



**MINUTES OF A REGULAR MEETING OF THE  
LOS ALTOS HILLS COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS  
HELD ON TUESDAY, MARCH 16, 2021 BEGINNING AT 7:00 P.M.**

A video recording of this meeting is available at:

<https://www.lahcfd.org/download/march-16-2021-fire-district-commission-meeting/>

Discussion of each agenda item is time-stamped with the hour, minute, and second [hh:mm:ss]

**1. Roll Call [00:01:06]:**

Vice President Vaughn called the meeting to order at 7:04 p.m. A quorum was present via videoconference, pursuant to the provisions of Executive Order N-29-20 issued on March 17, 2020 by the Governor of the State of California.

Attendee Name	Title	Status
Mark Warren	President	Not Present – Joined at 7:54 p.m.
Melvin Vaughn	Vice President	Present - Remote
Terry Kearney	Commissioner	Present - Remote
Joan Sherlock	Commissioner	Present - Remote
Roger Spreen	Commissioner	Present - Remote
George Tyson	Commissioner	Present - Remote

Kavita Tankha was not able to attend the meeting as a Commissioner pending administrative matters but attended as a member of the public.

**ALSO PRESENT:** Santa Clara County Central Fire Protection District (SCCCFPD) Assistant Fire Chief Brian Glass, Municipal Resources Group (MRG) Strategic Planning Consultant Marcie Scott, Emergency Services Manager Captain Denise Gluhan (Ret.), General Manager J. Logan, Lead Deputy County Counsel Christopher Cheleden, CERT Program General Analyst Victoria Bebee, Special Projects Services Consultant Sarah Henricks, Financial Consultant & District Clerk Cori Vargas.

District Consulting Engineer Jeff Tarantino joined the meeting at 8:30 p.m.

**2. Commission President Remarks [00:02:44]:**

Vaughn announced he will be conducting the meeting in President Warren's absence. Vaughn thanked Los Altos Hills resident Neil Katin for his contributions to the District as a dedicated American Red Cross volunteer.

**3. Public Comment [00:03:50]:**

There was no public comment on items not on the agenda.

**4. Consent Calendar and Changes to the Order of the Board of Commission Agenda [00:04:30]:**

- A. Approve Draft Minutes of February 16, 2021 Regular Meeting
- B. Receive Financial Statement Package - Period 8, February 2021
- C. Receive Disbursements for March 2021
- D. Receive Essential Governmental Functions Report
  - i. Report on Santa Clara County Public Health Officer COVID-19 Related Orders
- E. Recommendation to approve Compromise Settlement and Payment of claim brought by LAHCFD for damages caused in Zappettini Court hydrant strike for a sum of Ten Thousand Two Hundred Twenty-Two and 50/100 dollars (\$10,222.50) and direction to the General Manager to execute Release in Full of All Property Damage Claims that has been approved by County Counsel as to form and legality

- F. Adopt Resolution 21-3 Delegating Authority for Claims and/or Actions Up to \$15,000 to the District General Manager**
- G. Adopt Resolution 21-4 acknowledging receipt of a report made by the Fire Chief of the Santa Clara County Central Fire Protection District regarding the inspection of certain occupancies as required by 13146.3 of the Health and Safety Code**

Item Nos. 4.A – 4.G. were received concurrently. General Manager Logan requested Agenda Item 12.A. be moved to follow Agenda Item 6.A. in respect of SCCCFPD Assistant Fire Chief Glass’ time. Financial Consultant Vargas requested removal of Agenda Item 11.B. which will be presented at the April 20, 2021 Regular Commission Meeting. There were no objections from the Commissioners regarding changes to the Meeting Agenda.

