

Los Altos Hills County Fire District  
**Minutes of a Regular Meeting of the Los Altos Hills County Fire  
District Board Members, Held on Tuesday, September 15, 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 Dexter, Price, Johnson, Tyson, Waldeck & Vaughn

**ABSENT:** None

**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 15-12. The public hearing was opened. Moe Kumre explained that these nine properties were not completed for the original assessment; this was a supplemental list before the Board. No public members spoke and the public hearing was closed. **Action:** Johnson made a motion to approve 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; Dexter seconded the motion. **All in Favor:** Johnson, Dexter, Price, Waldeck, Vaughn & Tyson.

4) **Review and Possible Approval of 2014/15 DRAFT Audit Report.** Vavrinek, Trine, Day & Co. A.J. Major, CPA with Vavrinek, Trine, Day & Co. answered questions concerning the 2014/15 Draft Audit Report. Parts of the narrative that needed modifications included: p. 9 reword the 1<sup>st</sup> sentence of the last paragraph to mention small net income; p.10 The percentage change in revenues and expenditures are currently based on FY 15 Budget vs FY 16 Budget, it should be FY 15 Actual vs FY 16 Budget; p. 10 reword the 2<sup>nd</sup> to last sentence of the 1<sup>st</sup> paragraph; p. 29 clarification that \$5,333,239 of the \$7,606,000 joint contract with Central Fire is the District's responsibility; p. 31 Item C remove West Valley Construction, correct amount paid to Purissima and Cal Water; p. 7 double check Prop 1A revenues/possibly remove the sentence. The Board's overall consensus was to accept the Draft audit after the changes to the narrative have been made. The Board directed Cori Vargas to transmit the financial information from the audit to the County of Santa Clara. The final audit will be submitted at the October 20, 2015 meeting for acceptance.

**5) Resolution Adopting a Records Retention Schedule and Authorizing Destruction of Certain District Records:** Resolution 15-11 The Clerk summarized her meeting with Diane Gladwell of Gladwell Governmental Services Inc. The records retention schedule had been updated and three boxes of records were identified as ready to be destroyed. **Action:** Motion made by Waldeck to adopt a records retention schedule and authorize destruction of certain records; Vaughn seconded the motion. **All in Favor:** Waldeck, Vaughn, Dexter, Price, Tyson and Johnson.

**6) Update on Los Altos Hills Meeting Regarding Sherlock Road:** Commissioner Waldeck stated there had been a meeting at Town Hall on August 18 with Town officials, Fire Department personnel and neighbors living on Sherlock Road. At the meeting it was stressed that Sherlock Road is a private road and the owners of the road must get organized for road management. Roles and responsibilities are known to the residents.

**7) Chief's Report:** a.) Monthly Report for July & August, 2015: Chief Kehmna stated 36 firefighter personnel had been deployed to the Butte and Valley fires. Due to the severe draught they were dealing with conditions they had never before seen. b. ESC Monthly Report July/August 2015: ESC Sanders mentioned that CERT members Carol Starbuck and Richard Green were going to be honored and recognized at a luncheon on September 17. Regarding Live Scan process, it is in the hands of the Town. c. E374 Activity Report for August: Summary of August activity was in the packet.

Chief Kehmna stated he was in Atlanta for the Department's accreditation which was approved for 2015-2020.

**8) Consultant Reports:** a) Projects Update September 1, 2015 Farwell reviewed the brush chipping program, tree program and hydrant upgrade program Phase VII. Farwell said the call volume from the residents has increased considerably for dead tree removal. Siegel mentioned we are in compliance with funding for the 2015/16 tree program. At the October meeting we will discuss tree program potentially amending the contract for the tree work and direction on the next steps for the tree program.

**9) Consent Calendar:** a.) Minutes of July 28, 2015 Special Meeting **Action:** Johnson made a motion to approve the minutes of July 28, 2015; Vaughn seconded the motion. Abstain: Tyson **All in favor:** Johnson, Vaughn, Price, Waldeck & Dexter. b. Period 1 & 2 July and August, 2015 Financial Report and Balance Sheet: Cori Vargas reviewed her reports and mentioned Period 13 would be forthcoming. **Action:** Dexter made a motion to approve period 1 & 2 financial reports and balance sheets for July & August, 2015; Tyson seconded the motion. **All in Favor:** Dexter, Tyson, Waldeck, Johnson, Vaughn and Price.

**10) August and September, 2015 Disbursements:** **Action:** Johnson made a motion to approve the August and September, 2015 disbursements; Vaughn seconded the motion. **All in Favor:** Johnson, Vaughn, Dexter, Price, Waldeck and Tyson.

**11) Resolution Approving the Purissima Hills Water District Award of Contract for the Page Mill Tank Retrofit Project to Paso Robles Tank, Inc.** Resolution 15-13 Siegel reviewed

the cost sharing agreement with Purissima Hills Water District for the Page Mill Tank Retrofit Project and stated Paso Robles Tank, Inc. was awarded the contract by the Purissima Hills Water District on September 9, 2015. **Action:** Dexter made a motion to approve the resolution approving the Purissima Hills Water District award of contract for the Page Mill Tank Seismic Retrofit project to Paso Robles Tank, Inc.; Vaughn seconded the motion. **All in Favor:** Dexter, Vaughn, Tyson, Johnson, Price and Waldeck.

**12.) Board Member Reports:** a.) Update Fire Service Contract: The committee will reconvene in October. There has been one meeting with City of Los Altos officials so far. b.) Commissioner Vacancy Update: An advertisement will be placed in the Los Altos Town Crier in the September 16 and 23 editions. c.) Status of Purissima Hills Water District and California Water Service Company Meeting: There has not been a meeting with these two agencies yet.

**13.) Adjournment: Action:** Johnson made a motion to adjourn at 8:40 p.m.; motion seconded by Waldeck. **All in Favor:** Johnson, Dexter, Waldeck, Tyson, Price and Vaughn.

Prepared by,

Jeanne Evilsizer  
District Clerk

Approved as Amended 10-20-15