

Los Altos Hills County Fire District
**Minutes of a Special Meeting of the Los Altos Hills County Fire
District Board Members, Held on Tuesday, July 28, 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.

1) Roll Call: PRESENT: Commissioners Johnson, Vaughn, Price, Dexter , Larsen & Waldeck (arrived at 7:25 p.m.)

ABSENT: Tyson

ALSO PRESENT: Chief Ken Kehmna, Emergency Services Coordinator Mike Sanders, Moe Kumre Weed Abatement Coordinator Santa Clara County, 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) Public Hearing to Adopt Resolution of the Board of the Los Altos Hills County Fire District Adopting Weed and Brush Abatement Report and Ordering Cost of Abatement to be a Special Assessment on the Respective Properties Resolution 15-9. Moe Kumre explained that he had received an objection to the \$250 fee charged from Miriam Wolff, 25623 Elena Road for the inspection fee. **Action:** Johnson made a motion to eliminate the \$250 fee charged; Dexter seconded the motion. **All in Favor:** Johnson & Dexter. **Opposed:** Vaughn, Larsen and Price. **Motion Denied 3-2.**

Action: Johnson moved approval to adopt the resolution of the Board of the Los Altos Hills County Fire District adopting weed and brush abatement report and ordering cost of abatement to be a special assessment on the respective properties; motion seconded by Dexter. **Motion Carried: All in Favor: Price, Vaughn, Larsen, Johnson and Dexter**

4) Resolution of the Los Altos Hills County Fire District Approving the Fifth Amended Joint Powers Agreement and the Liability Risk Coverage Agreement for Certain Insurance and Self-Insurance Purposes with the Fire Agencies Insurance Risk Authorities Resolution 15-10 **Action:** Johnson made a motion to approve the resolution of the Los Altos Hills County Fire District approving the fifth amended joint powers agreement and the liability risk coverage agreement for certain insurance and self-insurance purposes with the fire agencies insurance risk authorities; motion seconded by Larsen. Siegel explained about joining the fire agencies insurance risk authority and that directors/officers coverage is included with the policy. **Motion Carried: All in Favor: Price, Vaughn, Dexter, Larsen and Johnson.**

5) Update on Purissima Hills Water District and California Water Service Company

Meeting: Vaughn stated that, due to upcoming vacations in August, there would be a meeting with the agencies in September.

6) Update on Sherlock Road: Commissioner Waldeck arrived at this time (7:25 p.m.)

Price stated per the City Manager of Los Altos Hills letter (dated July 10, 2015) there would be a meeting with interested Sherlock Road residents and Fire Department personnel regarding the condition of Sherlock Road (a private road) on August 18, 2015 at 6:30 p.m. in the Council Chamber at Town Hall. Sherlock Road is a Town issue. Kay Nicholson, a resident on Sherlock Road, expressed her concern about the condition of the road and stated some road work was to be performed in August.

7) Chief's Report: a.) Monthly Report for June, 2015: Chief Kehmna stated some firefighter personnel had been deployed to significant fires throughout California. b. ESC Monthly Report June, 2015: ESC Sanders reviewed the June 2015 monthly ESC report mentioning the booth at the Los Altos Hills picnic in June was well attended. c. ESC Request CERT and PEP Programs 2016: Sanders explained why he would like to send a mailing to all LAHCFD residents in January, 2016 for PEP and CERT classes in the spring of 2016. He also requested approval to order more Disaster Kits for his class members. **Action:** Larsen made a motion to approve advertising and mailing to all LAHCFD residents in January, 2016 for PEP and CERT classes in 2016 and, to approve ordering 50 Disaster Kits; Dexter seconded the motion.

Motion Carried 6-0. d. Procedures for Minors in a Disaster: Sanders stated that this item had never before been addressed. He discussed the guide-memo he had written concerning the procedures CERT members would follow if an unoccupied minor is found during a disaster. He stressed the necessary qualifications an individual must have **before** assisting with an unaccompanied minor. This discussion led into item e. ESC Finger Printing/Live Scan of CERT Members. Sanders referred to his July 15, 2015 memo regarding finger printing/Live Scan of CERT members. He emphasized how CERT members would have to meet certain requirements before being finger printed and Live Scanned. The cost for each CERT member would be \$52; anticipating 20-25 CERT members fulfilling requirements for the program the total cost would be \$1,300. Discussion included: Live-Scan is not a simple process and involves many steps; Town would handle Live-Scan process if it were to occur. Vaughn suggested handing any issue with minors in a disaster over to the police/sheriff agency. For the Live-Scan process the Department of Justice puts the electronic finger print into a data base; it is very specific and not everything will show up. The notion of finger printing/Live Scan and minors in a disaster will be on hold for the Fire District and await the Town's input.

8) Consultant Reports: a) Projects Update July 1, 2015 Farwell stated the chipping program is beginning Phase One - 7/15 through 12/15. b. Tree Program Update: Farwell mentioned all of the priority one trees and been completed and they were now moving into the priority two trees. Priority one tree's were completed on budget. c. Phase VII Fire Hydrant Replacement Program Update: Phase VII hydrant upgrade project had already completed replacing nine hydrants. Additional costs were attributed to County fees, required permits and plan preparation.

9) Consent Calendar: a.) Minutes of June 16, 2015 **Action:** Johnson made a motion to approve the minutes of June 16, 2015; Waldeck seconded the motion. **Motion Carried: 6-0.**

b. Period 12, June 2015 Financial Report and Balance Sheet: Cori Vargas passed around an updated Balance Sheet as of June 30, 2015. **Action:** Vaughn made a motion to approve the period 12 financial report for June, 2015 and revised balance sheet; Dexter seconded the motion. **Motion Carried 6-0**

10) July, 2015 Disbursements: Cori Vargas passed around an updated/additional July 2015 disbursement sheet. **Action:** Dexter made a motion to approve the amended July 2015 disbursements; Larsen seconded the motion. **Motion Carried: 6-0**

Clerk stated at 8:40 p.m. the memory was full on the digital voice recorder.

11) Board Member Reports a.) National Night Out for El Monte Fire Station at Foothill College August 4, 2015 6 p.m. – 8:00 p.m. A flyer for the National Night Out was included in the packet and Commissioners were encouraged to come. b.) Update Fire Service Contract: Price made contact with Los Altos City Manager Marsha Somers; a date to meet will be set in the near future. c.) Commissioner Resignation: Larsen stated it had been an honor and a privilege to serve on the Los Altos Hills County Fire District Board. He spoke about each Commissioner and Consultant individually thanking them all for their assistance and guidance throughout his 2 ½ year term. Price gave thanks to Rich Larsen for his significant contributions to the Board.

12.) Adjournment. Action: At 8:50 p.m. by consensus, the meeting was adjourned with all in favor.

The August 18, 2015 meeting was agreed to be cancelled. The next regular meeting is September 15, 2015.

Prepared by,

Jeanne Evilsizer
District Clerk

Minutes Approved 9/15/15