

Los Altos Hills County Fire District

Minutes of a Regular Meeting of the Los Altos Hills County Fire District Board Members, Held on Tuesday, April 16, 2019 Beginning at 7:00 p.m. at the El Monte Fire Station, Foothill College Campus, 12355 El Monte Road, Los Altos Hills, California

President Warren called the meeting to order at 7:00 p.m.

1) **Roll Call:** PRESENT: Commissioners Price, Warren, Spreen, Tyson

ABSENT: Commissioner Carr and Vaughn

ALSO PRESENT: General Manager J. Logan, Deputy Chief/Prevention Julie Linney, Fire District Attorney Dan Siegel, Fire Consultant Stu Farwell, Financial Consultant Cori Vargas, District Clerk Jeanne Evilsizer

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

3) **Commission President Remarks.** Warren stated, "As many of you are aware on Monday, April 8th there was a single car accident which ended when the Vehicle crashed into the upper corner of this Fire Station. The driver was transported to the hospital for evaluation. Fortunately no firefighters or civilians were injured. The Fire Department rendered aid and the Santa Clara County Sheriff's Office was also on site.

Pursuant to the lease of this building, we have contacted the Fire Department. Chief Bowden and his team have been responsive and will keep us in the loop regarding the next steps in the repair of the Building.

I expect that I will have an update to provide at either the May or June meeting."

Warren mentioned Agenda Items 12. B. and 12.D. are moved up on the agenda and will be discussed before Agenda Item 8. Warren also mentioned the upcoming Pathway Walk/Run in Los Altos Hills on May 11, and encouraged Board Members and all present to participate.

4) **Santa Clara County Fire Chief Report.**

A. Monthly Report for March, 2019 Deputy Chief/Prevention Julie Linney reviewed the March, 2019 Fire Report. She stated that the response times were in range. It was mentioned that at the May 21, 2019 meeting Chief Bowden would discuss his report sent to the Board of Supervisors on Wildfire Risk and Response April 2019. There were no questions from the Commissioners or the public concerning the monthly report for March, 2019.

5) **CERT Activities and Update.**

- A. CERT Supervisor Report
- B. CERT Subcommittee Update

Neil Katin, CERT Supervisor, reported on three upcoming events that the CERT team would be involved with: Spring Drill, Pathways Run/Walk and 4th of July.

6) General Manager Report:

A. Events and Activities

B. Updates: Santa Clara County Management Audit; Status of Commission Appointment
J. Logan discussed the General Manager Report dated April 16, 2019 and distributed to all in attendance. She reviewed the five events that had occurred in March and April. Logan also discussed upcoming Wildfire Preparedness Community Meetings (WPCM) 2019 and encouraged all who could to attend the Tuesday April 23 Los Altos Hills Town Hall WPCM from 6:30-8:00 p.m.

There was no update on the Management Audit Report. The vacant Commissioner appointment is anticipated to be filled by the Board of Supervisors in May. Logan has been selected to work with a team to edit 10th edition of the Commission on Fire Accreditation International as a volunteer member for the Center Public Safety Excellence.

Logan introduced part-time Independent Contractor Technical Analyst Angela Nguyen and mentioned the various projects she is assisting with for the District.

7) Adopt Resolution No. 19-9 – Resolution of the Los Altos Hills County Fire District Authorizing Execution of First Amendment to the Third Memorandum of Agreement between the Santa Clara County Central Fire Protection District and the Los Altos Hills County Fire District.

A. Memorandum Report

B. Resolution 19-9: Resolution of the Los Altos Hills County Fire District Authorizing Execution of First Amendment to the Third Memorandum of Agreement
Warren stated the mode staffing for the Type 3 Engine at El Monte Station should save the District money since the new amendment does not require 24/7 staffing of the Wildland Interface Engine. The goal of the proposed amendment is to efficiently increase resources based on the predicted weather conditions, Operation Areas and draw down in the County and/or other factors on an as-needed basis. Member of the public Allan Epstein suggested it would be helpful to receive a report on the calls they responded to and the location of those calls with Type 3 Engine. Warren said he would like to see what activities they have done in a patrol level report. Spreen made a motion to approve the Resolution No. 19-9 of the Los Altos Hills County Fire District Authorizing Execution of the First Amendment to the Third Memorandum of Agreement between the Santa Clara County Central Fire Protection District and the Los Altos Hills County Fire District; Price seconded the motion. **Roll Call Vote: All in Favor:** Commissioner Tyson, Warren, Price and Spreen **Opposed:** None **Absent:** Carr and Vaughn.

