

Los Altos Hills County Fire District

Minutes of a Special Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, January 13, 2015, 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 7:03 p.m.

President Price introduced the guests in the audience.

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

ABSENT: None

ALSO PRESENT: Fire District Attorney Dan Siegel, Chief Ken Kehmna, Accountant Cori Vargas, Vargas & Company, Fire Consultant Stu Farwell, Moe Kumre – Weed Abatement Coordinator, District Clerk Jeanne Evilsizer

2) Public Comment: There was no public comment.

3) A Resolution of the Board of the Los Altos Hills County Fire District to Proceed With Abatement of Weeds, Brush & Rubbish: Resolution 15-1 Weed Abatement

Coordinator Moe Kumre gave a brief overview of the 2015 Weed Abatement Program. He explained about one particular property (APN 182-29-065) that was not compliant and was re-added to the program. There was a mix up with the date stamp on the camera of the non-compliant parcel. The \$41 fee had been dismissed for this parcel. This parcel would only be charged if it were found non-compliant after 4/30/15. Price asked Commissioners for their input. All Commissioners agreed to keep this parcel on the list. **Action:** Larsen made a motion to approve the resolution of the Los Altos Hills County Fire District to proceed with abatement of weeds, brush and rubbish; Fank seconded the motion. **Motion Carried 7-0.**

4) The Year in Review – Summary of 2014 Accomplishments. Price reviewed the updated Draft of the 2014 year in Review (passed out at this meeting). Larsen had some additional items to add such as community involvement; Dexter suggested that the total number of people who have taken the PEP class should be noted. Price thanked the Commissioners for their additional comments and said they would be incorporated into the final draft. The final draft will be presented at the February 17, 2015 meeting.

5) Resolution of the Los Altos Hills County Fire District Approving and Authorizing Execution of an Agreement Between the Los Altos Hills County Fire District and the Center for Public Safety Excellence. Resolution 15-2 **Action:** Dexter made a motion to

approve the resolution of the Los Altos Hills County Fire District approving and authorizing execution of an agreement between the Los Altos Hills County Fire District and the Center for Public Safety Excellence; Fank seconded the motion. A draft of the Strategic Planning Process

was passed to each Commissioner. It detailed the best dates, invitees, venue and team leaders. The Process Chart explained the order of the strategic planning process. The Ad Hoc Committee selected to work on the strategic planning process: Commissioner Vaughn, Dexter & Price.

Motion Carried 7-0.

6) Consideration of Forming a Budget Ad-Hoc Committee in Preparation for 2015/16

Budget: Cori Vargas stated that the County needs a recommended 2015/16 budget in February. Price suggested Waldeck be on the budget ad-hoc committee; Waldeck agreed. Waldeck would include resources such as Cori Vargas, Stu Farwell and Allan Epstein to assist in the budget preparation process.

7) Chief's Report: a.) Monthly Report for December, 2014 Chief Kehmna reviewed December, 2014 monthly report. He explained corrections for the average response time analysis.

b. ESC Monthly Report for December, 2014: Additionally, in response to Mike Sanders request for a town-wide mailing to recruit residents to take the Personal Emergency Training and CERT Program, Commissioners suggested it would be more cost effective to advertise the program in the Our Town publication, Town Crier newspaper, the Wiki site and Town website.

8) Consultant Reports: a.) Projects Update January 1, 2015: Farwell discussed the brush chipping program beginning in Area 6. He mentioned that Phase VII hydrant upgrade program involved County streets and required more time to get necessary approvals. Waldeck said he would like to see a monthly summary of what is planned and what is completed to date for the programs; additional data on the projects spreadsheet b. Tree Program Report: Cori Vargas passed out a two page financial amendment to the Consultant Tree Program Report. She reviewed the three budget columns on page two. She explained that funds can be moved out of certain accounts with favorable variances into the dead tree program. Farwell expressed that more funds from internal accounts were needed to address those Priority 1 trees in the current fiscal year. Farwell stated that Priority 1 dead pine trees have the highest precedence at this time. **Action:** Larsen made a motion to delay any increase in tree program budget expenses until the tree budget is depleted further; assess the budget at the March meeting. Waldeck seconded the motion. **Motion Carried 7-0.** Consensus was to continue full speed ahead with both the dead tree program and the eucalyptus program.

9) Consent Calendar: Minutes of December 16, 2014. Correction to page two item 7) last sentence: should say FY 14/15 budget. **Action:** Larsen made a motion to approve the amended December 16, 2014 minutes. Dexter seconded the motion; Waldeck abstained. **Motion Carried 6-1.**

b. Period 6 Report, December 2014 & Balance Sheet December 2014 **Action:** Larsen made a motion to approve Period 6 Report and Balance Sheet December 2014; Vaughn seconded the motion. **Motion Carried 7-0.**

10) January, 2015 Disbursements: Cori Vargas added two items of expense those items being: Advantage Grafix \$55.00 business card expense; Los Altos Town Crier \$359.20 Commissioner vacancy advertisement. The adjusted total expense \$644,986.56. **Action:** Fank made a motion to approve the amended January, 2015 expense; Larsen seconded the motion. **Motion Carried 7-0.**

11) Election of Officers for 2015: **Action:** Johnson made a motion to nominate Duffy Price as President; Dexter seconded the motion. Waldeck said Price makes things happen and had done an excellent job this past year. Larsen agreed that Price had done an excellent job this year however he felt it was healthy to rotate leadership. Larsen nominated Debbie Dexter for President; Dexter declined. Motion on table for Duffy Price as President: **All in Favor:** Johnson, Dexter, Fank, Vaughn, Waldeck & Price; **Opposed:** Larsen; **Abstain:** None. Nominations for Vice-President: **Action:** Dexter nominated Melvin Vaughn for Vice-President; Johnson seconded the motion. **All in Favor:** Dexter, Johnson, Price, Waldeck, Larsen, Fank and Vaughn. **Opposed:** None; **Abstain:** None.

12) Board Member Reports: a) Calendar of Events 2015. It was suggested to add the Strategic Plan to the Calendar of Events for 2015. A letter to Supervisor Joe Simitian from Price regarding the Board Vacancies was passed out to all of the Commissioners.

13) Adjournment. **Action:** At 9:00 p.m. Johnson made a motion to adjourn the meeting; Dexter seconded the motion. **Motion Carried 7-0.**

Prepared by,

Jeanne Evilsizer
District Clerk

Approved February 17, 2015