

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 17, 2016, Beginning at 7:00 p.m. at the El Monte Fire Station, Foothill College Campus, 12355 El Monte Road, Los Altos Hills, California

President Tyson called the meeting to order at 7:02 p.m.

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

ABSENT: Commissioner Johnson

ALSO PRESENT: Deputy Director of Community Education Christie Moore, Fire Captain Denise Gluhan, Fire District Attorney Dan Siegel, Financial Consultant Cori Vargas of Vargas & Company, Fire Consultant Stu Farwell, District Clerk Jeanne Evilsizer

2) Public Comment: Ms. Kay Nicholson, 27223 Sherlock Road, commented that Town property Moody Court should be added to the list of properties as a public nuisance for excessive brush. She stated the County lists Moody Court as a public road.

3) 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 16-7: The list of the properties will be submitted at the June 21, 2016 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; Price seconded the motion. **All in Favor:** Dexter, Tyson, Vaughn, Spreen, Price & Waldeck. **Opposed:** None.

4.) Resolution of the Los Altos Hills County Fire District Approving and Authorizing a Written Policy for Commissioner Compensation for Attending District Subcommittee Meetings. Resolution 16-8: Tyson explained the written policy process concerning compensation for Commissioners attending District subcommittee meetings. Beginning July 1, 2016 the compensation would be \$100 per meeting not to exceed four (4) meetings a month; one of the four meetings would be the regular monthly District Board meeting. The Commissioners would notify the Clerk by the 30th of each month which meetings they have attended with the date/time/type of subcommittee meeting attended. The President would review the notifications; once approved they would be submitted to Finance Consultant Cori Vargas for quarterly payment. **Action:** Price made a motion to approve and authorize the Resolution 16-8 for Commissioner compensation for attending District subcommittee meetings; Vaughn seconded the motion. **All in Favor:** Waldeck, Dexter, Spreen, Tyson, Vaughn and Price. **Opposed:** None.

5) Status of Arborist and Engineering Consultant Search for Tree Program: Tyson gave an overview of the tree subcommittee report included in the packet. He explained the entire District would not be done at once; areas one and two would be the first areas to receive cards in the mail. These cards have been sent out. He explained the evaluation and conclusion regarding selecting an arborist. He stated the reasons why Arborist Kevin Kielty was recommended. He discussed the proposed overview sequence and schedule. He asked each Commissioner and the public for feedback. Comments included: What about the size and complexity of the trees? What keeps the Arborist and tree contractor on the same page? The Arborist determines the quality of the tree and if it qualifies for the program; trees must qualify for program to be included. Price asked if the Town uses the same criteria? How does the priority of trees work; what is the criteria? What about the complexity of taking down certain trees? Public member Jitze Couperus said it used to be priority by risk – the degree of risk and the degree of taking care of the risk. Public member Allan Epstein agreed with Couperus and said to look at Kevin Kielty's prior bid. He suggested taking pictures of each tree. **Action:** Spreen made a motion to proceed with drawing up a contract with Arborist Kevin Kielty for up to one year for the ranking of trees for the tree program; Dexter seconded the motion. **All in Favor:** Dexter, Tyson, Vaughn, Price, Waldeck and Spreen. **Opposed:** None.

6) Chief's Report. a.) Monthly Report for April, 2016. The Commissioner's reviewed the new format and agreed to give it some time to become more familiar. More explanation was needed for the definitions found on the map; Tyson would review with the Chief. Battalion Chief Pearson explained about first-due: engines responsibility for own hometown and reliability: availability of that engine when the call comes in. b. ESC Recruitment: Christie Moore introduced Captain Denise Gluhan. Captain Gluhan discussed the refresher curriculum for CERT. CERT would be regionalized and based around stakeholders comments. Moore discussed the Emergency Preparedness Coordinator recruitment announcement explaining it had been posted and will be up until June 3. Interviews will be the end of June. It is an extra-help position, 20 hours a week. The function of the position is the same as the Emergency Services Coordinator; the reporting structure will go directly to Moore with policy and procedures going forward. This position is exclusively for the Los Altos Hills County Fire District.

7) Consultant Reports: a.) Projects Update May 1, 2016. Farwell reviewed the three project areas on the May 1, 2016 report. He stated the eucalyptus trees were being worked on now. He discussed the close out of the Page Mill Tank Retrofit project and the current status of Phase VIII hydrant replacement project. It was concluded that it is the homeowner's responsibility to repair a broken fire hydrant on private property.

8) Sub-Committee, Contract and Non-Board Committees Reports:

a. Fire Contract: Tyson reported the City of Los Altos and LAHCFD jointly made a presentation to County Fire on May 3; next meeting is May 31.
b. Strategic Plan – Price distributed an 8-page summary of the May 13, 2016 S.P. meeting; Tyson, Dexter and Price met. Some items in the S.P. have been completed already. At the meeting they evaluated priorities, assigned tasks & timelines. Price briefly reviewed all five goals and the Commissioner's assigned to help with each. It may be necessary to have outside

help with specifics that deal with hazard and risk assessment of the District (Objective 4A). Vaughn stressed the need for operational priorities.

c. Unified Command Committee – Vaughn, Dexter and Price attended a UCC meeting along with Christie Moore, Denise Gluhan, Dave Evans, Bruce Martin and Richard Green. Richard Green, CERT Volunteer, spoke about the CERT participation in the fun run on May 7; 17 CERTS volunteered that day. All went well. On May 14 there was a training exercise at Town Hall that included the Town EOC set up; 45 people participated.

d. Water Supply – Waldeck stated we should hear something back within six weeks.

e. Website Update – Dave Snow is setting up the site. Wiki may be looked at for document storage on our new website. LAHCFD calendar needs to coordinate with County Fire's calendar as well.

f. Update on Current Contracts – Siegel stated there was nothing to report this month.

9) Consent Calendar: a.) Minutes of April 19, 2016 Regular Meeting. **Action:** Dexter made a motion to approve the minutes of April 19, 2016; Price seconded the motion. **All in Favor:** Tyson, Vaughn, Spreen, Dexter & Price. **Abstain:** Waldeck. **Opposed:** None.

b.) Period 10, April 2016 Financial Report and Balance Sheet: **Action:** Vaughn made a motion to approve the period 10, April 2016 financial report and balance sheet; Price seconded the motion. **All in Favor:** Waldeck, Vaughn, Dexter, Tyson, Price and Spreen.

10) Disbursements for May, 2016: Cori Vargas passed around a revised list of disbursements for May, 2016. Vaughn made a motion to approve the revised, May 2016 disbursements totaling \$292,010.27; Price seconded the motion. **All in Favor:** Waldeck, Tyson, Dexter, Spreen, Price and Vaughn. **Opposed:** None.

Farwell explained the payment to West Valley Construction for \$41,078.94 was for an emergency repair of a pipe burst near Concepcion and Laurel Lane; the Town requested it be taken care of as soon as possible due to the condition of the road. Waldeck asked if we should have a policy with certain criteria (best practices) to follow. Tyson said he would look at it as part of the policy and procedures, best practices that he was currently working on.

11) Board Member Reports: a.) Letter to County with Procurement Policy Attachment: Siegel has not heard back yet from the County. It will be placed on the June agenda for the last time.

12) Adjournment. By consensus, the meeting was adjourned at 9:00 p.m.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved 6/21/16