

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 19, 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 7:02 p.m.

1) **Roll Call:** **PRESENT:** Commissioners Johnson, Vaughn, Price, Dexter , Waldeck & Tyson

ABSENT: Commissioner Larsen

ALSO PRESENT: Chief Ken Kehmna, Deputy Fire Marshal Doug Harding, Accountant Cori Vargas – Financial Consultant Vargas & Company, Fire Consultant Stu Farwell, Fire District Attorney Dan Siegel, District Clerk Jeanne Evilsizer

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

3) **Presentation by California Water Service Company.** Ron Richardson, District Manager and Shyamala Raveendran Senior Engineer for California Water Service Company presented a PowerPoint presentation which included: Cal water overview, Los Altos suburban water system, routine maintenance programs, Los Altos Hills County Fire District Service Area, historical fire flows and fire flow analysis. Waldeck asked if there were any deficiencies in the District that could hinder fighting a fire. Water pressure and flow from the connection was mentioned. Richardson stated there were so many variables that can affect fire flow such as elevation of the tank, replacement and efficiency of boosters, customer demand. The size of the structure matters when fighting a fire; the demand for water when fighting these structure fires is significant. There is no one simple fix. The Commission agreed to continue working with Cal Water on areas that needed further study or improvements. Richardson thanked Farwell for his in-depth knowledge and assistance whenever Cal Water had any District related questions.

4) **A Resolution of the Los Altos Hills County Fire District Approving and Authorizing Execution of a Project Proposal From SnowTech Media to Provide Web Hosting and Maintenance Services to the Los Altos Hills County Fire District:** Resolution #15-3 Dave Snow of SnowTech media stated in 2015 he would update the Joomla software to the latest 3.3 version. This is a primary upgrade /rebuild of the site. Furthermore, SnowTech would continue website hosting, website security, construction and posting of Board Meeting agendas, packets, minutes and annual website maintenance. This would also include making the website mobile-friendly. Snow suggested working with a Fire District sub-committee to look into communication, navigation and mobile issues. **Action:** Johnson made a motion to approve the resolution of the Los Altos Hills County Fire District approving and authorizing execution of a project proposal from SnowTech media to provide web hosting and maintenance services to the Los Altos Hills County Fire District; Vaughn seconded the motion. **Motion Carried 6-0.**

5) A Resolution of the Board of Commissioners of the Los Altos Hills County Fire District for Award of Contract Regarding Fire Hydrant Replacement Project – Phase VII.

Resolution #15-4 Joubin Pakpour of Pakpour Consulting Group Inc. and District Engineer for the Purissima Hills Water District explained that most hydrants involved in Phase VII are in the unincorporated area of the LAHCFD. The encroachment permit process in the County takes additional time. West Valley Construction, Inc. was the lowest bidder out of six companies that bid the project. Pakpour performs the inspections throughout the job which could take up to four months. **Action:** Motion made by Dexter to approve the resolution of the Board of Commissioners of the Los Altos Hills County Fire District for award of contract regarding fire hydrant replacement project – Phase VII Resolution #15-4; motion seconded by Johnson.

Motion Carried: 6-0 Discussion: Waldeck asked about the timing and what if WVC runs over the projected time. Pakpour said the District is covered and has protection of bonds. Public member Allan Epstein had questions about the project. Farwell explained that the hydrants being replaced are ones that do not meet the current standards. Also he explained what a dry barrel hydrant was as opposed to a wet barrel hydrant. Vaughn volunteered to answer any hydrant questions anyone might have; he is extremely well versed regarding hydrants. Deputy Fire Marshal Doug Harding agreed and was in favor of new, updated equipment to make it easier for the firefighters to do their jobs.

6) 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 #15-5 The District Clerk explained that the list of properties with excessive brush creating a public nuisance would be presented at the June 16, 2015 meeting. **Action:** Waldeck 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; Vaughn seconded the motion. **Motion Carried: 6-0.**

7) Request for Approval of Proposal for Onsite Records Retention Implementation with Gladwell Governmental Services: The District Clerk explained that this proposal would include procedures and forms for records destruction, planning and logistics for all District records and any updates on records management procedures. It would be for 1 ½ on-site days in the new fiscal year 1915/16. **Action:** Johnson made a motion to approve the proposal for the Los Altos Hills County Fire District for records retention implementation by Gladwell Governmental Services, Inc.; motion was seconded by Dexter. **Motion Carried: 6-0.**

8) Resolution of the Los Altos Hills County Fire District Committing Funds for Fiscal Year 2015-2016: Resolution #15-6 Siegel passed out an amended resolution eliminating the sentence “Whereas the District does not expect these commitments to occur routinely and they will be examined in each budgeting cycle; and”. Also changes were made to item 2 and item 3 of the proposed resolution to give more definition to what a major conflagration would be. Siegel explained that reserves are now called committed funds; the word reserves can’t be used unless the reserves have a contract or legal obligation. The reason for this resolution is to comply with Governmental Accounting Standards Board 54.

