

Mark Warren, President
Melvin Vaughn, Vice President
Terry Kearney, Commissioner
Joan Sherlock, Commissioner
Roger Spreen, Commissioner
Kavita Tankha, Commissioner
George Tyson, Commissioner



**Los Altos Hills County Fire District
Board of Commissioners
Regular Meeting
Agenda
Tuesday, April 20, 2021 7:00 p.m.**

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT COMMISSION WILL BE HELD ON TUESDAY, APRIL 20, 2021 AT 7:00 P.M.

Pursuant to the provisions of California Governor's Executive Order N-29-20 issued on March 17, 2020, and any related order, this meeting will be held by videoconference only. No physical location will be available for this meeting; however, members of the public will be able to participate in the meeting as noted below. Please note that the videoconference will be recorded. Your voice and image may be captured in the video-recording, will become part of the public record and will be posted on the District's website within each Commission Meeting page and on the District's YouTube channel (https://www.youtube.com/channel/UCvDMiBSeIBfyjKyZp_koZtg).

Please join the videoconference via PC, Mac, Linux, iOS, or Android, by using the link and password below:

Link: <https://lahcfd-org.zoom.us/j/86335127834>

Meeting ID: 863 3512 7834

Password: 349123

Or join the meeting by teleconference, by following the instructions below:

Call: (602) 333-2017 or (888) 204-5987 (US Toll Free)

Access code: 473402#

Do not join the call as the host. You should join the call as a "call-in participant" by pressing the pound (#) sign.

Please observe video/teleconference etiquette (mute your phone or computer, public comment only during appropriate times). If you have technical issues joining the call, please immediately email LAHCFD Clerk at clerk@lahcfd.org and leave a call back number.

NOTICE TO THE PUBLIC

MEETING PROCEDURES.

- The Board of Commissioners may take other actions relating to the issues as may be determined following consideration of the matter and discussion of the recommended actions.
- All reports and supporting materials are available for review on the internet at <https://www.lahcfd.org/governance/commission-meetings/>.
- Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to all or a majority of the Board of Commissioners less than 72 hours prior to that meeting are available for public inspection upon request.
- The Board of Commissioners shall provide at least twice the allotted time to members of the public who utilize interpreters or translators, unless simultaneous translation equipment is used.

ASSISTANCE FOR PERSONS WITH DISABILITIES.

In compliance with the Americans with Disabilities Act and the Brown Act, those requiring accommodation for this meeting should notify the District Clerk at (650) 949-1044. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility (28 CFR 35.102-35.104 ADA Title II)

PUBLIC COMMENT INSTRUCTIONS.

- Written public comments may be submitted by email to clerk@lahcfd.org. Written comments will be distributed to the Board as quickly as possible, however, please note that documents may take up to 24 hours to be posted to the agenda outline.
- Spoken public comments will be accepted through the teleconference meeting. To address the Board, click on the Zoom link listed above to access the meeting, or dial into the meeting following the instructions on the first page of the agenda.

OPENING

1. Roll Call.
2. Commission President Remarks.

PUBLIC COMMENT

3. Public Comment. Persons wishing to address the Commission on any subject not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda. Items may be referred to staff for appropriate action, which may include placement on the next available agenda. District policy is to limit public testimony to three minutes per speaker, unless the number of speakers requires the Commission President to impose shorter time limits.

CONSENT AGENDA AND CHANGES TO ORDER OF AGENDA

4. Consent Calendar and Changes to the Order of the Board of Commissioners Agenda.
 - A. Approve Draft Minutes of March 16, 2021 Regular Meeting
 - B. Receive Financial Statement Package - Period 9, March 2021
 - C. Receive Disbursements for April 2021
 - D. Receive Essential Governmental Functions Report
 - i. Report on Santa Clara County Public Health Officer COVID-19 Related Orders
 - E. Receive informational item in accordance with Resolution 21-3 that General Manager signed a Release for Property Damage in exchange for payment of damages in the amount of Five Thousand Six Hundred Forty-Two Dollars, and Fifty Cents (\$5,642.50) to the District for damages to a fire hydrant located at Robleda and Elena that compensates the District for all costs associated with the hydrant damage that includes repair of the hydrant, cost of consulting engineer services and unallocated costs as approved by County Counsel as to form and legality
 - F. Receive informational item in accordance with Resolution 20-20 that General Manager entered into a limited-service agreement with AT&T for purchase of webinar platform services at a cost of \$104 per month for a one-year period for holding meetings in the Teen CERT Program
 - G. Approve Third Amendment to Freyer & Laureta Agreement to revise the 2021 Charge Rate Schedule for engagement of subconsultant and administrative expenses (reproduction, travel, printing, mailing and delivery) from a ten percent (10%) mark-up on costs incurred to an hourly rate structure that has been approved by County Counsel as to form and legality

