

**MINUTES OF A REGULAR MEETING OF THE
LOS ALTOS HILLS COUNTY FIRE DISTRICT BOARD OF COMMISSIONERS
HELD ON TUESDAY, APRIL 21, 2020, BEGINNING AT 7:00 P.M.
VIA TELECONFERENCE CALL AT (312) 777-1449 OR
(888) 331-6293 (US TOLL FREE); ACCESS CODE: 641279#**

President Warren called the meeting to order at 7:05 p.m.

Teleconference Participation: All members of the District's Board of Commissioners, District Staff, District Contractors, and members of the public participated by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. The meeting was conducted in compliance with the Governor's Executive Order N-25-20 issued on March 12, 2020, and supplemental Executive Order N-29-20 issued on March 17, 2020, allowing for deviation of teleconference rules required by the Brown Act. The purpose of this is to provide the safest environment for officials, staff, meeting participants and the public while allowing for public participation.

1. Roll Call:

PRESENT: Commissioners Warren, Vaughn, Tyson, Price, Spreen, Carr, Kearney

ABSENT: None

ALSO PRESENT: Assistant Fire Chief Brian Glass, Emergency Services Manager Captain Denise Gluhan (Ret.), General Manager J. Logan, District Counsel Dan Siegel, Special Projects Services Consultant Sarah Henricks, Financial Consultant & District Clerk Cori Vargas

2. Public Comment:

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

3. Commission President Remarks:

Commission President Warren thanked the District Staff and Consultants for their work in keeping the District's meetings and essential governmental function projects and programs on track during the public health crisis.

4. Essential Governmental Functions Update:

General Manager Logan stated that the County of Santa Clara (County) Public Health Order adopted on March 16 was updated on March 31 to clarify the social distancing requirements and to add hazardous fuel reduction operations as an essential service. A copy of Resolution 20-14 was distributed in the agenda packet and published online to the public. The resolution lists the District's Essential Governmental Functions and identifies the personnel required to support these operations, as determined and passed into motion by the Commissioners at the March 17 Regular Meeting. Logan noted the resolution was distributed to the District's vendors and contractors to ensure they adhere to the required social distancing measures.

5. Commission Ad Hoc Management Audit Subcommittee Update:

Logan reported that there were no updates.

6. Santa Clara County Fire Chief Report:

Assistant Fire Chief Glass reviewed the monthly report for March 2020 and said there were no significant events. There was an approximately 20% decrease County-wide in emergency calls (compared to March 2019) attributable to less traffic and public travel during the Shelter-In-Place Order. The report showed five “Community Activity” events which were cancelled. Carr suggested providing detail of “Community Activity” events on future reports. Chief Glass explained the report was a standard template used throughout the County, but details could be provided to the District Clerk for distribution to the Commissioners. Kearney asked for an overview of how the fire crews have been responding to emergency medical calls during the health crisis. Chief Glass explained many policies and precautionary measures were established during the Ebola Virus outbreak in 2014, therefore the personnel were already prepared to respond to communicable respiratory or air-borne diseases. The apparatuses are stocked with personal protective equipment, including N95 and P100 masks, and fire crews are provided twice-daily temperature monitoring. Chief Glass stated there were no incidents of COVID-19 for SCCFD personnel to date.

7. General Manager Update:

Logan reviewed the General Manager report. The District entered into a 12-month Zoom Conferencing Service agreement. The service is useful for meetings with the Town of Los Altos Hills (Town) and the City of Los Altos Emergency Preparedness managers. Zoom webinars were also scheduled for public education classes. She reviewed activities supporting public health, including the donation of 1,000 N95 masks. The District facilitated distribution of the donated masks to AMR paramedics and crews at the El Monte Fire Station as requested by the Donor. The District’s FY2020/2021 Budget was submitted to the County’s Office of Budget and Analysis (OBA). The County’s Board of Supervisors Budget Workshops scheduled for May have been cancelled. Logan will provide updates on the County’s Budget timeline at the May meeting.

District Clerk Vargas reported all staff and Commissioners submitted their Form 700 Statement of Economic Interest on-time.