8) Adopt Resolution No. 19-10 –Resolution of the Los Altos Hills County Fire District Authorizing Execution of Amendment No. 1 to the Contract for Arborist Services between the Los Altos Hills County Fire District and Kielty Arborist Services; or in the alternative Resolution of the Los Altos Hills County Fire District Authorizing the General Manager and District President to Finalize Negotiations with Kielty Arborist Services and Authorizing Execution of an Amendment to the contract for Arborist Services.

A. Memorandum Report

B. Resolution 19-10: Resolution of the Los Altos Hills County Fire District Authorizing Execution of Amendment No. 1 to the Contract for Arborist Services or, Resolution of the Los Altos Hills County Fire District Authorizing General Manager and District President to Finalize Negotiations with Kielty Arborist Services and Authorizing Execution of an Amendment to the Contract for Arborist Services.

12. B. Fuel Reduction Subcommittee Memorandum Report: Tyson thoroughly reviewed the April 16, 2019 Memorandum Report covering the FAQ for Tree Removal and the Administrative Guidelines for Tree Removal. He explained it is a continuing process with new criteria now with greater detail on the process proposed and the planned sequence of events. Details included: cut off on new trees being added as of March 19, 2019, the total list stands at 170 properties; tree removal project will be broken in two main blocks; total spending per site modified; with a process for sites that exceed the limits of number of trees or cost, whichever comes first. Also, direction given to the Arborist Kevin Kielty to begin work as soon as possible and, checking with other firms for RFP process. Member of the public Allan Epstein stated he was in favor of moving forward with the program but had questions on the limits of the program. J. Logan mentioned the strategic use of funds and the CWPP program and recommendations; possibly managing roadway escapes by clearing a vegetation path for ingress and egress. There was discussion about transitioning from the tree program to vegetation management for fuel reduction. Spreen suggested there be a new analysis of the program and redesigning the program for strategic fire protection with insight from the Fire Department. Farwell mentioned the \$70,000 figure was not a firm amount of funds being left over from the current program; it was based on residents who did not send their approval letters in or canceled. Spreen proposed not changing the administration of the current system; Warren agreed to continue as it is.

12.D. Residential Programs April 1, 2019 Updates: Farwell stated there continued to be an increase in the use of the brush chipping program. Also, currently 569 trees had been removed and 80 eucalyptus trees had been removed. Farwell mentioned he was working on a hydrant maintenance report and he would present this to the Commission in May or June.

Consensus was to post the FAQ online with a minor modification that Tyson agreed to make.

Attorney Dan Siegel gave an overview of Resolution 19-10 as distributed with 8 B written in the top right corner. He stated Kevin Kielty Arborist had signed the Amendment No. 1 for Arborist Services. **Action:** Spreen made a motion to approve Resolution 19-10 of the Los Altos Hills County Fire District Authorizing Execution of Amendment No. 1 to the Contract for Arborist Services between the Los Altos Hills County Fire District and Kielty Arborist Services; Price seconded the motion. **Roll Call Vote: All in Favor:** Commissioner Warren, Tyson, Spreen and Price **Opposed:** None. **Absent:** Commissioner Carr and Vaughn.

9.) Adopt Resolution No. 19-11 – Resolution of the Los Altos Hills County Fire District Authorizing Execution of Agreement Between the Los Altos Hills County Fire District and Ecosystem Concepts, Inc. for Fire Fuel Reduction Goat Grazing Services.

A. Memorandum Report

B. Resolution No. 19-11: Resolution of the Los Altos Hills County Fire District Authorizing Execution of Agreement for Fire Fuel Reduction Goat Grazing Services.

