

Los Altos Hills County Fire District

Minutes of February 19, 2013

Vice-President Price called the meeting to order at 6:05 p.m.

1) **Roll Call:** Present: Commissioners Fank, Halliday, Larsen, Stutz and Price

Absent: Commissioner Johnson

Also Present: Fire District Attorney Dan Siegel, Assistant Chief Steve Staump, Mike Sanders Emergency Services Coordinator, District Consultant Stu Farwell, District Clerk Jeanne Evilsizer

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

In the absence of Commissioner Johnson, Commissioner Price assumed the duties of the Chairperson.

3) **Chief's Report:** a. Monthly Report for January, 2013. Assistant Chief Staump distributed a post-incident analysis of a structure fire that occurred in the District on January 30, 2013. He stated that District CERT members responded to the fire to provide traffic control. The fire was believed to have started in the garage and was not arson.
b. 2013 Fire Districts Association of California (FDAC) Conference: Assistant Chief Staump passed around registration forms for the FDAC annual conference.
c. Notification Procedure for Board of Commissioners/President: Price mentioned that in the past the Chief calls the President of the Commission whenever there is a fire in the District area and the Commissioners are notified; this procedure works quite well. Assistant Chief Staump stated he called President Johnson and alerted him about the fire on Ravensbury.
d. ESC Monthly Report for January, 2013: There was a brief discussion lead by Mike Sanders regarding the iPhone app for CERT members versus the Android.
e. Reimbursement for CERT Conference: Sanders spoke about reimbursement for two CERT members to attend the California Area E CERT Conference in Cerritos, CA. A motion was made by Larsen and seconded by Fank to approve the conference cost and travel expenses for Nancy and Richard Green; all Commissioners in favor. Chief Staump will provide the per diem and mileage amount that County Fire abides by. Stutz asked if the Greens could report back to the Commission regarding the conference; all Commissioners were in agreement.

4) **Consultant Reports:** a.) Projects Update: Projects worksheet dated February 1, 2013. Farwell reviewed the worksheet and commented that a total of 3,675 trees had been pruned or removed throughout the District.

5) Preliminary Budget for 2013/14: Halliday passed around a four column budget report showing 2011/12 budget and actual, proposed budget for 2012/13 and proposed budget for 13/14. Halliday reviewed the budget process focusing on the proposed 2013/14 budget. He discussed the one time cost of the Neary project and how that was part of the anticipated \$13,502,023 total expense. Halliday also discussed the current reserves and anticipated income of \$7,971,200. Halliday entertained questions from the Commissioners and the public. At the March meeting the budget will be agendized for adoption.

6) Consideration and Approval of Revised Compensation for Pakpour Consulting Group, District Clerk and District Consultant: Halliday discussed the billing rate increase as proposed by Pakpour Consulting Group dated January 9, 2013. Further, Halliday discussed a 4% increase for the District Consultant and Clerk. Halliday made a motion to accept the billing rate adjustment as proposed by Pakpour Consulting Group and approve a 4% increase in the consultant and clerk's wages effective March 1, 2013. Stutz seconded the motion with all Commissioners in favor.

7) Emergency Notification Methods: Nextdoor.com. Price spoke about Nextdoor, Rapid Notify, Direct contact/notification, Alert SCC and the Emergency Alert System. She expressed that Rapid Notify is used in the Town of Los Altos Hills as a means of notifying neighborhoods of emergencies such as wild animals (mountain lions) and burglars. Alert SCC can be used to provide detailed information to a specific geographical area; this would assist the County, unincorporated area residents. Nextdoor is a supplemental means of notification but not used as an official emergency notification system.

8) A Resolution of the Board of Commissioners of the Los Altos Hills County Fire District for Award of Contract Regarding Tree Trimming and Removal Program with S.P. McClenahan, Co. Inc. Resolution #13-4 Legal Counsel Dan Siegel reviewed the agreement for the tree trimming and removal program. He stated the agreement can be terminated by either the District or the Consultant with 5 days written notice of intention to terminate. Fank made a motion to approve Resolution 13-4 for award of contract regarding tree trimming and removal program with S.P. McClenahan, Co. Inc.; Stutz seconded the motion with all Commissioners in favor.

9) Review Letters of Interest for Commissioner Position, County Resident. Price gave a brief history of the Los Altos Hills County Fire District and confirmed that each applicant resides in the unincorporated/District area of Los Altos Hills. The three applicants were: Debbie Dexter, Melvin Vaughn and Jim Zuegel. Each applicant gave background information about themselves and why they were interested in serving on the Commission. Voting was done by ballot. The Clerk announced that Debbie Dexter had received the most votes. Price explained that her name would be submitted to Supervisor

Joe Simitian and the Board of Supervisors as being recommended by the District Board for appointment to the Commission. It was also stated that all letters of interest would be submitted to the Board of Supervisors. The Board of Supervisors makes the final determination and appointment.

10) Consent Calendar: a. Minutes of January 15, 2013 There was one correction to the minutes on page three, item 3, "The public hearing was opened; no members of the public spoke." Larsen moved to approve the minutes of January 15, 2013 as amended; Fank seconded the motion with all in favor.

b. Period 7 Report, January, 2013. Halliday made a motion to approve Period 7 Report, January, 2013; Fank seconded the motion with all Commissioners in favor.

11) Proposed February, 2013 Expense. The Clerk added two items of expense to the Proposed February, 2013 Expense those items being: AID Mailing and Fulfillment, \$1,613.40 for EPT, CERT, CPR mailings; Jorgenson, Siegel, McClure and Flegel, \$2,625 Legal Fees for January, 2013. The adjusted total proposed February, 2013 expense: \$730,527.79. Fank made a motion to approve the amended proposed expense; Stutz seconded the motion with all in favor.

12) Board Member Reports: Form 700 eDisclosure Submission. The Clerk reminded the Commissioners to file their Form 700 through eDisclosure. There was interest in changing the meeting time to 7:00 p.m.; this item will be agendaized for discussion on 3/19/13. Price discussed a compiling procedural handbook with guidelines for new Commissioners, an orientation packet.

Assistant Chief Staump passed around a map of solar photovoltaic systems that had been installed on residents in the Fremont Road area of Los Altos Hills.

13) Adjournment: At 8:05 p.m. Halliday made a motion to adjourn; Stutz seconded the motion with all Commissioners in favor.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved as Amended 3/19/13