Logan requested confirmation from the Commissioners to mail “OK/Need Help” signs to residents which could be used to request assistance from Community Emergency Response Team (CERT) members during the Public Health Order and future emergency events. Carr stated the residents already received “OK/Need Help” signs in the past. Logan explained it had been a while since the signs were distributed, and sending the signs again would ensure all residents who may have moved or lost the signs have access to the them. Emergency Services Manager Gluhan added the messaging on the old signs was focused only on earthquake preparedness. Chief Glass noted the signs were generally used when telecommunications failed during natural disasters, but he felt the signs could be beneficial during the Public Health Order provided the CERT volunteers adhered to social distancing protocols. Vaughn requested Logan research the cost of printing and mailing the signs. Price suggested adding a letter with instructions to residents on how to utilize the signs. Carr suggested formation of a subcommittee to assist Logan with updating the signs, and expressed her interest in participating. Carr and Price will assist Logan and staff with the content on the signs. District Legal Counsel Siegel stated formation of a subcommittee was not necessary so long as less than a quorum of Commissioners assisted in reviewing. All Commissioners were in consensus to proceed in creation of updated “OK/Need Help” signs.

8. Emergency Services Manager Update:

Gluhan said that some planned events and community education workshops have either been cancelled or restructured to be conducted via electronic platforms. A link to the FireSafe Council’s “Shelter-In-Yard” project, which provides resources for residents to create defensible space around their homes to help protect against the spread of fires, will be added to the District’s website.

Special Projects Services Consultant Henricks stated she was working with Gluhan on creation of a GIS Mapping System for the District as well as an operational data integration system to consolidate data provided from other jurisdictions such as the Town and County Fire. The Commission received and discussed a proposal for GIS Mapping services at the January meeting, but she hoped to have an updated proposal including an additional scope of services to present to the Commissioners at the May meeting. Gluhan noted the repairs to two damaged fire hydrants were completed on April 21, with testing of hydrant functionality to occur in the next few days. The Cal-Water Ravensbury infrastructure project was still ongoing and Gluhan was awaiting a progress report.

9. Community Emergency Response Team (CERT) Activities and Update:

Gluhan reported that CERT volunteers had two teleconference meetings during the proceeding weeks with additional teleconference meetings scheduled every Wednesday through May 20. The Town's Emergency Communications Committee (ECC) joined the meeting and discussed ham radios and the "OK/Need Help" signs. The CERT Supervisors will discuss taking inventory of emergency service supplies at an upcoming teleconference meeting. Kearney suggested that any stockpile of N95 masks located during the inventory of supplies could be distributed to County Fire. Gluhan stated inventory on the masks was already performed, and there was only a small supply of masks on hand. The priority usage is for CERT volunteers to use during an emergency within the District, but distribution to the County will be an option if there was dire need.

Gluhan reviewed photos of the Emergency Vests and noted progress on purchasing the vests was delayed due to the difficulty of finding a single-source vendor for different sizes, and the limited work hours of the suppliers.

10. Hazardous Fuel Reduction Update:

Financial Consultant Vargas reviewed the cost report for Phases 1 and 2 of the Residential Tree Removal Program and mentioned total spending on the two phases was \$290,038.

Logan said the Brush Chipping Pilot Program with the FireSafe Council began in Area 4 on April 1. A summary, including cost metrics and customer evaluations, for the pilot program's first month will be discussed at the May meeting.

Gluhan noted the goat grazing contractor is tentatively scheduled to begin setting up fencing and trailers by the end of the week, but stated there could be a slight delay due the Public Health Order.

Logan mentioned the Greenwaste Yard Waste drop-off was suspended for the months of April and May. Gluhan said the Home Ignition Zone (HIZ) Program with the FireSafe Council currently have approximately 20 requests from residents, but the program was on hold since it involved in-person inspection of properties.

Logan reported tree and traffic contractors were selected and the traffic control plan was completed for Phase 1 of the Shaded Fuel Break Program along Page Mill Road. The required encroachment permits were submitted to the County's Department of Roads & Airports and the Town's Public Works Department and are awaiting approval. Permission forms for right-of-way encroachment have been signed by five of the twenty property owners thus far.

Assistant Fire Chief Glass left the teleconference meeting at 8:28 p.m.

11. Personnel Update:

Spreen reported that the Commission completed the General Manager performance review and discussed contract negotiations during closed-session meetings in February and March. He stated the Commissioners also created a list of organizational goals to guide the General Manager in the strategic development of the District.

12. Adopt Resolution 20-15 Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Authorizing Execution of First Amendment to the Los Altos Hills County Fire District General Manager Employment Agreement between the Los Altos Hills County Fire District and Jo Anne Logan:

Spreen reviewed the resolution which extends the term of the General Manager's original agreement, provides a part-time employment salary increase due to cost-of-living and favorable performance review, and a stipend to cover technology and home office expenses.

