

Los Altos Hills County Fire District

**Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, February 17, 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 7:00 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: Chief Ken Kehmna, Accountant Cori Vargas, Vargas & Company, Fire Consultant Stu Farwell, Fire District Attorney Dan Siegel (phoned in from Palm Springs, CA 7:07 p.m.), Emergency Services Coordinator Mike Sanders, District Clerk Jeanne Evilsizer

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

**3) The Year in Review** – Summary of 2014 Accomplishments Final Draft. A few suggestions from the January 13, 2015 meeting had been added to the 2014 Calendar Year in Review. All Commissioners agreed by consensus to approve the 2014 Calendar Year in Review dated February 8, 2015.

**4) Chief's Report:** a.) Monthly Report for January, 2015 Chief Kehmna stated there were 56 calls during the month of January. There was one structure fire caused by an iron which resulted in \$16,500 damage. The Chief gave an overview of the ISO Insurance Services organization stating that they are a private company which does risk analysis and rate the quality of services of fire agencies. After discussion, Larsen stated the ISO rating system would be a good topic to bring up at the strategic planning session.

b. ESC Monthly Report for January, 2015 Mike Sanders reviewed his schedule of upcoming PEP and CERT classes. He stated there were 39 CERT Supervisors now. In the event of an emergency these supervisors can set up the ARK and manage the incident command center.

c.) Data on the Results of Past Mailings and Recruitment Results – Mike Sanders commented that the direct mailings to the residents in the District produced the most PEP and CERT class attendees. He did not get as many District residents signing up for classes by using the Our Town mailing, Nextdoor or the Town Crier. He stressed the direct mailings generated the most participants.

**5) Consultant Reports:** a.) Projects Update February 1, 2015. Farwell reviewed the projects update report and stated that 118 dead trees and 19 eucalyptus trees had been cut down recently. Cori Vargas passed around a tree program report detailing the number of Priority 1 trees that had

been cut down through January 26, 2015. She reviewed the remaining budget amount left for both the dead tree and eucalyptus tree removal. She stressed that there were funds available to cover the cost of Priority 1 tree removals. She reviewed the tree expenditure bar graph shown on the financial amendment to consultant report.

Farwell discussed the preliminary schedule for Phase VII of the Fire Hydrant Replacement project prepared by Pakpour Consulting Group, dated 2/2/15. He will continue to update the schedule each month. Waldeck asked what kind of maintenance does California Water Service do to their hydrants? Vaughn suggested looking into getting more water pressure in the Mora Drive area of the unincorporated part of the District. Larsen stated he wanted a report from California Water Service Company regarding fire hydrants and water pressure in the areas of the District that were covered by the California Water Service Company. Farwell was asked to make contact with the California Water Service Company for this information. It was also suggested this be a part of the District's strategic plan discussion.

**6) Review of Proposed 2015/16 Budget:** Draft Budget Report: Commissioner Waldeck, Cori Vargas and Public Member Allan Epstein worked on the proposed 2015/16 budget and budget narrative. Waldeck gave an overview of the 2015/16 budget. Cori Vargas distributed a sheet showing the budget by month for all twelve months. Vargas also discussed the handout showing the current account format and the adjusted account format.

It was mentioned that the Battalion Chief position was added in 2009, funded solely by the Los Altos Hills County Fire District and oversees Los Altos, Los Altos Hills County Fire District and Cupertino.

With respect to insurance, Waldeck said the District has basic liability coverage. He stated public member Allan Epstein reviewed the District's insurance policy and spoke with the representative from HUB International. Mr. Epstein also had a call into the County Risk Manager to see if the County insurance policy covered the District in other areas (such as the CERT program).