<b>4. RESULT:</b>	<b>APPROVED [5-0]</b>
<b>MOVER:</b>	Spreen
<b>SECONDER:</b>	Kearney
<b>AYES:</b>	Vaughn, Kearney, Sherlock, Spreen, Tyson
<b>ABSENT:</b>	Warren

- 5. Los Altos Hills County Fire District Administration Monthly Report to County Committees [00:09:25]:**
  - A. Receive the February 2021 Monthly Report from District Administration to the County of Santa Clara Management Audit Division to be presented to the County of Santa Clara Finance and Government Operations Committee (FGOC) on March 11, 2021 at 2 pm and to the County of Santa Clara Housing, Land Use, Environment, and Transportation Committee (HLUET) and on March 25, 2021 at 10 am**
  - B. Receive Management Audit Division’s March cover letter submitted to the County of Santa Clara Board of Supervisors and to the County of Santa Clara Housing, Land Use, Environment, and Transportation Committee (HLUET) and the PowerPoint submitted with the March cover letter to the County of Santa Clara Government Operations Committee (FGOC) that are pertaining to the District Administration February Monthly Report**

Item Nos. 5.A. – 5.B. were received in sequence and are included in the agenda packet. Logan reported she, President Warren, and Commission Tyson met with newly elected County of Santa Clara Board of Supervisor Otto Lee who chairs the FGOC. The meeting was helpful since the District presents its monthly report pertaining to progress on the Management Audit recommendations each month to the FGOC. Supervisor Lee previously reviewed the District’s foundational documents, including the 2021-22 Strategic Plan Goals and Objectives, and the District’s Forward Looking Community Resiliency Chart which summarizes Integrated Hazardous Fuel Reduction Programs, Prevention and Protection Programs, and outlines a necessary functions chart to support these Programs. All Programs are intended to build community resiliency and are founded on fire science, the LAHCFD Community Wildfire Protection Program (CWPP) Annex 4, Strategic Plan goals, and are resourced by the District’s budget. FGOC received the February monthly report by consent at its March 22 meeting. HLEUT will receive the report at its March 25 meeting. The Management Audit Division Report concludes “we believe that the Fire District has implemented or is on track to implement the audit recommendations as adopted by the Board of Supervisors.”

- 6. Santa Clara County Fire Chief Report [00:13:53]:**
  - A. Receive monthly report for February 2021**

Assistant Fire Chief Glass reviewed the monthly report for February 2021 and said there were no significant events for the month. He stated the incident call volume for February had increased due to relaxed COVID-19 Shelter In Place requirements. He responded to a previously received public comment which questioned why the “Incident Count by Type” numbers on page 2 of the report did not correspond to the number shown on the incident map on page 3 of the report. He explained the dots on the map represent the type of incident the call was dispatched as, but disparities are caused if the call is determined to be a different type of incident once firefighters have arrived at the scene.

**[Clerk’s Note: In the Consent Calendar, Agenda Item 12.A. was moved to follow Agenda Item 6.A. Agenda Item 7 was heard first due to technical difficulties with share-screening the report.]**

**7. Receive General Manager Report[00:18:59]:**

**A. Report on updates, events and activities**

**B. Report on executed proposal between District and Municipal Resource Group (MRG) for consultant services to assist District with update to the records management and retention system for an amount not to exceed Four Thousand Dollars (\$4,000) that is included in the MRG total expenditures authorized in Agreement with MRG previously approved by the Commission**

Item Nos. 7.A. and 7.B. were received in sequence. Logan reviewed the report slides included in the agenda packet. She and Emergency Services Manager Gluhan met with the Santa Clara County FireSafe Council (SCCFSC) Board of Directors and heard reports from CalFIRE, SCCCPCD, and various reporting parties involved with fire readiness and wildfire suppression. Discussed were the changing landscape of fire science, influences into the field of wildfire (such as insurance companies and technology), the impacts of climate change, ongoing drought conditions, and countywide evacuation plans.

Logan reported the Town of Los Altos Hills (Town) has appointed a Fire Safety Task Force lead by Town Councilmember Lisa Schmidt. Schmidt met with Logan and Gluhan to discuss the Fire Safety Task Force's vision, and provided an opportunity to align their goals for fire safety with the District's Programs.

Public Comment: Los Altos Hills resident and Mayor Kavita Tankha said the Town's City Council will be discussing possible reinstatement of the Wildland-Urban Interface (WUI) at its March 18 meeting.

