



**MINUTES OF A REGULAR MEETING OF THE
LOS ALTOS HILLS COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS
HELD ON TUESDAY, APRIL 20, 2021 BEGINNING AT 7:00 P.M.**

A video recording of this meeting is available at:

<https://www.lahcfd.org/download/april-20-2021-fire-district-commission-meeting/>

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

1. Roll Call [00:01:07]:

President Warren called the meeting to order at 7:03 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	Present – Remote
Melvin Vaughn	Vice President	Not Present
Terry Kearney	Commissioner	Present - Remote
Joan Sherlock	Commissioner	Present - Remote
Roger Spreen	Commissioner	Present – Remote
Kavita Tankha	Commissioner	Present - Remote
George Tyson	Commissioner	Present - Remote

ALSO PRESENT: Santa Clara County Central Fire Protection District (SCCCFPD) Acting Fire Chief Brian Glass, Zonehaven CEO Charlie Crocker, 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 at 7:06 p.m. Santa Clara County Firesafe Council (SCCFSC) CEO Seth Schalet joined at 7:09 p.m. SCCFSC Managing Director Eugenia Rendler joined the meeting at 7:16 p.m.

2. Commission President Remarks [00:02:42]:

Present Warren highlighted the Commissioner presentations on the 2021-2022 Strategic Plan Goals being included on the agenda for full Commission discussion as a new process to allow for better planning and implementation of the Strategic Plan's goals and objectives.

3. Public Comment [00:04:31]:

Los Altos Hills resident Allan Epstein sent the Commissioners an email with public comments (Clerk Note: the email is posted in the agenda packet as an addendum). He requested the Commission to consider providing financial support to a proposed Town of Los Altos Hills (Town) utilities undergrounding project near the El Monte Fire Station at the intersection of El Monte Road, Moody Road, and Elena Road.

4. Consent Calendar and Changes to the Order of the Board of Commissioners Agenda [00:07:13]:

- 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

Item Nos. 4.A. – 4.G. were received concurrently. Financial Consultant Vargas reported the insurance reimbursement check for item 4.E. has been received.

4. RESULT:	APPROVED [6-0]
MOVER:	Spreen
SECONDER:	Tyson
AYES:	Warren, Kearney, Sherlock, Spreen, Tankha, Tyson
ABSENT:	Vaughn

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 [00:09:58]:

Zonehaven CEO and co-founder Crocker and SCCCPCD Assistant Fire Chief Glass provided a presentation on the Zonehaven Evacuation Management Platform currently being set-up and funded within the District and Santa Clara County through SCCCPCD. They reviewed the ongoing wildfire problem and past evacuation challenges, and outlined Zonehaven’s ability to provide first responders and the community with critical evacuation updates and live incident reports. Crocker provided a real-time demonstration of the Zonehaven application.

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 [00:47:47]:

SCCFSC CEO Schalet provided a presentation on the current wildfire probabilities and trends based on factors including climate change, the drought index, and 2021 California wildfire activities. SCCFSC Managing Director Rendler reviewed wildfire prevention and preparedness programs currently being implemented by SCCFSC and the District including Firewise Communities, shaded fuel breaks, and community support and education. Sherlock asked how SCCFSC’s educational programs are being leveraged within the District. Rendler responded the District and SCCFSC provide joint presentations, video webinars, and neighborhood workshops.

7. Los Altos Hills County Fire District Administration Monthly Report to County Committees [01:15:46]:

- 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**

Item Nos. 7.A. and 7.B. were received in sequence and are included in the agenda packet. General Manager Logan reported the Management Audit Division's letter on the March Monthly 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."

Item 7.C. is the LAFCO agenda materials which report a consultant selection for the LAFCO countywide fire service review is being finalized. The Town City Manager Carl Cahill was on the consultant selection committee and is a member of the LAFCO Technical Advisory Committee (TAC) for the study, which is expected to take one year to complete. Logan reported she attended the April 19 TAC meeting along with Acting Fire Chief Glass and Los Altos Hills councilmembers and community members at which Cahill spoke on components of prevention, protection, resilient communities, and community outreach which were added to the LAFCO study.

