

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, May 20, 2014, Beginning at 7:00 p.m. at the El Monte Fire Station, Foothill College Campus, 12355 El Monte Road, Los Altos Hills, California

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

1) **Roll Call:** PRESENT: Commissioners Dexter, Fank, Johnson, Larsen, Price, Vaughn and Waldeck

ABSENT: None

ALSO PRESENT: Fire District Attorney Dan Siegel, Chief Ken Kehmna, Assistant Chief Steve Prziborowski, Emergency Services Coordinator Mike Sanders, Deputy Director of Office of Emergency Services Christie Moore, Accountant Cori Vargas, Payne Sterling Inc., Consultant Stu Farwell, District Clerk Jeanne Evilsizer

President Price acknowledged public members in the audience.

2) **Public Comment:** Jitze Couperus remarked on the 400 goats in Byrne Preserve who did a miraculous job in eating the undesirable vegetation.

Agenda Item 5) was moved up for discussion at this time.

5) **Page Mill Tank Capacity Upgrade Proposal – Patrick Walter Chair Page Mill Water Tank Committee** Joubin Pakpour, Engineer for Purissima Hills Water District, passed out a Page Mill Tank retrofit Option 1 and Option 2 summary. He explained the Page Mill Tank was seismically in bad shape and it was the only tank in that zone. Retrofit Option 1: Tank can be operated without damage from earthquake up to 15 ft., capacity 275,000 gallons, good for day to day usage, not good for storage. Retrofit Option 2: Tank can be operated without damage from earthquake up to 23 ft., new roof structure and new foundation, full capacity 423,000 gallons. **Action:** Motion made by Johnson to accept Retrofit Option 2; seconded by Waldeck. Discussion included: Benefit analysis of comparison of Option 1 versus Option 2. Option 2 would upgrade the tank with a new roof and anchored foundation; Option 2 design would involve a structural and geotechnical engineer; expenditure of funds for fire protection purposes. **Public Comment:** Jitze Couperus was concerned about the wisdom of the District funding the entire upgrade of Option 2 -- spending tax payer fire protection funds for the upgrade that would also benefit PHWD. The Tank provides two purposes: 1) PHWD domestic water supply; 2) Fire District Water for fire protection.

The Fire District's primary goal is to provide water for fire protection purposes and while to upgrade for increasing capacity is not needed – but seismic safety is important. If PHWD wants to increase capacity, then cost-sharing is appropriate.

2) Chief says: More is better. 3) Allan Epstein asked about the feasibility of using portable water hydrant tanks to fight fires.

Action: Johnson amended his original motion to ask to split the cost of Retrofit Option 2 50/50 with Purissima Hills Water District; Larsen seconded the amended motion.

Roll Call Vote: In favor: Johnson, Larsen, Dexter, Price, Vaughn & Price Opposed: Waldeck. Purissima Hills Water District will bring it to their next Board meeting in June for Board discussion and approval/disapproval.

3) Chief's Report:

a. Monthly Report for April, 2014. Chief Prziborowski presented yellow fire jackets to Commissioners Dexter, Larsen and Waldeck. April monthly report reviewed. **b. Emergency Services Coordinator (ESC) Monthly Report for April, 2014:** Sanders discussed the success of CERT program, the future of the program and maintaining the program. CERT should be part of strategic plan. At this time there are 230 CERT members in District. **c. Status of Website Access in Emergency:** No discussion. **d. Santa Clara County Fire Department Strategic Plan:** Focus group discussion on June 2, 2014 for the Fire Department's Strategic Plan. Invitation sent out to Commissioners and selected community members. **e. Fire Season:** Engine 374 has begun patrolling from 10 a.m. to 7:00 p.m. ("Burn window") and is fully staffed.

4) Resolution of the Board of the Los Altos Hills County Fire District Declaring Brush Growing on Certain Described Properties to be a Public Nuisance Resolution 14-5

Action: Johnson made a motion to approve the resolution of the Board of the Los Altos Hills County Fire District declaring brush growing on certain described properties to be a public nuisance; Dexter seconded the motion.

Motion Carried 7 -0.