**12. Operations Overview and Orientation [00:30:05]:**

**A. Presentation by Santa Clara County Central Fire Protection District Command Staff on County-wide services and programs and projects provided in partnership with LAHCFD for fire protection, fire suppression and medical emergency services**

Agenda Item 12.A. was taken out of order after Agenda Item 7. Assistant Chief Glass presented slides providing background on the SCCCPCD, including fire stations, operations, fire prevention services, and support services provided to the District and throughout the County.

President Warren joined the meeting at 7:54 p.m.

**8. Receive Emergency Services Manager Report [00:54:15]:**

**A. Report on Events and Activities**

**B. Receive Santa Clara County Fire Department Weed Abatement letter and flyer**

Item Nos. 8.A. and 8.B. were received in sequence. Emergency Services Manager Gluhan presented the ESM report included in the packet, including meetings, training, and activities. She also discussed FireWise Communities, the Santa Clara County Collaborating Agencies' Disaster Relief Effort (CADRE), and a SCCCPCD letter to residents regarding weed abatement requirements.

**C. Report on Community Emergency Response Team (CERT) Activities [01:06:49]**

**i. Report on Teen CERT activities**

CERT Program General Analyst Bebee provided an overview on the development and formation of the Teen CERT Program. She introduced a member of Teen CERT who led a presentation explaining the logistics, timeline, organization, curriculum, training and benefits of the Program. Bebee clarified teens under the age of 18 will need a parental supervisor when activated. Bebee also reviewed recent CERT events and Community Outreach activities.

**9. Fire Hydrant Report [01:27:43]**

**A. Approve reimbursement agreement with Purissima Hills Water District (PHWD) that has been approved by County Counsel as to form and legality for construction costs related to District owned hydrants and hydrant infrastructure that were part of the PHWD Taaffe/Elena Water Main Replacement Project for the total amount of One Hundred Sixty Seven Thousand Three Hundred Dollars (\$167,300) including the addition of six (6) fire hydrants at a cost of Sixty Thousand Dollars (\$60,000), the relocation of nine (9) fire hydrants at a cost of Fifty Four Thousand Dollars (\$54,000), the relocation of one (1) hydrant at the cost of Ten Thousand Dollars (\$10,000), the addition of three (3) retaining walls at a cost of Twelve Thousand Dollars (\$12,000), the relocation of two (2) retaining walls at a cost of Ten Thousand Dollars (\$10,000), the addition of three (3) bollards at a cost of Three**

Thousand Six Hundred Dollars (\$3,600), and for traffic control at a cost of Seventeen Thousand Seven Hundred Dollars (\$17,700); no expenditures were made by the District to fund PHWD's portion of the construction project

**i. Memorandum Report and invoice**

Logan explained the PHWD Taaffe/Elena Water Main Replacement required identified hydrants and infrastructure to be relocated during construction, and allowed the opportunity to replace, relocate and add District-owned hydrants for optimum fire protection. A team of engineers, SCCCFPD Deputy Fire Marshalls, and District staff determined the relocation, replacement, and addition of hydrants. Once construction began, hydrant parts were inspected and reused where appropriate under engineering standards, and after completion the team assessed the hydrants. District Consulting Engineer Tarantino from Freyer & Laureta reviewed his report confirming the construction and charges to the District. Logan recommended approval of the reimbursement agreement with PHWD.

<b>9.A. RESULT:</b>	<b>APPROVED [6-0]</b>
<b>MOVER:</b>	Tyson
<b>SECONDER:</b>	Vaughn
<b>AYES:</b>	Warren, Vaughn, Kearney, Sherlock, Spreen, Tyson
<b>ABSENT:</b>	None

**10. Integrated Hazardous Fuel Reduction Report [01:37:06]:**

**A. Receive update on Defensible Space Brush Chipping Program, Home Ignition Zone Program, Shaded Fuel Break Project**

Special Projects Services Consultant Henricks outlined modifications being made to the Brush Chipping Program bidding process and chipping schedule starting in April. Gluhan reported the Home Ignition Zone (HIZ) Program is still on hold due to COVID-19 restrictions, and new Shaded Fuel Break projects are currently being discussed to provide optimum evacuation routes within the District.

