

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, December 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.

President Price introduced the audience members including the applicants for Commissioner vacancy and guests in the audience.

1) Roll Call: **PRESENT:** Commissioners Fank, Johnson, Vaughn, Price and Larsen (teleconferencing from the Highlands Lobby, Highlands Inn, 120 Highlands Drive, Carmel, CA)

ABSENT: Commissioners Dexter and Waldeck

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

2) Public Comment: There was no public comment.

3) Review of Interested Residents for Two Commissioner Vacancies (Town and Unincorporated Area): Price reviewed the application process and explained how all applications are sent to the Board of Supervisors, District 5 Supervisor where the final selection is made. The applicants were introduced alphabetically beginning with the unincorporated area. Janice Carr, 24285 Summerhill Avenue, Los Altos and Melvin Vaughn, 10700 Mora Drive, Los Altos (unincorporated area) discussed their qualifications and interest in being a Commissioner. Town residents Jitze Couperus, 13680 Page Mill Road, Allan Epstein, 23828 Ravensbury Avenue, Franz Kratz, 27789 Via Ventana, Dave Stewart, 25346 La Loma Drive and George Tyson, 13472 Robleda Road discussed their backgrounds and interest to serve as a Commissioner. Price thanked all of the applicants for coming to the meeting and sharing their information with the Board. Larsen added that he was very impressed with the caliber of applicants and appreciated everyone applying. Price stated that they would be hearing from the Board of Supervisors as to which applicants had been selected.

4) Consideration for Entering into a Consulting Contract with Center for Public Safety Excellence for Strategic Plan. This item was deferred to the January 13, 2015 Special Meeting.

5) Consideration for Entering into a Consulting Contract for Continued Accounting Services with Vargas and Company. Resolution 14-14 Payne Sterling, Inc. will cease operations at the end of 2014 and beginning January 1, 2015 be known as Vargas and Company. The contract was as submitted; a change was made to the scope of services (Exhibit A) as explained by Siegel. Cori Vargas stated the voucher process had been consolidated and would be handled by Vargas and Company. The vouchers would still be approved and signed by the

President and the District Consultant (when applicable) before being mailed to the County for processing. **Action:** Johnson made a motion to approve Resolution 14-14 of the Los Altos Hills County Fire District approving and authorizing execution of a professional financial services agreement between the Los Altos Hills County Fire District and Vargas and Company, a partnership; Fank seconded the motion. Roll Call Vote: All In Favor: Fank, Johnson, Price, Vaughn and Larsen. Opposed: None. Abstain: None.

6) Chief's Report: a.) Monthly Report for November, 2014 The Chief gave a brief summary of a structure fire that occurred on West Loyola Drive. b. ESC Monthly Report for November, 2014: In addition to the monthly report the Chief detailed the CERT practice training drill that occurred at the Pilgrim Haven Retirement Community complex; about 40 local CERTS attended. c. ESC Request for Funding for CERT Material: Back Packs & Disaster Kit Buckets: **Action:** Larsen made a motion to approve the request by Mike Sanders for CERT back packs totaling \$6,049.29 as well as approval to purchase additional disaster kit buckets for \$5,071.11; Vaughn seconded the motion. Roll Call Vote: All In Favor: Fank, Johnson, Price, Vaughn and Larsen. Opposed: None. Abstain: None. d. New Technology for Resource Management Control: Chief Kehmna said this technology would enable the department to size-up an emergency situation quickly so they can formulate a plan of action. Firefighter Chris Ingram of County Fire gave a summary of the new technology. He explained that during December 2014 the Panasonic Toughbook mobile data computers will be replaced with Apple iPads. Each emergency response vehicle will have 2 iPads. Intterra Group created this portal and it is comprised of several modules that will assist with: command and control view on a real-time live map that everyone can see, status of where department vehicles are and where the current calls are, assistance with wildland urban interface inspections and risk assessment, a damage assessment tool that can be utilized by CERT members to expedite data collection. The project timeline for completion is late 2015. Security for this technology will be tightly controlled.

7) Consultant Reports: a.) Projects Update December 1, 2014: Farwell stated there had been an increase in the chipping program due to all the storms. He mentioned the Town had sent out a letter to residents suggesting that the Fire District could help get rid of certain trees. The tree contractor has increased personnel for tree work to get through all the hazardous trees as well as the storm damaged trees. The trees are prioritized and the most risky trees are taken care of first. Engineering work is underway for Phase VII of the Hydrant Upgrade Program. b. Update on Tree Work: In January there will be a detailed report on the trees that are remaining to be removed and the prioritization of the work in addition to a report on the financial impact on FY 14/15 budget.

8) Consent Calendar: a.) Minutes of November 18, 2014 **Action:** Larsen made a motion to approve the minutes of November 18, 2014; Fank seconded the motion. Roll Call Vote: All In Favor: Fank, Johnson, Price, Vaughn and Larsen. Opposed: None. Abstain: None. b. Period 5 Report, November 2014 & Balance Sheet November 2014: **Action:** Johnson made a motion to approve the Period 5 Report, November 2014 & Balance Sheet November 2014; Vaughn seconded the motion. Roll Call Vote: All In Favor: Fank, Johnson, Price, Vaughn and Larsen. Opposed: None. Abstain: None.

9) December, 2014 Disbursements: The Clerk added two items of expense to the December, 2014 disbursements: Pakpour Consulting Group Inc. \$14,604.19 November Engineering Services; Jorgenson, Siegel, McClure and Flegel \$4,770.01 November Legal Fees. The total expense for December, 2014: \$646,122.60. Fank made a motion to approve the amended

December, 2014 disbursements; Larsen seconded the motion. Roll Call Vote: All In Favor: Fank, Johnson, Price, Vaughn and Larsen. Opposed: None. Abstain: None.

10) Board Member Reports a.) Donation of Surplus Fire Hydrant to Los Altos Hills Dog Park: All Commissioners agreed that it would be appropriate to repurpose a surplus fire hydrant to the Dog Park in Los Altos Hills. They suggested that the fire hydrant be painted red. The Fire Consultant will follow up.

11) Adjournment: At 8:35 p.m. the meeting was adjourned in honor of Commissioner Bob Johnson's 90th birthday today. All Commissioners were in favor.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved as Amended 1/13/15