

## Los Altos Hills County Fire District

### Minutes of October 15, 2013

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

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

Absent: None

Also Present: Fire District Attorney Leigh Prince (substituting for Dan Siegel), Chief Ken Kehmna, Emergency Service Coordinator Mike Sanders, Consultant Stu Farwell, District Clerk Jeanne Evilsizer

2) **Public Comment:** Commissioner Johnson stated Leigh Prince would be filling in for Attorney Dan Siegel. Johnson introduced Debbie Dexter as the newly appointed District Commissioner to fill the unincorporated County seat on the District Board.

3) **Acceptance of 2012/13 Audit Report.** Johnson stated the audit report was performed by an independent auditor and is a good reflection of the state of the District finances. Commissioner Larsen stated he did not accept the audit report for 2012/13. Price noted the two items voted on at the September 17, 2013 meeting were included in the final audit document; the Board accepted the audit subject to the two changes approved at the September 17, 2013 meeting. The Board accepted the audit by a vote of 6 to 1 with Commissioner Larsen opposed. Johnson said the audit report would appear on the web site. Allan Epstein, Ravensbury, expressed he had found errors in the audit report and it was management's responsibility to correct these errors.

4) **Chief's Report:** a. Monthly Report for September, 2013. Battalion Chief Tony Bowden discussed the structure fire on Esberg. He mentioned the newly purchased home was undergoing interior renovation and it is believed that the fire was caused by this construction work. No one was hurt in the fire and no damage to adjacent properties because of proper vegetation management. b. Engine 314 Activity: For a few days, Engine 314 was deployed to Contra Costa County as part of the strike team for the Morgan fire. g. ESC 24 Hour CERT Update: Mike Sanders stated there are over 200 CERT members in the Fire District. He held a 24 hour CERT drill on September 28-29, 10:00 a.m. to 10:00 a.m. Over 70 CERT members participated. Sanders stated there was 408 hours of volunteer time put into the 24 hour drill. Slides were shown of the 24 Hour CERT event. e. ESC Request for CERT Supplies: Sanders stated the CERT supplies mentioned in his proposal would be needed for the 2014 CERT class. Estimated total cost of \$7,275. f. Proposal for Bullex Fire Extinguisher Service: Sanders reviewed his proposal for servicing the Bullex extinguisher in time for the CERT training classes. The cost would be approximately \$700 plus shipping. c. Wiki Website Proposal: Bruce Martin and Nancy Green were introduced by Sanders. Martin and Green are CERT

members with computer backgrounds. The request is to create and maintain a website for use by the LAHCFD CERT team containing reference information of general utility to the CERT Community. The website would be easy to edit and would be useful for emergency related information and training materials. It would only be used by CERT members and not publically available. Sanders would be the go-to person with Green and Martin volunteering to start it. Price commented if it were under the auspices of the Commission, the Commission should have control over it if it were to be approved; also, policy and privacy issues need to be clear. Halliday stated he liked the idea of a Wiki web site and the more of this type of thing we do the better. The estimated cost was \$300 per year. d. ESC Monthly Report for September, 2013 & Work Schedule: information was covered under aforementioned Chief's Report discussions.

**5) Consultant Reports:** a. Projects Update October 1, 2013. Consultant Farwell stated the Neary Tank Utilization Project construction would begin this month.

**6) Resolution of the Board of Directors of the Los Altos Hills County Fire District Accepting as Completed the Work of the Fire Hydrant Replacement Project – Phase V Authorizing Final Payment Concerning Such Work and Directing the District Clerk to File a Notice of Completion.** Resolution 13-10 Halliday made a motion to accept the resolution of the Board of Directors of the Los Altos Hills County Fire District accepting as completed the work of the fire hydrant replacement project – Phase V and authorizing final payment concerning such work and directing the District Clerk to file a notice of completion. Commissioner Dexter seconded the motion with all in favor.

**7) Clarification of Item in May 21, 2013 Approved Minutes.** After discussion, Halliday made a motion to add to item 7. Financial Reserves Review, very end of the last sentence, "*for fiscal year 2013/14*". The last sentence would read, "The District reserve amount was modified to total \$6,000,000 *for fiscal year 2013/14*". Stutz seconded the motion with all in favor.

**8) Consent Calendar:** a. Minutes of September 17, 2013. Larsen requested that the clarification item of the May 21, 2013 minutes show as being discussed at the September 17 meeting. The minutes of September 17, 2013 were continued to the November 19, 2013 meeting. b. Period 13, Final Report June 30, 2013: Allan Epstein questioned the Neary Tank Project figure on page 8 compared to page 33 of the audited financial statements. Discussion ensued. Leigh Prince mentioned that steps could be taken after the audit had been approved, such as a letter being written, if the Board desired. Fank moved to approve the Period 13 Final Report for June 30, 2013. Stutz seconded the motion with all in favor. c. Period 3 Report, September, 2013: Halliday made a motion to approve the September, 2013 Period 3 Report; Price seconded the motion with all in favor. Halliday stated the expected revenue for 2013/14 will be more than anticipated per County notification. d. Statement of Revenue and Expenditures September, 2013: Motion was made by Price to approve the Statement of Revenue & Expenditures for September, 2013; Stutz seconded the motion with all in favor.

**9) Proposed Expense for October, 2013:** The Clerk stated there were 3 items of expense to be added to the proposed October expense but corrected it to 2 items of expense: Jorgenson, Siegel, McClure & Flegel \$2,525 legal fees for September; Payne Sterling \$1,400 accounting fees for September. The Clerk asked to strike out one of the S.P. McClenahan Co. Inc. \$25,005 amount as it was a duplication. The total amended expense was \$603,861.73. Stutz made a motion to approve the amended proposed October 2013 expense; Halliday seconded the motion with all in favor.

**10) Board Member Reports:** a. Commissioner Vacancy December 31, 2013. The Clerk stated the ad would be placed in the October 23, 2013 edition of the Town Crier newspaper.

Commissioner Dexter was interested in finding out the names and addresses of people in the unincorporated area.

**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