6) Consultant Reports: Projects Update – Stu Farwell discussed five items on May 1, 2014 projects update sheet. Farwell mentioned there were many dead pine trees due to pests and drought. Waldeck questioned when the Neary Tank project will be completed. b.) El Monte Station Signage: ESC Sanders will work on the signage with Steve Jacobson of County Fire.

7) Discussion and Provision of Direction Regarding Alternate Emergency Operation

Center: Currently the El Monte Station serves as the alternate emergency operations center for the Town of Los Altos Hills. Counselor Siegel suggested renegotiating the original 2004 & 2009 Memorandum of Understanding agreement to make it more robust. Discussion included the question of the appropriateness of using the El Monte Fire Station for an EOC. Presently the Town has an additional MOU with Foothill College, but is limited "as space is available." Christie Moore, Deputy Director of Office of Emergency Services and Chief Kehmna will discuss options for operational centers. Price recommended an ad hoc committee be appointed to make recommendations to the Board. Commissioners' Waldeck, Vaughn and Christie Moore will serve on the ad hoc committee and report back in July.

8) Strategic Planning Process: Committee Appointment **Action:** Waldeck made a motion to approve the Strategic Plan Planning Process as outlined in the May 8, 2014 transmittal by President Price; Vaughn seconded the motion. Discussion included: establish criteria, bring to open session, put framework together, Fire Department needs to participate, committee puts ideas together first, recommend a consultant to facilitate. Siegel stated only three Commissioners could be on the committee to be in compliance with the Brown Act. Price withdrew the motion to restate the action after the discussion. **Action:** Johnson made a motion to approve the idea of a strategic plan, for Price and Dexter to come up with a game plan how to move forward and present it at the June 17 meeting; Larsen seconded the motion.

Motion Carried 7 – 0.

Price stated Town Mayor John Radford asked Price to speak at the May 15, 2014 City Council meeting regarding the District's interest in developing a strategic plan. As a result he instructed the City Manager and City Attorney to provide all documents (including attorney-client privileged documents) that would assist with the strategic planning process. The strategic plan will look at strengths, weaknesses, opportunities and threats.

9) Consent Calendar: a.) Minutes of April 22, 2014 Special Meeting. **Action:** Larsen made a motion to approve the April 22, 2014 Special Meeting minutes. Waldeck seconded the motion. **Motion Carried 7 - 0**

b. Period Report 10, April 2014: **Action:** Johnson made a motion to approve period 10 report, April 2014; Dexter seconded the motion . **Motion Carried 7 – 0.**

c. Statement of Revenue and Expenditures, April, 2014 **Action:** Motion made by Waldeck and seconded by Dexter to approve the statement of revenue and expenditures for April, 2014.

Motion Carried 7 - 0

10) May, 2014 Disbursements: There were six additional items of expense to added to the May, 2014 disbursements: Payne Sterling, \$1,600 April accounting services, S.P. McClenahan Co. \$275.00 spray oaks Arastradero Road, Jorgenson, Siegel, McClure & Flegel \$575.00 legal fees for April, California Water Service Company \$9,190.32 main extension for fire flow improvements (Seven Acres Lane/Fremont Road), Pakpour Consulting Group \$17,584.92 Engineering services for April, 2014, and City of Los Altos \$380.85 Workers Compensation for January, February, March. Amended total expense for April, 2014: \$861,831.13. **Action:** Price asked if all members were in agreement to accept the amended disbursements for May, 2014. Consensus by all 7 members.

11.) Board Member Reports. a. Quake Cottage Update: Price reported the District received their deposit back from the quake cottage company. b. Price stated she would like to attend a CA Special District Association Leadership seminar on June 22, 23, 24. Price extended the offer to any Board Members who would like to attend. As in the past, educational funding for the program to be reimbursed by the District. The cost of the seminar is \$750.00 plus \$169 per night for lodging. Larsen and Dexter expressed approval. This item will appear on the June 17, 2014 agenda.

12.) Adjournment. Action: At 9:05 p.m. Larsen made a motion to adjourn the meeting with all in favor. The next regular meeting will be June 17, 2014.

Prepared by,

Jeanne Evilsizer
District Clerk

Minutes Approved 6/17/14