point in the approval of the budget to remark that the Fire District finances were in excellent shape and prepared in a efficient manner.

- d. Ethic's Training Class Reminder: The Clerk reminded the Commissioners of the upcoming training June 21 and again in October, 2012.
- e. Letter of Commendation on Tree Programs: Farwell pointed out the satisfaction of the residents participating in the tree programs.
- f. Update from Committee on RFP for Tree Consultant: The Consultant is developing the RFP. Sandy Sloan and the Commissioners will review the RFP. The RFP should be complete by this Fall.

13) Adjournment: At 8:15 p.m. Price moved that the meeting be adjourned; Stutz seconded the motion with all in favor.

The next meeting is a Special Meeting on July 24, 2012.

Prepared by:

Jeanne Evilsizer
District Clerk
Los Altos Hills County Fire District

Minutes Approved at the 7/24/12 Special Meeting