

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 17, 2018 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 7:00 p.m.

1) Roll Call: PRESENT: Commissioners Carr, Wu, Warren, Tyson, Vaughn and Spreen

ABSENT: Commissioner Price

ALSO PRESENT: Assistant Chief Tony Bowden, Fire District Attorney Dan Siegel, Financial Consultant Cori Vargas of Vargas Company, Fire Consultant Stu Farwell, District Clerk Jeanne Evilsizer, Public Members Larry Carr, Allan Epstein, Roy Evilsizer, Neil Katin, Kjell Karlsson

2) Public Comment: There was no public comment.

3) CERT Activities and Update. Assistant Chief Bowden reported the evaluations completed at the recent CERT graduation were very positive. He mentioned the upcoming CERT Refreshers along with the Saratoga CERT Academy beginning May 8.

4) Chief's Report: a.) Monthly Report for March, 2018. Assistant Chief Bowden stated there was a vehicle fire loss of \$8,400 in March. He said the monthly report format continues to be worked on and should be completed by the summer. Assistant Chief Bowden reviewed the calls, response counts and average times and answered public inquiry.

5) Consultant's Report: a.) Projects Update Dated April 1, 2018 Farwell said there had been a lot of brush trimming in the Chaparral Road area. He further stated that the Tree Program was 82% complete and should be entirely finished by the end of April. Farwell stated 300 cards had been received for tree removal (after the meeting the number was corrected to 250). b.) There were no comments on the Projects and Programs graph through April 2018.

6) Request for Proposals for Rolling Tree Removal Program for Los Altos Hills County Fire District. Update/Status Tyson gave a thorough overview of the RFP process for the 2018 Rolling Tree Removal Program. He stated the new features included removing 100 trees per month, a competitive bidding process, a tree company that will work with us for one year and each tree will have a given price for removal. The process will be transparent, competitive and more responsive. After one year we will look at the program and see how to adjust for the future. Tyson stated that he, Price and Spreen had been working on fine tuning the RFP process. RFP's would be submitted on April 27 with a target date of May 15 to bring to the Commission a recommendation for a tree contractor. Warren asked about boundaries off Manuella Road; Wu commented about the evaluation criteria. Public member Allan

Epstein asked where the submission of proposals would be (at Pakpour Consulting , Inc in Pleasanton, CA) and questioned the cost of the RFP process.

7) Sub-Committee, Contract and Non-Board Committee Reports: a. Strategic Plan: Spreen commented next month there would be an annual review of the Strategic Plan. b. General Manager Sub-Committee Update: Warren said negotiations with a candidate were ongoing. c. Water Supply Sub-Committee Update: Warren discussed the Fire Flow Sub-Committee Report dated April 2018. He stated the sub-committee had met with both the Purissima Hills Water District and the California Water Service Company. The Purissima Hills Board created a sub-committee to talk about funding together on future projects. Cal Water is governed by the Public Utilities Commission and operates on a three year rate cycle and Capital Improvement cycle as approved by the PUC. To move the District's CIPs forward the District would have to fully fund the projects. The sub-committee came up with six (6) Priority projects they are interested in pursuing. Currently, Warren and Spreen expressed interest in Mora Intertie #1 that would improve 14 hydrants. After the presentation there was brief Public Comment. d. Tree Subcommittee Report: discussed previously under item 6. d(1) County Tree Ordinance Update: District Clerk Evilsizer reported the tree ordinance was still in the hands of the County Counsel and may be on the May 24 County Planning Commission agenda. e. CERT Subcommittee Update: – Spreen stated once the General Manager was on board they would look to fill the CERT Coordinator position. He will work together along with County Fire on how we design this coordinator position. He wants everyone on the same page. Furthermore it is important for this position to manage the volunteerism. Chief Bowden thinks the EPC contract should be terminated. He stated that County Fire will not be billing the District for the next cycle. He explained that County Fire will still provide full services through the Office of Emergency Management; and, the Office of Emergency Services would continue the core requirements for CERT training. He felt the District had a need for a volunteer coordinator and offered to help develop a spec for this position. He stressed County Fire offered full support to the District. f. Current Contracts: Spreen has two referrals he will interview for the new webmaster position. Main responsibilities include posting the packets and agendas monthly, search and storage capabilities. He plans to conduct interviews this week.

8) Consent Calendar: a.) Minutes of March 20, 2018 Regular Meeting b.) Minutes of Special Meeting Closed Session March 20, 2018 c.) Period Report 9, March, 2018 Financial Report.

Action: Spreen made a motion to approve the Consent Calendar as submitted; Warren seconded the motion. **All in Favor:** Carr, Tyson, Spreen, Wu, Warren and Vaughn. **Opposed:** None.

9) Disbursements for April, 2018: Cori Vargas distributed an updated list of disbursements.

10) Board Member Reports: Tyson passed out District T-shirts that were made for the Los Altos Hills Pathways Run/Walk on May 5. Warren said all ten team members should meet in front of Engine 74 about 15 minutes before the event (meet at 8:45 a.m.) for a group photo.

11) Adjournment. By consensus, the meeting was adjourned at 8:06 p.m. The next meeting is May 15.

Prepared by,
Jeanne Evilsizer
District Clerk
Approved 5/15/18