Item 7.D. is a report to the County Board of Supervisors for its April 20 meeting on the selection of Matrix Consulting and the agreement to conduct a County-led comprehensive fire and emergency medical services study which is expected to take one year to complete. Supervisor Joe Simitian recommended the addition of prevention, protection, and the building of resilient communities which were added to the scope of the study. Logan reported Commission Tankha is following these two studies due to her alignment with Strategic Plan Goal 2. Logan and Commissioner Kearney have worked together from initiation of the studies in the fall of 2020 to review, annotate, and provide input when requested.

8. Santa Clara County Fire Chief Report [01:21:24]:

A. Receive monthly report for March 2021

Acting Fire Chief Glass introduced SCCCFPD Battalion Chief of Pre-Fire Management & Wildfire Resilience Mike Mathieson. Glass reviewed the monthly report for March 2021 and stated there were no significant events for the month. As with February's report, the incident call volume has increased slightly due to relaxed COVID-19 Shelter In Place requirements.

9. Receive General Manager Report[01:27:07]:

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

Item Nos. 9.A. – 9.D. were received in sequence. Logan reviewed the report slides included in the agenda packet. She reported she and Emergency Services Manager Gluhan attended the San Jose State University Fire Weather Workshop and will be attending the Highway 35 fuel break meetings. The District is collaborating on the Town Fire Safety Task Force, led by Town Councilmember Lisa Schmidt, to create a prevention and protection plan for wildfires. Logan shared a vegetation mitigation video created by District consulting videographer Jackson Ricketts, and discussed future education and outreach video opportunities. The Commission was in consensus to continue plans for additional video production services with Jackson Ricketts.

10. Receive Emergency Services Manager Report [01:40:01]:

A. Report on Events and Activities

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

i. Receive update on Teen CERT Program activities

Gluhan reviewed the report slides included in the agenda packet. She discussed meetings and activities including shaded fuel break planning and updating the Santa Clara County Community Wildfire Protection Plan (CWPP) Annex 4.

CERT Program General Analyst Bebee provided an overview of CERT meetings, training events, and activities. She introduced a member of Teen CERT who outlined the organizational structure, goals, and objectives of the Teen CERT Program.

Public Comment: Los Altos Hills resident Allan Epstein suggested the CWPP Annex 4 risk assessment maps be surveyed in detail to ensure the data reflects current conditions within the District. Tyson noted a more detailed discussion of CWPP Annex 4 will be provided under Item No. 14.A.i.

11. Fire Hydrant Report [01:59:28]:

- 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**

District Consulting Engineer Tarantino provided a progress report for Item 11.A. on the soil erosion damage due to a damaged fire hydrant on the District-owned land parcel. Logan reported residents living within a 500 foot radius of the parcel received a “good neighbor” letter from the District about soil sample drilling activities, and were provided a number to call for questions or concerns.

Item Nos. 11.B. and 11.C. were received concurrently. Logan reviewed the memorandum report and attachments which provide background explaining how the District became the agency for ownership and responsibility of the 540 District-owned hydrants and related infrastructure located within the Purissima Hills Water District (PHWD). The attachments also highlight the District’s business model and best practices for managing the hydrant’s systems. Procurement of an on-call hydrant repair contractor will comply with the County of Santa Clara and California Public Contract Code procurement processes, and allow the contractor to be fully vetted and available to provide immediate service. Logan recommended approval of the Invitation to Bid packet for an on-call contractor to streamline the contracting process and allow for quicker mobilization in the event of fire hydrant damages and repairs. Commissioner Kearney asked if the District’s hydrants are considered part of PHWD’s system and whether PHWD could provide assistance with hydrant repairs. Logan explained that although the hydrants are connected to PHWD’s mains, they are not considered a part of PHWD’s water system. PHWD will shut-off or move damaged hydrants to avoid contamination of the resident’s drinking water but do not provide expertise in hydrant repairs or maintenance.

Commissioner Tyson addressed an emailed comment from Los Altos Hills resident Allan Epstein which requests the Commission to consider negotiating with PHWD to take over management of the hydrants and infrastructure. (Clerk Note: the email is posted in the agenda packet as an addendum). Tyson acknowledged that he has analyzed the letter’s suggestions, but believes that LAHCFD is the correct party to manage the hydrant system and enumerated the reasons to support that belief.

