

# Los Altos Hills County Fire District

## Minutes of April 16, 2013

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

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

Absent: None

Also Present: Fire District Attorney Dan Siegel, Chief Ken Kehnma, District Consultant Stu Farwell, District Clerk Jeanne Evilsizer

2) **Public Comment:** Jitze Couperus, 13680 Page Mill Road, discussed a recent accident that occurred in Town and how the firefighters had to come in contact with poison oak. He recommended disposable jumpsuits that were inexpensive and would protect the firefighters from the poison oak.

3) **Report by Richard and Nancy Green Regarding CERT Conference, Cerritos, California:** Richard and Nancy Green gave a brief summary of the 2013 Statewide CERT Conference that they attended. They handed out an informational document which had several websites and resources with contact information regarding CERT.

4) **Chief's Report:** a.) Monthly Report for March, 2013: The Chief mentioned the structure fire on Alejandro. He stated that both the Alejandro fire and the Ravensbury fire were accidental.

b.) ESC Report for March, 2013: There were no questions.

c.) ESC Proposals: FRS Radio, Disaster Kits, Microchip Scanner, Materials for PEP Classes. The Chief reviewed all four requests and answered questions. The Chief recommended approval of the four items. Price made a motion to approve the March 27, 2013 proposal for FRS radios, KEX4P yellow disaster kits, microchip scanner, and various handout materials for PEP classes; Stutz seconded the motion. Fank amended the motion to include, "total amount not to exceed \$14,000."; all Commissioners in favor.

5) **Consultant Reports:** Farwell briefly discussed the programs outlined on the projects' sheet dated April 1, 2013. He expressed how it is difficult to predict how long the tree programs will last but guesstimated 2-2 ½ years. Farwell stated there are four more phases of hydrant work to complete with 179 hydrants left to replace. He estimates 2-2 ½ years to finish the hydrant replacement work with an approximate cost of \$3.4 million.

6) **Resolution of the Los Altos Hills County Fire District Approving and Authorizing Execution of a Second Amendment to the Agreement Between the Los Altos Hills County Fire District and Pakpour Consulting Group, Inc.:** Resolution 13-5. Fank made a motion to approve the resolution of the Los Altos Hills County Fire District approving and authorizing execution of a second amendment to the agreement between

the Los Altos Hills County Fire District and Pakpour Consulting Group, Inc.; Stutz seconded the motion with all Commissioners in favor.

**7) Briefing by Commissioner Price of a Regional Approach for Emergency**

**Preparedness.** Price asked the Chief to discuss the idea of a regional approach for emergency preparedness as requested by the County Executive's office. The Chief expressed he wanted to focus on a model system for Santa Clara County with less duplication of effort. He brought into the Office of Emergency Services a public education director who has excellent people management skills. The Chief wants to break away from working in silos and focus on what we can all do together. Halliday expressed sharing resources and bringing sides together. Other items discussed included: CERT volunteers assisting County Fire; emergency preparedness focusing energy to provide to everybody - no stand-alone system; City Managers from Los Altos/Los Altos Hills talking to work together. Larsen mentioned the geographical scope of regionalization.

**8) 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**

**V.** Resolution #13-6 Farwell discussed the bid results and recommendation of award to the low bidder West Valley Construction, Inc. A motion was made by Stutz 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 V.; Halliday seconded the motion with all in favor.

**8a.) Discussion of District Financial Reserves.** Halliday gave an explanation of how the reserves were designated and how they were held for unforeseen situations. He discussed the five reserve categories as displayed on the board. Price stated the reserves were a policy statement of how we want to direct our resources. Halliday felt the board should have a serious discussion about the reserves on an annual basis.

**9) Consent Calendar:** a. Minutes of March 19, 2013: Price made a motion to approve the minutes of March 19, 2013 as submitted; Fank seconded the motion with all in favor. b. Period 9 Report, March, 2013: Halliday made a motion to approve the Period 9 report, March, 2013 as submitted; Larsen seconded the motion with all in favor. c. Revenues and Expenditures for March 31, 2013: Price made a motion to approve the revenues and expenditures for March, 2013; Fank seconded the motion with all in favor.

**10) Proposed April, 2013 Expense.** The Clerk added three items of expense to the proposed April, 2013 expense, those items being: Town of Los Altos Hills \$9,415.52 Yard Waste for January, February, March; West Valley Construction \$13,643.35 Hydrant Repair for 25446 Altamont Road; Jorgenson, Siegel, McClure and Flegel \$1,450.00 Legal fees for March, 2013. The new total expense for April, 2013: \$692,112.91. Fank made a motion to approve the amended expense for April, 2013 of \$692,112.91; Price seconded the motion with all in favor.

**11) Board Member Reports:** a.) Website Augmentation. Johnson stated he had met with Dave Snow of Snow Technologies to discuss the addition of various items to the website. Johnson suggested putting three years of audit reports and other financial data on the District's website. He asked that this item be placed on the May 21, 2013 agenda.  
b.) Introduction to Emergency Management: Earthquake - Enrollment in Course Commissioner Price. Price stated that the Town had received a grant which enabled her to attend this Introduction to Emergency Management: Earthquake course.  
c.) Commissioner Appointment Status: The Clerk mentioned she had spoken with Supervisor Simitian's office and they stated the appointment may not occur in April.

**12) Adjournment:** Stutz made a motion to adjourn at 8:36 p.m. with all Commissioners in favor.

The next meeting will be May 21, 2013 @ 7:00 p.m.

Prepared by,

Jeanne Evilsizer  
District Clerk

Minutes Approved 5/21/ 2013