

# Los Altos Hills County Fire District

## Minutes of October 16, 2012

President Bergman called the meeting to order at 6:00 p.m.

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

Absent: Commissioners Couperus and Halliday

Also Present: Fire District Attorney Dan Siegel, Chief Ken Kehmna, Rudy Vargas, CPA, Payne Sterling Inc., Mayor Pro Tem Gary Waldeck, Consultant Stu Farwell, District Clerk Jeanne Evilsizer

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

3) **Chief's Report:** a. Monthly Report for September, 2012. Chief Kehmna mentioned there were 44 service calls in September. b. ESC Monthly Report for September, 2012 c. Update from Emergency Services Coordinator Mike Sanders. Items b. and c. were delayed until the end of the meeting.

4.) **Consultant Reports:** Projects Update October 1, 2012: Farwell mentioned that Phase V of the Hydrant Upgrade Project was in the planning stages.

5.) **Resolution of the Board of Directors of the Los Altos Hills County Fire District Establishing the Appropriations Limit for the District for Fiscal Year 2012-13 in Accordance With Article XIII B of the California Constitution and Government Code Section 7910 and Establishing Period for Contesting Such Limits.** Resolution #12-11: Johnson made a motion to approve the Resolution of the Board of Directors of the Los Altos Hills County Fire District establishing the appropriations limit for the District for Fiscal Year 2012-13 in accordance with article XIII B of the California Constitution and Government Code Section 7910 and establishing period for contesting such limits; Fank seconded the motion with all Commissioners in favor.

6) **Resolution of the Los Altos Hills County Fire District Approving the Cost Sharing Agreement of the Neary Tank Utilization Project Between the Los Altos Hills County Fire District and Purissima Hills Water District.** Resolution #12-12: Fank made a motion to approve the resolution of the Los Altos Hills County Fire District approving the coast sharing agreement of the Neary Tank Utilization project between the Los Altos Hills County Fire District and Purissima Hills Water District; Price seconded the motion with all Commissioners in favor.

7) **Approval of Audit for FY2011/12:** After review regarding the management's discussion and analysis and internal control aspects of the audit, a motion was made by

Price to approve the audit report for year ended June 30, 2012, including page 29 as amended. Fank seconded the motion with all Commissioners in favor.

**8) Upgrade/Repair of District's Web Site.** Bergman explained how the District's web site had been hacked into and was in need of repair. Bergman made a motion to approve \$2,125 to repair the web site and get rid of the issues caused by the web site hacking; Johnson seconded the motion with all Commissioners in favor.

**9) Discuss President's Authority to Approve Special Expenses Between Meetings.** Johnson made a motion to submit to the Fire District Attorney to write a resolution allowing the President of the Fire District to have the authority in an emergency or special circumstance to be able to spend up to \$10,000 cumulative in one month; Price seconded the motion with all Commissioners in favor.

**10) Consent Calendar:** a. Minutes of September 18, 2012  
b. Period Report 2, August, 2012  
c. Period Report 3, September, 2012

Price made a motion to approve the minutes of September 18, 2012 as submitted; Fank seconded the motion with all in favor. Price made a motion to approve Period 2, August 2012 and Period Report 3, September, 2012; Johnson seconded the motion with all Commissioners in favor.

**11) Proposed October, 2012 Expense:** The Clerk added four items of expense. The expense items were: Payne Sterling Inc. \$1,900 Accounting Services and Meetings for September, 2012; Jorgenson, Siegel, McClure and Flegel \$3,787.50 Legal fees for September; Pakpour Consulting Group \$24,971.63 Engineering Services for September; Vargas and Company \$2,800 Audit for Year Ended June 30, 2012. The adjusted total expense for October, 2012: \$875,571.83. A motion was made by Price to approve the amended expense for October; Fank seconded the motion with all in favor.

**12) Board Member Reports:** a) Update from President on Action Items: The District still needs to fill one County position on the Board. Another advertisement is to be placed in the Town Crier. It was mentioned that County Fire is surveying the private roads in Los Altos Hills per a request to County Fire from Richard Chiu, Public Works Director/City Engineer.

Emergency Services Coordinator Mike Sanders gave the Commission an update which included: 1,200 district residents have taken the personal emergency class; there are 187 trained CERT members at this time; and, disaster trailers (ARK) have been checked and reorganized. Sanders suggested a helmet-sticker program rewarding people for certain training. He also mentioned the national program nextdoor.com and how you can communicate in a disaster using this program. The Commissioners asked Sanders to bring back the idea of the helmet stickers, nextdoor.com and if the CERT mailings should continue to the next meeting. Sanders asked what direction the District wanted to go with the CERT program and overall emergency planning. It was suggested that an ad hoc

committee meet with Sanders to discuss these items. Possibly Price, Bergman Fank and the Chief would assist.

**12) Adjournment:** Fank made a motion to adjourn at 7:20 p.m. with all Commissioners in favor.

Prepared by,

Jeanne Evilsizer  
District Clerk

Minutes Approved November 20, 2012