J. Logan expressed the goat herder was interested in covering the Byrne Preserve area only as he had done in the past. A map of the fuel break area will be provided to the contractor.

Action: Motion made by Tyson to approve Resolution 19-11 of the Board of Commissioners of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement Between the Los Altos Hills County Fire District and Ecosystem Concepts, Inc. for Fire Fuel Reduction Goat Grazing Services; motion was seconded by Price. **Roll Call Vote: All in Favor:** Commissioner Spreen, Warren, Price and Tyson. **Opposed:** None. **Absent:** Commissioner Carr and Vaughn. There were no comments from the public.

10.) Adopt Resolution 19-12 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement Between the Los Altos Hills County Fire District and Gladwell Governmental Services, Inc. for Scanning Preparation and Records Retention Services.

A. Memorandum Report

B. Resolution 19-12 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement Between the Los Altos Hills County Fire District and Gladwell Governmental Services, Inc. for Scanning and Records Retention Services. The District Clerk Jeanne Evilsizer gave a brief background on the records retention schedule that Gladwell Governmental Services had provided in the past. The services requested this visit included organization and destruction of District records; update Records Retention Policy; develop management systems for remaining records and employee/consultant training. **Action:** Price made a motion to adopt Resolution 19-12 Resolution of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement between the Los Altos Hills County Fire District and Gladwell Governmental Services, Inc. for Scanning Preparation and Records Retention Services; Spreen seconded the motion. **Roll Call Vote: All in Favor:** Commissioner Warren, Tyson, Spreen and Price **Opposed:** None. **Absent:** Commissioner Carr and Vaughn.

11.) District Staffing. A. Discussion of Fiscal Year 2019-2020 District Staffing
B. Appointment of Personnel Subcommittee

The District Clerk announced she would be retiring on June 30, 2019. Also the position of Emergency Services Coordinator would need to be filled in FY 2019/2020. Commissioner Warren and Spreen offered to serve as the members of the Personnel Subcommittee. There was a consensus among the Board Members for Warren and Spreen to serve as the Personnel Committee.

12.) Fire Commission Subcommittees and Staff Consultant Reports.

A. Hydrant Flow and Pipeline Resiliency Subcommittee Update: Tyson reported that Purissima Hills Water District is working on the engineering phase for the projects on Elena and Taaffe Roads. PHWD will pay for all engineering costs. Tyson said we need a documented consensus on our water flow target. J. Logan spoke with Chief/Prevention Julie Linney who has talked with PHWD to smooth out the formulas for measurement from both hydrants and mains. Tyson wants a firm number.

C. CWPP (Community Wildfire Protection Plan) Annex 4 Subcommittee Report: Warren mentioned they would meet with Captain Gluhan on Friday to discuss the process and how to move forward with the CWPP. He mentioned that this evening Chief Bowden is before the Los Gatos Town Council seeking approval and answering questions regarding their CWPP.

E. Financial Consultant Report and Direction to Establish a District Credit Card: Cori Vargas reviewed the Agenda Report Summary to request procurement of a District credit card. After brief discussion the Commission consensus was to authorize the General Manager and Financial Consultant to take necessary steps in obtaining a District credit card and to develop the rules, regulations, policies and procedures for its use; report back to the Commission and request approval at a subsequent meeting.

13.) Consent Calendar.

A. Approval of Draft Minutes of March 19, 2019 Regular Meeting

B. Receive Period Report 9, March 2019

Action: A motion was made by Tyson to approve the Consent Calendar as submitted; motion was seconded by Spreen. **All in Favor:** Commissioner Price, Warren, Spreen and Tyson

Opposed: None **Absent:** Commissioner Carr and Vaughn

14.) Receive Disbursements for April 2019. An updated list of disbursements was distributed by Cori Vargas.

15.) Commission Member Report. Tyson offered to speak to Supervisor Simitian to check the standing of the Management Audit.

16.) Adjournment. By consensus the meeting was adjourned at 8:38 p.m. The next regular meeting date is May 21, 2019.

Prepared by,

Jeanne Evilsizer
District Clerk

Approved 5/21/19