Tyson asked about item c. Insurance. Siegel said it was being researched to see if the level of insurance that the District has is sufficient; to define what needs to be covered. **Action:** Tyson made a motion to approve the amended resolution of the Los Altos Hills County Fire District

Committing Funds for Fiscal Year 2015-16; Vaughn seconded the motion with all in favor.

Motion Carried: 6-0.

9) Insurance Update: This item was carried over to the June 16, 2015 meeting.

10) Strategic Plan Update: An organizational structure chart of the Los Altos Hills County Fire District was passed to each Commissioner. Price stated the Strategic Plan was in the final print stage and once it had been reviewed by Siegel it would be emailed to all Commissioners.

11) Chief's Report: a.) Monthly Report for April, 2015: Briefly discussed how one long response time can skew the data. b. ESC Monthly Report April 2015: Mike Sanders reviewed his April, 2015 monthly report. He stated the job manuals for the CERT positions had been updated. Sanders mentioned many CERT members participated at the May 9 Pathway's Run. He also discussed the CERT exercise that had occurred on May 9. Sanders stated that the recon system had been used to check the 24 zones in the District. Waldeck commented that CERT members might need training on how to work with children. Price said there will be upgrades required in the training room and a request would be brought to a future meeting.

c. 374 Staffing Update: Chief Kehmna passed out a detailed analysis of the calls received by E374 alone versus E374 with another unit. All Commissioners agreed that E374 presence heightened people's awareness, was useful making access checks and makes the Fire Department more efficient. All Commissioners were in full support of staffing E374. Public member Jitze Couperus noted E374 mainly responded to emergency medical calls.

Cal Fire opened fire season on May 18.

12) Consultant Reports: Project Update May 1, 2015 Farwell reviewed the projects update sheet dated May 1, 2015. He explained that for the hydrant upgrade program they are staying ahead of the Town's resurfacing projects so as not to interfere.

13) Consent Calendar: a.) Minutes of April 21, 2015 The Clerk asked that item 3) third sentence, be changed to read "firefighter's helmet". **Action:** Waldeck made a motion to approve the amended minutes of April 21, 2015; Vaughn seconded the motion. **Motion Carried: 6-0.**

b. Period 10, April 2015 Financial Report and Balance Sheet: **Action:** Vaughn made a motion to approve the period 10 financial report for April, 2015 and balance sheet; Dexter seconded the motion. **Motion Carried 6-0**

c. Tree Program Update: Cori Vargas reviewed the dead tree program and eucalyptus program expenditures to date and remaining.

14) May, 2015 Disbursements: Cori Vargas added six items of expense for May, those items being: Jorgenson, Siegel, McClure and Flegel \$3,940 April, 2015 legal fees, S.P. McClenahan \$65,450 Dead Tree Removal billing #12; S.P. McClenahan \$88,100 Eucalyptus Removal billing #12, City of Los Altos \$350.95 Jan-March, 2015 Worker's Comp, Jeanne Evilsizer Petty Cash Reimbursement \$499.84 PO box renewal, - pre-meeting meal-Fank retirement, Snow Technologies \$7,168.80 annual website services. Total disbursements: \$811,343.01.

Action: Johnson made a motion to approve the amended May 2015 disbursements; Dexter seconded the motion. **Motion Carried: 6-0**

15) Board Member Reports Deputy Fire Marshal Doug Harding stated that Sherlock Road has a part of the road missing, has lost its' paving and that it is a private road. He said the tailboard

on the fire engine broke off while accessing that road. He has photos that he will send to Price. Waldeck suggested writing a letter to the Town about the concerns about this road.

Waldeck suggested a more comparative analysis should occur before deciding on a web hosting contractor. He would like to see comparative numbers in the future prior to procurement.

Waldeck stated he and Cori Vargas attended the budget process meeting at 70 West Hedding Street. The listened for four hours prior to the District's budget being discussed. There were no questions and the process went smoothly.

The next meeting is June 16, 2015.

13.) Adjournment. Action: At 10:00 p.m. by consensus, the meeting was adjourned with all in favor.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved June 16, 2015