Action: Motion by Spreen to adopt the resolution authorizing execution of the First Amendment to the General Manager Employment Agreement with Jo Anne Logan; seconded by Price.

Roll Call Vote: All in Favor: Warren, Vaughn, Tyson, Price, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED 7-0

Spreen requested to continue with Agenda Item 11, and sought Commission direction regarding spending authorization for the General Manager. He explained the General Manager currently had no authority to make expenditure decisions in between Commission Meeting. He requested inclusion of a proposal for discussion at the May meeting; all Commissioners were in consensus to place the item on the May agenda.

13. 2020-2025 Strategic Plan Update:

Henricks reminded the Commissioners a proposal for Strategic Plan professional services from the Center for Public Safety Excellence (CPSE) was included on the March agenda. No action was taken due to CPSE's inability to provide the service remotely during the public health emergency. She stated CPSE is exploring options to possibly provide their services digitally. The Strategic Plan meetings are tentatively scheduled for September 21-24 but other options would be reviewed in case CPSE is unable to provide their services at that time. Price and Spreen both felt the meetings will not be as effective if held remotely instead of in-person. Henricks said the goal was to hold the meetings in-person, but if the Shelter-in-Place order is still in effect, she will explore virtual options or ways to extend the current 2015-2020 plan until the order is lifted.

14. Financial Consultant Update:

Vargas researched Commissioner's questions from Agenda Item 7 regarding the "OK/Need Help" signs. She reported the signs were sent to residents in September 2010 at a cost of \$8,486.58.

A. FY2020/2021 Budget

B. Santa Clara County Budget Workshop and Public Hearing Process

Vargas noted these items had been discussed during Agenda Item 7 General Manager Update.

C. Review and Approval of FY2020/2021 Budget Narrative

Vargas stated the "FY2020/2021 Budget Narrative" had a few small revisions from the March meeting, and will be posted to the District's website once approved by the Commissioners.

Action: Motion by Price to approve the "FY2020/2021 Budget Narrative"; seconded by Tyson.

Roll Call Vote: All in Favor: Warren, Vaughn, Tyson, Price, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED 7-0

D. District Credit Card

Vargas mentioned there was a delay in obtaining the District Credit Card due to a change in the approving Manager at Wells Fargo. An update will be provided at the May meeting.

E. Approval of Authorization for Billing of \$11,337.50 from S.P. McClenahan for FY2019/20 Brush Chipping Services

Logan explained there was an increased request for Brush Chipping services from residents at the end of March which resulted in the final bill from S.P. McClenahan to exceed their FY2019/2020 service agreement compensation cap by \$11,337.50. Siegel explained the contract requires Commissioner approval to authorize the bill if spending exceeds the cap in the agreement. The additional spending will not cause the District to exceed the total FY2019/2020 Brush Chipping Program Budget.

Action: Motion by Vaughn to approve the authorization for billing of \$11,337.50 from S.P. McClenahan for FY2019/2020 brush chipping services; seconded by Spreen.

Roll Call Vote: All in Favor: Warren, Vaughn, Tyson, Price, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED 7-0

15. Consent Calendar:

Warren asked for a motion to approve “15.A. Approval of Draft Minutes of March 17, 2020 Special Meeting”, “15.B. Approval of Draft Minutes of March 17, 2020 Regular Meeting”, and “15.C. Receive Period Report 9, March 2020”.

Action: Motion by Kearney to approve the Consent Calendar as submitted; seconded by Price.

Roll Call Vote: All in Favor: Warren, Vaughn, Tyson, Price, Spreen, Carr, Kearney.

Opposed: None. **Absent:** None.

MOTION PASSED 7-0

16. Receive Disbursements for April 2020:

Vargas noted there was an additional \$29,921.94 in expenditures bringing the total April disbursements to \$101,309.47.

17. Commission Member Reports:

Price asked if the Town’s “South County Fire District Management Audit Report” Subcommittee had any needs from the District. Spreen stated the Town’s Subcommittee and staff members were working on a response to the County’s Supervisors regarding items with a direct impact on the Town, and that District input was not needed.

18. Adjournment

Warren adjourned the meeting at 9:12 p.m. The next regular meeting will be held via teleconferencing on May 19, 2020.

Prepared by,

Cori Vargas
District Clerk