

Los Altos Hills County Fire District

Minutes of July 24, 2012 Special Meeting

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

1) Roll Call: Present: Commissioners Bergman, Couperus, Halliday, Price, Stutz (arrived 7:01), Fank and Johnson

Absent: None

Also Present: Fire District Attorney Dan Siegel, Chief Ken Kehmna, City Council Liaison Jean Mordo, Rudy Vargas CPA Payne Sterling Inc., Moe Kumre Weed Abatement Coordinator, Consultant Stu Farwell, District Clerk Jeanne Evilsizer

2) Public Comment: There was no public comment.

3) Presentation by Purissima Hills Water District Regarding Partnering Proposal: Joubin Pakpour, Purissima Hills Water District Engineer, gave a brief history of the Water District and presented an audio/visual presentation of the Neary Tank Utilization partnering proposal. Pakpour explained that with this project there would be a 10 fold increase in fire storage during the winter months at the Neary Tank site and a 4.5 fold increase in fire storage during the summer months at the Neary Tank site. The total project cost would be \$2,700,000 with the Los Altos Hills County Fire District sharing the cost with the Purissima Hills Water District 80/20% respectively. The project costs were broken into two fiscal years, 2012/13 and 2013/14. Johnson made a motion to formalize an agreement between the Los Altos Hills County Fire District and Purissima Hills Water District for the Neary Tank Utilization Project; Couperus seconded the motion with all Commissioners in favor.

4) Resolution of the Board of the Los Altos Hills County Fire District Adopting Weed and Brush Abatement Report and Ordering Cost of Abatement to be a Special Assessment on the Respective Properties: Resolution 12-8 Bergman opened the public hearing and there were no comments. Halliday made a motion to approve the Resolution of the Board of the Los Altos Hills County Fire District adopting weed and brush abatement report and ordering cost of abatement to be a special assessment on the respective properties; Stutz seconded the motion with all in favor.

5) Chief's Report: a.) Monthly Report for June, 2012. The Chief stated there were 58 calls during the month of June and no fire losses.

6) Consultant Reports: Farwell mentioned there had been over 5,000 trees in the District, total, that had been trimmed or removed. Farwell briefly reviewed his projects update report of July 1, 2012.

7) A Resolution of the Board of Commissioners of the Los Altos Hills County Fire District for Award of Contract Regarding Fire Hydrant Replacement Project – Phase IV. Resolution 12-9 Four bids had been received and West Valley Construction, Inc. was the low bidder at \$437,035. A motion was made by Price to approve the Resolution of the Board of Commissioners of the Los Altos Hills County Fire District for award of contract regarding fire hydrant replacement project-Phase IV; Fank seconded the motion with all Commissioners in favor.

8) Resolution of the Board of Commissioners of the Los Altos Hills County Fire District to Eliminate the Board Position of Finance Chairman And Have a Certified Public Accounting Firm Provide Financial Services. Resolution 12-10 Halliday explained that the duties he had been performing as the Finance Chairman would now be shifted to Rudy Vargas, CPA, of Payne Sterling Inc. Mr. Vargas would assist in preparing the annual budget and revising the current budget. A motion was made by Halliday to approve the Resolution of the Board of Commissioners of the Los Altos Hills County Fire District to eliminate the board position of Finance Chairman and have a certified public accounting firm provide financial services. Price seconded the motion with all Commissioners in favor.

9) Proposal for Records Management Implementation Services. The District Clerk discussed the proposal for records management implementation as submitted by Gladwell Governmental Services, Inc. Price made a motion to approve the proposal by Gladwell Governmental Services, Inc. for retention schedule implementation including preparing records for destruction and developing, inventorying and managing systems for remaining records. Stutz seconded the motion with all Commissioners in favor.

10) Review Upcoming Board Member Vacancies and Proceed with the Process of Collecting and Reviewing Applications: Bergman explained that there are four Commissioner vacancies this year, two in the Town and two in the unincorporated area. He asked the County if they could stagger the unincorporated appointments so that they both don't expire the same year. He mentioned with four terms expiring on 12/31/12 the announcement for people who are interested should be made now and reviewed at the September meeting so the County Board of Supervisors will have enough time to review the applicants and make a decision. Councilmember Liaison Mordo suggested the idea of coordinating with the City Council for candidates to be interviewed by both the Los Altos Hills County Fire District Board of Commissioners and the Los Altos Hills Town Council. A motion was made by Price to proceed with the current process of announcing the positions available and bringing them to the September 18, 2012 District meeting. Fank seconded the motion with all Commissioners in favor.

11) Consent Calendar: a. Minutes of June 19, 2012
b. Period Report 12, June, 2012

Halliday made a motion to approve the minutes of June 19, 2012 and period report 12, June, 2012; Price seconded the motion with all in favor.

12) Proposed July, 2012 Expense: The Clerk added two items of expense and one deposit. The expense items were: AID Mailing and Fulfillment for \$162.56 for OK/

HELP signs; AID Mailing and Fulfillment for \$940.24 brush chipping area 3 notifications. The deposit was for \$6,098.70 from California Water Service Company for the unused balance for Station 38 and Station 7 generators. The revised total expense for July, 2012: \$752,023.36. Price made a motion to approve the proposed July, 2012 expense as amended; Halliday seconded the motion with all in favor.

13) Selection of Arborist for 2013 Tree Program: Farwell briefly reviewed the tree assessment qualifications from two arborists, Fujitrees Consulting and Kielty Arborist Services. Price made a motion that the District prepare a professional services contract with Kevin Kielty of Kielty Arborist Services; Stutz seconded the motion with all in favor.

14) Board Member Reports: a) Update from President on Action Items: Bergman met with a resident who was concerned about his neighbor's tall grass; the property was on the weed abatement list and was disked. b) Recommendation for Financial Data Online: Vargas distributed a statement of revenue and expenditures and a balance sheet. He explained this format would be completed each month and placed online. It was agreed that no signatures would be put online. c) Time Change for Monthly District Meetings: After brief discussion it was decided to begin the monthly meetings at 6:00 p.m. Fank made a motion to begin the monthly meetings, third Tuesday of the month, at 6:00 p.m. Couperus seconded the motion; all Commissioners in favor except Stutz opposed.

Councilmember Liaison Mordo mentioned he was part of a subcommittee studying private roads in the Town. They were looking at the length and width of those roads, stating many were narrow. Chief Kehmna will review the private road concerns, including turnarounds, with Mordo.

Couperus said his strawman document had now become a planning document also containing policies and procedures. This item will be brought to a future meeting.

Price mentioned two articles concerning the District which will be in the next Town Newsletter.

Halliday made a motion to cancel the August 21, 2012 meeting; Fank seconded the motion with all in favor.

15) Adjournment: Halliday made a motion to adjourn the meeting; Price seconded the motion with all in favor. The next meeting will be September 18, 2012 at 6:00 p.m.

Prepared by,

Jeanne Evilsizer
District Clerk

Amended & Approved 9/18/12