PRESENTATIONS

5. Receive presentation from Zonehaven's Chief Executive Officer on the evacuation and notification platform used by first responders and public safety workers to be deployed in Santa Clara County.
6. Receive presentation from Santa Clara County FireSafe Council's Chief Executive Officer and Managing Director on trends in wildfire events and preparation for wildfire season.

STANDING ITEMS

7. Los Altos Hills County Fire District Administration Monthly Report to County Committees.
 - A. Receive the March 2021 Monthly Report and presentation slides 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 April 15, 2021 at 2 pm and to the County of Santa Clara Housing, Land Use, Environment, and Transportation Committee (HLUET) on April 22, 2021 at 10 am
 - B. Receive Management Audit Division cover letter submitted to the County of Santa Clara Board of Supervisors and the cover letter and presentation slides submitted to the County of Santa Clara Government Operations Committee (FGOC) meeting on April 15, 2021 at 2 pm and cover letter submitted to the County of Santa Clara Housing, Land Use, Environment, and Transportation Committee (HLUET) meeting on April 22, 2021 at 10 am that are pertaining to the District Administration March Monthly Report
 - C. Receive report on the Local Agency Formation Commission (LAFCO) of Santa Clara County April 7, 2021 Agenda Item 11 update pertaining to the Countywide Fire Service Review
 - D. Receive report on the Agreement for the County-led Comprehensive Fire and Emergency Services Study to be considered by the County of Santa Clara Board of Supervisors on April 20, 2021
8. Receive Santa Clara County Fire Chief Report.
 - A. Monthly report for March 2021
9. Receive General Manager Report.
 - A. Report on updates, events and activities
 - B. Receive update on Insurance Commissioner and Governor's partnership for home and community hardening standards
 - C. Receive update on Los Altos Hills Fire Safety Task Force
 - D. Receive update on plan for General Manager to execute agreement with Jackson Ricketts videographer for video productions pertaining to community outreach and education about hazardous fuel reduction and the 2021-2022 Strategic Plan Goals and Objectives that includes building resilient communities

EMERGENCY SERVICES MANAGER

10. Receive Emergency Services Manager Report.
 - A. Report on Events and Activities
 - B. Report on Community Emergency Response Team (CERT) Activities
 - i. Receive update on Teen CERT Program activities

11. Fire Hydrant Report.

- A. Receive update on District parcel soil repair project as a result of a struck hydrant water erosion damage
- B. Receive Memorandum Report pertaining to District Hydrant Water Systems and the Invitation to Bid packet for solicitation of bids for an on-call hydrant contractor
- C. Approve the Invitation to Bid packet and authorize solicitation of bids for an on-call contractor to provide repair and replacement services for damaged hydrants and appurtenances in an amount not to exceed \$75,000 for FY21/2022 as approved by County Counsel as to form and legality, and direct staff to present the selection of the lowest, responsive responsible bidder at a future meeting for approval of the Board of Commissioners

12. Integrated Hazardous Fuel Reduction Report.

- A. Receive update on Home Ignition Zone (HIZ) Program, Shaded Fuel Break Project, and goat grazing services

FINANCIAL CONSULTANT AND DISTRICT CLERK

13. Financial Consultant Report and District Clerk Report.

- A. Adopt FY2021/2022 Final Budget
- B. Adopt FY2021/2022 Budget Narrative
- C. Receive update on County of Santa Clara Budget Workshop and Public Hearing Process

COMMISSION OVERVIEW AND ORIENTATION

14. 2021-2022 Strategic Plan Goals

- A. Report from Municipal Resource Group on 2021-2022 Strategic Plan Goals implementation
 - i. Report on Goal 1: Update LAHCFD CWPP Annex 4 updates
 - ii. Report on Goal 5: Deliver community service to support emergency response, build programs of outreach, communication, education and regional benefits

COMMISSIONER REPORTS AND FUTURE AGENDA ITEMS

15. Commission Member Reports.

ADJOURNMENT

16. Adjournment.