

## Los Altos Hills County Fire District

### Minutes of September 17, 2013

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

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

Absent: None

Also Present: Fire District Attorney Dan Siegel, Chief Ken Kehmna, Anna Lou Paterno – Auditor, Vargas and Company, Consultant Stu Farwell, District Clerk Jeanne Evilsizer

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

3) **Consideration of Draft Audit Report for 2012/13 by Vargas and Company.**

Johnson introduced Anna Lou Paterno, auditor from Vargas and Company. Johnson summarized how the audit works mentioning the specific programs that the District is involved with. Attorney Dan Siegel asked that on page 18, where the Commissioners names are listed, to add “Vacant” for one Commissioner position and put the word “County” next to the position with the term expiring in 2014. Also add the word “County” next to Commissioner Owen Halliday’s name. Allan Epstein, Ravensbury, felt the audit discussion should be organized into material items, policy items, presentation items and clarifying issues. He mentioned his observations and concerns. It was suggested to revisit item 7 Financial Reserves Review, May 21, 2013 minutes, for clarification of the last sentence referring to the modified reserve amount of \$6,000,000. The Board Members discussed how to best clarify the item and asked to bring it back to the October 15, 2013 meeting. Mr. Epstein said he would be submitting a letter to the auditor for informational purposes. A motion was made by Commissioner Halliday to accept the 2012/13 audit as presented with the following two changes: Page 3, third bullet point, change the water mains and hydrants to \$3,000,000. On Page 18 add in a vacant line for a County representative to the District Commission with a term expiration date of 2014. The vote was 5 to 1 in favor: Commissioner Price, Fank, Stutz, Halliday & Johnson; Opposed: Commissioner Larsen.

4) **Chief’s Report:** a.) Monthly Report for July and August 2013. The Chief stated there were 55 service calls in July and 39 service calls in August. b. Engine 314 Activity Report: There were nine recent local responses for engine 314 as well as deployment to Contra Costa County utilizing mutual aid. c. Proposal for El Monte Station Historical Materials: Chief Kehmna gave an overview of the proposal for display of historical fire department items that were housed in the old carriage house on the Foothill College campus. The Commissioners were in agreement to display these items at the El Monte Station. The funds needed would be approximately \$150. d. ESC Monthly Report for July & August, 2013. The Chief briefly reviewed the ESC monthly reports. 1. Information

Regarding Possible LAH CERT Wiki Web Site: The proposal in the packet was for informational purposes only; Chief Kehmna is asking for a more formal proposal for the October meeting. 2. CERT 24 Hour Drill September 28 & 29: The CERT drill will simulate a major earthquake and have CERT members facilitating in areas of emergency need. The Open House on September 28, 1-3 p.m. will be held at the El Monte Station and all Commissioners are encouraged to attend.

**5) Consultant Reports:** a. Projects Update September 1, 2013. Consultant Farwell stated the Hydrant Upgrade Program Phase V was now complete. b. Olive Tree Area Fire Protection Upgrade: Farwell gave an overview of this project stating it would consist of enlarging water mains, interconnecting two different pressure zones together, installing pumps to increase pressure and fire flow and installing a standby generator to keep the pumps going if the electricity were to go out. This project is part of the District's 2013/14 budget. The District would partner with California Water Service on this project, agreeing to split the cost approximately 50-50. Cal Water would maintain the generator.

**6) Approval of California Water Service Invoice for Fire District Upgrades to Olive Tree Area.** Larsen made a motion to approve the invoice for payment of \$268,000 to California Water Service Company for the balance of the estimated cost of the Olive Tree Tank Site on Olive Tree Lane for fire protection improvements; Stutz seconded the motion with all in favor.

**7) Approval of Purissima Hills Water District Recommendation for Awarding the Neary Tank Utilization Project Phase I.** Purissima Hills Water District awarded Phase I of the Neary Tank Utilization Project to Mountain Cascade, Inc. Price made a motion to approve Purissima Hills Water District's recommendation for Phase I of the Neary Tank Utilization Project to Mountain Cascade, Inc. for a total bid price of \$1,546,870; Larsen seconded the motion with all in favor.

**8) Consent Calendar:** a. Minutes of July 30, 2013 Special Meeting. Larsen made a motion to approve the July 30, 2013 minutes; Fank seconded the motion with all in favor. b. Period 13, Final Report June 30, 2013 Page 2 of Period 13 Report, Reserves for Water Mains/Fire Hydrant change to \$3,000,000. This in turn changes the fund balance committed to \$7,000,000. Discrepancies were noted in the Period 13 June 30, 2013 accountant report and the audit. It was suggested the subcommittee speak with the accountant to understand the differences. A motion was made by Larsen to reconcile the audit report and period 13; Price seconded the motion with all in favor. Period 13 was not approved and will be reconsidered at the October 15, 2013 meeting. 8c. Period 1 & 2 Reports for July and August, 2013: Price made a motion to approve period 1 & 2 reports for July & August, 2013; Larsen seconded the motion with all in favor. 8d. Statement of Revenue & Expenditures July & August, 2013: Price made a motion to approve the statement of revenue and expenditures for July and August, 2013; Larsen seconded the motion with all in favor.

**9) Proposed Expense for September, 2013; August Expense:** The Clerk stated there were 5 items of expense to be added to the September proposed expense, those items being: \$477.70 to County Fire for hard hat labels; \$55,436.65 to County Fire for Fire Season Patrol for August; \$86,195 to S.P. McClenahan, Co. Inc. dead tree removal program from 8/24/13-9/12/13; \$11,700 to Vargas and Company for auditing services for FY12/13; \$1,400 to Payne Sterling for August accounting services. The total September Expense \$1,175,797.48. Fank moved approval of the amended September proposed expense and the August expense as submitted; Stutz seconded the motion with all in favor.

**10) Board Member Reports:** a. Fire Station Open House September 28, 2013. The Town Newsletter included an article about the upcoming open house and the newsletter was sent to the unincorporated District area as well.

**11) Adjournment.** Price moved that the meeting be adjourned at 8:30 p.m.; all Commissioners in favor.

Prepared by,

Jeanne Evilsizer  
District Clerk

Approved November 19, 2013