

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, September 16, 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, Johnson, Larsen (7:02), Price, Vaughn and Waldeck

ABSENT: Fank

ALSO PRESENT: Fire District Attorney Dan Siegel, Chief Ken Kehmna, Emergency Services Coordinator Mike Sanders, Accountant Cori Vargas, Payne Sterling Inc., Consultant Stu Farwell, District Clerk Jeanne Evilsizer

President Price acknowledged public members in the audience.

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

3) **Presentation to Former Commissioner Owen Halliday and Former Commissioner Bob Stutz.** Price mentioned the tradition of presenting retired Commissioners with a fire helmet. Former Commissioner Stutz and Halliday received the special white leather helmets from Chief Kehmna.

4) **Consideration of Draft Audit Report for 2013/14 by Vavrinek, Trine, Day and Co., LLP**
AJ Major, lead partner with Vavrinek, Trine, Day and Co. introduced himself and reviewed the draft audit. He mentioned there were not disagreements among accounting standards. He expressed the open communication he had with the Board President and staff in putting the draft audit together. He promotes the two-way communication. The unmodified opinion agreed that the financial statement is neutral, clear, and transparent; the numbers are accurate, the disclosures by governmental accounting standards have been met so they were able to give a clean opinion.

Second opinion regarding governmental auditing standards: clean with internal control over compliance, laws and regulations with material affect like the Gann limit. Price asked for Commissioner comments.

Price stated on Page 27 a minor correction: second line, first paragraph sentence beginning "Capital project expenditures.....change wording from donated to co-funded. Larsen commented on page 29 the escalating costs since 2001 of the District's actual amounts paid. AJ Major explained that these costs include capital outlay and the detail for the 2014 figure was described in the report.

Price stated the permanent copy will come back to the October 21, 2014 meeting where it will be passed by resolution. Waldeck asked if after further review could there be further modifications; AJ Major answered affirmatively. Thanks were given to AJ Major for his presentation.

5) Strategic Plan: Committee Meeting Summary. Commissioner Dexter. Price gave a brief history how the idea of a Strategic Plan began in April, 2014. Dexter explained she had two meetings with the ad hoc committee members Waldeck and Fank. The Committee recommended: a. work as a group to develop the strategic plan; b. select CPSE as a facilitator; c. look for another facilitator. Waldeck stated a better solution was to work in sub-groups among ourselves. Chief Kehmna stated the use of a facilitator would push you to something measurable and the clerical aspect of their assistance was essential. Larsen agreed with the Chief and the credibility of using an experienced facilitator. Vaughn confirmed acceptance of using an outside facilitator. Dexter felt a professional facilitator was key. Johnson agreed with the idea of an outside facilitator. Price concurred to move forward; she stated the CPSE proposal would cost about \$14,000. The CPSE proposal will be forwarded to all Commissioners for their review. **Action:** Johnson made a motion to bring the item back to the October 21, 2014 meeting; Larsen seconded the motion. **In Favor:** Dexter, Price, Vaughn, Larsen and Johnson. **Opposed:** Waldeck.

6) Resolution of the Board of the Los Altos Hills County Fire District Adopting Conflict of Interest Code. Resolution 14-10 A motion was made by Larsen to adopt the resolution of the Board of the Los Altos Hills County Fire District adopting conflict of interest code; Waldeck seconded the motion. **Motion Carried: 6-0.**

7) Chief's Report: a.) Monthly Report for July and August, 2014: brief discussion by Chief Kehmna. b.) ESC Monthly Report for July and August, 2014: Sanders explained about the new CERT tracking system called T-cards. c.) ARK Relocation: Discussion about where to locate the ARK if new Foothill-De-Anza Community College District offices are built where the ARK is currently located. September 30, 2014 Sanders and Farwell will meet with College representatives and ask their questions.

Item 11.b. ARK Internet Connection Discussion was brought up at this time. Barry Bruins, member of CERT IT Team, stated it would be a simple installation to install a wire cable from the Fire District closet to the CERT network. This network would be used by the CERT team during exercises and deployment. **Action:** Dexter made a motion to install a cable from the Fire District closet to the CERT network; Vaughn seconded the motion. **Motion Carried 6-0.**

d. CERT Training September class: In response to the recent Napa Earthquake, a postcard was mailed to residents for an accelerated 4-session CERT course; Sanders stated 19 people have signed up to date

e. Engine 374 Reports for July/August. The Chief explained how engine 374 was deployed to various parts of California to assist with fighting wildfires.

Battalion Chief Kendall Pearson gave a description of the fire that occurred in an out-building on Eloise Court on August 22, 2014. The response time was slower because the "reporting person" did not know the address.

8) Consultant Reports: a.) Projects Update September 1, 2014: Farwell reviewed his report and stated that there are many more dead trees-pines specifically. b. Phase VII Fire Hydrant Upgrade Project: Farwell asked for authorization to begin the engineering for Phase VII Hydrant Upgrade Project. **Action:** Johnson made a motion to approve the engineering for Phase VII Hydrant Upgrade Project with an approximate cost of \$45,000-\$50,000. Dexter seconded the motion. **Motion Carried 6-0.**

9) Consent Calendar: a.) Minutes of July 29, 2014 6:00 p.m. & b.) Minutes of July 29, 2014 7:00 p.m. **Action:** Johnson made a motion to approve the July 29, 2014 6:00 p.m. minutes and

the July 29, 2014 7:00 p.m. minutes; Waldeck seconded the motion. **In Favor:** Vaughn, Price, Johnson, Dexter, Waldeck **Abstain:** Larsen.

c. Period 1 & 2 Reports, July & August, 2014 **Action:** Vaughn made a motion to approve Period 1 & 2 Reports, July & August, 2014; Dexter seconded the motion. **Motion Carried 6-0**

d. Statement of Revenue & Expenditures, July & August, 2014 **Action:** Johnson made a motion to approve the Statement of Revenue and Expenditures, July & August, 2014; Vaughn seconded the motion. **Motion Carried 6 – 0.**

10) August and September, 2014 Disbursements: There were two additional items of expense added to the September, 2014 disbursements and one correction. The correction was to change Commissioner Johnson's commissioner fee to \$200 for the July and September meetings. The additions to the September expense were: Jorgenson, Siegel, McClure and Flegel \$4,575 for legal expenses in August; Pakpour Consulting Group Inc. \$25,849.19 August engineering services. **Action:** Motion made by Larsen and seconded by Dexter to approve the amended September, 2014 disbursements. **Motion Carried 6-0.**

11.) Board Member Reports. a. Electric Vehicle Charger Discussion. Waldeck introduced the idea of electric vehicle chargers and the installation of them in the District. He agreed to look into it further.

Price brought up a mid-year budget review and offered that she, Vaughn and Cori Vargas would work on the review in October.

Price stated two Commissioner's terms would end December 31, 2014. She discussed the recruitment process and stated she would work with Supervisor Simitian's office.

Price mentioned there would be a group photo taken at the October 21, 2014 meeting.

12.) Adjournment. **Action:** At 8:50 p.m. Johnson made a motion to adjourn; Larsen seconded the motion. **Motion Carried 6-0** The next meeting is October 21, 2014.

Prepared by,

Jeanne Evilsizer
District Clerk

Minutes approved 10/21/14