Public Comment: Los Altos Hills resident Allan Epstein thanked the Commission for the thorough discussion on hydrant repair and maintenance responsibilities.

11.C. RESULT:	APPROVED [6-0]
MOVER:	Tyson
SECONDER:	Sherlock
AYES:	Warren, Kearney, Sherlock, Spreen, Tankha, Tyson
ABSENT:	Vaughn

12. Integrated Hazardous Fuel Reduction Report [02:19:07]:

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

Gluhan reported the Home Ignition Zone (HIZ) Program is still delayed due to COVID-19 restrictions, new Shaded Fuel Break projects are currently being discussed, and the goat grazing contractor has not yet provided an arrival date. Updates will be provided at the May 18 Commission Meeting.

13. Financial Consultant Report and District Clerk Report [02:22:23]:

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

Financial Consultant Vargas stated no changes have been made to the FY2021/2022 Budget which was presented to the Commission at the March 16 meeting, and recommended adoption of the Final Budget.

13.A. RESULT:	APPROVED [6-0]
MOVER:	Spreen
SECONDER:	Tankha
AYES:	Warren, Kearney, Sherlock, Spreen, Tankha, Tyson
ABSENT:	Vaughn

Vargas reviewed the FY2021/2022 Budget Narrative included in the packet, and recommended the Commission adopt the narrative for posting to the public.

13.B. RESULT:	APPROVED [6-0]
MOVER:	Sherlock
SECONDER:	Spreen
AYES:	Warren, Kearney, Sherlock, Spreen, Tankha, Tyson
ABSENT:	Vaughn

Vargas provided a timeline for the County's Budget Workshop and Public Hearing process. The FY2021/2022 Budget is included in the consent calendar of the April 22 HLUET meeting. The Budget Workshops will be held May 10, 11, and 12, and the Budget Hearings will be June 14, 15 and 17.

14. 2021-2022 Strategic Plan Goals [02:29:04]:

A. Report from Municipal Resource Group on 2021-2022 Strategic Plan Goals implementation

Strategic Planning Consultant Scott explained that each of the six 2021-2022 Strategic Plan goals have been assigned to a Commissioner to research and plan implementation of objectives.

i. Report on Goal 1: Update LAHCFD CWPP Annex 4 updates [02:31:30]:

Commissioner Tyson said the CWPP Annex 4 was last updated in June of 2019. He has coordinated with SCCCYPD to update the document to include the District's expanding wildfire community resiliency programs, and ensure maps and data are current and accurate. He expects a draft of the updated CWPP Annex 4 will be presented to the Commission for adoption in June.

Public Comment: Los Altos Hills resident Allan Epstein asked what approach and technology will be used to improve the accuracy of the maps. Chief Glass explained the County recently embarked on a lidar fine-scale mapping project. SCCCYPD provided assistance with mapping of fuels and topography within the District parameters and throughout the County. This data will be integrated into the CWPP document.

ii. Report on Goal 5: Deliver community service to support emergency response, build programs of outreach, communication, education and regional benefits [02:39:31]:

Commissioner Sherlock led a discussion on messaging and communication, which includes reevaluation of the District's website based on user data. She reviewed methods to simplify the website's information by providing easier access to information and clearer communication to the community. She noted the next steps will be to review the District's social media pages for possible improvements in communication and messaging. (Clerk Note: the presentation slides are posted in the agenda packet as an addendum).

Scott reported that two additional Strategic Plan Goals will be reported on at the May Commission meeting, and the final two Goals presented at the June Commission meeting.

15. Commission Member Reports [02:50:50]:

The Commissioners and Staff had no reports or suggested additions to future agenda items.

Public Comment: Los Altos Hills resident Allan Epstein reminded the Commission of his earlier public comment regarding the Town's utilities undergrounding project.

16. Adjournment [02:51:45]

Warren adjourned the meeting at 9:54 p.m. The next regular meeting will be held via videoconference on May 18, 2021 at 7:00 p.m.

Prepared by,

Cori Vargas
District Clerk

Approved 5.18.2021