**B. Approve Professional Services Agreement with Ecosystem Concepts, Inc. for Integrated Hazardous Fuel Reduction Goat Grazing Services in an amount not to exceed Nineteen Thousand Five Hundred Fifty-Five Dollars (\$19,555) for services from March 16, 2021 through June 30, 2021 that has been reviewed and approved by County Counsel as to form and legality; and grant the Commission President delegation of authority to make non-substantive changes to the Agreement, if necessary, subject to approval of the General Manager and County Counsel as to form and legality**

**i. Memorandum Report**

Logan reviewed the report included in the agenda packet, and recommended approval of the agreement with Ecosystem Concepts, Inc. for the annual goat grazing vegetation management.

<b>10.B. RESULT:</b>	<b>APPROVED [6-0]</b>
<b>MOVER:</b>	Spreen
<b>SECONDER:</b>	Sherlock
<b>AYES:</b>	Warren, Vaughn, Kearney, Sherlock, Spreen, Tyson
<b>ABSENT:</b>	None

**11. Financial Consultant Report and District Clerk Report [01:48:16]:**

**A. Receive FY2021/2022 Revised Draft Budget**

**B. Receive FY2021/2022 Revised Draft Budget Narrative**

**C. Reminder to Commission and identified staff to file Form 700 Annual Statement**

Item No. 11.B. was removed from the agenda under Agenda Item No. 4.

Financial Consultant Vargas presented the Revised Draft Budget which had the following changes from the Draft presented at March's Commission meeting: corrected mis-calculation of Insurance Expenditures, and correction of Cost Allocation Plan expenses per the County Office of Budget and Analysis (OBA). She also reminded Commissioners and applicable staff to file their Form 700 before April 1.

**D. Establish FY2021/2022 Special Tax Override at \$0.00**

**i. Memorandum Report**

Vargas reviewed the memorandum report and stated the Commission had an option to impose a tax of \$50 per District resident parcel if additional property tax revenues were needed. She noted the District was in good financial standing and recommended setting a FY2021/2022 tax override rate of \$0.

<b>11.D. RESULT:</b>	<b>APPROVED [6-0]</b>
<b>MOVER:</b>	Kearney
<b>SECONDER:</b>	Tyson
<b>AYES:</b>	Warren, Vaughn, Kearney, Sherlock, Spreen, Tyson
<b>ABSENT:</b>	None

**12. Operations Overview and Orientation [01:54:43]:**

**B. Presentation by Freyer & Laureta Engineering Consultants on services, projects, and assistance to develop policies and processes for management of District's water system of hydrants and hydrant related infrastructure for protection of property, life-safety and support of fire suppression systems**

Tarantino provided a presentation on the management of the 540 District-owned fire hydrants and related infrastructure. He reviewed the slides included in the agenda packet which provide background of his engineering firm Freyer & Laureta, and review the history, policies and procedures, system activities, and asset management of the District's hydrants and infrastructure. Vaughn suggested if the Town reinstates WUI, the District might research whether collaboration with the local Water Districts is possible to upgrade undersized and antiquated water mains so WUI water pressure standards are met.

Public Comment: Los Altos Hills resident Allan Epstein suggested the District negotiate with PHWD to take over management of the District-owned hydrants and infrastructure.

**13. Commission Member Reports [02:20:38]**

**A. Future agenda items: Report from Santa Clara County FireSafe Council on Integrated Hazardous Fuel Reduction Programs, and report from Municipal Resource Group on 2021-2022 Strategic Plan Goals**

Part three of the Commission Overview and Orientation will be presented at the April 20 Commission Meeting. The focus will be an overview of upcoming projects and programs with FireSafe Council, a Zonehaven presentation for County evacuation plans, and the start of reports from Commissioners on 2021-2022 Strategic Plan goal implementation.

Spreen suggested the Commission consider a Special Meeting for discussion of the annual budget at the beginning of the budgeting process sometime in October or November.

**ADJOURNMENT**

**14. Adjournment [02:23:24]**

Warren adjourned the meeting at 9:28 p.m. The next regular meeting will be held via videoconference on April 20, 2021.

Prepared by,

Cori Vargas  
District Clerk