Cori Vargas reviewed the Budget Narrative for 2015/16. Dexter complimented the budget narrative explaining it was very easy to read and understand. Thanks were given to Cori Vargas and Allan Epstein for their work on the Budget Narrative. Johnson suggested removing the word "free" on page 1, second paragraph, and replacing it with "District funded". Page 10 and 11 discussed the Committed Funds. Waldeck asked how does the Commission want to allocate the numbers for the Committed Funds? Who does that? Based on information received from the County Budget Office, it was determined that the District Commission does that; the District passes a resolution or ordinance to signify the justification of the Committed Funds. The District's legal counsel will follow-up to confirm. Cori Vargas reviewed the \$2,000,000 Committed to Operations category to cover four months of operating expenses during periods where minimal property taxes are collected. Vargas stated the \$2,000,000 Committed to Emergency Operations would provide extra resources for the District's projects and programs as well as additional contracted fire-fighting services specifically due to unforeseen disasters or emergencies such as wildfires and earthquakes. Vaughn agreed that this fund was essential for the extra coverage needed in an emergency. \$1,000,000 Committed to Capital Assets would cover unexpected repair or replacement of Capital Assets not covered by the District's insurance policy. The balance would go into a contingency fund for basic operations to be allocated as needed at a later date.

Vargas stated that the budget would need to be adopted at the March 17, 2015 in order to meet the County's deadline.

**7) Consent Calendar:** a.) Minutes of January 13, 2015 Special Meeting: **Action:** Larsen made a motion to approve the January 13, 2015 Special Meeting minutes; Dexter seconded the motion with all in favor. **Motion Carried 7-0.**

b.) Period 7 Report, January 2015 & Balance Sheet January 2015 Cori Vargas passed around a handout showing a revision to the Profit and Loss with changes made to the Chipping Program and the Eucalyptus Program. **Action:** Johnson made a motion to approve the amended Period 7 Report, January 2015 & Balance Sheet January 2015; Larsen seconded the motion with all Commissioners in favor. **Motion Carried 7-0.**

**8) February, 2015 Disbursements:** Cori Vargas added three additional expenses for the month of February those items being: Center for Public Safety Excellence \$4,833 first payment for beginning of Strategic Planning Process; Pakpour Consultants Inc. \$19,869.78 Engineering fees for January; Jorgenson, Siegel, McClure and Flegel \$10,014.50 Legal fees in January, 2015. The new total expense for January, 2015: \$667,657.90. Waldeck suggested additional information be provided on the monthly disbursements report beginning in the new fiscal year. **Action:** Johnson made a motion to approve the February, 2015 disbursements as amended; Dexter seconded the motion with all in favor. **Motion Carried 7-0.**

**9) Board Member Reports:** a) Status of Board Member Position: Supervisor Joe Simitian is reviewing the applications; a decision has not yet been reached. b. Update on Strategic Plan Meeting Dates: The Clerk passed out the calendar of events for the Strategic Planning Facilitation from March through April. Larsen suggested the CEO of both El Camino Hospital and Stanford Hospital be included in the attempt to obtain external stakeholders. All Commissioners will participate on March 24, 25, 26 in the Center for Public Safety Excellence live facilitated meeting.

Price stated the Wildland Urban Interface map showing the high fire hazard areas of the Town was going to be reviewed. She suggested Melvin Vaughn, Stu Farwell and Jeanne Evilsizer be on the review committee along with the Town Consulting Planner Steve Padovan. Santa Clara County Fire Department would provide a staff member to participate as well.

Price reminded Commissioners that twice they had been emailed the lengthy Mitigated Negative Declaration for New District Offices (MNDNDO) from Foothill College. There was no comment on the MNDNDO. The general agreement by the Commission was that the District would not comment on the MNDNDO. However, the moving of the ARK and having a place to wash, a connection to the sewer, antenna placement, water and power for emergency purposes was discussed. Farwell is in negotiations with the college regarding its impact, and thus far the college is very supportive of the District's requests. Price requested that Waldeck draft a letter to the college explaining the necessity of the above items and give it to Price to review and approve prior to sending it to the college.

c.) Form 700 Completion/Submittal: The Clerk reminded the Commissioners to turn in their completed Form 700 as soon as possible.

**10) Adjournment. Action:** At 9:10 p.m. Larsen made a motion to adjourn the meeting; Vaughn seconded the motion. **Motion Carried 7-0.**

The next meeting is March 17, 2015.

Prepared by,

Jeanne Evilsizer  
District Clerk

Approved March 17, 2015